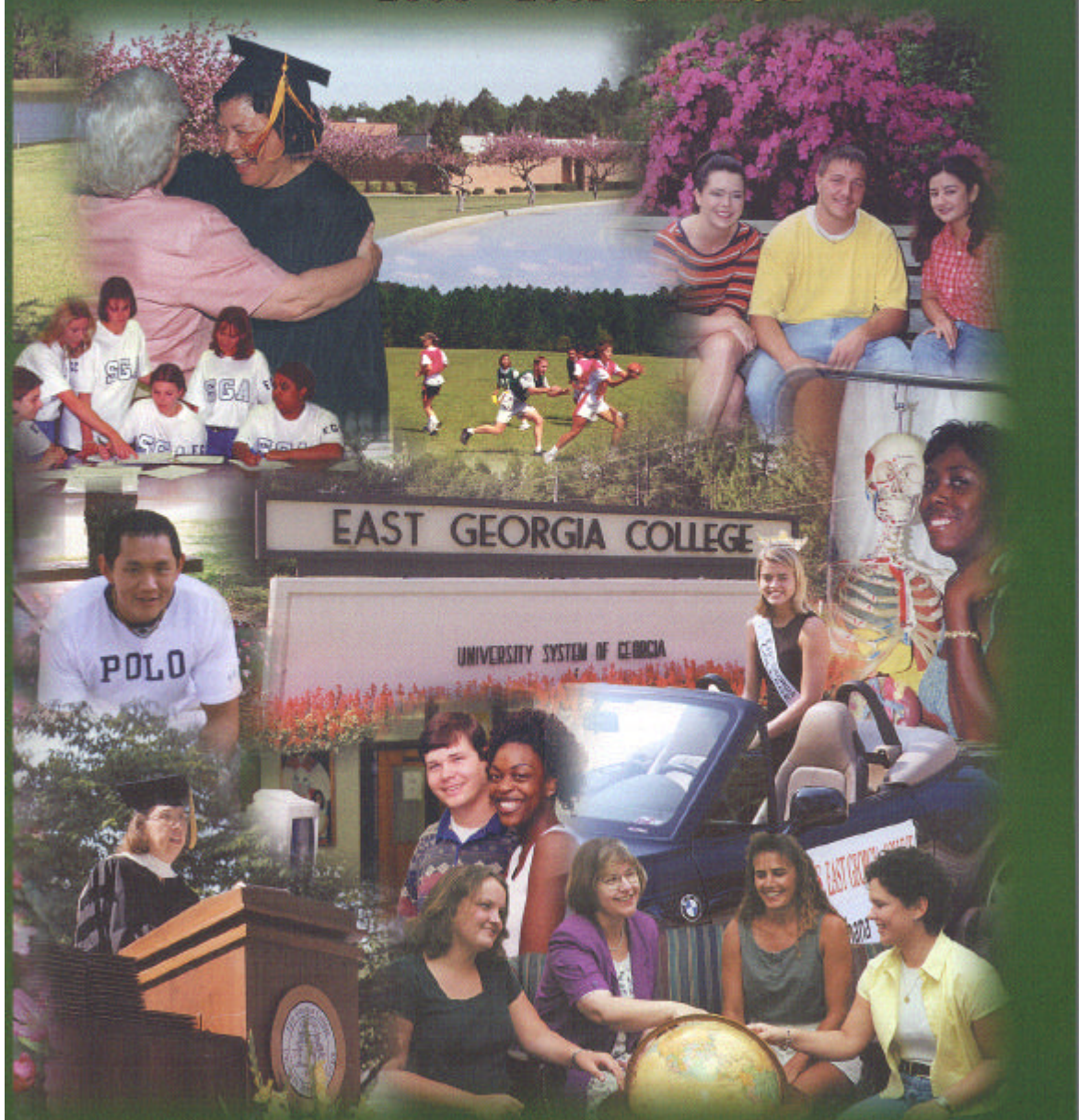




East Georgia College

University System of Georgia

2000 - 2002 CATALOG



Catalog Editions

Students will normally satisfy the curricular degree requirements of the catalog in effect at the time they enter. It must however be recognized that revisions may be required to provide more effective programs. Changes in academic regulations affect all students. Examples include the scholastic discipline policy, procedures for removing incomplete grades, and appeals procedures. There are several instances, however, when students will be required to "change catalog editions." This means that students will be required to satisfy the curricular degree requirements of the catalog in effect when/if they: change programs of study, re-enter the college after a period of two or more consecutive years in which they have earned no academic credit, or have not graduated by the time their catalog edition is 10 years old. The curricular degree requirements of more than one catalog edition cannot be combined. Students who choose to satisfy requirements of a later catalog must notify the Office of the Registrar.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act (ADA), East Georgia College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self disclose their disability to the Vice President for Student Affairs before academic accommodations can be implemented.

Equal Opportunity Policy Statement

East Georgia 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.

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 from the education records with certain exceptions.



East Georgia College

2000-2002 Catalog

The statements set forth in this Catalog are for information purposes only and should not be construed as the basis of a contract between the student and this institution. While the provisions of this Catalog will ordinarily be applied as stated, East Georgia College reserves the right to change any provision listed herein, including but not limited to academic requirements for graduation, without actual notice to individual student. Every effort will be made to keep students advised of such changes. Information on changes will be available in the Registrar's Office. Ultimately, each student is responsible for staying apprised of current graduation requirements in their particular degree program. While academic advisors should be consulted regularly, students are responsible for the completion of their chosen degrees.

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East Georgia College Calendar

Fall Semester 2000

August 7	Deadline Admission Application Fall 2000
August 7	Academic Year Begins Fall 2000
August 10	AR Appeals Committee Meeting, 10am
August 14	Swainsboro, New Student Orientation, 8:30am-1pm
August 14	Swainsboro, New Student Registration, 1-4pm
August 15	Swainsboro, Final Former Student Registration, 9am-4pm
August 15	Swainsboro, Evening Studies Registration, 5-7pm
August 16	Swainsboro, \$10 Late Registration Fee Begins
*August 16	EGCS, New Student Orientation, 8:30am-1pm
*August 17	EGCS, New Student Registration, 9am-4pm
*August 18	EGCS, Final Former Student Registration, 9am-4pm
*August 21	EGCS, \$10 Late Registration Fee Begins
August 21-23	Swainsboro, EGCS Schedule Adjustment, 9am-4pm
August 21	Swainsboro, EGCS Classes Begin
August 21-22	Swainsboro, Evening Studies Schedule Adjustment, 5-7pm
September 4	Labor Day, Administrative Offices Closed, No Classes Students
September 5	Swainsboro, EGCS Final Fee Payment Deadline Fall 2000
*October 3	EGCS, Last Day to Withdraw w/o Academic Penalty from GSU courses
October 13	Swainsboro, EGCS Last day to Withdraw w/o Academic Penalty
October 30	Former Student Application Deadline Spring 2001
November 6,7	Swainsboro, Early Evening Studies Registration Spring 2001, 5-7pm
November 6-10	Swainsboro, EGCS Early Registration Spring 2001, 9am-4pm
November 17	Graduation Application Deadline Spring 2001
November 22-24	Thanksgiving Holiday, No Classes Students
November 23,24	Thanksgiving Holiday, Administrative Offices Closed
December 8	Swainsboro, EGCS Last Day of Classes
December 11-14	Swainsboro, EGCS Final Exams
December 21,22,25,26	Holiday, Administrative Offices Closed
December 27	AR Appeals Committee Meeting, 10am
December 29	New Year's Holiday, Administrative Offices Closed

East Georgia College reserves the right to alter this calendar as necessary without prior notification. East Georgia College maintains this calendar on our website at, www.ega.peachnet.edu.

*Dates preceded by an asterisk denote East Georgia College Statesboro (EGCS) Campus events.

Spring Semester 2001

January 1	New Year's Day Holiday, Administrative Offices Closed
January 2	Swainsboro, New Student Orientation, 8:30am-1pm
January 2	Swainsboro, New Student Registration, 1-4pm
January 3	Swainsboro, Evening Studies Registration, 5-7pm
January 3	Swainsboro, Final Former Student Registration, 9am-4pm
January 4	Swainsboro, \$10 Late Registration Fee Begins
* January 4	EGCS, New Student Orientation, 8:30am-1pm
* January 4	EGCS, New Student Registration, 1-4pm
* January 5	EGCS, Final Former Student Registration, 9am-4pm
January 8	Swainsboro, EGCS Classes Begin
* January 8	EGCS, Late Registration Fee Begins
January 8-9	Swainsboro, Evening Studies Schedule Adjustment, 5-7pm
January 8-10	Swainsboro, EGCS Schedule Adjustment, 9am-4pm
January 15	MLK Holiday, Administrative Offices Closed, No Classes Students
January 22	Swainsboro, EGCS Fee Payment Deadline Spring 2001
March 2	Former Student Application Deadline Early Summer/Fall 2001 Registration
March 2	Swainsboro, EGCS Last day to Withdraw w/o Academic Penalty (Midterm)
March 12-16	Spring Break, Administrative Offices Open, No Classes Students
March 26-27	Swainsboro, Early Evening Studies Registration Summer/Fall 2001
March 26-30	Swainsboro, EGCS Early Registration for Summer/Fall 2001
April 2-6	Swainsboro, EGCS Early Registration for Summer/Fall 2001
April 11	Graduation Application Deadline Summer 2001
April 18	Honors Day
April 30	Swainsboro, EGCS Classes End
May 1-4	Swainsboro, EGCS Final Exams
May 5	Spring 2001 Commencement Ceremony
May 30	AR Appeals Committee Meeting, 10am

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*Dates preceded by an asterisk denote East Georgia College Statesboro (EGCS) Campus events.

Summer Semester 2001

May 30	AR Appeals Committee Meeting, 10am
June 5	Swainsboro, New Student Orientation, 8:30am-1pm
June 5	Swainsboro, New Student Registration, 1-4pm
June 5	Swainsboro, Final Former Student Registration, 1-4pm
June 5	Swainsboro, Evening Studies Final Registration, 5-7pm
June 6	Swainsboro, \$10 Late Registration Fee Begins
* June 6	EGCS, New Student Orientation, 8:30am-1pm
* June 6	EGCS, New Student Registration, 1-4pm
* June 6	EGCS, Former Student Registration, 1-4pm
* June 7	EGCS, \$10 Late Registration Fee Begins
June 7	Swainsboro, EGCS Classes Begin
June 7, 11	Swainsboro Evening Studies Schedule Adjustment, 5-7pm
June 7-8, 11	Swainsboro, EGCS Schedule Adjustment, 9am-4pm
June 13	Swainsboro, EGCS Final Fee Payment Deadline Summer 2001
July 2	Swainsboro, EGCS Last Day to Withdraw w/o Academic Penalty
July 4	Independence Day Holiday, Administrative Offices Closed, No Classes Students
July 11	Swainsboro, EGCS Early Fall '2001 Registration, New Summer Students
July 26	Swainsboro, EGCS Classes End
July 27, 30-31	Swainsboro, EGCS Final Exams
August 1	
August 3	Former Student Application Deadline Fall 2001

East Georgia College reserves the right to alter this calendar as necessary without prior notification. East Georgia College maintains this calendar on our website at, www.ega.peachnet.edu.

*Dates preceded by an asterisk denote East Georgia College Statesboro (EGCS) Campus events.

EAST GEORGIA COLLEGE - Testing Schedule (2000-2001)**FALL SEMESTER 2000**

<u>Date</u>	<u>Time</u>	<u>Day</u>	<u>Location</u>	<u>Test</u>
June 14	8:15 a.m.	Wednesday	SC/RLB	CPE Entrance Exam
June 14	2:00 p.m.	Wednesday	Library	Library Exemption Exam
June 14	5:30 p.m.	Wednesday	SC/RLB	CPE Entrance Exam
June 15	1:00 p.m.	Thursday	Art Building	CPE Entrance Exam (EGCS)
June 15	5:30 p.m.	Thursday	Library	Library Exemption Exam
June 16	8:15 a.m.	Friday	SC/RLB	SAT (Institutional)
June 26	8:30 a.m.	Monday	Art Building	Regents' Exam (EGCS)
June 27	8:30 a.m.	Tuesday	SC/RLB	Regents' Exam
July 19	8:15 a.m.	Wednesday	SC/RLB	CPE Entrance Exam
July 19	2:00 p.m.	Wednesday	Library	Library Exemption Exam
July 19	5:30 p.m.	Wednesday	SC/RLB	CPE Entrance Exam
July 20	1:00 p.m.	Thursday	Art Building	CPE Entrance Exam (EGCS)
July 20	5:30 p.m.	Thursday	Library	Library Exemption Exam
July 21	8:15 a.m.	Friday	SC/RLB	SAT (institutional)
Aug. 8	1:00 p.m.	Tuesday	Art Building	CPE Entrance Exam (EGCS)
Aug. 9	8:15 a.m.	Wednesday	SC/RLB	CPE Entrance Exam
Aug. 9	2:00 p.m.	Wednesday	Library	Library Exemption Exam
Aug. 9	5:30 p.m.	Wednesday	SC/RLB	CPE Entrance Exam
Aug. 10	5:30 p.m.	Thursday	Library	Library Exemption Exam
Aug. 11	8:15 a.m.	Friday	SC/RLB	SAT (Institutional)
Aug. 15	8:15 a.m.	Tuesday	Art Building	CPE Entrance Exam (EGCS)
Aug. 17	8:15 a.m.	Thursday	SC/RLB	CPE Entrance Exam
Aug. 22	1:00 p.m.	Tuesday	Art Building	CPE Entrance Exam (EGCS)
Aug. 23	8:15 a.m.	Wednesday	SC/RLB	CPE Entrance Exam
Aug. 23	2:00 p.m.	Wednesday	Library	Library Exemption Exam
Aug. 23	5:30 p.m.	Wednesday	SC/RLB	CPE Entrance Exam
Aug. 24	5:30 p.m.	Thursday	Library	Library Exemption Exam
Aug. 25	8:15 a.m.	Friday	SC/RLB	SAT (Institutional)
Oct. 30	8:30 a.m.	Monday	Art Building	Regents' Exam (EGCS)
Oct. 31	8:30 a.m.	Tuesday	SC/RLB	Regents' Exam
Nov. 15	8:15 a.m.	Wednesday	SC/RLB	CPE Entrance Exam
Nov. 15	2:00 p.m.	Wednesday	Library	Library Exemption Exam
Nov. 15	5:30 p.m.	Wednesday	SC/RLB	CPE Entrance Exam
Nov. 16	1:00 p.m.	Thursday	Art Building	CPE Entrance Exam (EGCS)
Nov. 16	5:30 p.m.	Thursday	Library	Library Exemption Exam
Nov. 17	8:15 a.m.	Friday	SC/RLB	SAT (Institutional)
Dec. 6	8:15 a.m.	Wednesday	SC/RLB	CPE Entrance Exam
Dec. 6	2:00 p.m.	Wednesday	Library	Library Exemption Exam
Dec. 6	5:30 p.m.	Wednesday	SC/RLB	CPE Entrance Exam
Dec. 7	1:00 p.m.	Thursday	Art Building	CPE Entrance Exam (EGCS)
Dec. 7	5:30 p.m.	Thursday	Library	Library Exemption Exam
Dec. 8	8:15 p.m.	Friday	SC/RLB	SAT (Institutional)

SPRING SEMESTER 2001

<u>Date</u>	<u>Time</u>	<u>Day</u>	<u>Location</u>	<u>Test</u>
Jan. 3	8:15 a.m.	Wednesday	SC/RLB	CPE Entrance Exam
Jan. 3	2:00 p.m.	Wednesday	Library	Library Exemption Exam
Jan. 3	5:30 p.m.	Wednesday	SC/RLB	CPE Entrance Exam
Jan. 4	1:00 p.m.	Thursday	Art Building	CPE Entrance Exam (EGCS)
Jan. 5	8:15 a.m.	Friday	SC/RLB	SAT (Institutional)
March 19	8:30 a.m.	Monday	Art Building	Regents' Exam (EGCS)
March 20	8:30 a.m.	Tuesday	SC/RLB	Regents' Exam
April 11	8:15 a.m.	Wednesday	SC/RLB	CPE Entrance Exam
April 11	2:00 p.m.	Wednesday	Library	Library Exemption Exam
April 11	5:30 p.m.	Wednesday	SC/RLB	CPE Entrance Exam
April 12	1:00 p.m.	Thursday	Art Building	CPE Entrance Exam (EGCS)
April 12	5:30 p.m.	Thursday	Library	Library Exemption Exam
April 13	8:15 a.m.	Friday	SC/RLB	SAT (Institutional)

Summer 2001

<u>Date</u>	<u>Time</u>	<u>Day</u>	<u>Location</u>	<u>Test</u>
May 16	8:15 a.m.	Wednesday	SC/RLB	CPE Entrance Exam
May 16	2:00 p.m.	Wednesday	Library	Library Exemption Exam
May 16	5:30 p.m.	Wednesday	SC/RLB	CPE Entrance Exam
May 17	1:00 p.m.	Thursday	Art Building	CPE Entrance Exam (EGCS)
May 17	5:30 p.m.	Thursday	Library	Library Exemption Exam
May 18	8:15 a.m.	Friday	SC/RLB	SAT (Institutional)
June 25	8:30 a.m.	Monday	Art Building	Regents' Exam (EGCS)
June 26	8:30 a.m.	Tuesday	SC/RLB	Regents' Exam

East Georgia College
131 College Circle
Swainsboro, Georgia 30401
General Information: (912) 289-2000
Website: www.ega.peachnet.edu

General Information

The University System of Georgia, 270 Washington Street, S.W., Atlanta, Georgia 30334

The University System of Georgia includes all state-operated institutions of higher education in Georgia: 4 research universities, 2 regional universities, 13 state universities, and 15 colleges. These 34 public institutions are located throughout the state. A 15-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of Board Members are made by the Governor, subject to confirmation by the State Senate. The regular term of Board members is seven years. The Chairman, Vice Chairman, and other officers of the Board are elected by the members of the Board. The Chancellor, who is not a member of the Board, is the chief executive officer of the Board and the chief administrative officer of the University System. The overall programs and services of the University System are offered through three major components: Instruction, Public Service/Continuing Education, and Research.

Instruction consists of programs of study leading to degrees, ranging from the associate (two-year) level to the doctoral level. Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies of the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

Public Service/Continuing Education consists of non-degree activities, primarily, and special types of college degree credit courses. The non-degree activities are of several types, including short courses, seminars, conferences, lectures, and consultative and advisory services, in a large number of areas of interest. Typical college degree credit public service/continuing education courses are those offered through extension center programs and teacher education consortiums.

Research encompasses investigations conducted primarily for discovery and application of knowledge. These investigations cover matters related to the educational objectives of the institutions and to general societal needs. Most of the research is conducted through the universities; however, some of it is conducted through several of the senior universities. The policies of the Board of Regents provide autonomy of high degree for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board. State appropriations for the University System are requested by, made to, and allocated by the Board of Regents. The largest share of the state appropriations - approximately 52 percent - is allocated by the Board for Instruction.

Mission Statement

East Georgia College, a fully accredited two-year college of the University System of Georgia, provides a wide range of credit and non-credit academic programs in an atmosphere contributing to intellectual and cultural growth. Located in Swainsboro, the College serves a fourteen county rural region that has an economic mix of agriculture and manufacturing. The 207-acre campus, opened in 1973, provides all resources necessary to maintain a high quality general education opportunity. The College also provides educational opportunities through offsite locations via the EGC @ Statesboro Center, the Liberty Center, and through the cooperative Associate in Applied Science programs with neighboring technical institutes.

East Georgia College is committed to a positive and growing impact on its community - an impact that will:

- demystify the college experience among those for whom higher education has not been a part of their experience;
- increase college participation among those who otherwise would not have the opportunity;
- foster increased intellectual aspiration and attainment among all.

In addition, the College enthusiastically meets the needs of a developing economy through its fourteen county region. In these endeavors, the College seeks to sustain and enhance its tradition of excellence.

East Georgia College shares with other institutions in the University System of Georgia the following characteristics:

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff, and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance education purposes, including instructional technology, student support services, and distance education;
- collaborative relationships with other system institutions, state agencies, local schools, technical institutes, business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

East Georgia College shares with other two-year colleges in the University System the following characteristics:

- commitment to excellence and responsiveness within a scope of influence defined by the needs of a local area and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- commitment to a teaching/learning environment, both inside and outside the classroom that sustains instructional excellence, functions to provide University System access for diverse student body, and promotes high levels of student learning;
- high quality general education program that supports a variety of well-chosen associate programs and prepares students for transfer to baccalaureate programs, learning support programs designed to insure access and opportunity for a diverse student body, and programs to complement neighboring technical institute programs;
- commitment to public services, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the college's scope of influence;
- commitment to scholarship and creative work to enhance instructional effectiveness and meet local needs.

