

East Georgia

STATE COLLEGE[®]

East Georgia State College 2022-2023 Student Handbook

Revisions Adopted by President's Cabinet 1/10/20; 5/24/22
Adopted by President's Cabinet August 16, 2017; Policy links updated 8/25/17;10/23/17;
1/16/18; 5/18/22; 9/28/22; 10/4/22

"Home of the East Georgia State College Bobcats"

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act (ADA), East Georgia State College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self disclose their disability to the College and the Counselor/Disability Service Provider before academic accommodations can be implemented.

Equal Opportunity Policy Statement

East Georgia State College is an affirmative action, equal opportunity educational institution. Admissions, treatment, and employment at the college are not influenced by race, sex, color, religion, national origin, age, veteran status, or handicap.

Institutional Policy

The Vice President for Student Affairs shall serve as coordinator for assuring compliance that no qualified disabled person, on the basis of disability, be denied the benefits from participation in the various activities of the college. Any student of the college who feels that he/she has been excluded from participation in or been denied the benefits of or been subject to discrimination in any program or activity because of a physical or mental disability has the right to file a complaint or grievance. Complaints from students should be written and include all pertinent data.

Student Handbook Editions

This handbook is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. The College reserves the right to alter the contents of this publication. When changes are necessary, reasonable efforts will be made to notify students. Official changes to this handbook shall be recorded on the President's Policies and Procedures Page under Section 4 – Student Affairs at: <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/index.html>. The Student Handbook consists of the "Student Handbook" document as well as any new or updated policies listed underneath the Student Handbook document. The statements set forth in this handbook are

for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

Family Educational Rights and Privacy Act (FERPA)

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this act, a student has the right to inspect and review education records maintained by this institution that pertain to the student, to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights, and control disclosures of education records with certain exceptions. 'Directory information' will be treated as public information and will generally be available on all current and former students at the discretion of the institution. This includes the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports programs, age, hometown, hobbies and general interest items of members of athletic teams, dates of attendance, degrees, honors and awards applied for and/or received, and previous educational institutions attended by that student. Any student who does not wish directory information disclosed must file a written request with the Registrar's Office. See "Student Rights under FERPA," on page 12 of this document.

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Assistance – Resources of...

**NOTE: The area code and prefix for all numbers is 478-289 unless otherwise noted.*

<u>For</u>	<u>Whom</u>	<u>Phone</u>
Absences	Individual Professor *Search Faculty/Staff directory on-line at www.ega.edu	
Academic Advising	Faculty Advisor *Search Faculty/Staff directory on-line at https://www.ega.edu/directory/index.html	
Admissions	Office of Admissions	2017
Alumni Relations	Vice President Institutional Advancement	2037
Associate Vice President for Academic Affairs		2054
Athletics	Athletic Department	2123
Bobcat Bridge	Coordinator of Student Life	2115
Books and Supplies	Bookstore	2098
Campus Police	EGSC Police Department	2090
Change of Major	Registrar's Office	2014
Clubs & Organizations	Student Life	2115
Cheerleading	Director of Student Life	2115
Counseling	Counselor	2039
Disability Services Information	Counselor	2039
East Georgia State College Statesboro	Main Number	912-623-2400
East Georgia State College Augusta	Director	706-729-2187
Enrollment Services	Main Number	2169
Financial Aid	Main Number	2169
Food Services	Director of Dining Services	2134
General Information 'Campus'	Campus Switchboard Operator	2000
Gen Info JAM Student Center	JAM Student Center Help Desk	2170
Graduation Requirements	Registrar's Office	2014
Housing	Director of Housing	2371
School of Humanities	Secretary	2070
ID Cards	Business Office	2000
Instructional Programs	Vice President for Academic and Student Affairs	2033
Intramurals	Coordinator of Student Life	2115
Library	Librarian	2088
Lost and Found	Student Services Complex Help Desk	2170
Maintenance	Plant Operations	2095
School of Math Sciences	Secretary	2067
Orientation	Assistant Director of Admissions	2067
Parking Decals	Business Office	2000
Payment of Fees	Business Office	2000
Recreation Room	Student Services Complex Help Desk	2170
Registration	Registrar's Office	2014
Richard L. Brown Dining Hall	Director of Dining Services	2134
Room Scheduling	Director of Event Planning	2367
Schedule Change	Registrar's Office	2014
School of Social Science	Secretary	2045
Student Conduct	Director of Student Conduct	2360
Student Government	Director of Student Life	2115
Student Records and Transcripts	Office of the Registrar	2014
Title IX	Coordinator of Title IX	2360

Veteran Affairs	Director of Financial Aid	2009
Withdrawal from Courses	Registrar's Office	2014

Fax Numbers

Admissions, Financial Aid, Registrar's Office	2140
Augusta Location (EGSC-A)	706-667-4394
Bookstore	2110
Business Office and Purchasing	2144
Counseling and Disability Services	478-419-1003
Institutional Advancement	2137
Housing	2038
Institutional Research	2137
Library	2083
School of Mathematics and Sciences	2080
Office of the Registrar/Records	2140
Public Information	2137
President's Office	2136
School of Social Sciences	2141
Student Life	478-419-1229
Statesboro Location (EGSC-S)	912-623-2302
Vice President Business Affairs	2038
Vice President Institutional Advancement	2137
Vice President Academic and Student Affairs	2038

Schedule of Hours

**NOTE: Schedules are based on 'normal' operating hours. Times may vary including Summer Hours.*

Bookstore

Monday – Thursday	9:00 a.m. – 5:00 p.m.
Friday	9:00 a.m. – 12:00 noon

**NOTE: Extended hours during Final Registration, Schedule Adjustment and the first week of classes.*

Food Services - Swainsboro

College Café	(Mon-Thurs)	8:00 a.m. – 4:00 p.m.
	Friday	8:00 a.m. – 2:30 p.m.
RLB Dining Hall	Lunch (Mon-Friday)	11:00 a.m. – 2:00 p.m.
	Dinner (Mon-Thurs)	5:00 p.m. – 7:00 p.m.
Common Grounds I	(Mon-Thurs)	8:00 a.m. – 3:00 p.m.
	Friday	8:00 a.m. – 12:00 p.m.

Academic Center for Excellence - A.C.E. Swainsboro (Luck Flanders Gambrell Building):

Monday-Thursday	8:00 a.m. - 7:00 p.m.
(Summer semester hours differ)	
Friday	8:00 a.m. - 5:00 p.m.

Academic Center for Excellence - A.C.E. Statesboro (GS Nessmith-Lane Building):

Monday-Thursday	8:00 a.m. – 7:00 p.m.
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(Summer semester hours differ)

Friday 8:00 a.m.- 5:00 p.m.

Academic Center for Excellence - A.C.E. Augusta (AU Galloway Hall):

Monday-Thursday 8:00 a.m. - 5:00 p.m.

(Summer semester hours differ)

Friday 8:00 a.m. - 3:00 p.m.

Library

Monday – Thursday 7:30 a.m. – 7:00 p.m.

Friday 7:30 a.m. – 5:00 p.m.

JAM Center Recreation (Game) Room

Monday – Thursday 9:00 a.m. – 5:00 p.m.

Friday 9:00 a.m. – 4:00 p.m.

Fitness Center (Must have Bobcat ID)

Monday – Thursday 8:00 a.m. – 8:00 p.m.

Friday – Saturday 8:00 a.m. – 6:00 p.m.

Sunday 1:00 p.m. – 7:00 p.m.

East Georgia State College - Statesboro

Fall & Spring Semester:

Monday – Thursday 8:00 a.m. – 8:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Administrative Services 8:00 a.m. – 5:00 p.m.

Summer Semester:

Monday – Friday 8:00 a.m. – 5:00 p.m.

East Georgia State College - Augusta

Monday – Friday 8:00 a.m. – 5:00 p.m.

STUDENT AFFAIRS

Student Affairs at East Georgia State College are dedicated to the promotion of the physical, cultural, and personal development of the individual student. The Student Life program is designed to involve the student in co-curricular and extra-curricular activities of the college, so as to make them an integral part of the total college experience of the student. The functions of Student Affairs are to meet the needs of the individual students; to promote good communication and working relationships among students, faculty, and staff; and to heighten awareness of civic responsibility.

All East Georgia State College students, regardless of their location in attending classes, are required to be conscious of and abide by the policies and procedures outlined in this handbook. Information contained herein applies to all students with regards to rights, privileges, and constraints against certain actions. If you have questions or concerns with any of the information contained in this handbook, please contact the Vice President for Student Affairs for clarification.

Student Conduct Code and Disciplinary Procedure

The EGSC Student Conduct Code applies to student conduct while on or off the campus of East Georgia State College or in association with any event acknowledged by EGSC. The AVP for Student Conduct and Title IX is responsible for enforcing the Code of Conduct and the student conduct disciplinary process. The EGSC Student Conduct Code and Disciplinary Procedure can be found here:

<https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-student-code-conduct-disciplinary-process.html>

Disciplinary Procedures for Student Organizations

Any student or student organization found to be responsible for misconduct on East Georgia State College or at a college/ club sponsored event off campus is subject to College sanctions. When a student organization engages in an act of misconduct, EGSC reserves the right to take action not only against the organization but also against the individual student members of the organization. Violation of these policies can have impact for your continued participation as a student at East Georgia State College.

