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.

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# University Calendar

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 1</td>
<td>All financial aid documents must be in Financial Aid Office to be sure financial aid is ready prior to fee payment deadlines for Summer</td>
</tr>
<tr>
<td>April 7-25</td>
<td>Registration for Summer and Fall Semesters</td>
</tr>
<tr>
<td>April 25</td>
<td>Registrations for Summer mailed/faxed by graduate students must be received by this date</td>
</tr>
<tr>
<td>May 1</td>
<td>Undergraduate admission application/document deadline for students planning to enroll in Summer Semester eCore courses</td>
</tr>
<tr>
<td>May 1</td>
<td>Undergraduate readmission application/document deadline for Summer Semester</td>
</tr>
<tr>
<td>May 6</td>
<td>Fee payment deadline for Summer Semester – see page 6. eCore students see page 11 for additional information</td>
</tr>
<tr>
<td>May 6</td>
<td>Last day to apply for short term loan for Summer Semester fees as long as funding is available</td>
</tr>
<tr>
<td>May 12</td>
<td>Graduate admission application deadline for Summer Semester</td>
</tr>
<tr>
<td>May 15</td>
<td>Undergraduate admission application/document deadline for Summer Semester (except eCore)</td>
</tr>
<tr>
<td>May 23</td>
<td>Last day to apply for short-term loan for Summer Semester books as long as funding is available</td>
</tr>
<tr>
<td>May 29</td>
<td>HOPE and short-term loan book checks to be mailed to student's permanent address if registered and paid.</td>
</tr>
<tr>
<td>June 1</td>
<td>Undergraduate admission application/document deadline for Fall Semester</td>
</tr>
<tr>
<td>June 6</td>
<td>Readmission and new student registration for Summer Semester</td>
</tr>
<tr>
<td>June 10</td>
<td>Last day to sign Perkins promissory note in Aycock Hall</td>
</tr>
<tr>
<td>June 11</td>
<td>Fees due 5pm for fees/charges incurred after May 6</td>
</tr>
<tr>
<td>June 15</td>
<td>Last day to apply for in-state tuition status for Summer Semester</td>
</tr>
<tr>
<td>June 16</td>
<td>Last day to apply for Summer Semester Regents' Test, Strozier 110</td>
</tr>
<tr>
<td>June 18</td>
<td>Graduate Foreign Language Proficiency Exam, 9 am and 2 pm, Strozier 110 (Registration required by June 9)</td>
</tr>
<tr>
<td>June 18</td>
<td>Georgia History Exam, 3 pm, Strozier 110 (Registration required by June 16)</td>
</tr>
<tr>
<td>June 19</td>
<td>Financial Aid balances available no later than this date via Higher One (see page 16)</td>
</tr>
<tr>
<td>June 19</td>
<td>Georgia Constitution Exam, 3 pm, Strozier 110 (Registration required by June 17)</td>
</tr>
<tr>
<td>June 27</td>
<td>Last day to apply for Fall Semester graduation</td>
</tr>
<tr>
<td>July 1-2</td>
<td>Regents' Test, times and locations TBA</td>
</tr>
<tr>
<td>July 14-31</td>
<td>Banweb available for Fall Semester registration. Banweb will go down at 5 pm on the 31st.</td>
</tr>
<tr>
<td>July 15</td>
<td>Undergraduate readmission application/document deadline for Fall Semester</td>
</tr>
<tr>
<td>July 18</td>
<td>Last day to submit thesis and Ed.S. research project to the Graduate School for Summer Semester graduation</td>
</tr>
<tr>
<td>July 18</td>
<td>Graduate admission application deadline for Fall Semester</td>
</tr>
<tr>
<td>Aug 2</td>
<td>Summer Semester graduation, time TBA</td>
</tr>
<tr>
<td>Aug 5</td>
<td>Fee payment deadline for Fall Semester 2008</td>
</tr>
<tr>
<td>Aug 15</td>
<td>Fall Semester 2008 begins</td>
</tr>
</tbody>
</table>
### Session Calendars