East Georgia College is known for its strong academic standards, its dedicated and skillful faculty, and its commitment to quality improvement through a college-wide comprehensive assessment process. We are proud of our role as a learning resource for the people of rural east-central Georgia and seek to build upon our strength to justify recognition as one of the most student-oriented, community-centered, and academically respected institutions of its kind.

Accreditation

East Georgia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the Associate in Arts and the Associate in Applied Science degrees.

Memberships and Affiliations

American Association of Community and Junior Colleges

American Library Association
Association of Departments of English
Georgia Association of Chiefs of Police
Georgia Association of College Stores
Georgia Association of Colleges
Georgia Association of Collegiate Registrars and Admissions Officers
Georgia Association of Physical Plant Administrators
Georgia Association of Student Financial Aid Administrators
Georgia Honors Council
National Association of Student Financial Aid Administrators
National Association of College and University Business Officers
South Atlantic Association of Departments of English
Southern Association of Collegiate Registrars and Admissions Officers
Southern Association of Student Financial Aid Administrators

The Campus

East Georgia College blends the modern buildings of the campus into a beautiful pastoral setting that includes a small lake. Much of the land was a gift from Mrs. David Gambrell, a native of Swainsboro. The college campus consists of six buildings, soon to be eight with the addition of a new Learning Resource Center and Physical Education Complex, and provides facilities for 700 students. Originally constructed and equipped at a cost of \$2,000,000, the present structures are an administration building, student center, academic building, physical education building, ceramic art studio, and warehouse-maintenance building. Included in the academic building are eight general classrooms, two large lecture halls and four laboratories designed for biology, chemistry, physics, and geology. The laboratories are supported by a completely networked thirty-computer lab dedicated to Science and Mathematics. The campus is equipped with both satellite downlink capability, as well as, the Georgia Statewide Academic and Medical System (GSAMS). The Student Center, the hub of East Georgia College student activity, contains a dining area, kitchen and grill, student government and publications rooms, bookstore, student lounge, game room, guidance center, and general purpose meeting rooms. Adjacent to the physical education building is an area devoted to outdoor athletic facilities, including a football-soccer field, tennis courts, softball diamond, and general use areas. Parking areas to accommodate approximately 1,000 automobiles are also provided.

The Library

The library is located in the heart of the new Classroom/Learning Resource Center and serves as the focal point for the college's learning experience. The facility provides an aesthetically pleasing, open atmosphere for study and relaxation. The library's book collection totals more than 42,000 volumes. Subscriptions are maintained to approximately 110 periodicals, both popular and scholarly. Periodical backfiles are available in bound volumes and on microfilm. The library also subscribes to more than fifteen newspapers, including local, regional, and national titles. This collection of periodicals is supplemented by GALILEO, an electronic, computer-based statewide library system. Online indices permit easy access to over 1500 databases, many of which are full-text. GALILEO also provides access to all libraries in the University System. GALILEO has full Internet access through PeachNet, Georgia's educational computer network. The library has an extensive collection of non-print materials including video and cassette tapes, microfilm, microfiche, films, and slides. The library houses a photocopy machine, a reader-printer for microform copies, and a microfiche collection of college catalogs for the southeastern United States. Access to the library's collection is provided through an OPAC (Online Public Access Catalog). The OPAC can be accessed from multiple points on campus and via the Internet from off-campus sites. The library also serves as a repository for materials on Emanuel County history. The archives contain census records, a photograph collection, numerous folders of miscellaneous documents and backfiles of *The Blade*, the official organ of Emanuel County. The library is open six days a week, including four nights, while classes are in session. Library staff and student assistants are available at all times to assist students.

Collaborative Agreements

The East Georgia College Center at Statesboro is an innovative model for the delivery of learning support

and general education courses to students who, because of rising University System admission standards, are denied admission to Georgia Southern University. The Center specializes in small classes and enhanced opportunities of one-on-one student-faculty interaction.

The Liberty Center in Hinesville is a collaborative agreement between Atlantic Armstrong State University, Coastal Georgia Community College, Georgia Southern University and East Georgia College. This model program is an attempt by the University System of Georgia to provide educational opportunities to the men and women of the United States Armed Forces on the Fort Stewart Army Base and Hunter Army Airfield, as well as the general population in and around the Hinesville area.

East Georgia College also offers courses at the Heart of Georgia Technical Institute(Dublin), Ogeechee Technical College(Statesboro), Sandersville Regional Technical Institute(Sandersville), Southeastern Technical Institute(Vidalia), and Swainsboro Technical Institute(Swainsboro) as a part of a cooperative Associate in Applied Science degree program.

Continuing Education

East Georgia College is dedicated to serving the entire community through its educational programs. The Continuing Education Department offers a broad range of both credit and non-credit courses in the form of workshops, conferences, seminars, in-service training, lectures, discussion groups, and other specialized endeavors. Participation in continuing education courses is open to anyone. Continuing Education Units (CEU's) are awarded to persons who successfully complete specific types of courses. The Continuing Education Office also provides contract training upon request from business and/or community agencies. Activities of the Office of Continuing Education are designed to appeal to the professional, cultural, and recreational interests of the citizens of the community. The Office of Continuing Education invites suggestions for programs from individuals, business and industrial firms, public officials, and other organizations. Anyone interested in continuing education programs should contact the Director of Continuing Education or the Office of Public Information at the College.

East Georgia College Foundation

The primary purpose of the East Georgia College Foundation is to promote higher education in the area through development of the local college. The Foundation is empowered to create scholarships and/or endowments and to furnish grants for research or scholarly work in arts, science, education or other fields in which East Georgia College has an interest. Established in 1975, the Foundation is governed by a Board of Trustees whose officers are Mr. Ray Woods, Chairman; Mrs. Harriet Ray, Secretary; Mrs. Adriance Galloway, Treasurer; and Dr. Jeremiah J. Ashcroft, Executive Director. Other members of the Board are Dr. Jean Bridges, Mrs. Regina Brown, Mrs. Imogene Buckley, Mr. Jerry Cadle, Mr. Chris Cliett, Mr. Bill Devane, Dr. Madison F. Dixon, Mr. Dickson Durden, Mr. Bill Easterlin, Mrs. Stephanie Flanders, Mr. Brian Frederick, Mr. Henry Gambrell, Dr. Kyle Gay, Mr. Milton Gray Jr., Mr. Donald Jenkins, Mr. Phillip Jennings, III; Mr. Denny Key, Mrs. Linda Kohout, Mr. Richard McNeely, Mrs. Susan Merrill, Mrs. Jean Morgan, Mr. Harry Moses, Mr. Danny Palmer, Mr. Larry J. "Butch" Parrish, Mrs. Mable Y. Poole, Mr. Bill Rogers Sr., Mr. Bill Rountree, Dr. Bobby Sasser, Mr. Bill Simmons, Mrs. Margaret Smith, Mrs. Jean Strange, Mr. James White Jr.

The Mary, Mattie, and Annie Lee Warren Memorial Education Fund

The Mary, Mattie, and Annie Lee Warren Memorial Education Foundation Fund was established by the late Dr. Earl Loy Warren and Mrs. Warren, at the suggestion of Mr. Ben Ehrlich, for the cultural advancement, enjoyment and enlightenment of the students and faculty of East Georgia College and citizens of Emanuel County and surrounding areas. The fund annually provides revenue to sponsor or subsidize seminars in such areas as health and medicine, law, journalism, commerce, music, and religion; lectures by eminent authorities on subjects taught at the College; and cultural programs in art, music, drama and dance.

Lay Advisory Committees

Continuing Education and Public Service programs at the College are assisted by the establishment of a Lay Advisory Committee whose function is to provide information, guidance, and liaison with the professional and personal life of the community. Through consultation, advice, and support, the Lay

Advisory Committee for Continuing Education may extend a genuine service to the College and the community.

Academic Policy and Procedure

The Academic Year

The academic year is divided into two semesters of approximately 15 weeks each and a shorter summer semester. The academic calendar is found in the front of the catalog or at www.ega.peachnet.edu. Students may enter East Georgia College at the beginning of any semester, including the summer semester.

Academic Credit Units

The unit of credit is the semester hour. A semester hour of credit represents 750 minutes of instructional classtime which generally consists of one 50 minute class per week for 15 weeks. Two hours of laboratory or physical education work per week are considered the equivalent of one semester hour credit. For example, a course offering 3 hours of semester credit would need to meet for a total of 2250 minutes during the semester. To do this, the course must meet 3 times a week, for 15 weeks, 50 minutes each meeting.

Student Classifications

Classification is based on the number of cumulative degree credit hours earned by the student. Institutional credit, Learning Support courses are examples, do not count toward a student's classification. The breakdown by classification is as follows: 0 - 29 freshman and 30 - 59 sophomore.

Academic Advisement

An academic advisor is assigned to each student upon admission to East Georgia College. Advisor assignment is based upon a student's declaration of degree and program of study. Each advisor will provide guidance in planning and monitoring the student's progress toward a degree. While this guidance is very important, each student is responsible for knowing and completing all degree requirements as outlined in this catalog. Students should obtain a copy of the degree checklist from their advisors and record each course taken and the grade earned. Students should ask their advisors for suggestions on course sequences and develop a plan that will lead to graduation in a timely manner. Career plans should be discussed honestly and openly with each academic advisor and input sought with any problem (academic or nonacademic) encountered. If the advisor is unable to help the student, the advisor will direct the student to an appropriate source of help. Recent literature indicates that the strongest correlation for student success in college is a good relationship with an academic advisor. Entering students should meet with their advisor as soon as possible to simply get acquainted! Students should openly discuss their interests and future plans and let their advisors know they are serious about their education. This early visit will make it easier for the student to seek an advisor's help in the future. With any problem, students should go to their advisors first!

Registration Procedures

East Georgia College currently offers students two opportunities to register for an upcoming term. **Currently enrolled or former students** can preregister in a preceding term during an early registration period. Those who choose not to preregister must register during final registration which generally takes place several days prior to the start of the term. Registration dates and times are published at least a year in advance and can be found in the College Catalog, on the back of a Schedule of Classes, or at our website, www.ega.peachnet.edu. Former students who do not attend East Georgia College for more than two terms must complete a Former Student Application in the Office of the Registrar in order to have their student record updated prior to registering for any subsequent term. Prior to registration, students must contact their advisors for assistance in developing their requested class schedule.

New students are required to participate in an orientation program during the final registration period. The orientation program will provide helpful information to the new student and better prepare them for the upcoming demands of the term at East Georgia College. Following the orientation program, students will see their advisor and register for classes. Each new student will receive notification of the day and

time to come for orientation in a letter of acceptance mailed prior to the start of the semester by the Office of Admissions.

**NOTE: All forms required by the Registrar's Office can be found at our website, www.ega.peachnet.edu. Students may print a copy of any form, complete, and forward to our office at 131 College Circle, Swainsboro, GA 30401, attention Registrar's Office.*

Schedule Adjustment

Students may make changes in their class schedules during the announced dates which are published each term in the College Calendar. Students who enter classes after the first scheduled meeting are responsible for making up assignments missed. Days missed during the schedule adjustment period may be counted as days absent by the instructor. Classes dropped during schedule adjustment will be deleted from the student's schedule. Students will not be held academically or financially responsible for these courses.

Course Load

Twelve to seventeen hours is considered a normal course load. Students who enroll for twelve or more hours are considered full-time students. Students who wish to take more than seventeen hours and who have demonstrated exceptional academic achievement may apply to the Vice President for Academic Affairs for approval of an overload. A form for this purpose must be obtained and approval granted prior to the completion of the registration process. Approval requires the signature of the student's academic advisor, the Vice President for Academic Affairs, and the Registrar.

**NOTE: Students should be conscious of their academic course load. If a student chooses to register for only 12 hours a semester it will require 6 semesters to complete the A.A. degree which at East Georgia College requires 64-66 hours! Excluding summer semester, those 6 semesters will require 3 years to complete!*

Class Attendance

Courses at East Georgia College are provided for the intellectual growth and development of students. To attain maximum success, students must attend their classes regularly and are expected to attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures. Regular and punctual attendance at all classes is the student's responsibility. Students are expected to account for absences to each instructor and, at the discretion of the instructor, to make up all work missed because of the absence. Final approval for any class absence remains with the individual instructor. At the beginning of each semester, instructors will clearly explain to each of their classes specific attendance requirements. The general attendance policy at East Georgia College is that after the equivalent of one week of absences, regardless of cause, instructors may penalize the student. The "one-week equivalent" means three absences in a three hour credit course that meets three times a week during a fifteen week semester; however, the "equivalent week" will vary depending on the class meeting schedule and the length of the term. A student penalized for excessive absences may appeal to a board of review appointed by the Academic Policies Committee.

Tests and Examinations

Students are expected to be present for all announced examinations. Make-up examinations may be given, when in the instructor's judgement, the absence was caused by personal illness or other circumstances beyond the control of the student. A student will not be permitted to take a final examination at a time other than the regularly scheduled dates unless extraordinary circumstances suggest a departure from this schedule to be recommended by the instructor and approved by the Vice President for Academic Affairs.

Grading System

Academic standing is determined by the student's grade point average at the end of each semester. The grade point average is computed by equating letter grades to the following numerical code:

A	(Excellent)	=	4 points
B	(Good)	=	3 points
C	(Satisfactory)	=	2 points
D	(Passing)	=	1 point

F	(Failing)	=	0 points
WF	(Withdrew Failing)	=	0 points.

Each point represents a quality point earned per semester credit hour. Quality points are determined by multiplying the number of semester credit hours listed for the course by the number of points awarded for the grade earned in the course. (A student who receives an A in a three-hour course earns twelve quality points for that course.) The following symbols are used as indicated, but are not included in the determination of the grade point average:

- I Indicates that the course work completed was satisfactory; but for non-academic reasons beyond the student's control, the student was unable to meet the full requirements of the course. An I must be removed by the end of the next semester of enrollment. Without regard to enrollment, an I must be removed within one calendar year. An I that is not removed will become an F.
- W Indicates withdrawal without penalty. The W will be assigned if the student officially withdraws from the course at midterm or before. A grade of WF will be assigned after midterm unless the student withdraws because of non-academic hardship and has a passing average at the time of withdrawal.
- NR Indicates that no grade has been reported for the course. The student should contact the course instructor.
- V Indicates that a student was given permission to audit the course. Students may not change from audit to credit status or from credit to audit after the first day of classes.
- K Indicates that a student was given credit for the course via a credit-by-examination program approved by the faculty (CLEP, AP, Proficiency, etc.).
- IP Indicates that, for a course designed to extend over more than one semester, the student did not satisfactorily complete requirements for the course. At East Georgia College, Learning Support courses would be an example. These courses may require more than one semester to satisfactorily complete requirements and exit the course.
- S,U S is for satisfactory and U is for unsatisfactory. These grades are issued in the Regents remedial courses.

Administrative Withdrawals

If a student registers for a class and does not attend class for two consecutive weeks beginning with the first class meeting and does not initiate withdrawal, the student will be administratively withdrawn and a grade of W will be recorded on the student's transcript.

Withdrawal from a Course

Abandoning a course(s) instead of following official withdrawal procedures will result in a grade of 'F' being assigned.

Students who wish to withdraw officially from a course after schedule adjustment and prior to mid-semester must obtain a Course Drop/Add Form signed by their advisor and the instructor of the course. The student will receive a grade of 'W' for the course. Withdrawing from Learning Support courses is not permissible unless the student intends to withdraw totally from school. The grade of 'W' does not count as a Learning Support attempt. W's do count in attempted hour calculations for the purposes of Financial Aid.

Withdrawal From All Classes

Abandoning a course(s) instead of following official withdrawal procedures will result in a grade of 'F' being assigned.

Any student withdrawing from East Georgia College following registration must notify the Office of the Registrar so that an official withdrawal may be made. Prior to the first day of class the student should complete a Voluntary Cancellation Form or they may simply notify the Registrar's Office in writing that they do not wish to attend the upcoming semester. Please include signature. Student will receive 100% refund.

As of the first day of class, any student who wishes to withdraw from all their classes should complete a Withdrawal Form. As of the first day, the courses for which you have registered will be deleted and you will receive a 100% refund.

Following the first day of classes a student may withdraw from all their courses until the midpoint of the semester (midterm). Withdrawing prior to midterm will result in the grade of 'W' being assigned. Refunds will be based on a percentage of attendance calculated by the Business Office. Please contact the Business Office for more detailed information concerning refund percentages.

Withdrawal Due to Extenuating Circumstances

Abandoning a course(s) instead of following official withdrawal procedures will result in a grade of 'F' being assigned.

Under extenuating circumstances following midterm, a student may be granted a withdrawal without academic penalty. Typically, this involves medical reasons which are beyond the control of the student. Failing the course(s) is not to be considered extenuating circumstances. Students will not be allowed to withdraw for academic reasons. Students who find themselves in this situation should contact the Vice President for Academic Affairs explaining their circumstances in writing and supply documentation to support their case. If approved, a grade of 'W' or 'WF' will be assigned by the instructor of the course dependent upon whether the student is passing or failing at the time they stop attending. There will be no refund at this point.

Grade Point Average

The grade point average (GPA) is the numerical average computed by dividing total grade points by total credit hours attempted in a semester. For example:

Grade	Numerical Equivalent		Credit Hours Accepted	=	Quality Points	GPA
A	4	X	3	=	12	
B	3	X	3	=	9	
C	2	X	3	=	6	
D	1	X	3	=	3	
F or WF	0	X	3	=	0	
			15		30	2.0

**NOTE: Learning Support and Regents' remedial courses are not computed in the GPA.*

Grade Reports

All grade reports are mailed to the student's home address. Early intervention grade reports are mailed to students experiencing academic difficulty by the midterm of the semester by the Vice President for Academic Affairs. Grade mailers and Academic Standing Letters are mailed to students following the end of each semester. If a student wishes notices to be sent to another address, the student must inform the Office of the Registrar.

Dean's List

A student with a semester grade point average of 3.5 or higher in 15 or more hours of course work will be placed on the Dean's Honor List for that semester. A student with a semester average of 3.5 or higher in at least 12 semester hours, but less than 15 semester hours of course work, will be placed on the Dean's

Merit List. Institutional credit hours do not count for the purposes of the Dean's Honor or Merit List. Only degree credit is used in these calculations.

Academic Honesty

In an academic community, honesty and integrity must prevail if the work done and the honors awarded are to receive respect. The erosion of honesty is the academic community's ultimate loss. Therefore, the responsibility for the practice and preservation of honesty must be equally assumed by all members of the community. Academic honesty requires the presentation for evaluation and credit of one's own work, not the work of others. Students found to be in violation of this policy may, after official notification from the instructor, be withdrawn from the course in question and assigned the grade of 'WF.'

Academic Progress

A system of academic warning, probation, and dismissal is designed to inform students that their academic performance is unsatisfactory. If, after attempting 1-17 semester credit hours, a student's cumulative GPA falls below 2.0, the student is placed on Academic Warning. If, after attempting more than seventeen credit hours, the student's cumulative GPA falls below 2.0, the student is placed on Academic Probation. The student must then make at least a 2.0 term GPA during the next and any subsequent semester until the cumulative GPA is 2.0 or more, or the student will be placed on Academic Exclusion for one semester. Upon return, the student's readmission status is Continued Probation until the student achieves a cumulative GPA of 2.0 or greater. Failure to earn a term 2.0 GPA in any semester while on Continued Probation will result in the student being placed on Academic Exclusion for one year.

Prior to returning from any involuntary period of non-attendance due to academic reasons, all students should complete a Former Student Application in the Office of the Registrar.

Students will not be granted transfer credit for work taken at another institution while they are on any exclusionary academic standing from East Georgia College.

Learning Support Policy For Mathematics, Reading, and English:

Attempts:

Learning Support attempts are cumulative across University System institutions.

The following limits on Learning Support attempts will apply to students during the transition from quarters to semesters: The limits, which were approved by the Academic Committee on Learning Support and the Administrative Committee on Academic Affairs, ensure that students are not penalized during the transition. They apply only to students who enrolled in Learning Support courses under the quarter system but did not exit before Fall Semester, 1998.

<u>Number of Quarters</u>	<u>Maximum Additional Semester Attempts</u>
One quarter	Three semesters plus appeal for one additional semester
Two quarters	Two semesters plus appeal for one additional semester
Three quarters	One semester plus appeal for one additional semester
Four quarters	Appeal for additional semester after suspension for one quarter (or summer), but new appeal rules apply. (Must be in exit-level course, have reached the limit in only one area, and enroll in only LS/DS course.)