In support of Section 4.6.3 of the Regents Policy Manual concerning the Withdrawal of Recognition of Student Organizations, all student organizations recognized by or using the facilities of East Georgia State College are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

Any student organization which knowingly permits, authorizes, or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for one calendar year from the date of determination of guilt. Such organization shall also be prohibited from using any property or facilities of the institution for a period of one year.

**NOTE: The sanctions imposed by these policies shall be subject to Application for Discretionary Review per the Board of Regents Policy 8.6. An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter.*

INSTITUTIONAL POLICY AND PROCEDURE

Bobcat Bridge Program

For program information and the complete policy, please view the Bobcat Bridge Program policy under the Policies and Procedures of the College on the President's Office website at

<https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-bobcat-bridge-program.html>

Bobcat Growl Program

The Bobcat Growl – Complaint System offers you the opportunity to share concerns and/or complaints you may have. Please view the Compliant Policy under the Policies and Procedures of the College on the President's Office website at <https://www.ega.edu/current-students/student-support/student-complaint-process.html>

Minor Children on Campus

Minor children are not allowed on campus unless they are under the supervision of a responsible party. For complete policy, please view <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-minor-children-on-campus-policy.html>

Conflict Resolution

The Board of Regents of the University System of Georgia recognizes the benefit of resolving conflicts through alternative means designed to decrease the reliance on adversarial processes and resolve conflicts effectively and fairly at the lowest possible level.

East Georgia State College supports the goals of the “Campus Conflict Resolution Committee” initiative whereby its students may seek timely, equitable, and satisfactory resolutions to their conflicts in an efficient and cost-effective manner preferably at the first indication of a problem.

East Georgia State College encourages students to use the mediation process to resolve conflict. Students whose conflicts are not resolved satisfactorily through Conflict Resolution may seek resolution using the complaint mechanisms appropriate for their conflict as set forth in the policies of East Georgia State College and Board of Regents Policy.

Conflict Resolution is an informal, structured, voluntary, and confidential process where the involved parties meet with one or two trained mediators to work through the conflict at hand. The participants must both agree on the outcome of the process for the conflict to be resolved. The mediator guides and encourages each party through the process but, does not make the final decision unless otherwise arranged to do so. For complete policy, please view the Conflict Resolution policy under the Policies and Procedures of the College on the President’s Office website at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-conflict-resolution-policy.html>

Counseling and Testing

Students may seek help at any time by contacting the Counseling and Disability Services Office in the Student Services Complex. Testing is available to students in determining their career interest and aptitudes. Information and referral are also available for students needing to document an already diagnosed or suspected disability in order to receive accommodations in college. You may contact the Counseling and Disability Services office for any questions or for more information at 478-289-2039. At EGSC - Statesboro, contact (912) 623-2400 or (478) 289-2039 for Swainsboro or Augusta. Academic advisors are assigned by the academic department to each student to assist in planning individual college programs during a students' freshman year.

Counseling - Interpreting Services

Students requesting interpreter services are encouraged to ensure that they have submitted appropriate documentation of a hearing impairment. Documentation of a hearing impairment must be from a Licensed Audiologist. This documentation must include a diagnosis and information as to how the disability impacts the student in an academic environment.

Students will be notified when appropriate documentation is on file and may choose to schedule a meeting with the Counselor/Disability Service Provider (DSP) to arrange accommodations and/or services.

A. Student Requirements-

Class attendance is crucial for successful academic completion. When a student who uses an interpreter will be absent from class, notifying the Counselor/DSP is EXPECTED 48 HOURS PRIOR TO THE

ABSENCE. An email is considered to be sufficient notification. This is crucial when communication facilitators are being paid for their time in class. This timeframe is necessary because most Interpreters require at least 48 hours notice of cancellations. The Interpreter is there as a supplement to the classroom experience, not as a substitute. If a student fails to attend class, he or she needs to meet with the instructor for follow-up. Interpreters are not responsible for the student's absence or their academic responsibilities.

B. Student Responsibilities-

1. Students are responsible for contacting the Counselor/DSP in advance if an Interpreter is needed. On the first day of class or in any new situation, please identify yourself to the Interpreter.
2. You are responsible for being on time for all classes, labs, and meetings.
3. Students are encouraged to sit in a place that provides the best lighting, distance, background, and angle for seeing the Interpreter.
4. If you have any questions relating to class materials, ask the instructor.
5. Personal conversations with the Interpreter should not occur during the class, but before or after the class.
6. If you have difficulty understanding the Interpreter, discuss it with that person. If this does not resolve the problem, contact the Counselor/DSP.
7. If your Interpreter does not come to class, notify the Counselor/DSP that he or she has failed to show up.

Let your Interpreter know if:

1. You plan to be absent or miss a class.
2. Your class is cancelled.
3. There will be a video shown in class.
4. You will be making a presentation.

C. No-Show Policy-

If an Interpreter has been requested and you know that you will be unable to attend class, you should provide the Counselor/DSP with at least 48 hours advance notice so that the Interpreter can be informed. In limited circumstances, such as student illness, students may not be able to provide 48 hours notice. In this circumstance, any advance notice is considered as sufficient. Failure to provide any advanced notice is considered a "No-Show". To give advance notice a student may:

1. Call the Counselor/DSP and speak either in person or leave a message **OR**
2. Send an email to the Counselor/DSP notifying of the absence

Failure to provide the Counselor/DSP with notice will result in the following actions:

1. **First "No-Show":** A first warning letter will be sent to remind the student of the policy and appropriate procedures.
2. **Second "No-Show":** A second warning letter will be sent to the student informing the student that they have two "No-Shows". In addition, the letter will remind the student of the policy and appropriate procedures.
3. **Third "No-Show":** Interpreting services will **AUTOMATICALLY BE SUSPENDED**, and a letter will be sent to the student informing the student of the policy and the appropriate procedure. **SERVICES WILL REMAIN SUSPENDED** until the student makes an appointment and meets with Counselor/DSP to reinstate services. Reinstatement will require the student to explain his or her actions and communicate a renewed commitment to attending classes and other school events as expected.
4. **Exception to the "No-Show Policy":** If three (3) or more "No-Shows" occur within the same two-week period, services will automatically be temporarily suspended, and a letter will be sent

to the student informing the student of the policy and the appropriate procedures. The services will remain suspended until the student makes an appointment and meets with the Counselor/DSP.

Counseling - Services for Students with Disabilities

East Georgia State College is committed to assisting students in attaining their highest potential by providing reasonable academic accommodations for those students with various learning, physical and/or psychological disabilities. Services presently available include counseling, liaison with faculty/staff, access to technology, and referral to other services. For assistance, please contact the Disability Services Provider in the JAM Student Services Complex on the Swainsboro campus at 478-289-2039, Augusta students are encouraged to call 478-289-2039 or in Statesboro at 912-623-2400.

It is the responsibility of the student to make known to the college their need for accommodations.

Students must consult with their instructors as to barriers to completing a course and make known to instructors any accommodations that have been awarded. Students must notify the testing department ahead of time if accommodations have been awarded when taking institutionalized tests such as the Compass test(s). Students must contact the Disability Service Provider when needing accommodation for a disability or when having problems with receiving granted accommodations.

Process for Special Accommodation: Student must first contact the Disability Service Provider to disclose the disability and request for special accommodations. Student must provide documentation of the disability in the form of professional assessment. It may be necessary for the student to be retested if the psychological evaluation is more than three years old or does not meet Board of Regents criteria for that classification of disability. If providing special accommodations is warranted, the student will work with the Disability Service Provider to arrange appropriate accommodations with each instructor.

Disabilities continued: In compliance with the requirements of the Americans with Disabilities Act (ADA), it is the policy of the college that it does not discriminate against an individual on the basis of his or her disability, as covered under the ADA and section 504 of the Rehabilitation Act of 1973. We also affirm that all programs of the college are open to regularly admitted students without regard to disability.

No students will be denied access to any program or to any administrator or faculty person because of the person's disability. Any person, employee, or job applicant who has a complaint or grievance in regard to the ADA and section 504 of the Rehabilitation Act of 1973 should contact the Vice President for Business Affairs.

Criminal Background Investigation Procedures

East Georgia State College will require a Background Investigation Committee for applicants and former students that self-declare on the Admissions Application that they have been convicted of a crime other than a traffic offense or have current criminal charges pending, students in the Teacher Education program of study, EGSC students applying for employment as a Post-Secondary Readiness Enrichment (PREP) tutor, EGSC tutor, EGSC students applying to a Study Abroad program or any student who applies to live in on-campus housing.

For complete policy on CBI procedures please view: <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-student-cbi-policy.html>

Declaration to Change Campus Location

At the time students apply to East Georgia State College they must indicate on the Admission application the site they plan to attend. This information is coded into our Banner system and is used along with the

number of credit hours they enroll in to determine the cost of their tuition and fees for any semester. Fees at the Statesboro and Augusta sites are different from the Swainsboro campus and students are responsible for knowing the difference between the two fee structures. If students wish to change from their original or latest assigned location, they must complete and return the “Declaration to Change Campus Location” form to the Registrar’s Office. Approval is required by the Financial Aid Office, Business Office, and the Registrar’s Office and the form must be received no less than two-weeks prior to the start of the semester or two weeks prior to Early Registration for an upcoming semester in which you wish to execute this change. Deadlines are necessary since the Business Office releases a list with the bookstore credit information. The credit information is dependent upon the location the student is approved to attend. A declaration may only be requested once an academic year, which is three consecutive semesters. If you wish to request a change at the start of the next academic year, you must complete a new request form. This form is available on the Registrar’s Office website at <https://www.ega.edu/current-students/academics/change-campus-degree-advisor.html> Students will be notified about the outcome of their request via their Web Mail Account with EGSC.