**First Session classes meet May 19 through June 3**
- **April 7-25**: Registration
- **May 6, 6 pm**: Fee payment deadline for April registration
- **May 19**: Late registration, drop/add. Fees due immediately
- **May 26**: Memorial Day, no classes, offices closed
- **May 27**: Last day to withdraw with a W grade
- **June 4**: Reading Day
- **June 5**: Exams (grades due June 9)

**Second Session classes meet June 9 through July 29**
- **April 7-25**: Registration
- **May 6, 6 pm**: Fee payment deadline for April registration
- **June 9-10**: Late registration, drop/add
- **June 11, 5 pm**: Fees/charges incurred after May 6 due
- **July 2**: Last day to withdraw with a W grade
- **July 4**: Holiday
- **July 30**: Reading Day
- **July 31, Aug 1**: Exams (grades due August 4)

**Third Session classes meet June 9 through July 1**
- **April 7-25**: Registration
- **May 6, 6 pm**: Fee payment deadline for April registration
- **June 9-10**: Late registration, drop/add
- **June 11, 5 pm**: Fees/charges incurred after May 6 due
- **June 19**: Last day to withdraw with a W grade
- **July 2**: Reading Day
- **July 3**: Exams (grades due July 9)

**Fourth Session classes meet July 7 through July 29**
- **April 7-25**: Registration
- **May 6, 6 pm**: Fee payment deadline for April registration
- **June 9-July 7**: Late registration, drop/add (Banweb not available after June 10)
  - **NOTE**: According to Federal Regulations, Financial Aid can not adjust aid for courses added after June 10
  - No drop/add transactions can be processed on June 30 because of fiscal year close-outs.
- **June 11, 5 pm**: Outstanding fees/charges incurred between May 6 and June 10 due
- **June 17**: Last day to withdraw with a W grade
- **June 30**: Reading Day
- **July 3**: Exams (grades due August 4)
- **July 17**: Last day of MW classes
- **July 18**: Last day of T,Th classes
- **July 21**: Last day of MWF classes
- **July 23**: Exams MWF classes (grades due July 28)

**Education Session classes meet June 9 through July 21**
- **April 7-25**: Registration
- **May 6, 6 pm**: Fee payment deadline for April registration
- **June 9-10**: Late registration, drop/add
- **June 11, 5 pm**: Fees/charges incurred after May 6 due
- **June 27**: Last day to withdraw with a W grade, Banweb will be down at 5 pm
- **July 4**: Holiday
- **July 16**: Last day of MW classes
- **July 17**: Last day of T,Th classes
- **July 18**: Exams MW classes (grades due July 21)
- **July 21**: Last day of MWF classes
- **July 23**: Exams MWF classes (grades due July 28)

**eCore Classes meet May 13 through July 21**
- **April 7-25**: Registration for eCore courses via Banweb or in-office
- **May 6, 6 pm**: Summer Semester fee payment deadline (You must secure your eCore seat by paying your fees by May 6, 6 pm. All eCore seats not secured will be available to other students during late registration, and drop/add)
- **May 13-15**: Late Registration, drop/add for eCore via Banweb only. Fees due immediately
- **June 16**: Last day to withdraw with a W grade (must be done from eCore website)
- **July 22-24**: Exams
- **Aug 5**: Approx. date when grades available to students
Summer 2008 Announcements

Registration is April 7-25
Registration Fee Payment Deadline is May 6, 6 pm, including Banweb

If fees not paid by May 6, classes may be dropped and you will be assessed a late fee.
After April 25, the next opportunity for continuing students to register is late registration.
See the Session Calendars for dates.