Students must exit the Learning Support area by the fourth attempt or be placed on LS Dismissal Must Appeal. If the student is approved for an additional attempt, the fifth, they must exit or be placed on LS Dismissal Term. After having sat out the exclusionary period, they may return for a sixth attempt. If the student fails to exit following this attempt, they will be placed on LS Dismissal Year.

The new suspension rule may be applied to those who are currently on suspension. At an institution's discretion, a student who has completed at least three years of a five-year suspension may be considered for readmission effective Fall Semester 1998.

The following limits apply for students placing into Learning Support areas Fall 1998 or later:

Students are allowed a maximum of 3 attempts at any one area. The third attempt is only appropriate if the student is enrolled in an exit level Learning Support course. Failure to exit an area following the third attempt, a student is placed on Learning Support Dismissal. The student may appeal to the AR (Admissions and Records) Appeals Committee for a fourth attempt. Following careful review and evaluation, if approved, the student is granted a fourth and final attempt to exit the Learning Support area. Failure to exit the area following the fourth attempt will place the student on Learning Support Exclusion for a period of 3 years. The student may not appeal the exclusion until the 3 year exclusion period has ended. Following the 3 year period, a student may ask to retake the CPE in the appropriate area. If the student achieves a passing score, the Learning Support area can be exempted. Otherwise, the student would place and be allowed 3 additional attempts to exit the area.

Prior to returning from any involuntary period of non-attendance due to academic reasons, all students should complete a Former Student Application in the Office of the Registrar.

Exam Retakes:

Initial placement exams cannot be retaken.

Students taking the placement CPE English test, who pass the exam part, but fail the essay component, may retake the essay portion prior to the beginning of the semester.

Following placement and upon successful completion of the required Learning Support course with a grade of 'C' or better in an exit level course, 0098 or 0099, students will be allowed to take the CPE exit exam in that area.

In English, students who have previously made a satisfactory score of 75 or better on the CPE exam portion, but failed the essay portion, will not have to pass the exam portion again. They will, however, be required to complete the exam again along with the essay at the end of the term following successful completion of the appropriate course. A previous exam score can be banked. The CPE English essay cannot be banked and must be successfully completed in the term in which the student exits the Learning Support English area.

Registration:

Until Learning Support requirements have been satisfied, students shall not be permitted to take credit courses which require the content or the skills of the prerequisite courses, although institutions may establish co-requisite requirements for Core Curriculum courses. Each institution shall inform students of those courses which have Learning Support courses as prerequisites or co-requisites. Students with system required Learning Support placement must:

1. exit or exempt Learning Support Reading as a prerequisite for Social, Natural, and Physical Science courses (additional areas for exit or exemption such as Learning Support English or Learning Support Mathematics would be at the discretion of the institution);
2. exit or exempt Learning Support English and Reading as prerequisites for college-level English;
3. exit or exempt Learning Support Mathematics as a prerequisite for Mathematics, Physics, and Chemistry (any science courses with a prerequisite of college-level mathematics would also require exit or exemption from Learning Support Mathematics).

It is recommended that courses such as music, art, and drama remain open for students with Learning Support requirements whenever possible.

Grading:

MATH 0097, grades of A, B or C indicate that a student successfully completed requirements for the course and progress to MATH 0099. Students who do not successfully complete requirements for the course will receive a grade of IP and remain in 0097.

MATH 0099, grades of A, B or C indicate that a student successfully completed requirements for the course, were allowed to take the CPE exit exam and scored 79 or higher to exit the LS area. Students who do not successfully complete the requirements for the course should receive a grade of IP and remain in 0099. Students who successfully complete the requirements of the course, but fail to score 79 or higher on the exam will receive a grade of IP and remain in 0099.

READ 0098/ENGL 0098, grades of A, B or C indicate that a student successfully completed requirements for the course. The student will be allowed to take the CPE exit exam. If the student scores 75 or higher on the exam, and for English passes the essay, the student has exited the LS area. For English, if the student makes 75 or higher on the exam, but fails the essay the student should progress to the 0099 level course. In either case, if the student makes 70-74 on the exam, they should progress to the 0099 course. If the student scores less than 70, they should remain in the 0098 course. Students who do not successfully complete requirements for the course will receive a grade of IP, not be allowed to take the CPE exit exam and remain in the 0098 level course.

READ 0099/ENGL 0099, grades of A, B or C are given indicating that the student successfully completed requirements for the course and passed the CPE with a score of 75 or better. For English, the student should have passed both the exam and essay. Students who do not successfully complete requirements for the course receive a grade of IP, will not be allowed to take the CPE exit exam, and remain in the 0099 level course.

**NOTE: In some instances, instructors may issue a grade of 'F' when a student completely fails to put forth any effort in class. It should be noted however, that the 'F' grade is intended to designate that a student has not successfully completed requirements for exiting an area in the required number of attempts. For Learning Support courses, this grade DOES NOT count in the cumulative GPA. It does, however, count in the Financial Aid calculation of the HOPE GPA.*

Appeals Process Following An Academic Dismissal

Dismissal may be appealed each term to the AR Appeals Committee. A letter stating the basis of the appeal must be received in the Office of the Registrar two working days prior to registration. If the student's appeal request is granted, students dismissed for academic reasons would be returned to Academic Probation and be required to carry at least a term 2.0 GPA during any subsequent semester until the cumulative GPA is 2.0 or above or again face dismissal. Students who are dismissed for failing to complete Learning Support requirements in the required number of attempts would be returned to their previous standing. Students returning from a Learning Support dismissal may take only the required Learning Support course. If the appeal is denied, the student will not be allowed to return until the terms of the exclusionary period have expired. In the case of Academic Exclusion for one year, a student is only allowed to appeal once a term. They can appeal again any subsequent term requesting consideration for return prior to the official completion of the exclusionary period. As a part of being granted the appeal to return, the Committee may impose academic restrictions or requirements which must be adhered to by the student or risk termination of their classes and revocation of the granted appeal. The terms of the previous exclusion would then be enforced following the term of non-compliance and future appeals would not be considered. The student would be required to honor the terms of the exclusion.

Repeating Courses

Although the record of all degree credit courses attempted will remain on the student's permanent record and in the cumulative GPA, only the last grade received for repeated courses will be used in calculating the graduation GPA. A graduation GPA of 2.0 or higher is required in order to complete requirements for a degree. A student is encouraged to repeat courses in which they have earned grades of D or F in order to raise the graduation GPA. It is important to note that many institutions include grades for all courses attempted when computing an acceptable grade point average for admittance as a transfer student.

English 'C' Compliance Policy

Grades of 'C' or better are required of all students in ENGL 1101, Composition I, before progressing to ENGL 1102, Composition II. Students must also complete ENGL 1102 with a 'C' or better prior to enrolling in ENGL 2111/2112, World Literature I or II.

Readmission of Former Students

Students who were enrolled at East Georgia College, but who have not been in attendance for two or more semesters must apply for readmission. Former students who have enrolled in another college(s) since last attending East Georgia College must request that an official transcript of coursework and grades be mailed to the East Georgia College Office of the Registrar. Former students will not be eligible to register for classes until official transcripts from other colleges attended have been received and reviewed by East Georgia College. Students who are enrolled for the spring semester, but do not attend for the summer semester, are not required to re-apply for the fall semester.

Graduation Requirements

The Associate in Arts degree will be awarded to students who meet the following requirements:

1. Satisfy core curriculum requirements (60 semester hours)
2. Satisfy the institutional requirements including orientation, library skills, health, and physical education courses (4-6 semester hours)
3. Complete requirements for the History and Constitution of the United States and Georgia as required by the State of Georgia. They may be met by completing American Government, POLS 1101 and one of the two U.S. History courses, HIST 2111/2112
4. Pass the Regents' Test to demonstrate competence in reading and writing
5. Meet the residency requirement by earning a minimum of 25 semester hours at East Georgia College

**NOTE: Courses used to satisfy CPC requirements, cannot, be used to satisfy graduation requirements.*

The Associate in Applied Science degree will be awarded to students who meet the following requirements:

1. Possess a diploma from an area technical school in a program which East Georgia College recognizes through Board of Regents approved collaborative agreements with that technical institute
2. Complete the core of basic general education courses which consists of 24-28 hours of transferable degree credit
3. Meet the residency requirement by earning a minimum of 12 semester hours at East Georgia College.

*** All students are required for graduation purposes to:**

1. Earn a minimum graduation GPA of 2.0 or higher
2. Meet all financial obligations to the College before graduation, including a \$25 graduation fee.

Legislative Requirements

Students are required to satisfy a legislative requirement in United States History and the Constitution plus, Georgia History and its Constitution. Students may satisfy both constitution requirements by completing POLS 1101, American Government. Both history requirements may be satisfied by taking either HIST 2111, U.S. History to 1865, or HIST 2112, U.S. History since 1865. A grade of D or better is required to satisfy all legislative requirements. These courses may be used in other areas of the core for degree credit.

Regents' Testing Program

An examination (the Regents' Test) to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs leading to the baccalaureate degree in University System institutions shall be administered.

Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess certain minimum skills of reading and writing. The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the program are: (1) to provide system-wide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in these areas.

Students enrolled in undergraduate degree programs leading to the baccalaureate degree shall pass the Regents' Test as a requirement for graduation. Students must take the test in their first semester of enrollment after earning 30 credit hours if they have not taken it previously. (Institutions may not prohibit students who have earned at least 30 credit hours from taking the test for the first time.) At an institution's discretion, students may be permitted to take the test during a semester in which they are not enrolled. Each institution shall provide an appropriate program of remediation and shall require students who have not passed both parts of the test by the time they have earned 45 semester credit hours to take the appropriate remedial course or courses each semester of enrollment until they have passed both parts. The only exception that may be made is for part-time students taking one remedial course and no college-level credit courses.

Students with 30 or more semester credit hours transferring from outside of the system or from a system program that does not require the Regents' Test should take the test during their first semester of enrollment in a program leading to a baccalaureate degree. Those who have not passed before their third semester of enrollment are subject to the remediation requirement.

First-time examinees must take both parts of the test. A student who has failed both parts of the Regents' Test may be allowed, at the discretion of the institution, to take the reading and essay portions of the test in separate semesters. If one component of the test has been passed, that component need not be retaken.

Students who show deficiencies in reading and/or writing competency should take RGTR 0198 (Review of Reading Principles) and/or RGTE 0199 (Review of Writing Principles), non-credit courses designed to provide a comprehensive review of reading and writing skills. The courses are available to all students on a voluntary basis prior to taking the Regents' Test for the first time.

If a student fails to pass the Regents' Test, RGTR 0198 and/or RGTE 0199 is mandatory before attempting the test the second or succeeding times. Students who have failed both the reading and essay part of the test may be allowed to retake only one part of the test at a given administration. Students will be notified of their eligibility by the Vice President for Academic Affairs.

The Regents' Test is not a requirement for an Associate in Applied Science, although institutions may choose to require the test for this degree.

Students who have moved out of state after completing all requirements for graduation with the exception of the Regents' Test requirements may be permitted to have the Regents' Test administered out of state if they have fulfilled remediation requirements and follow the procedures outlined in the Regents' Testing Program Administration Manual.

A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Test in order to receive a degree from a University System institution.

Student Request for Review of Essay Failing Score:

A student may request a formal review of a failure on the essay component of the Regents' Test if that student's essay received at least one passing score among the three scores awarded. The review procedures shall be as follows:

1. a student must initiate the review procedure by mid-term of his/her first semester of enrollment after the semester in which the essay was failed. The review must be initiated, however, within one calendar year from the semester in which the failure occurred.
2. all applicable regulations of the Regents' Test Policy remain in effect for those students whose essays are under review, including those regulations relating to remediation and retaking the Test.

Requirements for a Second Degree

A graduate of any program may earn an additional degree in any other program by satisfactorily completing all additional course requirements and any other degree requirements as listed in the Catalog. It is important to remember, as a two year institution of the University System of Georgia, we offer only two degrees: the Associate in Arts and Associate in Applied Science. Therefore, at the time of graduation, you will not receive an additional diploma by satisfying the requirements for another program of study. The Registrar's Office will, however, record the completion of that program of study in your academic history which will be reflected on your permanent academic transcript.

Application For Graduation

Students who plan to graduate should apply to the Office of the Registrar at least one semester before the planned graduation date. A student may receive a diploma at the end of any semester in which all degree requirements are fulfilled. However, only one formal commencement exercise is held at the end of spring semester. The diploma will bear the date that all degree requirements were met. Students are assessed a \$25 graduation fee.

Graduation With Honors

A student eligible for graduation who has taken a minimum of 25 semester hours at East Georgia College and who has an overall cumulative average of no less than 3.5 will graduate with honors. A student with a final cumulative average of 3.8 or better will graduate with high honors and a student with a 3.9 or better cumulative average will graduate with highest honors.

Academic Renewal

The Academic Renewal policy allows University System of Georgia degree seeking students who have experienced academic difficulty to make a fresh start after an absence of five calendar years from any and all colleges and universities and to have one final opportunity to earn an associate or bachelor's degree. Former Learning Support students may apply for Academic Renewal only if they successfully completed all requirements before the commencement of the five-year period of absence.

1. All previously attempted course work continues to be recorded on the student's official transcript. A cumulative grade point average including all courses taken and an Academic Renewal Cumulative Grade Point Average must be shown on each Academic Renewal student's permanent record.
2. The CGPA is begun when the student resumes taking coursework following the five-year period of absence once approval for Academic Renewal has been granted. The institution will place a statement on the student's transcript indicating the Academic Renewal status and the beginning of a separate Academic Renewal CGPA.
3. The Academic Renewal CGPA will be used for determining academic standing and eligibility for graduation.
4. Academic credit for previously completed coursework--including transfer coursework--will be retained only for courses in which an A, B, C or S grade has been earned. Retained grades are not calculated in the Academic Renewal CGPA.
5. To earn a degree, a student must meet the institution's residency requirements. The institution may apply the retained hours earned prior to Academic Renewal (i.e., A, B, C, or S grades) toward the residency requirement.

6. A student can be granted Academic Renewal status only once.
7. Any scholastic suspensions that occurred in the past shall remain recorded on the student's permanent record.
8. If a student does not request Academic Renewal status at the time of re-enrollment after a five year or greater period of absence from any college or university, the student may do so within two academic semesters of re-enrollment or within one calendar year, whichever comes first. (The Academic Renewal CGPA begins with the first term following re-enrollment.)
9. Reentry into any program is not automatic.
10. The granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress.
11. The granting of Academic Renewal may supersede the admissions requirements of certain programs, e.g. teacher education, nursing, which require a specific minimum grade point average based upon all coursework. This decision will reside at the institutional level.
12. Any currently enrolled student who was not enrolled at a college or university for a period of five calendar years may apply for an Academic Renewal CGPA.
13. For currently enrolled students, there is a one-year window of opportunity for requesting Academic Renewal status commencing with the effective date of this policy.
14. The Academic Renewal CGPA for currently enrolled students begins with the first time following re-enrollment after the five-year period of absence from any college or university.
15. United States and Georgia history and constitution requirements met prior to the granting of Academic Renewal will remain on the student's permanent record even though the courses may not count in the Academic Renewal CGPA. Further, institutions may determine whether or not hours earned prior to Academic Renewal will count toward Regents' Test, College Preparatory Curriculum, and/or other Board of Regents' Policy requirements that state a specific number of hours earned. For further information, see the Registrar.

Student Records

A student's record is generally considered to consist of some or all of the following documents: application for admission, immunization record, high school transcript, CPC evaluation form, GED certification, transcripts from other post secondary institutions, transcript evaluation form, SAT or ACT scores, and miscellaneous documentation retained, by the Registrar's Office, concerning student's academic stay at East Georgia College.

**NOTE: Some documentation retained in student's folder is considered to be the property of the Institution and access to this information is left to the discretion of East Georgia College.*

Record Retention, Storage, and Disposal

The Registrar's Office shall retain in a secured, fireproof area all records applicable to student enrollment and academic achievement. This office maintains information on the following: student folder information, academic history permanent records, graderoll information, graduation information, schedule adjustment/registration information, transcript requests, enrollment certification requests, confidentiality requests, CPE and Regents test score information, and Board of Regents report information.

1. Upon application for admission, applicants are requested to complete an admissions application and supply several types of information. Students must supply transcripts from all institutions previously attended, SAT or ACT test scores, highschool graduation or GED information, and immunization records. This information is placed into the student's folder and housed in the Admissions Office. The student

folder is transferred from the Admissions Office to the Registrar's Office following final registration for a term. Students who apply, but do not enroll, have their folder placed in a suspense file. Each year, the Registrar's Office will produce a list of students who have not attended the institution for a period of 5 years. These folders are pulled, boxed, labeled by year, and forwarded to the student records archives which is located in the auxiliary warehouse. This information will be archived for a period of 5 additional years at which time, if the student has not returned, it will be destroyed. Students who return following the transfer of the student folder information to archives, will have their folder returned to the Registrar's Office.

2. Prior to Summer Quarter 1998, academic history information was kept on permanent records cards. This information will be retained indefinitely within the vault in the Registrar's Office.
3. Instructors report grade information for students on graderolls. This information is recorded into the Banner Student Information System. These hardcopy reports containing grade information are retained indefinitely within the vault in the Registrar's Office.
4. The Registrar's Office maintains a current list of graduates and degree audit information within the vault. This information will be held indefinitely. This information is also recorded in the Banner Student Information System.
5. Registration schedules are not currently being retained within this office. The Banner Student Information System has within it an audit trail application which allows for tracking of student registration information. Schedule adjustment information in the form of drop/add cards or withdrawal cards are maintained within the office for a period of one academic year. After this time, this information is removed and destroyed.
6. Transcript request information is maintained for a period of one academic year. Following this time period, this information is pulled and destroyed.
7. Enrollment certification information is maintained within this office for a period of one academic year. Following this time, this information is pulled and destroyed.
8. By federal law, the Family Educational Rights and Privacy Act, students are granted full discretion for disclosure of their academic information to persons or entities other than themselves. Students have the option of requesting that no information, including what is considered directory information, be released to anyone other than themselves. We request that students who choose this option, complete a Confidentiality Statement to be kept on record within the Registrar's Office. This information is placed into the student's folder and kept until such time as the folder is destroyed.
9. CPE and Regents Test score information is kept in the vault in this office indefinitely.
10. Prior to Fall Semester 98, data generated for reporting purposes to the Board of Regents is kept in the vault. Since that time, this information is being stored electronically within this office.

**NOTE: Beginning Summer Quarter 1997, East Georgia College implemented the student information system, Banner. All registration, academic history and graduation information maintained by the Registrar's Office is maintained within this student information system. Computer Services runs a daily backup at the end of each business day which is held for one week in a fireproof vault located in the Physical Education building. This is a complete backup and can fully restore our student information system to operational order.*

Degrees and Programs of Study

Educational Programs

East Georgia College offers both transfer and collaborative educational programs.

Transfer Programs: Transfer programs are programs of study which provide the first two years of course work toward the completion of a baccalaureate degree at a four-year institution. Transfer programs lead to the Associate in Arts (AA) degree. Students in transfer programs follow the Core Curriculum established by the Board of Regents of the University System of Georgia. The Core Curriculum is designed to facilitate the transfer of credit among the schools within the University System. The Core consists of:

- 9 hours in Basic Skills (English and Mathematics)
- 4 hours of Institutional Option courses
- 6 hours Humanities and Fine Arts
- 11-12 hours Science, Mathematics and Technology
- 12 hours Social Sciences and
- 18 hours of courses related to the student's individual program of study.

In order for a student to complete all requirements for the Associate in Arts degree at East Georgia College, students must complete an additional 4-6 hours consisting of:

- 1 hour basic college skills course
- 1 hour library skills course
- 2 hour health course and
- (2) 1 hour physical activity courses or a 1 hour physical activity course and a 1 hour first aid course.

**NOTE: The 1 hour basic college skills course is only required if a student places in 2 or more Learning Support areas. The 1 hour library skills course may be exempted if the student receives a passing score on the library exam administered prior to the start of classes. Please see Librarian for more details concerning the library exam.*

Career Programs: East Georgia College offers career preparation programs in cooperation with Heart of Georgia Technical Institute, Ogeechee Technical College, Sandersville Regional Technical Institute, Southeastern Technical Institute and Swainsboro Technical Institute. The general education core for these programs is offered by East Georgia College; the technical core is taught at one of the technical institutes. Coursework transferred from the technical institute is accepted as "block credit" by East Georgia College upon completion of the technical core. This credit is not, however, entered into the student's academic history as true transfer credit by East Georgia College. Rather, this institution recognizes the completion of a career program by the student at the technical institute. When both the general education core and the technical core are completed, the AAS degree is awarded by East Georgia College in cooperation with the appropriate technical institute. Collaborative AAS degrees awarded include the AAS in Business, AAS in Health, AAS in Services, and AAS in Technology. In addition to the technical school diploma/certificate, EGC requirements are as follows:

- 6 hours in Essential Skills
- 2 hours Institutional Options
- 3 hours Humanities
- 7-8 hours Mathematics, Science, and Technology
- 6 hours Social Science.