Drugs and Alcohol

For East Georgia State College’s complete Drug and Alcohol Policy, go to <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-drug-and-alcohol-policy.html>

Emotional Support or Assistance Animals in On-Campus Housing Policy

For complete policy, please view the Emotional Support or Assistance Animals in On-Campus Housing policy found under the Policies and Procedures of the College on the President’s Office website at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-emotional-support-or-assistance-animals-in-on-campus-housing.html>

Grade Appeal Process

If a student does not understand the reason for a final course grade, it is the student’s responsibility to contact the instructor of the course about the final course grade. If after such informal consultation the student does not agree with the basis on which the final course grade was assigned, the student may initiate a formal appeal according to the procedures found under the Policies and Procedures of the College on the President’s Office website at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/03-final-course-grade-appeal-policy-and-procedure.html>

Student Appeals Process Following Academic Exclusion

A student may challenge his or her academic exclusion and loss of financial aid on the grounds stated in the official policy, by filing a “Letter of Appeal” using the form available on the EGSC Office of the Registrar and Financial Aid Office. For complete policy, please view the Student Appeals Process Following Academic Exclusion policy under the Policies and Procedures of the College on the President’s Office website: <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/03-academic-exclusion-appeal.html>

Notification – Convicted Sex Crime Offenders

Notification to the general public of individuals convicted of sex crimes will be made via the GBI Sex Offender Registry. Convicted sexual abuse offenders in the State of Georgia are required to register as sexual abuse offenders in the location where they live. The GBI Sex Offender Registry can be found at: <http://gbi.georgia.gov/georgia-sex-offender-registry>

Parades, Student Rallies and Gatherings

Please view East Georgia State College’s Free Speech Policy Freedom of Expression Policy at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/09-freedom-of-expression.html>

Parking and Transportation Services at EGSC

For Parking Assistance call EGSC Police Swainsboro: 478-289-2090; Statesboro: 912-623-2462; Augusta: 706-729-2187/706-721-7275. For complete policy, please view the Parking and Transportation policy under the Policies and Procedures of the College on the President's Office website at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/13-parking-and-transportation-policy.html>

Pets

For complete policy, please view the pet policy under the Policies and Procedures of the College on the President's Office website at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-pet-policy.html>

Procedure for Student Publications

For complete policy, please view the Procedure for Student Publications policy under the Policies and Procedures of the College on the President's Office website at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-procedure-for-student-publications.html>

Record Retention Policy

For complete policy, please view the Record Retention, Storage, and Disposal of Student Enrollment and Academic Achievement Records policy under the Policies and Procedures of the College on the President's Office website at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/10-02-record-retention-and-storage-policy.html>

Student Rights under FERPA

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, which is designed to protect the student's rights with regard to education records maintained by the institution. Under this act, a student has the right to inspect and review education records maintained by this institution that pertain to the student, to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights, control disclosures of education records with certain exceptions, and the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

To view East Georgia State College's complete FERPA policy go to <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-ferpa-notification-of-student-rights-policy.html>

Suicide Prevention Policy/Protocol

East Georgia State College (EGSC) is a partner with our students, faculty and staff in the pursuit of both mental and physical well-being, good practices, and practical education. College campuses across the state and country are facing more frequent issues involving individuals in psychological distress. While we can hope for a limited number of these situations to occur on our college campus, preparedness and proper response is one key to successful resolution in these situations. To view East Georgia State College's Suicide Prevention Policy/Protocol go to the Policy under the Policies and Procedures of the College on the President's website at: <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-plan-for-managing-a-psychological-and-psychological-medical-crisis.html>

GENERAL INFORMATION

Academic Center for Excellence (A.C.E.)

Available at all three of the College's locations, the A.C.E. is a learning environment that provides the opportunity to positively impact students' lives in addition to teaching them the fundamental concepts of subject matter. In the A.C.E. we focus on ensuring the student has a liable grasp on the course materials and concepts while providing them with encouragement and the skills to obtain the grit to push forward in their academics.

Access to Campus Facilities by Outside Groups

Classrooms and lecture halls located in the Academic Building, Luck Flanders Gambrell Building, and Community Learning Center are available for use by certain organizations for general meetings, seminars, banquets, receptions, public forums and other functions suitable to be held on a college campus and not in violation of the laws of the State of Georgia, policies of the Board of Regents and East Georgia State College campus rules. To view the Facilities Usage Policy go <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/09-campus-facilities-usage-and-scheduling-policy.html> Also view East Georgia State College's Free Speech Policy at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/09-freedom-of-expression.html> For more information about use of campus facilities, contact Director of Event Planning at 478-289-2367.

Alumni Affairs

Membership in the East Georgia State College Alumni Association is automatically conferred upon all graduates of the institution and is also available to those students who have attended but not graduated. This organization, under the general administrative supervision of the Coordinator of Development and Alumni Relations, was formed after the occasion of the college's first graduation.

Banner Student Information System / Banner Web

EGSC utilizes the Banner Student Information System/Banner Web for various things such as student registration, student fee payment, financial aid processing, request for academic transcripts, storing students' academic history, and more. Students can access the Banner/Banner Web system by logging into the myEGSC web portal, myegsc.ega.edu and selecting the "Banner Web" icon. Periodically, specifically prior to a registration period, students should access their Banner Web accounts to check for holds, which might prevent registering for courses. Academic, disciplinary and financial holds will also prevent a student from registering for courses. Along with this increase in access to student information though, does come some additional responsibility on the part of the student. With that in mind, please guard / do not share your EGSC student username, student ID number and/or Banner PIN number.

Behavioral Recommendation Team

The Behavioral Recommendation Team (BRT) exists to help promote the development of a healthy campus community at East Georgia State College. The team, made up of select college employees; (Director of Counseling/Disability Services, Director of Student Conduct, selected personnel from Academic Affairs, Legal Counsel, EGSC Statesboro and Augusta, Police Department, and Housing), provides support and behavioral response to students, faculty, or staff members displaying varying levels of disruptive, disturbed, or distressed behaviors. This team will provide recommendations for communication, coordination, and intervention. Our goal is to increase communication among faculty, staff, and administration balancing FERPA, HIPAA, and counselor privilege with college "need to know" and emergency communication needs.

For complete policy, please view the Behavior Recommendation Team Procedures under the Policies and Procedures of the College on the President's Office website at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/files/12-behavioral-recommendation-team-manual.pdf>

Campus Safety Contact Information

In case of an on-campus emergency, or if you are in a college vehicle and an emergency arises, immediately call 911. You must also call the Police Officer on duty at 478-289-2090 (Police Department Cell Phone Number), which the Police Officer on duty is required to have at all times. (updated 6/28/19)

Change of Name and/or Address

It is the student's responsibility to keep the Admissions and Registrar's Office notified of any name and/or address change. Unless notified to the contrary, correspondence will be addressed as shown on the student's application for admission.

College "Cyber" Café

Stop by and enjoy the services provided by the EGSC Dining Services Department. The Café provides a full-service grill and menu, even the most distinguished student palate can be accommodated Monday thru Friday in the Richard L Brown Dining Hall serving lunch and dinner to students, faculty and staff.

East Georgia State College - Statesboro

Since 1997, more than 16,000 students have attended East Georgia State College - Statesboro (EGSC-S). Here, students can enjoy personalized instruction, in smaller classes, with professors who are committed to the field of education. While at EGSC-S, students enjoy many of the benefits of Georgia Southern University. EGSC - Statesboro students can use the library and computer labs, attend cultural events, purchase campus meal plans, participate in intramural sport activities, see doctors and nurses at the Health Services clinic, use the RAC (Recreation Activities Complex), attend sporting events, be a member of the Southern Pride marching band, join student clubs and organizations, and more.

Students attending East Georgia State College - Statesboro (EGSC - S) should remember that they are not Georgia Southern University (GS) students, though as EGSC - S students, they have many of the same privileges and rights on the GS campus as native students. EGSC - S students are required to adhere to the academic and behavioral standards expected of all members of the college and campus communities and are subject to the rules and regulations of both East Georgia State College and Georgia Southern University.

In the event students find themselves in violation of the GS Student Code of Conduct, while on the GS campus, judicial proceedings will be administered according to the GS Student Code of Conduct, which can be found at: <http://students.georgiasouthern.edu/conduct/student-code-of-conduct/> Decisions by the GS Judicial Affairs Office are communicated to, and observed by, East Georgia State College. Additionally, East Georgia State College reserves the right to review conduct code violations and impose their own penalties based on the EGSC Student Code of Conduct, which can be found on page 6 of this document.

The primary focus of EGSC - Statesboro has been to provide an option for access to liberal arts post-secondary education to students from the ten-county area in and around Statesboro (Appling, Bryan, Bulloch, Candler, Effingham, Evans, Montgomery, Screven, Tattnall, and Toombs). After satisfying all Learning Support and College Preparatory Curriculum deficiency requirements and completing 30 hours of college-level coursework, EGSC-S students are eligible to finalize the transfer process to a university-level institution.

EGSC - Statesboro students have the opportunity earn an Associate of Arts, an Associate of Arts in Psychology, and an Associate of Arts in Sociology. Other programs can be completed online while in residence at EGSC-S.

Classes will be added to allow students to complete the full program of study in their chosen field in

Statesboro. Students will continue to have access to Georgia Southern University's student services resources and the University community.