Check MyUWG for additional announcements on late registration and drop/add dates
Summer courses with low enrollment may be canceled
Undergraduate Application Deadline is May 15
Graduate School Application Deadline is May 12
Registration for new students and readmitted students is June 6

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 9 hours or more are considered full-time students. Undergraduates carrying 5-8 hours are half-time, and less than 5 hours are less than half-time. Graduate students carrying 6 hours or more are considered full-time students. Graduate students carrying 3-5 hours are half-time, and less than 3 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 for summer is 3 hours for regular graduate students and 5 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.

Overloads for Summer Only
Undergraduates  Due to varying session lengths, the following schedule presents the maximum hours an undergraduate student can take without permission.
   First Session – 6 hours
   Second Session – 18 hours
   Third or Fourth Session – 9 hours each
   Second Session combined with Third and/or Fourth – 18 hours
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.
Students in Learning Support cannot carry overloads.
Students in Regents' Test Remediation cannot carry overloads.

Graduate Students  Graduate students in the College of Arts and Sciences and the College of Business will not be allowed to carry 15 hours of graduate credit in the summer except for overloads involving a First Session (May mini-term) course.
Special permission is required for College of Education Graduate students to take 12 hours, including May Term.
No Graduate student in the College of Education will be allowed to exceed 12 hours during the Summer Semester.
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 processed. 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 April 7-25

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.

The next opportunity for continuing students, both undergraduate and graduate, to register who miss the April 7-25 registration period 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.

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, or can register on New Student Registration Day, June 6.

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

Register using Banweb
1. You can register using Banweb from any computer with
Registration Fee Payment

**Fees are due by May 6, 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 May 5 and 6 for fee payment

**Check**
- Cashier's Window, Aycock Hall, Mon. Fri. 8:30 am - 4:30 pm after 4:30 pm
- Night Depository, Aycock Hall
- On Banweb Banweb fee payment closes at 6 pm, May 6

**Cash**
- Cashier's Window, Aycock Hall, Mon. Fri. 8:30 am - 4:30 pm
- On Banweb Banweb fee payment closes at 6:00 pm, May 6

*Credit Card (Discover, American Express, MasterCard only)*

**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 May 6. We are not responsible for payments received after the deadline due to postal problems.
Late Registration • Drop/Add • Withdrawals

See Session Calendars for specific dates and deadlines
Note fee payment deadlines for each session
All refunds will be issued via HigherOne (see page 16)

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.
Note for Summer: Add/drops cannot be made on Banweb after June 10.

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 end of the official 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 federal or state financial aid received or credited to your account if you withdraw.

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/670506.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 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** planning to enroll in eCore courses
- May 1, 2008 (documents also required by this date), see page 11 for eCore information

**Undergraduate Students** - May 15, 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)839-4000

**Graduate Students** - May 12, 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 – Friday, June 6

Who can register on June 6

- Readmitted students who have not yet registered.
- New fully admitted undergraduate students.
- New fully admitted graduate students who did not register during Advance Registration.
- New auditors, new unclassified students, and transient students.

How to register

New undergraduates must attend the orientation sessions on June 6. As part of orientation, new undergraduates will be directed through advisement, registration, and the fee payment process.

New auditors, new unclassified students and transients can come to the Registrar’s Office on June 6 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 June 6 or can come to the Registrar’s Office on June 6 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, Wednesday, June 11, 2008, on Banweb by American Express, Discover or MasterCard or by web check, or in the Bursar’s Office, Aycock Hall, or at the cashier’s window, Aycock Hall, or your entire schedule will be dropped.

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 May 6, 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. If you do not register in April, 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 Courses at Georgia Highlands College

Currently enrolled students should see their instructor.

New students should contact the Department of Nursing at (678) 839-6552. Fees must be paid by Wednesday, June 11, 5 pm.

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 7 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 Tuesday, May 6, 6 pm, or your classes may be dropped and you will be assessed a late fee. See Fee Payment, page 7. You must pay the portion of your bill not covered by grants, loans or scholarships.