**NOTE: Dependent upon the program, additional courses/hours may be required which can increase the total number of required hours to 28. Please reference individual program for specific details concerning requirements.*

Programs of Study - Associate in Arts

Agriculture	Geology
Anthropology	Health and Physical Education
Art	History
Biology	Home Economics
Business Administration and Economics	Mathematics
Business Education	Nursing
Chemistry	Political Science
Criminal Justice	Psychology
English	Recreation
Exercise and Health Sciences	Sociology
Foreign Language	Teacher Education
General Studies	

Pre-Professional Programs

A number of pre-professional track programs are offered at East Georgia College. Each of these programs is designed to provide the student with the necessary background to qualify for application to the professional program. Depending on the admission requirements of the professional school to which the student plans to apply, the programs at East Georgia College are from one to two years in length. For more detailed information, contact the Division of Mathematics and Science.

Pre-Dental Hygiene

Pre-Dentistry

Pre-Medical Technology

Pre-Medicine

Pre-Optometry

Pre-Pharmacy

Pre-Physical Therapy

Pre-Radiological Technology

Pre-Veterinary Medicine

The Core Curriculum

The Core Curriculum of the University System of Georgia is designed to facilitate the educational progress of students as they pursue baccalaureate degrees. The Core Curriculum is subdivided into core areas A through F as outlined below. Areas A, B, C, D, and E totaling 42 credit hours is composed of general education courses. Area F varies with each program of study and is composed of 18 credit hours which support the student's chosen baccalaureate major. A student completing any of the six areas in the approved core at East Georgia College may transfer the hours to any institution of the University System without loss of credit. This transferability is guaranteed by the Board of Regents! Should a student encounter difficulty in transferring credits earned at East Georgia College, the student is urged to immediately contact the institution's transfer ombudsman, Registrar or Vice President for Academic Affairs. See the next two pages for detailed information concerning the Core Curriculum.

Core Curriculum - Associate in Arts

Area A	Essential Skills	9 hours
ENGL 1101	Composition	3
ENGL 1102	Composition II	3
<i>*NOTE: Grades of 'C' or better are required for both Composition courses. Please see English 'C' Compliance policy.</i>		
MATH 1111	College Algebra (or any higher mathematics course)	3
<i>*NOTE: Pre-Calculus or higher is required for majors in architecture, biology, chemistry, computer science, engineering technology, forestry, geography (B.S.), geology, mathematics, pharmacy, physical therapy and physics.</i>		
Area B	Institutional Options	4 hours
COMM 1110	Public Speaking	2
*EGAC 1010	Basic Computer Skills	2
<i>*NOTE: EGAC 1010, Basic Computer Skills, may be exempted by successfully passing a proficiency exam which is offered prior to the start of each term. Upon passing the exam, the student will receive CLEP credit for the course. Students may attempt the proficiency exam twice.</i>		
Area C	Humanities/Fine Arts	6 hours
ENGL 2111/2112	World Literature I or II	3
Choose one:		3
ART 1100	Introduction to Art	(3)
ENGL 2111/2112	World Literature I or II	(3 each)
ENGL 2120	Major British Authors	(3)
ENGL 2130	Major American Authors	(3)
*FREN 1001/1002	Elementary French I or II	(3 each)
MUSC 1100	Introduction to Music	(3)
PHIL 2101	Introduction to Philosophy	(3)
*SPAN 1001/1002	Elementary Spanish I or II	(3 each)
<i>*NOTE: Students completing either Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.</i>		
Area D	Science, Mathematics and Technology	11-12 hours
Choose two:		8
BIOL 1107/1108	Principles of Biology I-II	(4 each)
*CHEM 1211/1212	Principles of Chemistry I-II	(4 each)
GEOL 1121	Physical Geology	4
GEOL 1122	Historical Geology	4
*PHYS 1111/1112	Introductory Physics I-II	(4 each)
<i>*NOTE: (1) Science and Non-Science Majors may fulfill Area D, at East Georgia College, by taking two four hour lab science courses, a sequence is not required, and three hours of mathematics. (2) Allied Health Professional Majors, including Nursing, are required to complete a sequence of two four hour lab science courses in either Chemistry or Physics.</i>		
Choose one:		3-4*
MATH 1113	Pre-calculus	(3)
MATH 1121	Introduction to Statistics	(3)
MATH 1301	Introduction to Computer Programming	(3)
MATH 1540/2012/2013	Calculus I, II, III	(4 each)
<i>*NOTE: Each Calculus course is 4 hours, 1 hour of which can be included in Area F (if applicable).</i>		

Core Curriculum - Associate in Arts

Area E	Social Science	12 hours
POLS 1101	American Government	3
Choose one:		3
HIST 2111	U.S. History to 1865	(3)
HIST 2112	U.S. History since 1865	(3)
Choose two electives:		6
ANTH 1102	Introduction to Anthropology	(3)
ECON 2105	Principles of Macroeconomics	(3)
ECON 2106	Principles of Microeconomics	(3)
GEOG 1101	Introduction to Human Geography	(3)
HIST 1111/1112	Western Civilization to/since 1648	(3 each)
HIST 2111/2112	U.S. History to/since 1865	(3 each)
PSYC 1101	General Psychology	(3)
SOCI 1101	Introduction to Sociology	(3)

Area F	Program of Study	18 hours
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**NOTE: Refer to your selected Program of Study, following this section, for specific course requirements used to satisfy Area F.*

Additional Institutional Requirements	4-6 hours
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**NOTE: These hours are not a part of the Core Curriculum, but are required to satisfy requirements for the Associate in Arts degree at East Georgia College. Most institutions will have similar additional requirements and these courses are typically transferable.*

(1) EGAC 1000	Basic College Skills	1
HLTH 2051	Health	2
(2) LIBS 1000	Library Use	1
Choose two:		2
(3) HLTH 2181	First Aid	(1)
PHED (course number)	<i>* Please reference the 'Course Descriptions' section for complete listing of all activity courses.</i>	(1 each)

(1) EGAC 1000 Basic College Skills is required if a student places into 2 or more Learning Support areas.

(2) LIBS 1000 Library Use may be exempted by passing a library skills exams given prior to the start of the students first term of attendance at East Georgia College. Please see Librarian for more detailed information concerning place and time.

(3) Students may choose to take 2 physical activity courses or they may choose to take 1 physical activity course and the First Aid course HLTH 2181.

Area F - Programs of Study

Each Area F consists of 18 credit hours related to a particular program of study. Each program of study is designed to provide a required foundation of courses for successful work on a specific major once the student transfers to a baccalaureate degree-granting institution. Because each receiving institution designs its own requirements for specific majors, it is important that:

- students decide as soon as possible their academic and career goals,
- become familiar with the applicable East Georgia College program of study,
- decide where they intend to transfer, and
- learn the requirements of the major at the institution to which they plan to transfer.

The student's academic advisor can assist with all of these decisions, and it is strongly recommended that the student include the academic advisor early in all career and academic planning. Some courses included in Area F may be prerequisites for specific courses required in a major at the baccalaureate degree-granting institution. Therefore, if a student completes a particular program of study at East Georgia College and subsequently decides not to follow the corresponding major at the baccalaureate institution, the student may find it necessary to take additional courses in support of the new major.

How To Use This Section

In this section of the Catalog, we have provided the user with a complete list of all Programs of Study offered at East Georgia College. Below are some points of reference to look for when perusing a specific program.

- The header for each program contains the Academic Division responsible for the advising of this program.
- Each Program of Study will typically contain 3-4 subsections: Required, Guided Electives, Free Electives and/or Foreign Language.
- To the right of each subsection header, you will find the number of hours required within the section. In some cases a specific course(s) may be required within a section, ex. Required: 9 hours. In others, the student may be able to choose from a group of courses, ex. Guided Electives: 0-6 hours. This will be designated by the description, (Choose....).
- If the hour requirement for a subsection begins at '0', the student is not required to complete any course from the subsection as long as the total hours from the other sections equals 18.
- Students should work closely with the advisor when deciding upon courses from the Guided Electives subsection. These course offerings should complement and apply toward the major area of study in a 4 year degree.
- Pay particular attention to italicized comments within each Program of Study for information unique to that program.
- The detail information under each subsection lists the course: prefix, number, description and number of credit hours.

AGRICULTURE			
Advising Division: Mathematics and Science			Total - 18 hours
Required:			9 hours
BIOL 1107	Principles of Biology I	4	
BIOL 1108	Principles of Biology II	4	
PROB 1101	Problem Solving I	1	
Guided Electives (Choose two):			8 hours
CHEM 1211	Principles of Chemistry I	4	
CHEM 1212	Principles of Chemistry II	4	
MATH 2012	Calculus II	4	
Carryover from Area D:			1 hour

**NOTE: To carryover an hour from Area D, students should take MATH 1113, Pre-Calculus, in Area A as a prerequisite to MATH 1540, Calculus I, for the math requirement in Area D. A strong high school background in mathematics and sufficient aptitude are necessary to follow this path. Otherwise, the student should be encouraged to take the MATH 1111, College Algebra, in Area A, plus MATH 1113 and then MATH 1540 in Area D which results in additional hours.*

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ANTHROPOLOGY		
Advising Division: Social Science		Total - 18 hours
Required:		
ANTH 1102	Introduction to Anthropology	3 hours
Guided Electives (Choose from the following):		
		6-15 hours
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
MATH 1121	Introduction to Statistics	3
PHIL 2101	Introduction to Philosophy	3
PSYC 1101	General Psychology	3
PSYC 2101	Psychological Adjustment	3
PSYC 2102	Psychology of Abnormal Behavior	3
PSYC 2103	Human Growth and Development	3
SOC1 1101	Introduction to Sociology	3
SOC1 1160	Social Problems	3
SOC1 2293	Introduction to Marriage and Family	3

**NOTE: Students may satisfy the 18 hour requirement for Area F from the Guided Electives section making course selections from the Foreign Language section unnecessary.*

Foreign Language (Choose from the following):		0-9 hours
*FREN 1001	Elementary French I	3
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
*SPAN 1001	Elementary Spanish I	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3

**NOTE: Students completing either Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.*

ART			Total - 18 hours
Advising Division: Humanities			Total - 18 hours
Required:			15 hours
ART 1010	Drawing I	3	
ART 1011	Drawing II	3	
ART 1020	Two Dimensional Design/Color Theory	3	
ART 1030	Three Dimensional Design	3	
ART 2100	Art History	3	
Guided Electives (Choose one):			3 hours
ART 2040	Watercolor	3	
ART 2050	Painting	3	
ART 2060	Pottery	3	

BIOLOGY			Total - 18 hours
Advising Division: Mathematics and Science			Total - 18 hours
Required:			13 hours
BIOL 1107	Principles of Biology I	4	
BIOL 1108	Principles of Biology II	4	
CHEM 1211	Principles of Chemistry I	4	
PROB 1101	Problem Solving I	1	
Guided Electives (Choose one):			4 hours
BIOL 2611	Microbiology	4	
CHEM 1212	Principles of Chemistry II	4	
Carryover from Area D:			1 hour

**NOTE: To carryover an hour from Area D, students should take MATH 1113, Pre-Calculus, in Area A as a prerequisite to MATH 1540, Calculus I, for the math requirement in Area D. A strong high school background in mathematics and sufficient aptitude are necessary to follow this path. Otherwise, the student should be encouraged to take the MATH 1111, College Algebra, in Area A, plus MATH 1113 and then MATH 1540 in Area D which results in additional hours.*

BUSINESS ADMINISTRATION AND ECONOMICS		
Advising Division: Social Science		Total - 18 hours
Required:		15 hours
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
CISM 2201	Fundamentals of Computer Applications	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
Guided Electives(Choose one):		3 hours
BUSA 1105	Introduction to Business	3
BUSA 2105	Business Communications	3
BUSA 2106	The Environment of Business	3

BUSINESS EDUCATION		
Advising Division: Social Science		Total - 18 hours
Required:		18 hours
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
EDUC 2131	Introduction to Education	3
SPED 2130	Identification/Instruction of Exceptional Learners	3

CHEMISTRY		
Advising Division: Mathematics and Science		Total - 18 hours
Required:		17 hours
CHEM 1211	Principles of Chemistry I	4
CHEM 1212	Principles of Chemistry II	4
MATH 2012	Calculus II	4
MATH 2013	Calculus III	4
PROB 1101	Problem Solving I	1

Carryover from Area D:

1 hour

**NOTE: To carryover an hour from Area D, students should take MATH 1113, Pre-Calculus, in Area A as a prerequisite to MATH 1540, Calculus I, for the math requirement in Area D. A strong high school background in mathematics and sufficient aptitude are necessary to follow this path. Otherwise, the student should be encouraged to take the MATH 1111, College Algebra, in Area A, plus MATH 1113 and then MATH 1540 in Area D which results in additional hours.*

NOTES

CRIMINAL JUSTICE		
Advising Division: Social Science		Total - 18 hours
Required:		9 hours
CRJU 2501	Introduction to Criminal Justice	3
CRJU 2601	Criminology	3
CRJU 2701	Courts & Basic Criminal Procedures	3
Guided Electives (Choose from the following):		0-9 hours
ANTH 1102	Introduction to Anthropology	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
MATH 1121	Introduction to Statistics	3
PHIL 2101	Introduction to Philosophy	3
PSYC 1101	General Psychology	3
PSYC 2101	Psychological Adjustment	3
PSYC 2102	Psychology of Abnormal Behavior	3
PSYC 2103	Human Growth and Development	3
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3
SOCI 2293	Introduction to Marriage and Family	3

**NOTE: The student may choose any combination of classes from the Guided Electives and/or Foreign Language sections of this Program of Study to complete the required 18 hours.*

Foreign Language (Choose from the following):		0-9 hours
*FREN 1001	Elementary French I	3
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
*SPAN 1001	Elementary Spanish I	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3

**NOTE: Students completing either Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.*

ENGLISH		
Advising Division: Humanities		Total - 18 hours
Required (Choose one):		3 hours
ENGL 2111	World Literature I	3
ENGL 2112	World Literature II	3
Guided Electives (Choose two):		6 hours
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3
Free Electives (Choose three):		9 hours
ART 2100	Art History	3
ENGL 2120	Major British Authors	3
ENGL 2130	Major American Authors	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
MUSC 1100	Introduction to Music	3
PHIL 2101	Introduction to Philosophy	3
PSYC 1101	General Psychology	3

EXERCISE AND HEALTH SCIENCES		
Advising Division: Social Science		Total - 18 hours
Required:		18 hours
BIOL 2511	Anatomy and Physiology I	4
BIOL 2512	Anatomy and Physiology II	4
MATH 1121	Introduction to Statistics	3
MATH 1301	Introduction to Computer Programming	3
PHED 2011	Introduction to Health, Phys Ed and Recreation	1
PSYC 2103	Human Growth and Development	3

FOREIGN LANGUAGE		
Advising Division: Humanities		Total - 18 hours
Required (Choose one sequence):		6 hours
FREN 2001/2002	Intermediate French I and II	(3 each)
SPAN 2001/2002	Intermediate Spanish I and II	(3 each)
Guided Electives (Choose from the following):		12 hours
ANTH 1102	Introduction to Anthropology	3
ART 2100	Art History	3
ECON 2105	Principles of Macroeconomics	3
ENGL 2111	World Literature I	3
ENGL 2112	World Literature II	3
*FREN 2001	Intermediate French I	3
*FREN 2002	Intermediate French II	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
MUSC 1100	Introduction to Music	3
PHIL 2101	Introduction to Philosophy	3
*SPAN 2001	Intermediate Spanish I	3
*SPAN 2002	Intermediate Spanish II	3

**NOTE: These courses cannot be taken in the Guided Electives section if they were taken in the Required section above. Credit can be granted only once for a course.*

GENERAL STUDIES		
Advising Division: All Divisions		Total - 18 hours
Required:		9-10 hours
	Humanities	0-9
	Mathematics or Natural Science	0-10
	Social Science	0-9
Guided Electives:	Courses Approved by Advisor from Areas B-F	8-9 hours

**NOTE: Because schools vary widely in their requirements for this program of study, the decision about which courses to take to complete this 8-9 hour component must be made in consultation with the advisor and be dependent on the requirements of the institution to which the student plans to transfer. These course selections should introduce student to major field of study for pursuit of baccalaureate degree.*

GEOLOGY			Total - 18 hours
Advising Division: Mathematics and Science			Total - 18 hours
Required:			13 hours
GEOL 1121	Physical Geology	4	
GEOL 1122	Historical Geology	4	
MATH 2012	Calculus II	4	
PROB 1101	Problem Solving I	1	
Guided Electives (Choose one):			4 hours
BIOL 1107	Principles of Biology I	4	
BIOL 1108	Principles of Biology II	4	
CHEM 1211	Principles of Chemistry I	4	
CHEM 1212	Principles of Chemistry II	4	
PHYS 1111	Introductory Physics I	4	
PHYS 1112	Introductory Physics II	4	
Carryover from Area D:			1 hour

**NOTE: To carryover an hour from Area D, students should take MATH 1113, Pre-Calculus, in Area A as a prerequisite to MATH 1540, Calculus I, for the math requirement in Area D. A strong high school background in mathematics and sufficient aptitude are necessary to follow this path. Otherwise, the student should be encouraged to take the MATH 1111, College Algebra, in Area A, plus MATH 1113 and then MATH 1540 in Area D which results in additional hours.*

HEALTH AND PHYSICAL EDUCATION			Total - 18 hours
Advising Division: Social Science			Total - 18 hours
Required:			18 hours
BIOL 2511	Anatomy and Physiology I	4	
BIOL 2512	Anatomy and Physiology II	4	
EDUC 2131	Introduction to Education	3	
PHED 2011	Introduction to Health, Phys Ed and Recreation	1	
<i>*NOTE: For students pursuing the Health and Physical Education program of study, EDUC2131 and PHED2011 must be taken concurrently.</i>			
PSYC 2103	Human Growth and Development	3	
SPED 2130	Identification and Instruction of Exceptional Learners	3	

HISTORY			
Advising Division: Social Science			Total - 18 hours
Required:			6 hours
HIST 1111	Western Civilization to 1648	3	
HIST 1112	Western Civilization since 1648	3	
(Choose from the following)			6-9 hours
FREN 1002	Elementary French II	3	
FREN 2001	Intermediate French I	3	
FREN 2002	Intermediate French II	3	
SPAN 1002	Elementary Spanish II	3	
SPAN 2001	Intermediate Spanish I	3	
SPAN 2002	Intermediate Spanish II	3	
Guided Electives (Choose from the following):			3-6 hours
ANTH 1102	Introduction to Anthropology	3	
ECON 2105	Principles of Macroeconomics	3	
ECON 2106	Principles of Microeconomics	3	
GEOG 1101	Introduction to Human Geography	3	
HIST 2111	U.S. History to 1865	3	
HIST 2112	U.S. History since 1865	3	
MATH 1121	Introduction to Statistics	3	
PHIL 2101	Introduction to Philosophy	3	
PSYC 1101	General Psychology	3	
SOCI 1101	Introduction to Sociology	3	
SOCI 1160	Social Problems	3	
SOCI 2293	Introduction to Marriage and Family	3	

NOTES

HOME ECONOMICS		
Advising Division: Mathematics and Science		Total - 18 hours
Required (Choose from the following):		3-6 hours
ART 1010	Drawing	3
ART 1020	Two Dimension Design/Color Theory	3
ART 1100	Introduction to Art	3
ART 2040	Watercolor	3
ART 2050	Painting	3
ART 2060	Pottery	3
ART 2100	Art History	3
(Choose from the following):		4-9 hours
BIOL 1107	Principles of Biology I	4
BIOL 1108	Principles of Biology II	4
CHEM 1211	Principles of Chemistry I	4
CHEM 1212	Principles of Chemistry II	4
PHYS 1111	Introductory Physics I	4
PHYS 1112	Introductory Physics II	4
PROB 1101	Problem Solving I	1
PROB 1102	Problem Solving II	1
(Choose from the following):		3-9 hours
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
EDUC 2131	Introduction to Education	3
PSYC 1101	General Psychology	3
PSYC 2101	Psychological Adjustment	3
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3