Administrative offices in Statesboro are located at 847 Plant Dr., within the Nessmith-Lane Conference Center, on the Georgia Southern University Statesboro campus. In addition to taking classes in the state-of-the-art classrooms located at EGSC - Statesboro, students can receive help with administrative issues, meet with advisors and professors, use the EGSC - S computer lab, and take advantage of free tutoring and counseling services.

If you would like additional information about East Georgia State College - Statesboro please call or visit our Statesboro Location.

East Georgia State College - Augusta

Here, students can enjoy personalized instruction, in smaller classes, with professors who are committed to the field of education. Additionally, while at EGSC - Augusta students enjoy many of the benefits of Augusta University, including Augusta University ID card that allows students to use the library, cultural events, campus meal plans, fitness extension facilities, and more.

Serving in and around Augusta (Richmond, Columbia, Burke and South Carolina counties of Edgefield and Aiken), the primary purpose of EGSC - Augusta is to provide an option for access to liberal arts post-secondary education to those students in the service area. After satisfying all Learning Support and College Preparatory Curriculum deficiency requirements and completing 30 hours of college-level coursework, EGSC - Augusta students are eligible to finalize the transfer process to a university-level institution.

Administrative offices in Augusta are located on the Augusta University –Summerville campus (formerly Augusta University) on the second floor of Galloway Hall. At the EGSC - Augusta office, students can receive help with administrative issues, meet with advisors and professors, utilize the EGSC - Augusta computer lab, and take advantage of free tutoring.

Students attending East Georgia State College - Augusta should remember that they are not Augusta University students, though as EGSC - Augusta students, they have many of the same privileges and rights on the Augusta University campus as native students. EGSC - Augusta students are required to adhere to the academic and behavioral standards expected of all members of the college and campus communities and are subject to the rules and regulations of both East Georgia State College and Augusta University.

EGSC students are encouraged to abide by the EGSC Code of Conduct and the Augusta University Code of Conduct. In the event students violate the Augusta University Code of Conduct, student conduct proceedings will be administered by EGSC according to the EGSC Student Code of Conduct. The EGSC student conduct proceedings and any sanctions will be communicated to Augusta University. To view Augusta University's Code and student manual: <https://augustauniversity.app.box.com/v/student-manual>

If you would like additional information about East Georgia State College - Augusta, please call Nick Kelch, Associate VP of External Campuses (706) 729-2257; or, stop by the administrative office located at Galloway Hall on the Augusta University Summerville campus.

Email (Student)

All East Georgia State College students are provided student email accounts. New student email accounts are automatically created for students when they are accepted for admission to East Georgia State College. The college utilizes Microsoft Office 365 for the student email system, which is referred to as "CatMail." Students can check / send email messages using the following methods: using their personally

owned mobile devices / cell phones; by logging into the myEGSC web portal (myegsc.ega.edu); by going to Outlook.Office.com; by using the EGSC mobile app. For more information about the CatMail student email system, please go online to myegsc.ega.edu or visit the “**Help**” section of the EGSC web site.

Please note a student's EGSC email address remains active for the duration of their enrollment while attending East Georgia State College. **A student's email account will automatically be closed, and all email messages deleted, when a student has not attended classes at East Georgia State College for a period of over one year. The one-year time period begins when the student was last enrolled and taking classes at East Georgia State College. With this in mind, it is the responsibility of the student to print out and/or save to another format any email message that the student wishes to permanently retain.**

EGSC utilizes student email to inform students of important information. Therefore, students should frequently check their EGSC email accounts. EGSC - Statesboro students who have completed a Georgia Southern University (GS) transient application may also create a GS email account.

The college's email policy is listed under the Policies and Procedures of the College on the President's Office webpage at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/11-10-campus-email-policy.html>

Facilities – Student Computers

Various locations at EGSC-Swainsboro, Statesboro and Augusta have computers and printers available for student use. At Swainsboro, the Library, Academic Center for Excellence (ACE), the JAM Student Services Center and various computer classrooms have computers and printers available. Please note that scheduled classes that meet in computer classrooms have priority. For students who live in on-campus student housing (Bobcat Villas) at the Swainsboro campus, a computer lab is located on the second floor of the student housing complex as well as in the student clubhouse.

At EGSC-Statesboro, student computers are available in the student computer lab room (H-1761), in the ACE and in four computer classrooms. Please note that scheduled classes that meet in computer classrooms have priority. EGSC-Statesboro students can also utilize various computer labs on the Georgia Southern University campus.

At EGSC-Augusta, student computers are available in the ACE, which is located inside of the EGSC-Augusta offices on the Augusta University (AU) Summerville Campus. Additionally, EGSC-Augusta students can utilize various computer labs on the AU Summerville Campus.

All EGSC student computers have various software applications installed such as Microsoft Office.

Please do not bring food or tobacco products into the computer lab areas.

As part of the EGSC Student Technology Fee, students currently enrolled and actively taking classes at EGSC (Swainsboro, Statesboro or Augusta) are provided a 300-page print balance each semester that can be used on EGSC student computers. If a student depletes his/her 300-page balance before the end of the semester, additional printing pages can be purchased online or on a "pay-as-you-print" basis in the EGSC library or in the student computer lab at EGSC-Statesboro. Unused pages are not refunded to students in either monetary or blank paper reimbursements.

If you experience problems with a student computer, please contact the EGSC Information Technology Department, which has offices in the George L. Smith Building at Swainsboro and at EGSC - Statesboro, or via email at cswork@ega.edu or via phone at 478-289-2004.

For complete policy, please view the Computer Lab/Work Station Usage policy under the Policies and Procedures of the College on the President's Office website at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/11-13-computer-lab-workstation-use-policy.html>

First Aid

In case of minor cuts, scratches, etc., a first aid station is located inside of the Physical Education Complex. Please see the Physical Education Complex Coordinator for assistance.

Health Services

The Student Health Clinic is located in the lower level of the Academic Building on the Swainsboro campus. The hours for the clinic are Monday – Thursday, 12:30 – 4:30 p.m.. These hours are subject to change from semester to semester. These health services are for the Swainsboro students only and are paid for by their (Swainsboro only) student health fees. Services are provided by Emanuel Medical Center professional staff. Appointments are not necessary. Student Health Fees cover the costs of many services. For more information, call the Health Clinic at 289-2182, or visit the website at <https://www.ega.edu/current-students/student-support/health-services.html>

Heritage Room

The Heritage Room serves as an instrument for preserving historical data, stimulating historical interest and fostering collaboration with historical societies and area public libraries. Just as the college has expanded its geographical presence in recent years through the growth of enrollment, establishment of off-campus center, creation of collaborative programs with area technical institutes and development of economic development activities, the Heritage Room allows it to have major impact on its service area in terms of historical and cultural understanding and awareness. The Heritage Room initiative represents a historic opportunity for East Georgia State College and the communities it serves.

Housing

East Georgia State College offers on-campus housing at the Swainsboro location. No commuting! Living in on-campus housing will allow you to be close to your classes, the library, other academic resources and campus activities. EGSC has the capacity to house 412 full-time students in furnished four-bedroom, two bath apartments with shared living suites. See Housing handbook for more details or check EGSC housing website: <https://www.ega.edu/student-experience/housing/index.html> for periodic updates.

Intercollegiate Athletics

East Georgia State College holds memberships in the National Junior Collegiate Athletic Association (NJCAA) and the Georgia College Athletic Association (GCAA). Members are listed on the GCAA website (<http://www.thegcaa.com/landing/index>). EGSC supports intercollegiate teams for men in basketball and baseball and for women in basketball and softball.

Learning Commons

Located in the Luck Flanders Gambrell building on the EGSC - Swainsboro campus this learning area houses the A.C.E., Library, and Common Grounds. Additionally, this spacious learning space is dedicated to fostering academic excellence and is driven by the philosophy that students working with students, with the guidance of academic professionals, promotes academic and personal success. As the primary academic support service hub for students at East Georgia State College, the Library and A.C.E. assists students in transitioning to college; navigating the academic terrain; creating networks of resources; and achieving academic, personal and professional goals. Through various services including Library research workshops, tutoring, and advisement, we support students in information literacy, biological and physical sciences, economics, mathematics, social sciences, statistics, study strategies and writing.

Library

The Library is located in the Luck Flanders Gambrell Building as part of the Learning Commons. Students are encouraged to use the library for study, research, socializing, and technology. The atmosphere of the Library makes it a friendly place for relaxation between classes, individual study, or participating in group work. Students have access to 31 computers, 4 printers, 4 study rooms, 5 whiteboards, and TV w/ DVD player. The book collection contains fiction, graphic novels, biographies, and nonfiction, which are available for 1 month check out.

Lost and Found

The Help Desk in the lower level of the JAM Student Center will serve as a central "Lost and Found" for the student body. A student who loses or finds an item should report it to this location. At the beginning of each Fall Semester the college will dispose of any unclaimed items gathered the previous year.

Official Communications

Campus student email is the primary (official) means of communicating to the student body. So, please access your email accounts daily or you will miss out on valuable information!

Physical Education Complex

Any East Georgia State College student may use the "Fitness Center" unless these facilities are being used for class purposes. In it you will find state of the art exercise equipment including strength training, free weights, and cardiovascular equipment. Fitness assessments and evaluations are available upon request. The Physical Education Complex also contains a gymnasium, two lane jogging track, classrooms and Art lab. The center also allows for additional casual recreation and relaxation pursuits on the part of the entire student body. There will be no charge for use of these facilities for students, faculty or staff. Students must present current Student Id Card to take advantage of these services.