Late Registration and Drop/Add

See the Session Calendars on page 4.
Distance Education Course Information

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 486/66Mhs (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, online, 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.
Ecore Summer 2008

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 Summer eCore courses via Banweb or in-office
- **May 6, 6 pm**: Registration fee payment deadline. See page 7.
- **May 13**: eCore classes begin
- **May 13-15**: Late Registration, drop/add for eCore via Banweb only. Fees due immediately.
- **June 16**: Last day to withdraw with a W for eCore courses (must be done in course on Georgia View or contact an eCore Advisor for more information at 678-839-6248)
- **July 21**: eCore classes end
- **July 22-24**: eCore final exams

**eCore Tuition**
See Financial Information.

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

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

- **Doing Business in the EU**
- **Introduction to the EU**

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

Georgia Highlands College (GHC Cm)
From Carrollton: From Hwy 27 N travel 47 miles north to Rome. Georgia Highlands College at Rome is located on Hwy 27, 10 miles north of Cedartown on the right.

From Summerville: From Hwy 27 S, travel approx. 21 miles to Turner McCall Blvd (Hwy 20). Turn left onto Turner McCall at traffic light. Proceed south following signs for Cedartown. Georgia Highlands College is approx. 9 miles on the left.

From Calhoun: From Hwy 53 South, travel approx. 20 miles to the intersection of Hwy 53 Veteran’s Memorial Parkway. Turn left onto Veteran’s Memorial Parkway. Proceed approx. 6 miles to traffic light at the intersection of Hwy 411 and the parkway. Turn right onto 411. Travel approx. 3 miles until 411 combines with Hwy 27. Bear left onto 27 South. Georgia Highlands College at Rome is approx. 4 miles on left.

From Marietta: From I-75 North, take Exit 290 (Cartersville). Take left at exit ramp and watch for signs Hwy 411 South. Turn right onto Hwy 411 South and proceed approx. 25 miles to Rome. Hwy 411 turns into Hwy 27. Bear left at this junction onto Hwy 27 South. Georgia Highlands College at Rome on you approx.4 miles on the left.

UWG Newnan Center (NEWNAN)
From downtown Newnan, travel out the SR 34 – Bullsboro Drive four-lane highway almost to the Racetrac 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.

Bill Arp Elementary School, Douglas County (BilArp)
From I-20: Take the GA-5 Exit (Exit 34) toward Douglasville, travel 0.3 miles and turn left onto Bill Arp Rd/GA-5. Turn right 0.1 miles then turn left onto GA-5 S / Bill Arp Rd. Travel 4.2 miles. Turn left onto Alexander Pkwy. Bill Arp Elementary School is located at 6550 Alexander Pkwy, Douglasville, GA 30135

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

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 114.

eCore students will be advised by their academic advisor, but should consult with the eCore Advisor before enrolling in eCore courses. Any student interested in enrolling in an eCore course must receive permission from the eCore Advisor unless the student has taken a previous eCore class and made a C or better.

See the class bulletin or the eCore website (http://www.westga.edu/~ecore) for more information.
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?
a) Log into myUWG & BanWeb
b) Student Services
c) Student Records
d) Degree Evaluation
e) 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 .............................................................................. Human 322
Biology ........................................................................ BioCm 160
Chemistry ..................................................................... TLC 2135
Counseling/Ed Psy ............................................................. EducA 239
Computer Science ............................................................. TLC 2200
Curriculum/Instruction ................................................. Ed Ctr 130(Advise Ctr)
(Early Childhood, Middle Grades, Secondary)
Economics ................................................................. Bus 46
Ed. Leadership/Prof. Studies ........................................... EducA 139
English .......................................................................... TLC 2255
Foreign Lang ................................................................. Cobb 107
Geosciences ................................................................. Cal 101
History ........................................................................... TLC 3200
Management/Bus. Sys ................................................... Bus 110
Marketing/Real Estate ................................................... Bus 161
Mass Comm/Theatre ...................................................... Human 139
Math ............................................................................ Boyd 310
Media/Instructional Tech ............................................... Educ-A 146
Music .......................................................................... Human 105
Nursing ......................................................................... EducA 264
Philosophy ................................................................. Human 1st Floor
Physical Educ./Recreation ............................................. Ed Ctr 130(Advise Ctr)
Physics ........................................................................ Boyd 222
Political Sci./Planning .................................................. Pafford 140
Psychology ................................................................... Melson 123
Sociology/Crim ............................................................. Pafford 217
SpecEd/Speech-LangPath ............................................ Ed Ctr 130(Advise Ctr)
**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 Summer Semester are listed in the section below. All fees and charges are due by these dates or your classes 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.