NOTES

MATHEMATICS			
Advising Division: Mathematics and Science			Total - 18 hours
Required:			10 hours
MATH 2012	Calculus II	4	
MATH 2013	Calculus III	4	
PROB 1101	Problem Solving I	1	
PROB 1102	Problem Solving II	1	
Guided Electives (Choose from the following):			7-8 hours
BIOL 1107	Principles of Biology I	4	
BIOL 1108	Principles of Biology II	4	
CHEM 1211	Principles of Chemistry I	4	
CHEM 1212	Principles of Chemistry II	4	
MATH 1301	Introduction to Computer Programming	3	
FREN 1002	Elementary French II	3	
Carryover from Area D:			1 hour

**NOTE: To carryover an hour from Area D, students should take MATH 1113, Pre-Calculus, in Area A as a prerequisite to MATH 1540, Calculus I, for the math requirement in Area D. A strong high school background in mathematics and sufficient aptitude are necessary to follow this path. Otherwise, the student should be encouraged to take the MATH 1111, College Algebra, in Area A, plus MATH 1113 and then MATH 1540 in Area D which results in additional hours.*

NURSING			
Advising Division: Mathematics and Science			Total - 18 hours
Required:			15 hours
BIOL 2511	Anatomy & Physiology I	4	
BIOL 2512	Anatomy & Physiology II	4	
BIOL 2611	Microbiology	4	
MATH 1121	Introduction to Statistics	3	
Guided Elective (Choose from the following):			3 hours
PSYC 1101	General Psychology	3	
PSYC 2103	Human Growth and Development	3	
SOCI 1101	Introduction to Sociology	3	

**NOTE: Although BIOL 2511, Anatomy & Physiology I, does not have a prerequisite, it is strongly recommended that BIOL1107, Principles of Biology I, be taken before attempting the course.*

POLITICAL SCIENCE		
Advising Division: Social Science		Total - 18 hours
Guided Electives (Choose from the following):		9-18 hours
ANTH 1102	Introduction to Anthropology	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
MATH 1121	Introduction to Statistics	3
PSYC 1101	General Psychology	3
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3
SOCI 2293	Introduction to Marriage and Family	3
Foreign Language (Choose from the following):		0-9 hours
*FREN 1001	Elementary French I	3
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
*SPAN 1001	Elementary Spanish I	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3

**NOTE: Students may satisfy the 18 hour requirement for Area F from the Guided Electives section making course selections from the Foreign Language section unnecessary. Students completing either Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.*

NOTES

PSYCHOLOGY		
Advising Division: Social Science		Total - 18 hours
Required:		9 hours
PSYC 1101	General Psychology	3
PSYC 2101	Psychological Adjustment	3
PSYC 2103	Human Growth and Development	3
Guided Electives (Choose from the following):		9 hours
ANTH 1102	Introduction to Anthropology	3
*FREN 1001	Elementary French I	3
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
MATH 1121	Introduction to Statistics	3
PHIL 2101	Introduction to Philosophy	3
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3
SOCI 2293	Introduction to Marriage and Family	3
*SPAN 1001	Elementary Spanish I	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3

**NOTE: Students completing either Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.*

RECREATION		
Advising Division: Social Science		Total - 18 hours
Required:		18 hours
<p><i>*NOTE: Requirements for programs of study in recreation vary widely from school to school. Decisions on which courses are needed to complete Area F in recreation must be made in consultation with your advisor and be dependent on the requirements of the college to which you plan to transfer.</i></p>		

SOCIOLOGY/SOCIAL WORK		
Advising Division: Social Science		Total - 18 hours
Required:		9 hours
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Social Problems	3
SOCI 2293	Introduction to Marriage and Family	3
Guided Electives (Choose from the following):		0-9 hours
ANTH 1102	Introduction to Anthropology	3
CRJU 2501	Introduction to Criminal Justice	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
GEOG 1101	Introduction to Human Geography	3
HIST 1111	Western Civilization to 1648	3
HIST 1112	Western Civilization since 1648	3
HIST 2111	U.S. History to 1865	3
HIST 2112	U.S. History since 1865	3
MATH 1121	Introduction to Statistics	3
PHIL 2101	Introduction to Philosophy	3
PSYC 1101	General Psychology	3
PSYC 2101	Psychological Adjustment	3
PSYC 2102	Psychology of Abnormal Behavior	3
PSYC 2103	Human Growth and Development	3
<p><i>*NOTE: The student may choose any combination of classes from the Guided Electives and/or Foreign Language sections of this Program of Study to complete the required 18 hours.</i></p>		
Foreign Language:		0-9 hours
*FREN 1001	Elementary French I	3
FREN 1002	Elementary French II	3
FREN 2001	Intermediate French I	3
FREN 2002	Intermediate French II	3
*SPAN 1001	Elementary Spanish I	3
SPAN 1002	Elementary Spanish II	3
SPAN 2001	Intermediate Spanish I	3
SPAN 2002	Intermediate Spanish II	3

**NOTE: Students completing either Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.*

TEACHER EDUCATION		
Advising Division: Social Science		Total - 18 hours

Required: 9 hours

EDUC 2131	Introduction to Education	3
PSYC 2103	Human Growth and Development	3
SPED 2130	Identification and Instruction of Exceptional Learners	3

Guided Electives: 9 hours

**NOTE: Because schools of education vary widely in their requirements, the decision about which courses to take to complete this 9 hour Guided Elective component must be made in consultation with the advisor and be dependent on the requirements of the institution to which the student plans to transfer. Some specialties may require transfer to a 4-year college or university prior to graduation from East Georgia College. Students may use the following as guides to particular areas of study.*

Early Childhood

MATH 1121	Introduction to Statistics	3
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Choose two:

ART 1010	Drawing I	3
ART 1011	Drawing II	3
ART 1020	Two Dimensional Design/Color Theory	3
	Color Theory	3
ART 1030	Three Dimensional Design	3
ART 1100	Introduction to Art	3
ART 2040	Watercolor	3
ART 2060	Pottery	3
ART 2100	Art History	3
MUSC 1100	Introduction to Music	3
PHED 2021	Games and Activities for Preschool and Elementary Children	3
SOC1 1101	Introduction to Sociology	3

Middle Grades

Coursework in one or more of the concentration areas (science, math, language arts, social studies) from Area A, B, C, D, and/or E.

Special Education

Choose three:

*PSYC 1101	General Psychology	3
PSYC 2101	Psychological Adjustment	3
*SOC1 1101	Introduction to Sociology	3
SOC1 1160	Social Problems	3
SOC1 2293	Introduction to Marriage and Family	3

**NOTE: If PSYC 1101 and SOC1 1101 are not taken in Area E, they must be taken in Area F. If one or both courses are taken in Area E, students may choose from the following list of courses to complete the required 9 hours of guided electives.*

Speech Pathology

Choose any nine hours to support the major. The student should do this in consultation with their advisor and in consideration of the requirements of the school to which the student intends to transfer.

ASSOCIATE IN SCIENCE IN DENTAL HYGIENE

Advising Division: Mathematics and Science

East Georgia College in conjunction with Armstrong Atlantic State University offers an Associate in Science in Dental Hygiene. This is a three-year program, the first year of which may be taken on the East Georgia College campus. Students who are interested in this program should consult with their advisor very early in their first semester.

Courses which may be taken at East Georgia College are:

BIOL 2511	Anatomy and Physiology I	4
BIOL 2512	Anatomy and Physiology II	4
BIOL 2611	Microbiology	4
ENGL 1101	Composition I	3
ENGL 1102	Composition II	3
HIST 2111	American History to 1865	3
HIST 2112	American History since 1865	3
MATH 1111	College Algebra	3
POLS 1101	American Government	3
PSYC 1101	General Psychology	3
SOCI 1101	Introduction to Sociology	3

The following courses will be offered via distance learning:

CHMA 2010	Essentials of Chemistry	3
DYHG 1100	Head and Neck Anatomy	2
DYHG 1130	General and Oral Pathology and Histology	2
DYHG 1140	Periodontics	2
DYHG 2210	Pharmacology, Emergency Management, and Anesthesiology	2
DYHG 2230	Applied Nutrition	2

**NOTE: Students must be admitted to Armstrong Atlantic State University prior to taking any CHMA or DYHG courses.*

Associate in Applied Science

East Georgia College and Heart of Georgia Technical Institute, Ogeechee Technical College, Sandersville Regional Technical Institute, Southeastern Technical Institute, and Swainsboro Technical Institute have established cooperative agreements whereby students at the technical institute may earn an Associate Degree of Applied Science (AAS) from East Georgia College. The AAS Degree will apply to many career programs currently offered at the technical schools. To earn an AAS from East Georgia College, students must complete 24 to 28 semester hours of study in general education. These courses will be furnished by EGC on the Swainsboro campus or by distance learning at the respective technical schools. Should the student already have earned credit for required general education courses from another accredited college or university, individually approved substitutions will be developed by the student's East Georgia College advisor (with the approval of the Vice President for Academic Affairs) to complete the general education requirement and comply with the minimum 12 semester hour residency requirement. Cooperative Degree Programs may be completed in four general areas:

- Business
- Health
- Service
- Technology.

**NOTE: For more information on a specific program in Business or Service, contact the Chair of the Social Science Division. For more information on a specific program in Health or Technology, contact the Chair of the Mathematics/Science Division.*

AAS Core - General Education Courses

The AAS Core is a body of general education courses which is meant to provide the student a basic foundation of knowledge in core coursework for students completing the Associate in Applied Science degree. This coursework also counts toward completion of the Core Curriculum for the Associate in Arts degree and is transferable to any unit in the University System. See the next page for a more detailed description of the A.A.S Core Curriculum.

Core Curriculum - Associate in Applied Science

Area A	Essential Skills	6 hours
ENGL 1101	Composition I	3
(Choose one)		3
ENGL 1102	Composition II	3
<i>*NOTE: Grades of 'C' or better are required for both Composition courses. Please see English 'C' Compliance policy.</i>		
BUSA 2105	Business Communications	3
Area B	Institutional Options	2 hours
COMM 1110	Public Speaking	2
Area C	Humanities	3 hours
(Choose one)		3
MUSC 1100	Introduction to Music	3
ART 1100	Introduction to Art	3
ART 2100	Art History	3
Area D	Mathematics, Science, and Technology	7-8 hours
(Choose one)		3-4
MATH 1111	College Algebra	3
MATH 1113	Pre-Calculus	3
MATH 1540	Calculus I	4
(Choose one)		4
BIOL 1107	Principles of Biology I	4
CHEM 1211	Principles of Chemistry I	4
GEOL 1121	Physical Geology	4
PHYS 1111	Introductory Physics I	4
Area E	Social Science	6 hours
POLS 1101	American Government	3
(Choose one)		3
HIST 2111	American History to 1865	3
HIST 2112	American History since 1865	3

Career Programs

Below you will find a listing of programs offered in collaboration with the particular technical school.

Heart of Georgia Technical Institute (Dublin):

- Accounting
- Advanced Air Conditioning Technology
- Air Conditioning Technology
- Aircraft Structural Technology
- Applied Manufacturing Technology
- Automotive Collision Repair Technology
- Automotive Fundamentals
- Automotive Technology
- Advanced Machine Tool Technology
- Aviation Maintenance Technology
- Business and Office Technology
- Business Office Specialist
- Computer Information Systems
- Electronics Fundamentals
- Electronics Technology
- Flight Technology
- Legal Office Specialist
- Machine Tool Technology
- Management and Supervisory Development
- Medical Assisting
- Medical Office Specialist
- Microcomputer Specialist
- Pharmacy Technology
- Practical Nursing
- Radiologic Technology
- Respiratory Technology
- Truck Repair Technician
- Welding and Joining Technology

Ogeechee Technical College (Statesboro):

Accounting
Advanced Machine Tool Technology
Applied Manufacturing Technology
Business and Office Technology
Computer Information Systems
Cosmetology
Early Childhood Care and Education
Electronics Technology
Electronics Fundamentals
Industrial Maintenance
Industrial Maintenance Technology
Machine Tool Technology
Marketing Management
Microcomputer Specialist
Medical Assisting
Networking Specialist
Paramedic Technology
Plumbing
Practical Nursing
Radiological Technology

Southeastern Technical Institute (Vidalia):

Accounting
Air Conditioning Technology
Business and Office Technology
Computer Information Systems
Computer Programming
Cosmetology
Electrical Construction and Maintenance
Electronics Fundamentals
Electronics Technology
Industrial Electrical Technology
Management and Supervisory Development
Marketing Management
Medical Assisting
Microcomputer Specialist
Networking Specialist
Practical Nursing

Swainsboro Technical Institute:

Accounting
Air Conditioning Technology
Automated Manufacturing Technology
Business and Office Technology
Computer Aided Design (Drafting)
Computer Information Systems
Computer Programming
Cosmetology
Dental Assisting
Early Childhood Care and Education
Electronics Fundamentals
Electronics Technology
Forest Technology
Industrial Electronics Technology
Industrial Maintenance Technology
Information and Office Technology
Marketing Management
Medical Assisting
Microcomputer Specialist
Networking Specialist

Sandersville Regional Technical Institute:

Accounting
Business and Office Technology
Computer Information Systems
Electrical Construction & Maintenance
Industrial Electrical Technology
Industrial Maintenance
Microcomputer Specialist
Practical Nursing

Course Descriptions

Below each course prefix and number, there are three numbers, such as 3-0-3. The first number listed is the number of lecture hours; the second number indicates the number of laboratory hours; and the third number indicates the number of credit hours awarded for successful completion of the course.

- ACCT 2101** **Principles of Accounting I**
3-0-3 Studies the underlying theory and application of financial accounting concepts.
- ACCT 2102** **Principles of Accounting II**
3-0-3 *Prerequisite: ACCT 2101*
Studies the underlying theory and application of managerial accounting concepts.
- ANTH 1102** **Introduction to Anthropology**
3-0-3 An exploration of the diversity of human behavior and lifestyles over the world leading to an understanding of people of various cultures.
- ART 1010** **Drawing I**
2-2-3 Introduction to the techniques, materials and principles of drawing.
- ART 1011** **Drawing II**
2-2-3 *Prerequisite: ART 1010*
Continues the study into techniques, materials and principles of drawing.
- ART 1020** **Two Dimensional Design/ Color Theory**
2-2-3 Fundamentals of two dimensional design introduced through projects in a variety of media.
- ART 1030** **Three Dimensional Design**
1-4-3 Investigation of three dimensional forms and space using various materials and methods.
- ART 1100** **Introduction to Art**
3-0-3 Complements art theory with art criticism to provide insight into the characteristics and scope of the visual arts.
- ART 2040** **Watercolor**
1-4-3 Emphasizes the versatility of techniques and approaches to transparent watercolor.
- ART 2050** **Painting**
1-4-3 Acrylic painting emphasizing the exploration of individual problems of perception and expression through the study of styles and techniques in the past and present.
- ART 2060** **Pottery**
1-4-3 Basic methods of ceramic production including hand-building, wheel-throwing, and glaze application.
- ART 2100** **Art History**
3-0-3 Exploration of western art from antiquity to the present. The styles of painting, sculpture, and architecture will be related to their cultural, political, and economic backgrounds.
- BIOL 1107** **Principles of Biology I**
3-2-4 A study of an organisms cellular basis, biology development and variability. Also includes the following topics: the chemical and cellular basis of life, the perpetuation of life and evolutionary biology.

- BIOL 1108** **Principles of Biology II**
3-2-4 *Prerequisite: BIOL 1107*
Studies an organisms inheritance, diversity, population and communities. Included are the following topics: the genetics and diversity of organisms, evolution, and ecology.
- BIOL 2511** **Anatomy and Physiology I**
3-2-4 *It is strongly recommended that BIOL 1107 be taken before attempting BIOL 2511*
Covers the chemical basis of life, cells, metabolism, tissues, the integumentary system, skeletal system, and muscular system.
- BIOL 2512** **Anatomy and Physiology II**
3-2-4 *Prerequisite: BIOL 2511*
Covers the nervous, endocrine, respiratory, urinary, and reproductive systems.
- BIOL 2611** **Microbiology**
3-2-4 *Prerequisite: BIOL 1107*
Detailed study of microorganisms both procaryotic and eucaryotic including the foundation of microbiology, bacteria, bacterial diseases, viruses, fungi, protozoa, and control of microorganisms.
- BUSA 1105** **Introduction to Business**
3-0-3 Integrative study of the functional areas of business: finance, operations, marketing, human resources, etc.
- BUSA 2105** **Business Communications**
3-0-3 Emphasizes both interpersonal and organizational communications including written and oral exercises appropriate to business practice.
- BUSA 2106** **The Environment of Business**
3-0-3 Legal, regulatory, political, social, ethical, cultural, environmental and technological issues which form the context for business including an overview of the impact of demographic diversity on organizations.
- CHEM 1211** **Principles of Chemistry I**
3-2-4 *Prerequisite: MATH 1111, may also be taken concurrently*
Fundamental principles, theories, and concepts of chemistry are presented including chemical symbols, formulas, equations, stoichiometry, thermochemistry, structure of the atom and the Periodic Law, chemical bonding, gases, liquids, solids, colloids, solutions, chemical reactions and nomenclature.
- CHEM 1212** **Principles of Chemistry II**
3-2-4 *Prerequisite: CHEM 1211*
Presents material covering chemical kinetics, chemical, equilibrium, acid and bases, ionic equilibria, solubility product, oxidation-reduction, elementary qualitative analysis of group I, II, III, IV, V, and analysis of anions.
- CHEM 2411** **Organic Chemistry I**
3-2-4 *Prerequisite: CHEM 1212*
Analysis of alkanes, alkenes, and aromatic compounds, their structures and derivatives in which bonding, isomerism, nucleophilic substitution and elimination reactions. Functional groups like alcohols, aldehydes, ketones, carboxylic acids, halides and amines are introduced. The laboratory periods are designed to familiarize students with the preparation, properties, and relations of typical organic compounds.

- CHEM 2412** **Organic Chemistry II**
3-2-4 *Prerequisite: CHEM 2411*
An overview of the fundamental principles, theories, and concepts of organic chemistry. Additional topics include carboxylic acids, esters, acids, nucleic acids and proteins. The laboratory periods are designed to introduce the student to the synthesis, isolation, purification and identification of the products of organic reactions.
- CISM 2201** **Fundamentals of Computer Applications**
2-2-3 *Prerequisite: EGAC 1010*
An in-depth investigation of the operating system and suite of applications. Emphasis will be placed on showing how word processors, spreadsheets, relational databases, and presentation graphics software can be used together to produce effective results. Plus, the utilization of computer technology to enhance organizational communications and decision making will also be examined.
- COMM 1110** **Public Speaking**
2-0-2 Presents the fundamental principles of effective oral communication. Students will prepare and deliver impromptu, extemporaneous, and manuscript speeches which inform or persuade the audience; special purpose speeches such as introductions or acceptance speeches; and use visual aids in oral presentations. Required of all students.
- CRJU 2501** **Introduction to Criminal Justice**
3-0-3 A survey of the law enforcement agencies on the local, state, and federal levels and an overview of the administration of justice in the United States.
- CRJU 2601** **Criminology**
3-0-3 Evaluation of the scope of crime, it's causes, society's reaction to criminals, correctional treatment of criminals, and post-release problems.
- CRJU 2701** **Courts and Basic Criminal Procedures**
3-0-3 Introduces criminal procedures, including theory of an investigation, conduct at crime scenes, collection and preservation of physical evidence, court presentation, and rules regarding admissibility of evidence.
- ECON 2105** **Principles of Macroeconomics**
3-0-3 The American economy and it's place in the global economy. The impact of government policies on economic performance is emphasized.
- ECON 2106** **Principles of Microeconomics**
3-0-3 Analysis of how individual households and firms behave in specific markets. The focus will be on how costs, prices, and outputs are determined in a variety of market structures.
- EDUC 2131** **Introduction to Education**
3-0-3 *Prerequisite: Completion of 40 credit hours, including ENGL1101/1102, or consent of instructor*
Introduction to the historical, philosophical and organizational aspects of American public education. The place of the teacher in the educational enterprise and the desired personal development of those seeking careers in teaching will receive special attention.
- EGAC 1000** **Basic College Skills**
1-0-1 Provides students with the necessary skills to succeed in college. Topics covered include time management, note-taking, listening skills, studying skills, test-taking, stress management, reading skills, and computing. Recommended for all students.
- EGAC 1010** **Basic Computer Skills**
2-0-2 Introduces concepts necessary to become computer literate. Students will be introduced

to the basic hardware and software components of computer systems. Through a variety of hands-on exercises, they will learn how to use an operating system, navigate the internet, and manage e-mail. They will also be introduced to the basic features of word processing, spreadsheets, relational databases, and presentation graphics software.