Placement Service

The college seeks to assist students in finding part-time employment. Job openings are posted in a conspicuous place on the campus bulletin boards and on the student employment website. Part time employment for students is offered at EGSC. A student employee is a part-time employee who is currently enrolled in at least a half-time credit load (6 credit hours) at East Georgia State College with the primary goal of achieving a degree. A student employee is considered a temporary employee and is not eligible for benefits. Student employee's ineligible for financial aid are considered Student Assistants. For those students who have demonstrated financial need, those positions are funded by the Federal Work-Study Program (FWS) is a federally funded financial aid program. Students seeking part-time employment should contact Human Resources/Student Employment at 478-289-2035.

Student Right to Vote in Public Elections

Students are encouraged to vote in all federal, state and local elections. A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval

reasonably required for voting. Students can register to vote through the Student Life Department. Please see anyone at the Help Desk in the JAM Student Center for further information.

Vision Series

The East Georgia State College Vision Series is a privately funded initiative that underwrites academic and cultural enrichment programs for East Georgia State College students and the surrounding community. It is a foundational element in our Student Activities program for our students. Students are encouraged to make themselves aware of and to take full advantage of the opportunities provided through the Vision Series.

OFFICE OF STUDENT LIFE

The student activities program is administered through the Office of Student Life. These activities include movies, dances, lectures, concerts, field trips, student publications, intramurals and club activities, among other things. Information and notices of upcoming activities are available on the EGSC website (Student Life) at www.ega.edu, on Campus TV, and posted on campus bulletin boards. Students who wish to suggest activities should contact the Office of Student Life at 478-289-2105.

Cheerleading

The Bobcat Cheerleading Squad consists of enthusiastic, dynamic, fun, hardworking students whose mission is to represent EGSC with a spirit of support for teams, fans and the entire Bobcat community. Cheerleaders do not only perform during basketball games and pep rallies; they also represent the college at various community events including parades and festivals, as well as volunteer at service activities such as Special Olympics and Relay for Life. The ideal cheerleader is not only an exemplary student and athlete, he or she is a true example of what it means to be an EGSC Bobcat. For more information, please refer to the Cheerleading Manual.

Intramural Athletics

Intramural athletic activities are developed for students who wish to participate in both team and individual competitive sport activities. Activities include volleyball, ping-pong, flag football, basketball, and others. Students engaged in intramurals that involve substantial risks of bodily injury, property damage, etc. are required to sign a Release and Waiver of Liability form.

The Intramural Sports Program supports the mission of the Office of Student Life by offering quality comprehensive programs and activities to the students, faculty, and staff of East Georgia State College. The Intramural Program strives to promote healthy, active lifestyles while also teaching decision-making, problem solving, conflict management, communication, and social skills. The strength of this program is entirely dependent on student participation and leadership. While the Coordinator of Student Life serves as a facilitator of the program and a liaison between the students and staff of EGSC, the primary responsibility of making the Intramural Sports Program successful lies in the hands of the students who choose to participate.

The Intramural Sports handbook can be found at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-intramural-sports-handbook.html>

The information included therein serves as a guide for participants, and should be used as a reference should any questions or conflicts arise. However, East Georgia State College reserves the right to make any changes, additions, alterations, or omissions deemed necessary at any time. For more information about the Intramural Sports Program, please contact the Coordinator of Student Life at 478-289-2115.

Clubs and Organizations

East Georgia State College offers a wide array of student clubs and organizations for social, educational, and community service purposes. Membership in each club is open to all students unless otherwise noted.

Establishing New Clubs/Organizations

To form a student club or organization, please follow the steps listed below.

1. **Application** - An organization seeking recognition must submit the following information in writing to the Office of Student Life:
 - a. Name
 - b. Purpose (including explanation of why the organization is desirable on campus)
 - c. Qualifications for membership
 - d. Fees, dues and other considerations for membership
 - e. Officer and leadership structure
 - f. Time and manner of election of officers
 - g. Number of students wishing to join
 - h. Faculty sponsor
 - i. Explanation of any extra-campus affiliation (e.g., national parent organization)
 - j. Time and location of meetings
 - k. Names of prospective members who will serve as spokesmen for the organization during the recognition procedure (it is suggested that three students be named).

2. **Hearing** - The Student Government Association shall examine each application and reject those not submitted in proper form. SGA may request someone from proposed club to come to SGA meeting for further explanation of proposed club. A decision is made by SGA to accept/deny proposal. If approved the proposal is then submitted to the Vice President for Academic and Student Affairs for review.

3. **Criteria for Recognition and Review Procedure** - Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to educational goals and mission of the college. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the college or any of the following:
 - a. The regular and orderly operation of the college.
 - b. The requirements of appropriate discipline within the college community.
 - c. The academic pursuits of teaching, learning and other campus activities.
 - d. The laws or public policies of the State of Georgia and the United States.
 - e. The statutes and regulations of the college and the Policies of the Board of Regents.

If SGA denies recognition, the organization may appeal the decision to the President of the College, who shall review the same and affirm, reverse or modify the decision. The appeal shall be in such form as the President may require.

The recognition of an organization authorizes it:

1. To use college facilities and equipment, subject to the Board of Regents' Policies and to college regulations governing the use of facilities and equipment, and to reasonable scheduling and clearance of particular facilities and equipment by the Office of Student Life.
2. To be eligible to receive student service monies subject to the Board of Regents' Policies and to college regulations governing allocation of student activity fees.

All club fund raising activities must be approved by the Office of Student Life. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.

Activities of organizations must be in conformance with their applications' stated purposes.

Active membership shall be confined to regularly enrolled students. Three hours per semester is the minimum academic load for any student participating in a student organization. A student must maintain a 2.0 cumulative grade point average to be eligible to serve as an officer of a student organization.

A list of officers must be submitted to the Office of Student Life office within 7 days after each election.

Student organization publications shall not contain material which is obscene or defamatory (as the same is defined by the Code of Georgia, Section 26-2101), or which create a substantial likelihood of material interference with the regular and orderly operation of the college.

All East Georgia State College club sponsored activities will take place on the campus of East Georgia State College unless otherwise approved by the Office of Student Life, SGA or Vice President of Academic and Student Affairs. East Georgia State College's name shall not be used in association with any off-campus activity unless prior approval is granted. Violations may result in loss of club recognition or other penalties as prescribed by the Office of Student Life, Vice President of Academic and Student Affairs and SGA. Please see below.

The Office of Student Life and SGA shall periodically review the activities of all student organizations to determine if they are acting in compliance with college regulations. Charges of violations of college regulations may be brought against any recognized organization and shall be heard by the Vice President of Academic and Student Affairs or, at his discretion, by the SGA. The Vice President of Academic and Student Affairs or the SGA may request the presentation of oral and documentary evidence at the hearing. The Vice President of Academic and Student Affairs or the SGA may have a recording or transcript of the hearing prepared. The Vice President of Academic and Student Affairs or SGA may impose any one or any combination of the following penalties upon an organization after consideration of the evidence presented at the hearing.

1. Restriction of all or any privileges enjoyed as a recognized student organization.
2. Monetary fines, withholding or withdrawal of allocated student activities monies.
3. Restitution for damages.
4. Probation of recognized status.
5. Suspension of recognized status.
6. Withdrawal of recognition.

An organization may appeal the imposition of any penalty to the President of the College, who shall review the action and affirm, reverse or modify the same. The appeal and review shall be in such form as the President may require. The President may utilize the services of an existing or ad hoc committee in determining the issues involved. Upon notice and hearing, the President of the college may review at any time the recognition of any student organization, or any decision on disciplinary charges against any student organization and make whatever final disposition of the matter he deems necessary for the best interests of the College.

Criteria For Maintaining Active Club Status

1. The Student Government Association and Advisor will meet at the beginning of each academic term and then monthly to provide training regarding policies, procedures, and continuing communications.

2. Each club should meet on a regular basis, with a minimum of one meeting per month. Meetings may include the membership-at-large or specified officers. These meetings need to be documented (take minutes at all meetings).
3. Clubs must meet all East Georgia State College financial requirements, which include processing all financial transactions through the college. Each club is responsible for maintaining, documenting, and balancing their own accounts and records.
4. Each club will maintain "active" status by turning in club registration forms and club rosters the beginning of each new academic year and form I at the end of each academic year to the Office of Student Life. If a club goes over three months without any activity, they are considered "inactive." To fix this status, a club must document an activity has begun and make the Office of Student Life aware of the activity.
5. Each club will keep copies of all forms in their club's file.
6. All clubs submit a schedule of their event and a monthly meeting schedule to the Office of Student Life for Student Life to inform and guide students appropriately during the academic year regarding club activities.