**CARDHOLDER 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, May 6, 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 May 6 must be paid by Wednesday, June 11, 5:00 pm, or your classes 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, 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 Summer 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 $1,800.00 for 1 or more hours
- **Non-Residents:** $47.00 per credit hour up to 11 hours and $5,11.00 for 1 or more hours

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

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

- **GA - Residents:** 14.00 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, WebMBA 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
- **Grad Student:** $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
Financial Information

*See below for tuition for eCore, WebMBA 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 WebMBA courses

WebMBA 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
Art History/Appreciation Fee .................................... 10 per course
Studio Art Fee.............................................................. 8 per course
Biology/Chemistry Lab Fee....................................... 35 per course
CHEM 1151K, 1152K, 1211K, 1212K ................. 63 per course
Computer Science Lab Fee ...................................... 19 per course
Other Sciences Lab Fee .............................................. 19 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 ................................................... 320 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

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 log in 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 .................................... April 7,
Time 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 .................... May 6
Deadline for Short Term Loan for books ........... May 23

NOTE: The above deadline dates are contingent on funding availability.

Book checks will be mailed if registered & paid .. May 29

Golf, Skiing, Snowboarding ....................... 45-311 varies per course
Financial Information

Perkins Loan Award Recipients
You must sign your Promissory Note in Aycock Hall, no later than June 10 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 June 14 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.bf.westga.edu/Pubsafe/Parking/. A student will not be allowed to register for classes unless all parking fines have been paid.

What is the HigherOne Card?

****Important information about how UWG disburses all refunds****

The West Georgia OneCard 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 ATM’s, 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

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.
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, 2007-08)

### Session I - Exams on Thursday, June 5

<table>
<thead>
<tr>
<th>Time</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-11:25 classes</td>
<td>exam 8 am-10 am</td>
</tr>
<tr>
<td>1-4:25 classes</td>
<td>exam 1-3 pm</td>
</tr>
<tr>
<td>5:30-8:55 classes</td>
<td>exam 5:30-7:30 pm</td>
</tr>
<tr>
<td>6-9:25 classes</td>
<td>exam 6-8 pm</td>
</tr>
</tbody>
</table>