ENGL 0098

4-0-4

Learning Support English*Institutional Credit Only*

Required if a student's writing sample and CPE score indicate a need for review of exact diction, basic grammar, fundamental sentences structure, and simple paragraphs. Placement is determined by the CPE score. To exit, students must successfully complete course requirements, pass the exam portion of the CPE (if they have not already done so) and write a passing essay.

ENGL 0099

4-0-4

Learning Support English*Institutional Credit Only*

For students who do not meet entrance test requirements in writing or grammar skills. Placement is determined by the CPE score. Includes an introduction to composition with a focus on writing the short essay and a review of grammar with an emphasis on sentence structure. To exit, students must successfully complete course requirements, pass the exam portion of the CPE (if they have not already done so) and write a passing essay.

ENGL 1101

3-0-3

Composition I*Prerequisite: Satisfactory CPE exam scores*

Focuses on skills required for effective writing in a variety of contexts with an emphasis on exposition, analysis, argumentation including an introduction to a variety of research skills. Supplementary reading will include essays and a contemporary novel.

ENGL 1101H

3-0-3

Honors Composition*Prerequisite: Invitation of Instructor*

Designed for the verbally superior student who reads with proficiency. Autobiographies and biographies serve as a basis for class discussion and for essays written in the four modes - narration, description, exposition, and argumentation. The term project is an original biography, properly documented.

ENGL 1102

3-0-3

Composition II*Prerequisite: C of higher in ENGL 1101*

A literature-based composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101. Emphasizes interpretation and evaluation of literature that incorporates a variety of more advanced research methods, culminating in a documented research paper. Supplementary reading includes a contemporary novel.

ENGL 2111

3-0-3

World Literature I*Prerequisite: C or higher in ENGL 1102*

A survey of the literary masterpieces from the classical period to the mid-seventeenth century. Authors studied include Homer, Sophocles, Chaucer, Dante, Shakespeare, and Donne. Emphasis is placed on reading the complete texts and discussing the literary periods.

ENGL 2112

3-0-3

World Literature II*Prerequisite: C or higher in ENGL 1102*

A survey of the literary masterpieces from the mid-seventeenth century to the present. Authors studied include John Keats, Gustave Flaubert, Henrik Ibsen, Anton Chekhov, Emily Dickinson, and T.S. Eliot. Emphasis is placed on reading the complete texts and discussing literary periods.

- ENGL 2120** **Major British Authors**
3-0-3 *Prerequisite: C or higher in ENGL 1102*
Chronological survey of major British authors such as Geoffrey Chaucer, William Shakespeare, John Milton, William Woodsworth, Emily Bronte, Thomas Hardy, and Virginia Woolf. Readings and discussions of literary texts will exemplify themes significant to British culture and identity.
- ENGL 2130** **Major American Authors**
3-0-3 *Prerequisite: C or higher in ENGL 1102*
Chronological survey of major American authors such as Flannery O'Connor, Nathaniel Hawthorne, Langston Hughes, William Faulkner, and Eugene O'Neill. Readings and discussions of literary texts will exemplify themes significant to American culture and identity.
- FREN 1001** **Elementary French I**
3-0-3 Beginning French, designed for the student who has had little or no exposure to the language. Emphasis will be placed on speaking, reading, and writing French through the study of grammar, composition, and pronunciation. Students will be introduced to the culture of French-speaking regions and countries. Classes will be conducted in the language to the fullest extent possible.
- *NOTE: Students completing an Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.*
- FREN 1002** **Elementary French II**
3-0-3 *Prerequisite: FREN 1001 or high school equivalent*
A continuation of French I with increased emphasis on conversation, reading, writing and further study of the culture of French-speaking regions and countries. Classes will be conducted in the language.
- FREN 2001** **Intermediate French I**
3-0-3 *Prerequisite: FREN 1002 or high school equivalent*
Continued study of the fundamentals of French with increased emphasis on composition and reading. Classes will be conducted in the language.
- FREN 2002** **Intermediate French II**
3-0-3 *Prerequisite: FREN 2001 or high school equivalent*
Completion of essential grammar study including selected readings from representative authors in French and written literary analysis. Classes will be conducted in the language.
- GEOG 1101** **Introduction to Human Geography**
3-0-3 Analyzes the factors that underlie the distribution and activity of peoples on the earth's surface. Cultural factors are stressed and geographic literacy emphasized.
- GEOL 1121** **Physical Geology**
3-2-4 *It is strongly recommended that a student take MATH 1111 prior to or while taking this course*
Provides both science and non-science majors alike with information about the physical composition of earth and the internal and external processes operating in the evolution of this planet. Mineral and rock identification, map reading skills, and written exercises are emphasized in the lab.
- GEOL 1122** **Historical Geology**
3-2-4 *Prerequisite: GEOL 1121*
Provides both science and non-science majors alike with information about the physical and biological evolution of earth throughout geologic time. Absolute and relative age

dating, fossil identification, and written exercises emphasizing application of the scientific method to geology are emphasized in the lab.

- HIST 1111** **Western Civilization to 1648**
3-0-3 The first half of a two semester survey of the political, social, and cultural developments of western civilization. The primary emphasis will be on the ancient and medieval periods.
- HIST 1112** **Western Civilization since 1648**
3-0-3 The second half of a two semester survey of the political, social, and cultural developments of western civilization. The primary emphasis will be on the modern period.
- HIST 2111** **American History to 1865**
3-0-3 A survey of United States history from the fifteenth-century Age of Discovery through the Civil War of 1861-1865. Content includes the history of Georgia and it's constitutional development. Successful completion of this course satisfies the legislative requirements in U.S. and Georgia history.
- HIST 2112** **American History since 1865**
3-0-3 A survey of United States history from Reconstruction to the present. Includes the history of Georgia and it's constitutional development. Successful completion of this course satisfies the legislative requirements in U.S. and Georgia history.
- HLTH 2051** **Health**
2-0-2 Increases the student's understanding of the human body and the health habits necessary for the maintenance of an efficient and productive life in today's society.
- HLTH 2181** **First Aid**
0-2-1 Covers the theory and practice of standard first aid and CPR. Methods and techniques taught in this course will allow the student to qualify to take the American Red Cross Community CPR test and the American Red Cross Standard First Aid test. The American Red Cross has a minimum charge for certification.
- LIBS 1000** **Library Use**
1-0-1 An introduction to skills required in today's information society, with special attention paid to the use of GALILEO (Georgia Library Learning Online), the state-wide library, and OPAC (Online Public Access Catalog), printed and online indexes, basic reference tools, and information in non-print formats. Satisfactory completion of the course or a satisfactory score on an exemption examination is required of all students.
- MATH 0097** **Learning Support Mathematics I**
3-2-4 *Institutional Credit Only*
Provides additional instruction for students who are deficient in basic mathematics. It will include a review of arithmetic, basic geometry, an introduction to algebra, signed numbers and introduction to polynomial expressions.
- MATH 0099** **Learning Support Mathematics II**
3-2-4 *Institutional Credit Only*
Prerequisite: MATH 0097 or acceptable scores on the CPE
A continuation of MATH 0097. It is a course in intermediate algebra for students who are not prepared to take college algebra. Topics will include factoring, radical expressions, solution of linear equations with applications and equations involving rational expressions, graphing linear equations and quadratic equations with applications.

- MATH 1111** **College Algebra**
3-0-3 *Prerequisite: Acceptable scores on the CPE*
A functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, their graphs, inequalities, and linear quadratic piece-wise defined rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included.
- MATH 1113** **Pre-Calculus**
3-0-3 *Prerequisite: MATH 1111*
Prepares students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and trigonometric functions with applications.
- MATH 1121** **Introduction to Statistics**
3-0-3 *Prerequisite: MATH 1111*
Emphasizes a practical approach to statistics. Topics include descriptive statistics, probability, the binomial and normal distributions, hypothesis testing, estimation, correlation, and regression.
- MATH 1301** **Introduction to Computer Programming**
2-2-3 *Prerequisite: MATH 1111*
A first course in programming, using Pascal as the language. It emphasizes good programming style and program documentation. Procedures and functions are used so the student can learn to write modular programs. Topics include data types, including records and arrays, conditional statements, and looping statements. A laboratory in which the student runs his programs on a computer and debugs them is an integral part of the course.
- MATH 1540** **Calculus I**
4-0-4 *Prerequisite: MATH 1113 or consent of instructor*
Topics include a study of limits and continuity, derivatives of algebraic and transcendental functions with applications, the definite integral, the Fundamental Theorem of Calculus, and applications of the integral to areas and volumes.
- MATH 2012** **Calculus II**
4-0-4 *Prerequisite: MATH 1540*
Topics include techniques of integration, further applications of the integral, a study of exponential and logarithmic functions, improper integrals, indeterminate forms, infinite series, and power series.
- MATH 2013** **Calculus III**
4-0-4 *Prerequisite: MATH 2012*
Topics include polar coordinates, parametric equations, and multi-variate calculus including partial differentiation, multiple integration, and vectors in two-dimensional and three-dimensional space.
- MUSC 1100** **Introduction to Music**
3-0-3 A chronological survey of music history and a study of major composers and of various types and forms of music. Emphasis is placed on listening skills and development of the student's understanding and enjoyment of music.
- PHED 1011** **Archery**
0-2-1 Emphasizes development of archery techniques, skills, and safety. Students may be required to purchase some basic equipment.
- PHED 1021** **Badminton**
0-2-1 Fosters the development of basic techniques and strategies of badminton.

PHED 1031 0-2-1	Touch/Flag Football Develops football skills and provides friendly class competition.
PHED 1041 0-2-1	Dance Emphasizes basic techniques in square, folk, and social dance.
PHED 1051 0-2-1	Softball An activity which provides time for development of softball skills and strategies.
PHED 1061 0-2-1	Volleyball Emphasizes the development of volleyball skills, team coordination, and strategies.
PHED 1071 0-2-1	Fitness Walking Teaches an individual the fundamentals of walking for exercise and helps the individual achieve some level of physical fitness that is fun as well as recreational.
PHED 1081 0-2-1	Foundations of Health Promotion Concepts of weight control, physical fitness, and wellness will be stressed. A health promotion profile will be developed for each individual's needs.
PHED 1091 0-2-1	Beginning Golf The fundamentals of golf including etiquette, rules, and proper technique.
PHED 1141 0-2-1	Weight Training Teaches a student the fundamentals and proper techniques of weight training. The student will demonstrate the various skills and techniques necessary to execute various weight training lifts and design a program to meet his/her individual needs.
PHED 1151 0-2-1	Tennis Stresses basic tennis techniques, etiquette, and rules.
PHED 1161 0-2-1	Basketball Fundamentals of basketball will be taught and practiced.
PHED 1171 0-2-1	Recreational Outdoor Sports and Activities Provides the student varied experiences in activities such as tennis, horse shoes, back packing, canoeing, and other recreational activities.
PHED 1181 0-2-1	Recreational Indoor Sports and Activities Affords the student varied experiences in activities such as card games, billiards, and other recreational activities.
PHED 1191 0-2-1	Soccer Develops both cognitive and psychomotor skills in soccer within the realm of friendly competition.
PHED 1201 0-2-1	Team Handball Develops fundamental motor skills such as running, throwing, catching, jumping, and defensive and offensive strategies.
PHED 1211 0-2-1	Introduction to Jogging Teaches the fundamentals of jogging for exercise and health. Enables individuals to achieve some level of physical fitness that is fun and recreational.

- PHED 2011** **Introduction to Health, Physical Education and Recreation**
0-2-1 *Corequisite: PHED 2031*
Studies the historical and philosophical foundations of health, physical education and recreation. Emphasis will be placed on the individual's area of concentration. This will include professional characteristics, qualifications, abilities and future employment. A practicum is required for this class. Membership in the Student Professional Association of Georgia Educators (SPAGE) is recommended.
- PHED 2021** **Games and Activities for Preschool and Elementary Children**
3-0-3 *Corequisite: PHED 2031*
The study and practice of various group activities and lead-up games to team sports. A practicum is required in preschool or elementary school for this course. Membership in the Student Professional Association of Georgia Educators (SPAGE) is recommended.
- PHED 2031** **Practicum in Health, Physical Education, and Recreation**
0-2-1 The study and practice of individual and group activities in a real setting is extremely valuable. A practical experience with local school systems, parks and recreation organizations, and health agencies will be arranged for each student.
- PHED 2041** **Introduction to Health and Recreation Fields**
3-0-3 An introductory course in to the health and recreation fields for non-education majors.
- PHED 2151** **Advanced Tennis**
0-2-1 Designed for the student who has developed skills beyond the beginner. In this course, additional shots (lob, drop, etc.) will be taught as well as planning and decision-making in shot selection and game strategy.
- PHIL 2101** **Introduction to Philosophy**
3-0-3 The basic philosophical problems and a historical review of the different solutions proposed by thinkers in the Western Tradition. The reading may include selections from the work of philosophers such as Plato, Aristotle, Aquinas, Descartes, Leibniz, Hume, Kant, and Russell.
- PHYS 1111** **Introductory Physics I**
3-2-4 *Prerequisite: MATH 1113*
A non-calculus trigonometry based treatment of fundamental laws of mechanics. Topics covered are vectors, translation motion, Newton's Laws of motion, force, work, power, energy, momentum, circular motion, gravitation, harmonic motion, torque, rotational motion, fluids at rest and in motion.
- PHYS 1112** **Introductory Physics II**
3-2-4 *Prerequisite: PHYS 1111*
A trigonometry based course in the fundamental laws of wave motion, electricity, magnetism, and modern physics. Topics covered are sound, light, lenses, reflection, refraction, diffraction, interference, polarization, electric charges at rest and in motion, Coulomb's Law, capacitors, resistors, Ohm's Law, Joule's Law, Kirchhoff's Law, magnets and magnetic fields. Topics covered in modern physics are particles of the atom, relativity, and radioactivity.
- POLS 1101** **American Government**
3-0-3 A study of the political structures and actual functions of the various levels of government in the United States. The national government plus state and local governments of Georgia will be emphasized. Successful completion satisfies the legislative requirements for instruction in the constitutions of the U. S. and Georgia.

- PROB 1101** **Problem Solving I**
1-0-1 An interdisciplinary course in science and mathematics. Projects from a variety of areas including biology, chemistry, geology, mathematics and physics will be considered. Emphasis will be placed upon the interdisciplinary nature of the sciences.
- PROB 1102** **Problem Solving II**
1-0-1 A continuation of PROB 1101. Students may select an second project.
- PSYC 1101** **General Psychology**
3-0-3 An introduction to the study of psychology as an experimental quantitative science in understanding one's self and others. Major topics include learning principles, personality development, the nature of conflict and adjustment and individual tests and measurements.
- PSYC 2101** **Psychological Adjustment**
3-0-3 *Prerequisite: PSYC 1101 or SOCI 1101 or consent of instructor*
Examines the dynamics of both normal and non-integrative adjustment. Conflicts, fears, anxieties, and frustrations are studied in order that effective mental hygiene and emotional stability may be developed in the individual.
- PSYC 2102** **Psychology of Abnormal Behavior**
3-0-3 *Prerequisite: PSYC 1101 or consent of instructor*
Studies current views of abnormal behavior. Consideration will be given to theories and research regarding prevention, causation, and treatment of undesirable behavior.
- PSYC 2103** **Human Growth and Development**
3-0-3 *Prerequisite: PSYC 1101 or SOCI 1101 or consent of instructor*
A study of growth and development from conception to death, emphasizing the various phases of development and their relation to the processes of maturation and learning. Emphasis is placed on the development of motor skills, emotional behavior, intellectual skills, personality characteristics, and social awareness at various stages.
- READ 0098** **Learning Support Reading**
4-0-4 *Institutional Credit Only*
For students who do not meet CPE entrance test requirements in reading proficiency. Placement is determined by the CPE score. Focuses on building vocabulary, recognizing main ideas, drawing inferences, and utilizing critical reading skills. Reading materials include literary and expository selections. To exit, the student must successfully complete the Learning Support course and reading portion of the CPE exam.
- READ 0099** **Learning Support Reading**
4-0-4 *Institutional Credit Only*
For students who do not meet CPE entrance test requirements in reading proficiency. Placement is determined by the CPE score. Focuses on building vocabulary, recognizing main ideas, drawing inferences, and utilizing critical reading skills. Reading materials include literary and expository selections. To exit, the student must successfully complete the Learning Support course and reading portion of the CPE exam.
- RGTE 0199** **Review of Writing Principles**
3-0-3 *Institutional credit only*
An intensive review of essay-writing techniques and principles: organization, development, style, and mechanics. This course is required of all students who fail the essay portion of the Regents' Test.

- RGTR 0198** **Review of Reading Principles**
3-0-3 *Institutional Credit Only*
An intensive review of college-level reading skills: vocabulary, literal comprehension, inferential and analytical reasoning, and test-taking strategies. This course is required of all students who fail the reading portion of the Regents' Test.
- SOCI 1101** **Introduction to Sociology**
3-0-3 The structure of society is examined along with the interacting forces which produce change, stability, and continuity in the society. Humankind as a social being is analyzed.
- SOCI 1160** **Social Problems**
3-0-3 *Prerequisite: SOCI 1101*
Deals with the major social problems in society from the sociological perspective. Emphasis is placed upon identifying the problems in order that they can be dealt with constructively.
- SOCI 2293** **Introduction to Marriage and Family**
3-0-3 *Prerequisite: SOCI 1101*
Value systems, the relationship of the family to other social institutions, communication problems and marital problems are among the topics investigated.
- SPAN 1001** **Elementary Spanish I**
3-0-3 Designed for the student who has had little or no exposure to the language. Emphasis will be placed on speaking, reading and writing Spanish through the study of grammar, composition, and pronunciation. Students will be introduced to the culture of Spanish-speaking regions and countries. Classes will be conducted in the language to the fullest extent possible.
- *NOTE: Students completing an Elementary I foreign language course to satisfy a College Preparatory Curriculum (CPC) requirement from high school cannot use this same course to satisfy a degree requirement. An Elementary I course taken in a different language can be used to satisfy degree requirements.*
- SPAN 1002** **Elementary Spanish II**
3-0-3 *Prerequisite: SPAN 1001 or high school equivalent*
Increased emphasis on conversation, reading, and writing and further study of the culture of Spanish-speaking regions and countries. Classes will be conducted in the language.
- SPAN 2001** **Intermediate Spanish I**
3-0-3 *Prerequisite: SPAN 1002 or high school equivalent*
Continued study of the fundamentals of Spanish, with increased emphasis on composition and reading. Classes will be conducted in the language.
- SPAN 2002** **Intermediate Spanish II**
3-0-3 *Prerequisite: SPAN 2001 or high school equivalent*
Completion of essential grammar study including selected readings from representative authors in Spanish and written literary analysis. Classes will be conducted in the language.
- SPED 2130** **Identification and Instruction of Exceptional Learners**
3-0-3 An introduction to the identification of the varieties of educational exceptionality and pedagogical techniques best suited for the instruction of students so identified. This course meets the legal requirements for students in teacher education.

**NOTE: East Georgia College reserves the right to (1) withdraw any course, (2) limit the enrollment in any course or class section, (3) fix the time of meeting of all classes and sections and (4) offer such additional courses as demand and faculty warrant.*

Admissions

The Office of Admissions is located in the Administration Building and can be contacted by telephone at (912) 289-2017, by mail at East Georgia College, 131 College Circle, Swainsboro, Georgia 30401-2699 or via our website @ www.ega.peachnet.edu.

General Admissions Information

Applications and all required documents should be returned to the college five days prior to the registration date for the semester in which the student wishes to enroll. Applicants are encouraged to apply or update their applications well in advance of the deadline. Late applications may be considered at the discretion of the Director of Admissions. All applicants will be assessed a \$20 non-refundable application fee.

The College has the right to cancel admission prior to or following enrollment if the applicant becomes ineligible as determined by the standards of the Board of Regents for the University System of Georgia. Final acceptance or denial of each applicant is determined by the Director of Admissions. This decision may be appealed by the applicant under provisions set by the College and the Board of Regents of the University System of Georgia. Applicants will be notified of the status of their admission when all credentials have been received and the review process is completed.

An application is valid for the semester for which it is submitted. The record of applicants who do not enroll within a year after completing an application will be destroyed. If prior to the end of the year, the student wishes to reactivate the application to a future semester, he or she must notify the Office of Admissions by the application deadline. If the applicant has attended another college during the past year, an official transcript must be sent from that college. The applications and records submitted to the College become the property of the College and will not be returned to the applicant or sent to another institution.