For Additional Information or Questions Contact:

Coordinator of Student Life
478-289-2115

Guidelines for Club Advisors

1. It is recommended that the advisor to any professional club should be a member of the faculty, staff or administration of East Georgia State College within the discipline of the club's mission. Social, recreational or special interest clubs should be served by an advisor that is a faculty, staff or administration college member and with a special interest or talent relating to the organization/club's purpose. Assistant advisors may be any member of the college or from community with special talents and abilities that would strengthen the club's functions and purposes.
2. Advisors need to ensure club elections take place and are carried out responsibly.
3. Advisors should advocate and encourage student leaders to plan activities that are uplifting and beneficial to members of the club as well as the college community. These activities should comply with the laws of the federal, state and local government and the policies and procedures of the college. The activities planned should endeavor in all actions to project a favorable image of the club and East Georgia State College.
4. Advisors serve as facilitators, teachers and coaches reflecting and interpreting situations so that students may arrive at intelligent decisions. They should reflect the advantages and disadvantages impartially of any given situation. The advisor is a mentor and he/she should not control or dominate the club, its leaders or its activities.
5. Advisors will encourage, teach and help the student leaders to handle all the administrative functions of the student club. **ADVISORS MUST SIGN OFF ON ALL FINANCIAL TRANSACTIONS, ACTIVITY FORMS, TRAVEL FORMS, AND ANY DOCUMENTATION ITEMS.** The sign-off should only happen after the club student leaders have performed all of their administrative duties.
6. Advisors should encourage timely submissions of required organizational documentation, help train club secretaries to keep well-organized minutes of meetings and help club treasurers to maintain timely financial transactions.
7. Advisors should encourage all members of the organization's presidency to attend orientation in order to learn all the benefits and the college policies and procedures needed to maintain the

club's active status. Active status is important for a club to receive financial help and any benefits.

8. All clubs need to remember they are representatives of East Georgia State College, which brings responsibility to each member, and to the student club as a whole, to act sensibly and in such a way as to enhance the mission of East Georgia State College.

Club Registration

When a new club is formed at East Georgia State College, a club registration form needs to be completed. The club registration forms need to have the following information:

- Name of club
- Club Advisor (s)
- Scheduled meeting times and locations
- Club officers (President, Vice President, Secretary and Treasurer):

A copy of the completed Club Registration Form needs to be submitted to the Coordinator of Student Life located in room B320 in the JAM Student Center.

This form needs to be turned into the Director of Student Life's office after club day in the Fall Semester of each year or when a new club is formed. This form should be turned in ten days after club day or ten days after new club formation.

See Club Registration form in Appendix A.

Club Roster

Once a club is established, a club roster needs to be submitted to the Coordinator of Student Life located in room B320 in the JAM Student Center. The roster needs to have the following information:

- Name of club
- Date
- Club Member's name, email address and phone number

This form needs to be turned into the Coordinator of Student Life as soon as the club's members have been established.

See Club Roster form in Appendix A.

Mission Statement/Goals/Objectives

Clubs from the previous year who want to maintain their active status will need to complete and submit a Mission Statement/Goals/Objectives Form along with Club Registration and Club Roster to the Coordinator of Student Life located in room B320 in the JAM Student Center, at the beginning of each academic year. The Mission Statement and Annual Events form needs to have the following information:

- Club Name
- Date
- Mission Statement/Goals
- Annual Events (Description of event, estimated budget and date of proposed) event
- Comments

See Mission Statement and Annual Events form in Appendix A.

Fund Raising/Event/ Trip

Student club on campus are appointed a given amount of funds each year from the Student Activities fund. In addition to those funds, the clubs are permitted to raise other funds to enhance the possibilities of planning and carrying out more club activities. Each club treasury will be maintained in an account through the EGSC Business Office.

The fund raising/event form must be completed and submitted to the Coordinator of Student Life for prior approval. See Appendix A.

Each event sponsored by a club must obtain prior approval from the Coordinator of Student Life to hold their event. The EGSC master calendar is looked at by the Coordinator of Student Life to make sure no conflicts exist. The event is then approved/denied and if approved, placed on the EGSC Master Calendar. The fund raising/event form must be completed and submitted to the Coordinator of Student Life for prior approval.

All trips taken by clubs must be approved by the Director of Student Life and various EGSC offices. All clubs must follow the guidelines for taking a trip. The trip approval policy and trip proposal form must be completed and submitted to the Director of Student Life is located here:

<https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/08-trip-approval-and-travel-policy.html>

<https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/files/08-trip-proposal-form.pdf>

After all approvals are obtained, the Coordinator of Student Life contacts the EGSC Legal Counsel for a waiver to be initiated.

Each participant who participant in a program, workshop, course, activity, trip, or off campus activity involving substantial risks of injury, property damage, and other dangers associated with participation in such activities must complete a waiver (liability) form. Generic waivers are not permissible so a new form must be obtained before a specific activity/trip takes place. Waivers (liability) forms, medical forms and trip registration forms may be obtained from the Office of Student Life.

See Fund Raising/Event form in Appendix A.

See Medical Forms and Trip Registration forms in Appendix A.

Club Expenses & Purchases

The club's treasurer is responsible for recording and maintaining all club expenses and purchases. Clubs must follow Board of Regents & East Georgia State College guidelines for purchasing items for their club. For complete policy, please view the Business Affairs Policies and Procedures manual under the Policies and Procedures of the College on the President's Office website at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/files/07-business-affairs-policies-and-procedures-manual.pdf>

Additional Funds Request

If additional funding is needed beyond what the annual Student Activities allowance has allocated, then a club needs to fill out a Fund Request Form Beyond Annual Club Activities Allowance. This form is then submitted to the Coordinator of Student Life. The Coordinator of Student Life takes the form to SGA for approval or denial. A representative from the club may be asked to come to an SGA meeting for explanation of the additional funding.

A copy of this form needs to be maintained in the club's file.

See Fund Request Beyond Annual Club Activities Allowance Form in Appendix A.

Facilities Request

Clubs may request to reserve EGSC facilities for club meetings and other club activities. Clubs must follow East Georgia State College's policy and procedures for facilities requests. For complete policy, please view the Facilities Policy under the Policies and Procedures of the College on the President's Office website: <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/09-campus-facilities-usage-and-scheduling-policy.html>

Facilities requests should be submitted at least 2 weeks prior to an event.

End of Year Assessment

An End of Year Assessment should be completed at the end of spring semester and submitted to the Office of Student Life.

A copy of the End of Year Assessment form should be maintained in each club file.

See End of Year Assessment form in Appendix A.

Club Advertising

East Georgia State College shall provide designated posting spaces established in appropriate locations with due regard to convenience and aesthetics.

Use of college posting areas shall be prioritized. First priority will be on-campus entities.

All printed material must be approved by the club advisor or Office of Student Life.

Posters/ads providing information about an event, activity or trip may remain posted until the day following the meeting, activity or event. Individuals and clubs are responsible for sponsoring and posting printed material are responsible for removing their advertising within 24 hours after the expiration on the poster.

Displays, but not limited to poster, notices, or banners, which litter the campus or damage the property of the college or other persons or entities, or which are obscene or which materially interfere with the regular and orderly operation of the college are prohibited. Posters/ads must be attached to surface with "Fun-Tak" or something equivalent. Tape MUST not be used on glass or walls.

To have a message posted on the campus television, the club must contact the Information Technology Department.

Club Travel Money

When a club travels and money is needed for meals, a Travel Meal Money-check request may be filled out.

A copy of a completed form and sign off sheet must be maintained in club files.

The following information needs to be obtained:

Date of Travel

Club Name

Person making request

Club Advisor

Number of club members travelling

Number of advisors travelling

Number of meals needing reimbursement

Departmental Approval

A sign off sheet must be turned in to Business Office to show that club members received meal money

See Student Activities Meal Money-Check Request form in Appendix A.

EGSC Clubs

Below is a list of active student clubs and organization as of Fall 2022. Club membership is open to all students unless otherwise noted.

AAMI - The African American Male Initiative. Our purpose is to increase the recruitment, retention, and graduation rates of African American men in our service area.

AAU - This club is a place where you can get involved with making our campus more accepting and tolerant. As well as making new connections with your peers.

Ambassadors - Promote collegiate pride in EGSC and help facilitate awareness of campus programs and services. As a face of the college, they represent EGSC at a variety of events such as career days, recruiting activities, alumni functions, special visitation days, high school student activities, seminars and receptions.

Art Mania Club - The purpose of this organization is to expand its members' knowledge and understanding of the many varieties of artistic expression in the world around them. Members will have opportunities to broaden and improve or find their artistic abilities. The group's purpose is also to share art and information about it with students and faculty on campus, as well as other people in the community and surrounding communities.

Baptist Collegiate Ministries - An organization involving young men and women in spiritual growth and Christian service. BCM is open to all students.

Beekeeping Club - The purpose of this club is to increase outreach, student involvement, and overall interest in beekeeping. Students work under the direction of Dr. Paul Cerpovicz to build self-sustaining apiaries and to promote pollinator awareness.

Beta, Beta, Beta - Dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research.

Chess Club - The fun way to exercise your brain. The scholastic chess club combines educational and social activities. Members come to play, to learn, to teach, and to get together with old friends and make new ones.
Open to all students.

Circle K - Members are dedicated to serving the community. The Circle K pledges to foster compassion and goodwill toward others through service and leadership, develop their abilities and the abilities of all people, and dedicate themselves to the realization of mankind's potential.

Criminal Justice - This club is comprised of mostly of criminal justice majors and those interested in the justice system. They are interested in the fairness and validity of the justice system and how people are treated and the decisions that are made.

EGSC Book Club - The purpose of the club is to broaden the reading experience of EGSC students and encourage students to read beyond their course assignments. Reading is the foundation of higher education.

Geeks and Gamers - A student organization where people of different backgrounds can come together to play with each other casually and/or competitively.

International Club - An organization devoted to furthering the interests of foreign languages. Hands-on

experience is emphasized. Membership is open to all students.

Musicmakers - Musicmakers strives to promote all student participation in the contribution and enjoyment of their musical abilities/talents and to provide an outlet for all students interested in music.

Phi Beta Lambda (FBLA-PBL) - To bring business and education together in a positive working relationship through innovative leadership and career development programs.