### Session II - Exams on Thursday, July 31 and Friday, August 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily 7:30-8:35 am classes</td>
<td>exam 7:30-9:30 am</td>
</tr>
<tr>
<td>Daily 8:45-9:50 classes</td>
<td>exam August 1, 7:30-9:30 am</td>
</tr>
<tr>
<td>Daily 10-11:05 classes</td>
<td>exam July 31, 10 am-12 pm</td>
</tr>
<tr>
<td>Daily 11:15-12:20 classes</td>
<td>exam August 1, 10 am-12 pm</td>
</tr>
<tr>
<td>Daily 12:30-1:35 classes</td>
<td>exam July 31, 12:30-2:30 pm</td>
</tr>
<tr>
<td>Daily 1:45-2:50 classes</td>
<td>exam August 1, 12:30-2:30 pm</td>
</tr>
<tr>
<td>Daily 3-4:05 classes</td>
<td>exam August 1, 3-5 pm</td>
</tr>
<tr>
<td>MWF 8:30-9:50 classes</td>
<td>exam August 1, 7:30-9:30 am</td>
</tr>
<tr>
<td>MWF 10-11:50 classes</td>
<td>exam July 31, 10 am-12 pm</td>
</tr>
<tr>
<td>MWF 12-1:50 classes</td>
<td>exam August 1, 10 am-12 pm</td>
</tr>
<tr>
<td>TTh 8-10:30 classes</td>
<td>exam July 31, 7:30-9:30 am</td>
</tr>
<tr>
<td>TTh 11-1:30 classes</td>
<td>exam July 31, 12:30-2:30 pm</td>
</tr>
<tr>
<td>TTh 2:4-3:40 classes</td>
<td>exam July 31, 3-5 pm</td>
</tr>
<tr>
<td>TTh 5-7:30 classes</td>
<td>exam July 31, 5-7 pm</td>
</tr>
<tr>
<td>TTh 5:30-8:00 classes</td>
<td>exam July 31, 5:30-7:30 pm</td>
</tr>
<tr>
<td>TTh 6:8-30 classes</td>
<td>exam July 31, 6-8 pm</td>
</tr>
<tr>
<td>TTh 8:30-11:00 pm classes</td>
<td>exam July 31, 8-10 pm</td>
</tr>
<tr>
<td>MW 2:4-30 classes</td>
<td>exam August 1, 3-5 pm</td>
</tr>
<tr>
<td>MW 5-7:30 classes</td>
<td>exam August 1, 5-7 pm</td>
</tr>
<tr>
<td>MW 5:30-8:00 classes</td>
<td>exam August 1, 5:30-7:30 pm</td>
</tr>
<tr>
<td>MW 6-8:30 classes</td>
<td>exam August 1, 6-8 pm</td>
</tr>
<tr>
<td>MW 8:15-10:45 pm classes</td>
<td>exam August 1, 8-10 pm</td>
</tr>
</tbody>
</table>

### Session III - Exams on Thursday, July 3

<table>
<thead>
<tr>
<th>Time</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily 7:30-9:45 am classes</td>
<td>exam 7:30-9:30 am</td>
</tr>
<tr>
<td>Daily 10-12:15 classes</td>
<td>exam 10 am-12 pm</td>
</tr>
<tr>
<td>Daily 12:30-2:45 classes</td>
<td>exam 12:30-2:30 pm</td>
</tr>
<tr>
<td>Daily 3:30-5:15 classes</td>
<td>exam 3-5 pm</td>
</tr>
<tr>
<td>Daily 5:30-7:45 classes</td>
<td>exam 5:30-7:30 pm</td>
</tr>
<tr>
<td>Daily 8-10:15 pm classes</td>
<td>exam 8-10 pm</td>
</tr>
<tr>
<td>M,T,W,Th 5-7:45 classes</td>
<td>exam 5-7 pm</td>
</tr>
<tr>
<td>M,T,W,Th 6-8:45 classes</td>
<td>exam 6-8 pm</td>
</tr>
</tbody>
</table>

### Session IV - Exams on Thursday, July 31

<table>
<thead>
<tr>
<th>Time</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily 7:30-9:45 am classes</td>
<td>exam 7:30-9:30 am</td>
</tr>
<tr>
<td>Daily 10-12:15 classes</td>
<td>exam 10 am-12 pm</td>
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<tr>
<td>Daily 5:30-7:45 classes</td>
<td>exam 5:30-7:30 pm</td>
</tr>
<tr>
<td>Daily 8-10:15 pm classes</td>
<td>exam 8-10 pm</td>
</tr>
<tr>
<td>M,T,W,Th 5-7:45 classes</td>
<td>exam 5-7 pm</td>
</tr>
<tr>
<td>M,T,W,Th 6-8:45 classes</td>
<td>exam 6-8 pm</td>
</tr>
</tbody>
</table>

### Education Session Exams

- **MWF classes**: exams July 3, during class time
- **MW classes**: exams July 18, during class time
- **TTh classes**: exams July 21, during class time
- **Friday classes**: exams on July 18, during class time
- **Saturday classes**: exams on July 19, during class time

**Makeup exams; to be scheduled by instructors**

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

Unless otherwise noted, the following class periods are used.