Enrollment Categories

Freshman Applicants: Those students who have never enrolled in a regionally accredited college or university who plan to transfer to a four-year institution to pursue a baccalaureate degree. The following minimum requirements must be met in order for a student to be considered as a freshman:

1. Submit a properly completed official application for admission.
2. Have graduated from an accredited or approved high school or have earned a GED certificate.
3. Request a copy of high school transcript to be mailed directly from the high school to the East Georgia College Office of Admissions. GED recipients must request that a copy of their test score report be mailed from their test center to the East Georgia College Office of Admissions.
4. Submit scores for the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT). An SAT verbal score of 330 (Recentered Score) (ACT English score of 12); an SAT mathematics score of 310 (Recentered Score) (ACT mathematics score of 14), a high school grade point average of at least 1.8 in College Preparatory Curriculum (CPC) courses, and a Freshman Index of 1830 are required for Regular Admission. Students with a Freshman Index of 1640, minimum, may be considered for Limited Student admission.
5. Submit the required Certificate of Immunization Form.
6. Complete thirteen courses of the College Preparatory Curriculum. Any student who does not have thirteen CPC courses is encouraged to apply and will be considered on a case-by-case basis.

**NOTE: All freshman applicants who meet the above requirements will be required to take the Collegiate Placement Examination (CPE) to determine placement in first semester courses. These exams in English, reading, and mathematics will be given at announced times prior to the student's semester of entrance. There is no cost to take the CPE.*

Transfer Applicants: Students who have previously attended another college or university and are enrolling at East Georgia College for the first time. Students who are enrolled in other institutions are reminded that they may not disregard their records at these institutions. Failure to report previous college attendance is considered to be sufficient cause for cancellation of the student's registration and of any credits earned. The following minimum requirements must be met in order for a student to be considered as a transfer:

1. Must submit a properly completed East Georgia College application for admissions.
2. Must be a graduate from an accredited or approved high school or have earned a GED certificate.
3. Must request a copy of his/her high school transcript be mailed directly from the high school to the East Georgia College Office of Admissions. GED recipients must request a copy of their test score report to be mailed from their test center to the East Georgia College Office of Admissions.
4. Provide complete transcripts. A student planning to transfer from another college must make arrangements for each college previously attended to forward a complete transcript directly to the Office of Admissions. Official transcripts are required regardless of the applicant's wishes concerning transfer of credits. Upon receipt of transcript(s) from the transfer student's previous college(s), an evaluation is made and all previous courses toward the student's program of study that can be accepted in accordance with East Georgia College and the Board of Regents' policies are credited to the student's record. Official notification by letter is made to the student and his/her advisor showing the courses transferred. A student who has been suspended or excluded from another institution may not be admitted unless the student is eligible to attend his/her previous institution.
5. Submit required test scores. A student classified as a transfer student will normally not be required to take the Scholastic Aptitude Test or the Collegiate Placement Exam. However, students transferring from institutions that do not require admissions testing may be required to take the Scholastic Aptitude Test and/or the Collegiate Placement Exam.
6. Must submit the required Certificate of Immunization form.
7. Transfer applicants who have not satisfactorily completed the Learning Support Program at another institution in the University System of Georgia will be required to complete the Learning Support Program at East Georgia College.
8. Transfer applicants who have satisfactorily completed the Learning Support Program at another unit of the University System of Georgia will be considered for admission to East Georgia College in the same manner as other transfer applicants.
9. Grades accepted for transfer will include grades of D or better in core curriculum courses except in freshman English Composition (ENGL 1101 and ENGL 1102). Grades below a C in freshman English Composition will not be accepted.

Special Admission for Adult, Non-Traditional Students: Applicants for adult, non-traditional admission must have been out of high school or college for at least five (5) years and those applicants who attended college must have earned fewer than 14 semester hours of transferable college credit. The following admission requirements must be met by adult non-traditional applicants:

1. Submit a properly completed East Georgia College application for admission.
2. Submit an official high school transcript showing evidence of graduation from an accredited or approved high school or submit an earned GED certificate.
3. Applicants must submit an official college transcript for each college attended.
4. Non-traditional applicants are NOT required to take the SAT or ACT.

5. Non-traditional applicants will be required to take the Collegiate Placement Exam (CPE) prior to registering for classes. Applicants required to take a Learning Support course will be required to enroll in and satisfactorily complete this course prior to taking regular credit coursework.

6. Must submit the required Certificate of Immunization Form.

Transient Students: Students who are regularly enrolled at another institution and who expect to return to that institution, but who desires to enroll temporarily at East Georgia College. Transient applicants must:

1. Submit a completed East Georgia College Application of Admission.

2. Have the Academic Dean or Registrar of the institution in which they are enrolled submit a letter of transient permission. The letter of transient permission must state that the applicant is in good academic standing and eligible to return to that institution.

3. A transient student must submit the required Certificate of Immunization Form.

Credit earned at East Georgia College will be forwarded to the student's institution upon written request by the student via a Transcript Request Form. Transient students desiring to continue enrollment as transfer students must reapply for admission and satisfactorily complete all transfer requirements. East Georgia College students desiring to attend another college as transient students must initiate procedures with their advisor at East Georgia College prior to attending that institution.

Post Secondary Option Students: East Georgia College participates in the Post Secondary Options Program in cooperation with public high schools in the state of Georgia. Students who are in the eleventh or twelfth grade who meet all eligibility requirements may take college courses either as joint enrollment or early admission students, and the matriculation fee will be paid by the State Department of Education. A student who is interested in this program should make the initial contact with his/her high school counselor. The following are the minimum admission standards for the post secondary options and joint enrollment program:

1. Minimum SAT scores of 970 (Recentered Score) on the combination of the verbal and mathematics sections or an ACT score of 20.

2. Minimum cumulative high school grade point average of 3.00 on a 4.00 scale in College Preparatory Curriculum courses (CPC) or a minimum of 80 on the high school calculation completed through the sophomore or junior year of high school.

3. Applicants must take the Collegiate Placement Examination (CPE) and score a minimum of 75 in English and Reading and 79 in Mathematics and pass the essay.

4. A minimum verbal SAT of 530 (Recentered Score) or ACT English of 23 is required for a joint enrollment course in English. A minimum math SAT of 530 (Recentered Score) or ACT Math of 22 is required for a joint enrollment course in Math.

5. Applicants must be "on-track" in completing the College Preparatory Curriculum requirements.

6. Must submit the required Certificate of Immunization Form.

7. Must submit the Tuition Grant Form (which is obtained from his/her high school counselor) when they pay their fees.

**NOTE: The College Preparatory Curriculum (CPC) requirements for admission to a University System institution may be satisfied in English, mathematics, and/or social science in the Post Secondary Options program. The CPC requirements in natural science and foreign language must be completed in high school.*

Early Admission Students: The following are the minimum admission standards for the early admissions program:

1. Minimum SAT scores of 1100 (Recentered Score) on the verbal and mathematics sections with a minimum or 580 (Recentered Score) verbal and 520 (Recentered Score) math score or a minimum ACT composite score of 24 with a minimum ACT English score of 25 and minimum ACT math score of 22.
2. Minimum cumulative high school grade point average of 3.50 on a 4.00 scale in College Preparatory Curriculum (CPC) courses completed through the junior year of high school.
3. Written approval of high school principal or counselor.
4. Written consent of parent or guardian.
5. Applicants must take the Collegiate Placement Examination (CPE) and score a minimum of 75 in English and Reading and 79 in Mathematics and pass the essay.
6. Applicants must be "on-track" in completing the College Preparatory Curriculum requirements.
7. Must submit the required Certificate of Immunization Form.

Admission To Career Programs (Associate in Applied Science): Cooperative degree programs are offered in cooperation with Heart of Georgia Technical Institute, Ogeechee Technical College, Sandersville Regional Technical Institute, Southeastern Technical Institute, and Swainsboro Technical Institute. Career programs are composed of general education courses and a technical diploma/certificate. The general academic core for these programs is routinely offered as distance learning classes by East Georgia College at the area technical schools; however, students may enroll for these courses on the Swainsboro campus. A technical institute diploma/certificate is accepted as block credit upon completion of the technical program. When both the academic core and the technical program are completed, the Associate in Applied Science is awarded. The two-year career programs are designed for students who will terminate their college at the end of the two years. To be admitted, an applicant must:

1. Submit a properly completed East Georgia College application for admission.
2. Submit an official transcript showing evidence of graduation from an accredited or approved high school or an earned GED certificate.
3. All applicants must take the Collegiate Placement Examinations (CPE) in the areas of reading, English, and mathematics. Appropriate Learning Support courses will be required.
4. SAT or ACT scores and completion of the College Preparatory Curriculum are not required for the career programs. However, should students choose to continue into the transfer program, the College Preparatory Curriculum requirements will have to be fulfilled.

Auditors: Students who wish to enroll in regular academic classes, but receive no college credit. Admissions requirements are the same as those expected of regular freshman and transfer students with the exception that SAT and ACT scores are not required. Auditor applicants must submit an official transcript showing evidence of graduation from an accredited or approved high school or an earned GED certificate. Students may not change from audit to credit status, or from credit to audit status after the last day of late registration for that semester. The auditor may not use any audited course for credit unless he repeats the course for credit as a regularly enrolled student. The college will consider the acceptance of auditors only when their enrollment will cause no hardship or inconvenience to the institution or the regularly scheduled students. An auditor may or may not, as he/she wishes, participate in all activities of the course including taking examinations and submitting of papers for evaluation. Regular matriculation fees will be charged for courses which are audited. An application for admission must be filed with the Office of Admissions prior to the opening of the semester for which the auditor plans to enroll.

Persons 62 Years of Age or Older: Residents of Georgia, 62 years of age or older at the time of registration and upon presentation of birth certificates or other comparable written documentation of age, may enroll as regular students on a "space available" basis without payment of fees, except for supplies, laboratory, parking, student activities, etc. Such students must meet regular admission requirements.

International Students: In addition to the requirements for beginning students and transfer students as outlined in this catalog, students from countries other than the United States must meet the following requirements for admission to East Georgia College:

1. Present TOEFL (Test of English as a Foreign Language) scores that demonstrate proficiency in the English language, if English is not the native language. A minimum score of 500 is required for admission consideration. Any student who has successfully completed a program of English as a second language may be exempt from the TOEFL requirement. Each exception must be approved by the AR Appeals Committee.

2. Must present official secondary (high school) or post secondary (college or university) transcripts, diplomas, certificates including grade reports and courses completed. An official English translation must accompany all academic documents.

3. Must have achieved a level of education equivalent to high school graduation in the United States.

4. Must submit a financial statement outlining student's ability to pay all East Georgia College expenses in full (at least \$12, 500). International students are not eligible for financial assistance. The College reserves the right to request funds for one year from countries in which students experience unusual difficulty in sending money out of their country.

5. Must present evidence of personally acquired health and accident insurance from a U.S. company or a college-approved agency.

6. Must take the Collegiate Placement Examination (CPE) in the areas of English, reading, and mathematics. Students scoring below the minimum required must take the appropriate learning support courses designed to teach the skills needed to pass college level coursework. Any student who has successfully completed a learning support course in English and/or reading as part of a program of English as a second language will not be required to take the CPE in English and/or reading.

7. It is the policy of East Georgia College not to issue any Certificate of Eligibility for non-immigrant (F-1) student status (Form I-20) until all international student admission requirements have been met. Since no Form I-20 will be issued within thirty (30) days prior to the date of registration, international students are encouraged to have their admissions file completed at least 60 days in advance of the start of their semester of entrance.

8. International students with student (F-1) visas are required to take a full course load (12 semester hours) every semester.

9. East Georgia College reserves the right to admit only an international applicant who is academically qualified, who has proven his/her ability to meet the financial requirements while in attendance, and who has qualified for the appropriate visa type.

10. East Georgia College is a non-residential campus. Students assume responsibility for their own housing.

11. Students must submit the required Certification of Immunization form.

Non-Degree Students: The Director of Admissions may, under special circumstances, allow students to enroll as non-degree seeking students when they are taking courses to pursue some special interest or for self-enrichment and do not wish to work toward a degree. The following minimum admission

requirements will be applied to non-degree admission students. Additional admission requirements may be required:

1. Submit a completed East Georgia College Application for Admission.
2. Submit an official transcript showing evidence of graduation from an accredited or approved high school or an earned GED certificate.
3. The College Preparatory Curriculum (CPC) requirements and SAT/ACT test scores are not applicable.
4. All applicants in this category may be required to take the Collegiate Placement Examination (CPE) in reading, English, and mathematics.
5. For those students who will take a course which has a Learning Support prerequisite in an area (or areas), all Learning Support requirements in that area (or areas) must be met.
6. Students enrolled in this program are limited to ten (10) semester hours of coursework. Students may not enter degree programs until regular admission requirements of the institution have been satisfied.
7. Must submit the required Certificate of Immunization Form.

East Georgia College Center at Statesboro

The primary purpose of the Statesboro Center is to accommodate students who, due to rising admissions standards throughout the University System of Georgia, have formally been denied admission to Georgia Southern University. Through a referral process, initiated by the GSU Admissions Office and following written consent given by denied applicants authorizing release of admission materials, application documents are faxed to the EGC Admissions Office in Swainsboro. Students who meet EGC admissions criteria are sent admissions notices. It is understood that the purpose of the EGCS program is to offer the opportunity for this population of students to become eligible to transfer to GSU. To transfer, students must satisfy all Learning Support requirements, possess an adjusted grade point average of 2.0 or higher, and have earned at least 15 hours of degree credit.

Students accepted for the EGC Center are coded as Statesboro campus students and are assessed, during the registration process, the matriculation, university and technology fees that are currently being charged all GSU students. These additional fees result in a higher total tuition cost when compared to students taking courses on the Swainsboro campus.

Following registration, EGCS students may present proof of registration to GSU officials located in the Russell Union in order to receive a EGCS/GSU Student ID Card. This ID card allows access to Student Life activities on the GSU campus and is considered to be one of the many benefits of the program.

Prior to transferring to GSU, students should complete an Admissions Application Update Form at the East Georgia College Center in Statesboro. This should be completed before the end of the term in which the student plans to complete all requirements for transfer eligibility. In addition, each student will meet with the Director of the Center for an exit interview. Following completion of the term, a transcript will be sent from the EGC Registrar's Office on the Swainsboro Campus to the GSU Admissions Office. GSU will notify student of acceptance.

AAS students at Ogeechee Technical College are coded as Swainsboro campus students, but are allowed, as part of the original Board of Regents agreement, to attend classes offered at the Center. They are currently not charged the GSU fees. These students are not eligible to receive a EGCS/GSU Student ID Card or attend GSU classes offered as a part of the collaborative agreement.

College Credit for Military Education

Students who wish to have their military experience and training evaluated for college credit should submit a copy of appropriate forms to the Director of Admissions. Veterans should submit Form DD214 and active duty military personnel should submit Form DD295. Active duty military personnel and soldiers

discharged since October 1, 1986 should also provide the Director of Admissions with a copy of their Military/American Council on Education Registry Transcript. Credit will be awarded only in cases where military education closely parallels the curriculum and course offerings of the College. The American Council of Education's Guide to the Evaluation of Educational Experiences in the Armed Services will be used in evaluating learning acquired in the armed services.

**NOTE: East Georgia College does not award credit for experiential learning nor does the College accept credit earned through professional certification seminars and courses.*

Credit by Examination

College Level Examination Program (CLEP): Students may earn up to 18 semester hours of college credit by making satisfactory scores on the Subject Examinations of the College Level Examination Program (CLEP). To earn CLEP credit a student must earn a score of 50 or above. Students who earn a score of 50 or above on the College Composition Subject Examination must also write an essay which will be graded by the English Department. The English Department must approve and "pass" the essay before credit for College Composition will be awarded. CLEP credit is not awarded for any science-related course that has laboratory requirements. A student may not attempt a CLEP examination for a course in a field in which credit has been earned for a more advanced course. No examination may be repeated in an attempt to receive credit. Hours earned by examination are recorded on a student's permanent record with the notation "credit by examination" and the course name and number. Grades are not given; therefore, credit by examination does not affect a student's grade point average. Departmental examinations are available in certain subject areas not included as a part of the College Level Examination Program. An example of a departmental examination is the First-Aid examination. Permission must be granted by the Vice President for Academic Affairs for a student to attempt a departmental examination. The Vice President for Academic Affairs along with the Division Chair and faculty members of the respective subject area will grade and review the examination to determine if the student meets the competencies and course knowledge to be granted credit for the course.

Advanced Placement: Subject to approval by the appropriate East Georgia College academic department, high school students who participate in an Advanced Placement Program will be awarded appropriate course credit provided a score of three (3) or better is earned on The College Board Advanced Placement Test (AP). Official test scores should be mailed directly from The College Board to the Office of the Admissions/Registrar for review. Each student will receive confirmation of credit awarded. Listed below are the Advanced Placement tests and the equivalent East Georgia College course.

Subject AP	EGC Course Equivalent	Semester Hours
Art	ART 1100	3
Chemistry	CHEM 1211	4
Economics Macroeconomics	ECON 2105	3
Microeconomics	ECON 2106	3
English	ENGL 1101	3
*(Language & Composition) - add one semester hour with essay administered by the college.		
Computer Science	MATH 1301	3
History (American)	HIST 2111	3
History (European)	HIST 1111	3
Mathematics (AB)	MATH 1540	4
Mathematics (BC)	MATH 1540 & MATH 2012	8
Music Theory	MUSC 1100	3
Physics (Non-Calculus Based)	PHYS 1111	4
Political Science	POLS 1101	3
Psychology	PSYC 1101	3

College Preparatory Curriculum

Applicants who have graduated from high school within the past five years must have followed a College Preparatory Curriculum in high school in order to pursue a bachelor's degree program in the University System of Georgia. The curriculum must have included coursework (units) of instructional emphasis in:

- English (4) Grammar and Usage Literature (American, English and World) Advanced composition skills (There does not have to be three separate courses representing each of these areas)
- Mathematics (4) Two courses in Algebra and one in Geometry
- Science (3) With at least one laboratory course from the life sciences and one laboratory course for the physical science
- Social Science (3) American History, World History, and another Social Science class
- Foreign Language (2) Two courses in the same foreign language emphasizing speaking, listening, reading, and writing.

Students graduating from high school within the past five years who have not followed the College Preparatory Curriculum must clear the deficiencies in the following ways:

English: Students graduating with fewer than the four required units of English will be required to take the Collegiate Placement Examination (CPE) in English and reading and write an essay. Based upon the student's score, the student would (1) exempt Learning Support English and/or reading or (2) be placed in Learning Support English and/or reading at the appropriate level.

Mathematics: Students graduating with fewer than the four required units of mathematics will be required to take the Collegiate Placement Examination (CPE) in mathematics. Based upon the student's score, the student would (1) exempt Learning Support mathematics or (2) be placed in Learning Support mathematics at the appropriate level.

Science: Students graduating with fewer than three units of science will be required to take an additional four semester hour (for credit) course in a laboratory science chosen from the approved laboratory science in Area D of the University System Core Curriculum.

BIOL 1107/1108 - Principles of Biology I or II
CHEM 1211/1212 - Principles of Chemistry I or II
GEOG 1121/1122 - Physical Geology or Historical Geology
PHYS 1111/1112 - Introductory Physics I or II

Social Science: Students graduating with fewer than three units of social science will be required to complete one additional three-semester hour (for credit) course chosen from the approved social science courses in Area E of the University System Core Curriculum.

ANTH 1102 - Introduction to Anthropology
CRJU 2601 - Criminology
ECON 2105 - Principles of Macroeconomics
ECON 2106 - Principles of Microeconomics
GEOG 1101 - Introduction to World Geography
HIST 1111/1112 - Western Civilization to/since 1648
HIST 2111/2112 - U.S. History to/since 1865
PSYC 1101 - General Psychology
PSYC 2101 - Psychological Adjustment
PSYC 2103 - Psychology of Abnormal Behavior
SOC 1101 - Introduction to Sociology

SOCI 1160 - Social Problems
SOCI 2293 - Introduction to Marriage and Family

Foreign Language: Students graduating with fewer than two units of the same foreign language will be required to complete one additional three-semester hour (for credit) introductory foreign language course.