Phi Theta Kappa - An honor, educational-service organization which seeks to develop leadership potential and encourage fellowship among members. Membership is open to students who have completed a minimum of 15 semester hours and a minimum of 3.2 grade point average.

Pre-Professional Club - The goal of this club is to provide an out-of-class experience where students interested in pursuing a career in the field of medicine and health care can come together to share their enthusiasm and learn about the different types of jobs in the medical and health care fields.

Residence Hall Association - The Residence Hall Association is an organization advocating for the interests and welfare of on campus students and building community between on campus and commuter students. RHA provides opportunities for personal growth through leadership development and programming initiatives.

Performing Arts Club - An organization to foster interest in drama and to increase students' skill in dramatic performance. Membership is open to all students.

Science, Technology, Engineering, Mathematics & Medicine of East Georgia (S.T.E.M.M. of East Georgia) - The club's purpose is to promote the success of students pursuing math, science, medical and engineering degrees. To contribute to the success of these students an interactive website will be created and modified by club members posting important dates such as entrance exam schedules, study groups, and additional calendar activities. The club will also pursue and retain shadowing/internship arrangements for students in applicable degree tracks. The club will serve as an information and resource network for students. The club will benefit the campus as success rates of students increase and exposure of EGSC representatives throughout the area increases.

Unity Club - Unity Club is a multi-cultural club that is open to all students. The purpose of the club is for students of different cultures and backgrounds to interact as well as to have a better understanding of each other.

V.E.T.S. Club - Creating a friendly environment, resources and education for all military personnel.

Student Government Association

The Student Government Association (SGA) is the campus organization governing student activities and representing the students in college affairs. SGA members are elected by the student body. The SGA is composed of three officers: president, vice-president, and secretary-treasurer; plus, three senators elected from the sophomore class; and three senators elected from the freshman class. During the Fall and Spring semester meetings are held weekly and are open forum. Student issues and concerns should be brought to the attention of the SGA membership. The East Georgia State College Student Government Association acts as the voice of the student body. SGA provides a means of expressing students' needs and ideas, to encourage self-respect, self-esteem, and individual responsibility. SGA strives to have a closer understanding between the student body and the administration and faculty of East Georgia State College. The SGA Constitution can be found under the Policies and Procedures of the College on the President's Office website at <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-sga-constitution.html>

Mr. & Miss EGSC Scholarship Pageant

For complete policy/contract, please view Section 4 Student Affairs under the Policies and Procedures of the College on the President's Office website <https://www.ega.edu/about/at-a-glance/policies-and-procedures-of-the-college/04-mr-miss-egsc-pageant-contract.html>

Student Publications

Wiregrass - Published yearly containing art and poetry from students and employees.

Hoopee Bird - College newspaper published monthly.

Appendix A: Forms for Student Clubs/Organizations



Club Registration Form

		Effective Date:
Name of Club/Organization:		
Club Advisor: Co-Advisor (if applicable):		
Scheduled Meeting Day: Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> How Often: Weekly: <input type="checkbox"/> Monthly: <input type="checkbox"/> 1 st & 3 rd Week of Month: <input type="checkbox"/> 2 nd & 4 th Week of Month: <input type="checkbox"/> Other: (please explain)		
Time:	AM	PM
Location: Building & Room Number		

Club Officers

President's Name: Email Address: PhoneNumber:
Vice President's Name: Email Address: Phone Number:
Secretary's Name: Email Address: Phone Number:
Treasurer's Name: Email Address: Phone Number:

East Georgia

STATE COLLEGE®

Club Roster

Name of Club: _____

Date: _____

Name	Email Address	Phone Number



Mission Statement and Annual Events

Club Name: _____ **Date:** _____

Mission Statement/Goals:

Annual Events: (schedule of events with estimated budget breakdown)

	Description of Event	Estimated Budget	Date of Event
1			
2			
3			
4			
5			
6			
7.			

Comments:

East Georgia

STATE COLLEGE®

Fund Raising/Event Request Form

Club/Organization: _____

Fundraising/Event/Title: _____

Description/Purpose: _____

Dates Requested for Fundraising/Event:

Start Date: _____ **Time:** _____

End Date: _____ **Time:** _____

Signed : _____ **Signed:** _____
Club President **Club Advisor**

Date: _____

Approved: _____

Denied _____

Reason Denied: _____

Signed _____

Date: _____



EGSC Medical Information Form for Trip or Activity

I. Basic Personal Information (please print)

Today's Date: ___ / ___ / ___

Name: _____ Age: _____ EGSC ID# _____

Local Address:

City: _____ State: _____ Zip: _____

Local Phone Number(s): (____) _____,
(____) _____

Year in School: Freshman Sophomore Faculty/Staff

Height: _____ Weight: _____

II. Emergency Contact Information

Person to notify in case of emergency: _____ Relationship: _____

Contact's Phone Number(s): (____) _____, (____) _____

Contact's Address:

City: _____ State: _____ Zip: _____

Family Physician: _____ Phone Number: (____) _____

Insurance Provider: _____ Phone Number: (____) _____

Policy Number:

(Note: East Georgia State College does not provide insurance/medical coverage for participants)

III. Medical Information

Please list any current medical concerns we need to know about: (Ex. past injuries, current conditions, physical limitations, etc.)

List any allergies you have: (Ex. medications, stings, food, iodine, latex, etc.)

List any medications you are currently taking, their purpose, dosage, and times taken:

I understand that I am voluntarily participating in this trip with East Georgia State College. By signing this form, I hereby acknowledge that all information is accurate and current. I understand that East Georgia State College does not provide insurance for me and that I should consult my physician before participating in this program. In the case of accident or illness, I am hereby authorizing the trip leader(s) and/or school officials to administer or seek medical treatment for me, as they see fit. I acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in such voluntary travel.

Name of Participant: _____

Date: ____ / ____ / ____

Signature of Participant:

East Georgia State College

East Georgia State College Activities

WAIVER AND RELEASE FOR ACTIVITIES INVOLVING RISK OF BODILY OR PERSONAL INJURY AND/OR PROPERTY DAMAGE

Many programs other activities involve substantial risks of injury, property damage and other dangers associated with participation in such activities.

Each participant in the following activity, **East Georgia State College Activities**, should realize that there are inherent risks, hazards, and dangers involved in participation in the activity. Inherent risks, hazards, and dangers peculiar to such activities include, but are not limited to insect bites and stings, strains, sprains, bruises, heart attack, heat exhaustion, concussion, property damage, broken bones and death. It is the responsibility of each participant to engage only in those activities for which he/she has the prerequisite skills, qualifications, preparation, and training. Each participant certifies that he or she, to the best of his or her knowledge, has no serious medical condition and /or is not taking medication that could impair his or her ability to participate in the trip. All trip participants requiring a medical release from his or her physician will so inform EGC trip leader and provide said release upon registration for this trip.

While East Georgia State College, along with the Board of Regents of the University System of Georgia, reasonably screens every activity leader and instructor prior to his or her participation in the activity, East Georgia State College, along with the Board of Regents of the University System of Georgia does not warrant or guarantee in any respect the competency, physical or mental condition of any activity leader, instructor, or individual participant, or the condition of any equipment used in connection with such activity. East Georgia State College, along with the Board of Regents of the University System of Georgia neither warrants nor guarantees in any respect the physical condition of any equipment used in connection with such activity.

ACKNOWLEDGEMENT, ASSUMPTION OF RISK, AND RELEASE

I HAVE READ THE ABOVE NOTICE CAREFULLY. In consideration of the benefits received, I hereby voluntarily and knowingly assume all risks of damages and injury, including death, which I may sustain while participating in or as a result of, or in any way growing out of any aforementioned recreational, adventure program, or activity, or in travel to and from such activity.

In consideration of East Georgia State College’s allowing the undersigned to participate in the aforementioned recreational, adventure program or activity, the undersigned does hereby release and forever discharge East Georgia State College, the Board of Regents of the University System of Georgia, and their members, officers, agents, and employees from any and all claims, demands, rights and causes of action of whatever kind arising from or by reason of any personal injury, property damage or the consequences thereof, resulting from or in any way connected with the participation of the undersigned in the aforementioned recreational, adventure program ,trip, or activity.

The undersigned understands that the acceptance of this acknowledgement, assumption of risk, and release by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or part, of sovereign immunity by said Board or its members, officers, agents or employees.

I certify that I am _____years of age and suffering under no legal disabilities and that I have read the above carefully before signing.