### 11-Day Sessions

<table>
<thead>
<tr>
<th>Daily Class Periods</th>
<th>MWF Class Periods</th>
<th>MW Class Periods</th>
<th>T,Th Class Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-9:35</td>
<td>8-9:50</td>
<td>8-9:30</td>
<td>8-10:30</td>
</tr>
<tr>
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<td>10-11:05</td>
<td>12-1:50</td>
<td>5:30-8:00</td>
<td>2-4:30</td>
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<tr>
<td>1:45-2:50</td>
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<td></td>
<td>6-8:30</td>
</tr>
<tr>
<td>3-4:05</td>
<td></td>
<td></td>
<td>8:30-11:00 pm</td>
</tr>
</tbody>
</table>

### 17-Day Sessions

Daily Class Periods  
7:30-9:45 am  
10-12:15  
12:30-2:45  
3-5:15  
5:30-7:45 pm  
8-10:15 pm  

Evening Class Periods  
M, T, W, Th 5-7:45 pm or 6-8:45 pm

### 36-Day Session

Daily Class Periods  
7:30-8:35  
8:45-9:50  
10-11:05  
11:15-12:20  
12:30-1:35  
1:45-2:50  
3-4:05

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>50091</td>
<td>CISM</td>
<td></td>
<td>2201</td>
<td>01D</td>
<td>3.00 Fundamentals of Computer Appl</td>
<td>Carrollton Campus</td>
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<td>JUN 04, 2008</td>
<td>JUL 24 , 2008</td>
<td>MWF 09:00 am - BusCol 133</td>
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<td></td>
<td></td>
<td></td>
<td>09:50 am</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. On-line 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.
Banweb Information

Building/Location Abbreviations Carrollton Campus

See Distance Learning section for off campus site codes

Adamso..............................Adamson Hall
ArchRg ................................Archery Range
ArtA .......................................Art Annex
Ath Fl .................................Athletic Field
Aycock ...............................Aycocoll Hall
Biolog .................................Biology
Boyd .....................................Boyd Building
BusCol ...................................Business College
Callwy .................................Callaway
Cmp Ct .................................Campus Center
Cobb H .................................Cobb Hall
Ed Ctr ..................................Education Center
EduC ...................................Education Cntr Annex
Fld 8 .....................................Athletic Field #8
Ftb Fh .................................Football Fieldhouse
Geo ........................................Geography
Honor .................................Honors House

WEB REGISTRATION TIPS

Special Registration needs
If you need to do any of the following, you must go the Registrar's Office for assistance.

a) register for a course overload
b) register for a course as an auditor
c) register for two or more courses with the same course number but different titles

D) 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.

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.

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Banweb Information

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 Crs w/ 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 Assessment. 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 Service 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

Secure Access Login

User Name: [Blank]
Password: [Blank]

Login  Cancel

Having problems logging in? Click here.

Click on Student & Financial Aid

Click on Registration & Fee Payment

Click on Add/Drop Classes

Use the Pull Down to Select Term

Then Click Submit
Banweb Information

Click on Add/Drop Classes

If You Already Know the CRN(s)

Enter the CRN, one in each box.
Then click Submit Changes.

If Everything Went Well

If You Don’t Know The CRN

Click on Class Search.
Banweb Information

Class Search

Check the Section You Want

Scroll to the Bottom

Fee Assessment

Use these options to view or print.
Core Curriculum

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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1001</td>
<td>Quantitative Skills and Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Precalculus</td>
<td>4**</td>
</tr>
<tr>
<td>MATH 1634</td>
<td>Calculus I</td>
<td>4**</td>
</tr>
</tbody>
</table>

*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.

Area B

Institutional Priorities

Learning Outcomes

• To demonstrate the ability to recognize and identify appropriate
topics for oral presentation
• To demonstrate the ability to synthesize and logically arrange oral
presentations
• To demonstrate the ability to adapt oral communication to specific purposes and audiences
• To demonstrate the ability to utilize appropriate technologies for oral communication
• To develop students better prepared for career demands in the 21st Century
• To develop increased awareness of the diverse sources of information and tradition
• To develop enhanced problem solving and critical thinking skills

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>XIDS 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>MUSC 1100</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUSC 1120</td>
<td>Survey of Jazz, Rock, and Popular Music</td>
<td>3</td>
</tr>
<tr>
<td>THEA 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>XIDS 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>

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

1. Oral Communication:

One of the following is required of all majors:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2000</td>
<td>Oral Communication and the Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1110</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2000</td>
<td>American Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2050/</td>
<td>Self-Staging:</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2050</td>
<td>Oral Communication in Daily Life</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2110</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>XIDS 1004</td>
<td>Oral and Technological v</td>
<td>4</td>
</tr>
</tbody>
</table>

2. Other Institutional Elective, choose one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 1100</td>
<td>Faces of Culture</td>
<td>2</td>
</tr>
<tr>
<td>BUSA 1900</td>
<td>Surfing the Internet for Success</td>
<td>2</td>
</tr>
<tr>
<td>CS 1000</td>
<td>Practical Computing</td>
<td>1</td>
</tr>
<tr>
<td>CS 1020</td>
<td>Computers and Society</td>
<td>2</td>
</tr>
<tr>
<td>LIBR 1101</td>
<td>Academic Research and the Library</td>
<td>2</td>
</tr>
<tr>
<td>MUSC 1110</td>
<td>Survey of World Music</td>
<td>2</td>
</tr>
<tr>
<td>XIDS 2001</td>
<td>What Do You Really Know</td>
<td>1</td>
</tr>
<tr>
<td>XIDS 2002</td>
<td>What Do You Really Know About (Selected Topic)?</td>
<td>2</td>
</tr>
</tbody>
</table>

26
Core Curriculum

FORL 2200    Survey of National Literatures    3
FORL 2300    Topics in National Literatures    3
PHIL 2100    Introduction to Philosophy    3
PHIL 2120    Introduction to Ethics    3

*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 tech-
nology in every day life
• To apply the scientific method in appropriate projects
• To demonstrate logical thinking and analytical reasoning in prob-
lem solving
• To collect and analyze data and to formulate appropriate conclu-
sions from data analysis
• To communicate scientific ideas

The student should consult the specific requirements listed in the descrip-
tion 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.

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

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.

CS 1030    Introduction to Computer Concepts    3
CS 1300    Intro to Computer Science    4
CS 1301    Computer Science I    4
CS 1302    Computer Science II    4
CS 2000    Applied Computing for the Sciences    3
MATH 1111    College Algebra    3
MATH 1112    Trigonometry and Analytic Geometry    3
MATH 1413    Survey of Calculus    3
MATH 1634    Calculus I    4
MATH 2063    Applied Statistics    3
MATH 2644    Calculus II    4
MATH 2703    Foundations of Mathematics I    3

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

BIOL 1107    Principles of Biology I    4
BIOL 1108    Principles of Biology II    4
CHEM 1211K    Principles of Chemistry I    4
CHEM 1212K    Principles of Chemistry II    4
CHEM 1230K    Accelerated Principles of Chemistry    4
GEOL 1121    Introductory Geosciences I: Physical Geology    3+1
GEOL 1122    Introductory Geosciences II: Historical Geology    3+1
PHYS 1111    Introductory Physics I    4
PHYS 1112    Introductory Physics II    4
PHYS 2211    Principles of Physics I    4
PHYS 2212    Principles of Physics II    4

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

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

MATH 1634  Calculus I  4
MATH 2643  Applied Statistics  3
MATH 2644  Calculus II  4
CS 2000  Applied Computing for the Sciences  3

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 0 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 ILICIT 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 ongoing 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 20220-45605.

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.