NAME: _____ **DATE:** _____
 (Please Print Name)

 (Signature)

 (Signature of Parent or Guardian if

Participant is under 18)



Expense Report

Date	Description/Event/Program	Food	Office Supplies	Travel	Lodging	Entertainment	Other	Total

Club Officer's Signature: _____ **Approved By:** _____
Advisor

11/21/19



Funds Requested Beyond Annual Club Activities Allowance

Club/Organization: _____

Description of Why Additional Funds Needed: _____

Signed : _____ **Signed:** _____
Club President **Club Advisor**

Date: _____

Approved: _____ **Denied** _____

Reason Denied: _____

Signed _____



Business Office

Deposit Transmittal Form

Date of Deposit: _____

Name of Depositor: _____

Name of Club/Agency/Department: _____

Event Name/Description: _____

Amount of Deposit: _____

Receipt Number: _____

Cash

Checks

Credit Cards

Total \$0.00

Business Office Use:

Received by: _____

Date: _____

Amount Verified: _____

Deposited into Department No. _____

Account No. _____



End of Year Assessment

Club Name: _____

Date: _____

End of the Year Assessment: Discuss what goals you completed and summarize year's progress:

ANNUAL EVENTS: Schedule of events with final expenditures

	Description of Event	Total Expenses	Date of Event
1			
2			
3			
4			
5			
6			
7			
8			

Comments:

Signature: _____

Title: _____

11/21/19



East Georgia State College
Business Office
131 College Circle
Swainsboro, Georgia 30401-2699

Student Activities Travel Meal Money— Check Request

Current Date: _____

Student Activities:

Date of Travel: _____

_____ Intramurals _____ Club (Specify)

_____ SGA _____ Other (Specify)

Request made by: _____

Amount Requested: _____

Chaperone/Advisor's Name: _____

Explanation:

Destination: _____	
Number of Students Travelling: _____	_____ meal(s) @ \$6.00/each
Number of Advisors Travelling: _____	_____ meal(s) @ \$7.00/each
Number of Other EGSC Personnel Travelling: _____	_____ meal(s) @ \$15.00/each
Total Number Travelling: _____	_____ meal(s) @ \$____/each

Department Approval

Date

For Business Office Use Only

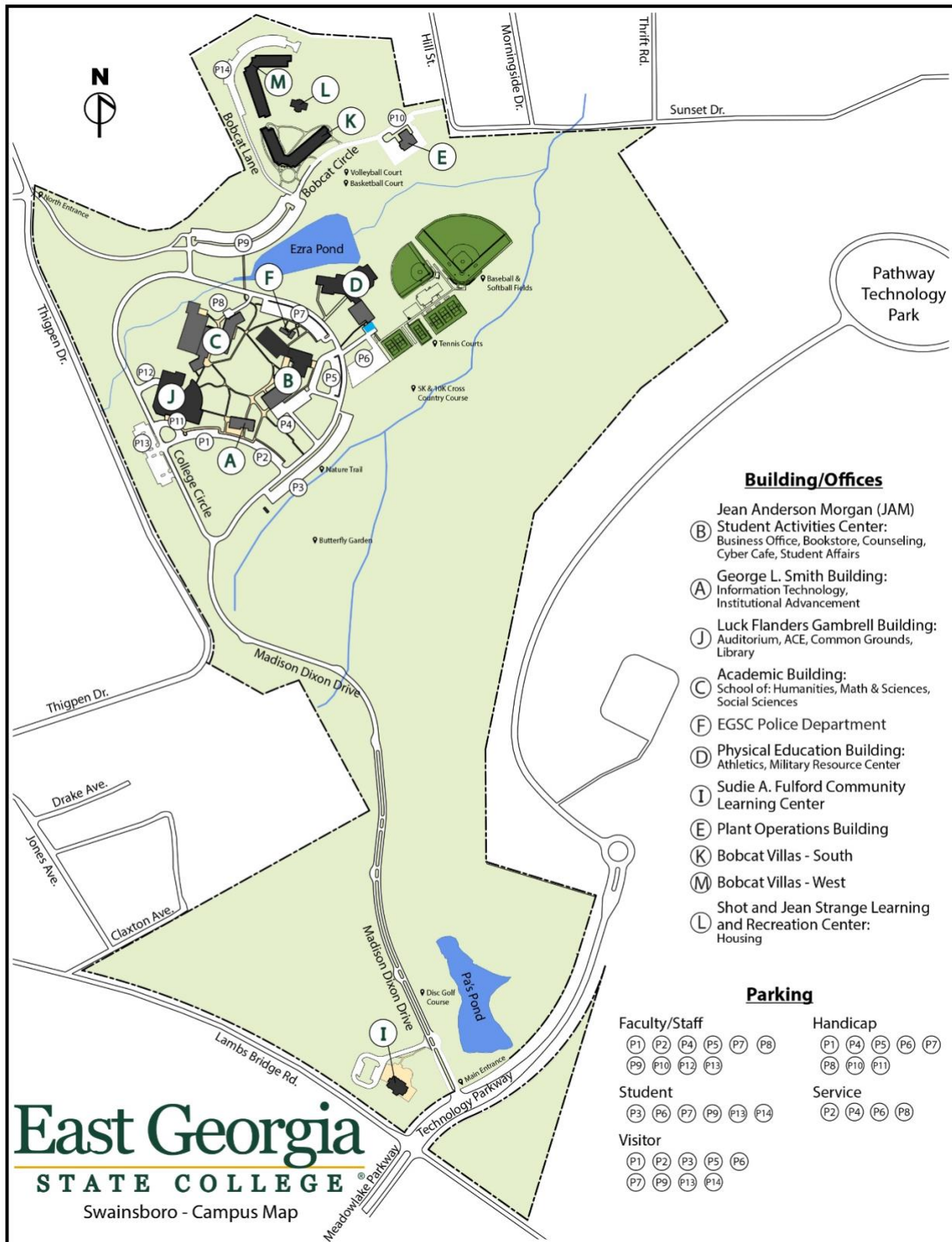
Account No. _____	Debit Amount: _____	Credit Amount: _____
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Business Office Approval

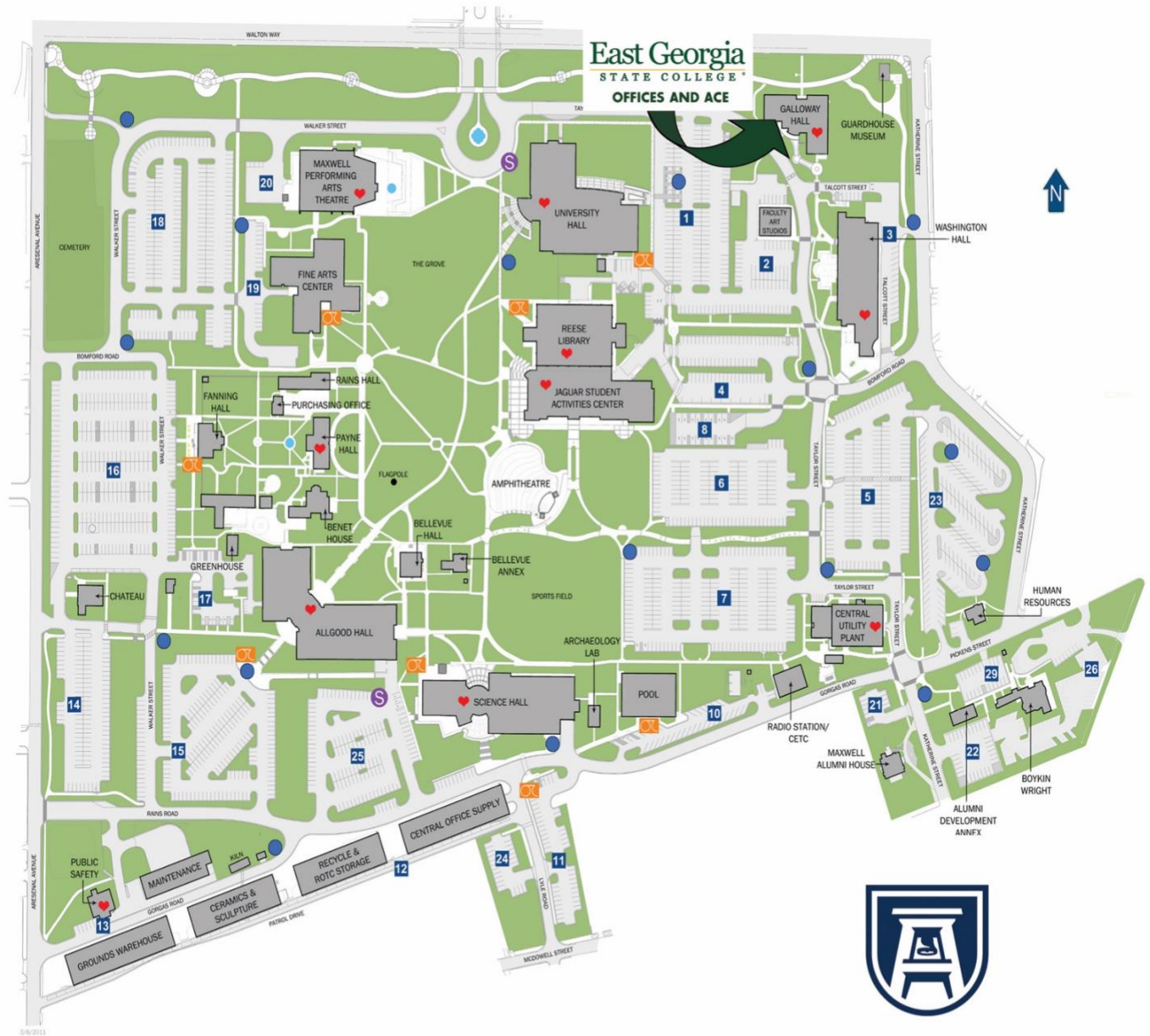
Date

Counted by: _____	Verified by: _____
Money Received by: _____	
Notes: _____	

Campus Maps



January 12, 2021



Important Locations:

Academic Advisement Center (ACE) – Galloway Hall (2nd floor)

Library-JAG Student Center

EGSC Offices—Galloway Hall (2nd floor)

Military Resource Center-Washington Hall (2nd Floor)

Student IDs-1499 Walton Way (Annex I Building-Not On Map)

Parking Passes-1499 Walton Way (Annex I Building-Not on Map)

JSAC Dining Hall— JAG Student Center



**AUGUSTA
UNIVERSITY**

**East Georgia State College – Augusta
Galloway Hall**