FREN 1001 - Elementary French I
SPAN 1001 - Elementary Spanish I

The following provisions apply to the science, social science, and foreign language requirements:

These additional required courses represent 10 semester hours of coursework beyond the requirements for the program in which the student is enrolled. The student must earn a 'C' or better in each of these courses. The course should be taken with the idea of expanding the student's previous exposure to the disciplines. Grades assigned to students satisfying College Preparatory Curriculum deficiencies in science, social science, and foreign language will be in conformance with the Uniform Grading Policy of the University System. Such grades will be included in the student's semester and cumulative grade point average, and credit hours earned for these courses are to be counted in the student's total hours earned for student classification and reporting purposes. These courses cannot, however, be used for graduation. Below you will find a complete listing of courses and the deficient area they will satisfy.

CPC Completion Requirements

Students should register for courses which satisfy deficiencies in science, social science, or foreign language during the student's first and each subsequent semester of enrollment until the deficiencies are satisfied.

Students who are native to an institution or who transfer within the University System of Georgia who earn 18 or more semester hours of college-level credit and who have not satisfied College Preparatory Curriculum deficiencies in science, social science, or foreign language may not register for other courses (except required Learning Support courses) unless they also register for the appropriate CPC deficiency course or courses.

Students transferring from outside the University System with fewer than 30 semester hours of accepted transfer core curriculum credits or from a program not requiring the College Preparatory Curriculum should register for any deficiencies immediately upon entering the institution or degree program.

Students who earn 30 or more hours of college credit at the institution or in the new degree program and who have not satisfied College Preparatory Curriculum deficiencies in science, social science, or foreign language may not register for courses, other than Learning Support, unless they also register for the appropriate deficiency course or courses.

Students may satisfy College Preparatory Curriculum deficiencies with transfer courses which are normally accepted for Core Curriculum transfer in Areas D and E and in which students have received a grade of C or better. Transfer courses used to satisfy College Preparatory Curriculum deficiencies would not count toward the completion of the Core Curriculum or other graduation requirements.

Learning Support Placement Policy For Mathematics, Reading, and English:

Placement:

The College Placement Exam (CPE) consists of three parts: English, reading and Math.

The CPE English test consists of an exam and essay component.

The essay portion of the CPE will not be graded for students who score less than 75 on the Learning Support English exam.

All students entering East Georgia College are required to take the CPE, except transfer students from other University System institutions. Transfer students will have previously exempted, placed or exited Learning Support requirements from the transferring institution. This status will be honored by East Georgia College.

International students will be required to take the CPE in all three areas, unless they have completed a Learning Support course as part of a English as a Second Language program at another University System institution.

Below you will find exam score and placement information.

	<u>CPE Exam/Score</u>	<u>Essay</u>	<u>Placement</u>
(English)	75+	Pass	Exempt
	75+	Fail	ENGL 0099
	70-74	n/a	ENGL 0099
	Below 70	n/a	ENGL 0098
(Reading)	75+	n/a	Exempt
	70-74	n/a	READ 0099
	Below 70	n/a	READ 0098
(Math)	79+	n/a	Exempt
	70-78	n/a	MATH 0099
	Below 70	n/a	MATH 0097

Student Immunization Policy

All beginning students (freshmen, transfer, others) attending regularly scheduled classes or receiving resident credit are required to submit a Certificate of Immunization (Measles, Mumps, and Rubella) prior to attending the first class. The Certificate of Immunization will be kept on file and will be valid throughout the tenure of the student. Exceptions to the policy are students who have religious objections and students whose physicians have certified that they cannot be immunized because of medical reasons. Students who have not presented evidence of immunization as set forth above will be denied admission to East Georgia College or other facilities of the University System until such time as they present the required immunization certificate. The Certificate of Immunization must be on a form provided by the University System of Georgia and signed by a physician or an official of a County Health Department.

Residency

East Georgia College is required, under the guidelines established by the Board of Regents of the University System of Georgia, to determine the residence classification of all applicants and students of East Georgia College for fee payment purposes.

Regents' policies governing the classification of students for tuition purposes state that:

1. if a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least twelve consecutive months immediately preceding the date of registration
2. no emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State
3. if a person is under 18 years of age, he or she may register as an in-state student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve consecutive months immediately preceding the date of registration

4. if a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of in-state tuition. After the expiration of the twelve-month period, the student may continue his or her registration only upon the payment of fees at the out-of-state rate
5. in the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees
6. aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

Waivers: An institution may waive out-of-state tuition for:

1. Non-resident students who are financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration.
2. International students selected by the institutional president or his authorized representative.
3. Full-time employees of the University System, their spouses, and their dependent children.
4. Medical and dental residents and medical and dental interns at the Medical College of Georgia.
5. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service at such institutions.
6. Full-time teachers in the public schools of Georgia and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.
7. Career consular officers and their dependents who are citizens of the foreign nation which their consular office represents, and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.
8. Military personnel and their dependents stationed in Georgia and on active duty unless such military personnel are assigned as students to system institutions for educational purposes.

Right To Appeal: Any student has the right to appeal the classification as a non-resident for tuition purposes. The burden of proof rests with the student. The College reserves the right to acquire any documentation it deems necessary for the classification of students as residents. Students are responsible for notifying EGC of incorrect residence classifications and will be liable for additional fees. Individuals who are classified non-resident by the College, but who claim to qualify as legal residents, must file a "Petition for Georgia Resident Classification" form with EGC. Resident status is not changed automatically, and the burden of proof rests with the student to demonstrate that he or she qualifies as a legal resident under the regulations established by the Board of Regents of the University System of Georgia. To ensure timely completion of required processing, a student or applicant requesting a change of resident status for a specific term should file the "Petition for Georgia Resident Classification" and all supporting documentation at least two weeks prior to the published registration date for the term in which the change is requested. The petition must be received within 45 days from the first day of classes in order to be considered for that term. Classification as a legal resident for fee payment purposes will not be retroactive for prior terms.

Items required to be included with petition:

1. A certified copy of your and/or your parent's last Georgia Income Tax return or statement of intent to file current year tax and Federal Income Tax return. For a certified copy of Georgia Income Tax(Form 500) send \$1.00 per page with a signed request including Social Security number to:

Georgia Department of Revenue
270 Washington Building Rm 700
P.O. Box 38007
Atlanta, GA 30334
404-656-9236

or contact via internet at www2.state.ga.us/Departments/DOR/. For a certified copy of your Individual Federal Income Tax(Form 1040) use IRS form 4506 to request a copy or one may be obtained by calling 1-800-TAX-FORM(829-3676). You may also request a copy via internet at www.irs.ustreas.gov/.

2. If a resident-alien, furnish a copy of your resident alien card (please furnish both sides as we will need to verify date of issue).

3. Have petition notarized prior to returning it for evaluation.

Supporting Documentation:

1. A notarized statement from your employer(s) verifying any employment during the last 12 months. Statement should indicate dates of employment and whether full or part time. This statement does not have to be notarized if it is on company letterhead. Copies of W-2 forms from all employers during this 12 month period helpful.

2. A copy of lease or deed showing your residence during the last 12 months. If this lease is not in your name, please include a notarized statement from the person who is on the lease stating that you do in fact live with him/her and how long you have resided with the person.

3. Verification of voter registration in Georgia.

4. Photocopy of automobile tag receipt.

5. Photocopy of driver's license.

6. Any additional information you feel is relevant in proving that you should be classified as a Georgia Resident for fee payment purposes.

**NOTE: Students are expected to pay all fees by the published fee payment deadline. The residency decision does not preclude fee payment. Full payment for all fees is necessary to prevent cancellation of classes. If, after payment of out-of-state fees, you qualify for in-state status, you will be reimbursed the difference in tuition for that term.*

New students should submit their petition to the:

Office of Admissions
131 College Circle
Swainsboro, GA 30401
Attn: Dr. Robert Losser

Tel: (912)-289-2019
Fax: (912)-289-2038
E-Mail: rlosser@egc.peachnet.edu

Currently enrolled or former students should submit their petition to the:

Office of the Registrar
131 College Circle
Swainsboro, GA 30401
Attn: Donald D. Avery

Tel: (912)-289-2014
Fax: (912)-289-2038
E-Mail: davery@ega.peachnet.edu

Financial Aid

Through the financial aid program, East Georgia College strives to provide deserving students from all economic levels an opportunity for higher education. Every effort will be made to provide assistance to students, who, without such aid, would be unable to attend college. Financial aid is awarded on the basis of need, scholastic achievement, or promise of academic success.

East Georgia College financial aid programs are administered according to nationally established policy and philosophy of financial aid for education. Financial aid is available from a variety of federal, state, institutional, and private sources and may be in the form of a scholarship, loan, grant, employment, or a combination of these. Students can apply for financial aid in the Office of Financial Aid.

How To Apply for Financial Aid

1. File an application for admission to East Georgia College and submit a high school transcript or GED certification and SAT scores. Applications are available from the Office of Admissions, East Georgia College, Swainsboro, Georgia 30401-2699.
2. File an East Georgia College application for financial aid. Applications are available from the Office of Financial Aid.
3. All financial aid applicants must complete and submit the Free Application for Federal Student Aid. There are several ways you can do this. You may complete a paper copy of the FAFSA and mail it to the Federal Government's processor, or complete the "FAFSA on the Web" provided by the U. S. Department of Education at www.fafsa.ed.gov.
4. When the East Georgia College application for financial aid, Pell Grant Student Aid Report, and all required documents are received by the Office of Financial Aid, determinations for awards will be made.
5. **Financial aid recipients must apply for assistance each year.**

Recommended Application Priority Filing Dates

It is important for students to apply for financial aid as early as possible so that the financial need for all applicants can be determined prior to registration. The recommended time for completing the FAFSA is the date of completion for Federal Income tax returns (April 15th). In order for financial aid to be available at the time of registration, all required documents as well as official acceptance to East Georgia College must be filed by the following priority file dates:

Fall Semester	July 15
Spring Semester	November 15
Summer Semester	May 1.

Students who do not have a complete file, including all Student Aid Report Corrections required by the above date, may be required to pay all educational expenses incurred until applications are processed and eligibility is determined.

Applications received after these dates will receive consideration as time permits. All financial aid awards are made for one academic year only. The East Georgia College financial aid award year begins in the fall semester and ends at the conclusion of the summer semester. Beginning freshmen who plan to enroll for the summer must complete the current year financial aid application.

Student Financial Aid Budget

In developing a budget for students applying for financial aid, allowances for maintenance, transportation, and personal expenses are included as well as direct school costs. The following is an example of a budget for dependent students applying for aid at East Georgia College:

\$1376 Fees
\$ 600 Books and supplies
\$1800 Maintenance Allowance
\$2700 Miscellaneous.

Financial Aid Policies

1. The family is primarily responsible for helping students meet educational costs. Financial aid fills the gap between the student's resources and educational expenses.
2. For selecting financial aid recipients, the college places primary emphasis on financial need, academic achievement, or future academic promise.
3. Students receiving financial aid must notify the Office of Financial Aid of any changes in their financial situation.
4. Students receiving financial aid who withdraw before completing the semester may be expected to repay a portion of their award.
5. Students who have defaulted on a loan or owe a refund on a grant are ineligible.
6. Students who expect to receive financial aid for the Summer semester must notify the Office of Financial Aid if they plan to attend.

Satisfactory Academic Progress/Good Standing

Requirements: Students receiving financial aid must be in good standing and be making satisfactory academic progress in accordance with the policies outlined below.

Programs affected: Federal Pell Grant, Federal Family Education Loans, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, and the Federal PLUS Loan for parents.

Definitions:

1. Good standing means that a student is not on academic exclusion.
2. Satisfactory academic progress is the advancement of the student toward his or her degree objective in a manner consistent with the prescribed policies of the college.

Termination of Financial Aid

1. Any student who has been academically excluded is not in good standing and will be ineligible for financial aid.
2. Any student enrolled in Learning Support courses who fails to exit all such courses after three attempts is not making reasonable progress and is, therefore, ineligible for financial aid.
3. Students must earn the following minimum number of hours each academic year depending upon their enrollment status. The number of hours earned is checked at the completion of each Spring semester and Summer Semester.

Full-time students - 20 hours per academic year (10 hours per semester)
3/4-time students - 14 hours per academic year (7 hours per semester)
1/2-time students - 10 hours per academic year (5 hours per semester)

Full-time students register for a minimum of 12 hours, 3/4-time students register for 9-11 hours and 1/2-time students register for a minimum of 6 hours. Students enrolled full-time have a minimum of three academic years to complete their programs. Students enrolled 3/4-time have four years and those enrolled 1/2-time have six years.

Reinstatement of Aid

1. A student who has been terminated from aid because of failure to earn the number of hours required by his or her enrollment status may request that his or her aid be reinstated when the minimum number of earned hours has been attained.
2. A student who has been terminated from aid because of being placed on academic exclusion may request that his or her aid be reinstated upon completion of one semester with a 2.0 GPA. A student may also request the reinstatement of aid when his or her cumulative grade point average meets or exceeds the minimum standard set forth in the college catalog.

Distribution of Financial Aid

1. Students will receive 1/2 of their Pell and SEOG awards each semester.
2. Students employed in the student assistant program and Federal Work-Study Program are paid once every two weeks.

Appeals

Any financial aid recipient has the right to appeal the withdrawal of financial aid funds. The appeal procedure will be as follows:

1. Appeals will be made in writing to the Director of Financial Aid.
2. Appeals will be heard by the Financial Aid Committee within one week (five class days) and the student notified in writing the results of the hearing.
3. Final appeal may be made in writing to the President of the College.

Financial Aid Programs

Financial aid is available from a variety of federal, state, institutional, and private sources and is awarded in the form of scholarships, loans, grants, employment, or a combination of these. Grants and scholarship awards usually do not have to be repaid. Most loans are repayable by students in monthly installments following graduation or withdrawal from school unless otherwise noted.

Grants

Federal Supplement Educational Opportunity Grants: Federal Supplemental Educational Opportunity Grants are available to students with exceptional financial need. Eligible students who are currently enrolled in good standing may receive Supplemental Educational Opportunity Grants. The amount of financial assistance a student may receive depends upon his needs, taking into account his financial resources, those of his parents, and the cost of attending the college.

Federal Pell Grants: The Federal Pell Grant Program is a federal aid program designed to provide financial assistance to those who need it to attend college. The amount of each grant is based on the cost of attending college, the amount of funds available, and the amount of family contributions toward the cost of attending school.

HOPE Scholarship: Helping Outstanding Pupils Educationally is funded by the Georgia Lottery for Education and is available to eligible 2000 Georgia high school graduates. Others are eligible to receive the HOPE Scholarship as a renewal of their 1999-2000 HOPE award, or by having a 3.0 cumulative GPA at the 30th, 60th, or 90th attempted hour benchmark. Full time enrollment is not a requirement. For 2000-01 the HOPE Scholarship will cover tuition and required fees and provide a \$150 book allowance each semester for those working on a first undergraduate degree. Grade point eligibility for entering freshmen is based on final high school core curriculum GPA of 3.0 or better as determined by the high school and

reported to the Georgia Student Finance Commission (GSFC). Students seeking an Associate in Applied Science degree should contact the Office of Financial Aid for further information concerning HOPE eligibility. Specific questions about HOPE should be directed to the Office of Financial Aid at East Georgia College.

Loans

Federal Family Education Loan Program (FFEL): The FFEL Program offers three types of loans: the Subsidized and Unsubsidized Federal Stafford Loans, and the Federal PLUS loan (Parent Loan for Undergraduate Students). Federal Subsidized Stafford Loans are low-interest, need-based loans for students enrolled at least half-time in an eligible institution. Subsidized means that the federal government will pay all interest on your loan until you begin repayment which starts six months after you graduate or cease to be enrolled at least half-time. Federal Unsubsidized Stafford Loans are not based on need. The program is open to all students who do not qualify for other Subsidized Federal Stafford Loans. You are responsible for all interest from the day the loan is made; however, the interest can be capitalized if requested.

Federal PLUS Loan: A Federal PLUS Loan is a loan made to the parents of undergraduate students who are enrolled at least half time at an eligible institution. Eligibility is not based on need. Parents may borrow up to the cost of education less any other financial aid awarded with repayment beginning within 60 days of loan disbursement.

**NOTE: These loans may be obtained annually by qualified Georgia residents from private lending institutions participating in the federal student loan program guaranteed by the Georgia Higher Education Assistance Corporation. The procedure requires application for the loan, determination of financial need, certification by the college, and final approval of GHEAC after processing by the lending institution.*

Student Government Association/East Georgia College Foundation Loans

A limited number of emergency loans are available each semester from the Student Government Association and Foundation loan funds. These loans must not exceed 75 percent of required fees and must be repaid within a period of 30 to 60 days. SGA and Foundation loans are interest free. A student wishing to apply for such loans should contact the Director of Financial Aid prior to registration.

Work Opportunity Federal Work-Study Program

Federal Work-Study is a federally funded program designed to help create jobs for students who have qualified for financial assistance and who need to work in order to attend college. The jobs are located in various departments and offices on campus. Under present arrangements, students may work ten to fifteen hours per week during the regular academic semester. Some students are eligible to work full time between semesters and during vacation periods.

Student Assistance Program

This program is financed entirely by the college. Students under the program generally work ten to twenty hours a week. Positions are available in most departments on campus. Financial need is not a major determinant of qualifying for work as a student assistant. All employment at the college operates in compliance with Title IV of the Civil Rights Act of 1964.

Leadership Scholarships

Several civic clubs, organizations, and individual donors in the area served by East Georgia College make awards for scholarship purposes to the college on a yearly basis. Scholarships from these funds are awarded to students on the basis of high school achievement, college academic promise, and positions of leadership held while a high school student. Students interested in applying for a leadership scholarship should complete the Leadership Scholarship Application which may be obtained from a high school counselor or from the Office of Financial Aid. Scholarships which are available include:

Richard L. Brown Scholarship: An annual scholarship provided by the Richard L. Brown Memorial Endowment.

James W. Buckley Scholarship: An annual scholarship provided by the James W. Buckley Endowment.

The Delta Kappa Gamma Society International Scholarship: An annual scholarship award given by Beta Beta Chapter for outstanding women majoring in education.

Phyllis Dixon Memorial Scholarship: A scholarship fund in memory of Phyllis Dixon.

East Georgia College Foundation Scholarship: An annual scholarship award made in recognition of academic achievement based on student grade point averages and scores on the College Board's Scholastic Aptitude Test.

Emanuel County Agribusiness Scholarship: An annual scholarship provided by the Emanuel County Agribusiness Council for Students from Emanuel County who live on a farm.

Exchange Scholarship: An annual scholarship provided by the Swainsboro Exchange Club.

Dr. Willie D. Gunn Scholarship: An annual scholarship provided by Dr. Willie D. Gunn endowment.

Hope Scholarship: A state funded scholarship that provides financial assistance to qualified Georgia residents. HOPE brochures are available from the Office of Financial Aid.

Jorgenson/Heaps-Nelson/Simpson Faculty Memorial Scholarship: A scholarship fund in memory of Drs. Pat Jorgenson, George Heaps-Nelson and Robert Simpson which provides an annual income for a scholarship.

Al Joyner Scholarship: An annual scholarship provided by the family and friends of Hank Alton Joyner.

Faye B. Lamb Scholarship: An annual scholarship provided by the family to honor Faye B. Lamb of Candler County.

Deveraux Haigh Lippitt Scholarship: An annual scholarship supported by the Phillip and Irene Toll Gage Foundation and created by Mrs. Betty G. Holland in memory of her parents, General Phillip S. Gage and Irene Toll Gage.

James S. Livingston Memorial Scholarship: A scholarship honoring the memory of James S. Livingston of Swainsboro.

Mill Creek Scholarship: An annual scholarship fund provided by the Mill Creek Foundation for students from Emanuel County.

Jean Morgan Scholarship: An annual scholarship created by the family to honor Jean Morgan. The scholarship is designated to be awarded to the editor of the college newspaper, *The Hoopee Bird*.

Rotary Scholarship: An annual scholarship provided by the Swainsboro Rotary Club.

Rountree Scholarship: An annual scholarship provided by Mrs. Kathleen Rountree Quillian and Mr. W. E. Rountree in memory of their parents, Mr. Ivey Washington Rountree and Mrs. Madeline Quillian Rountree. The Rountree Scholarship Fund provides a scholarship to a deserving student each year to attend East Georgia College.

The SGA Scholarship Award: A scholarship awarded annually by the Student Government Association to an incoming freshman.

Mr. And Mrs. E. C. Shearhouse Memorial Scholarship: A fund generating annual income for scholarships to East Georgia College students provided by the family of Mr. and Mrs. Shearhouse.

George L. Smith, II Memorial Scholarship: A fund generating annual income for scholarships to East Georgia College.

Youngblood Scholarship: An annual scholarship provided by Bill and Jackie Youngblood to honor Mr. and Mrs. W. A. Youngblood.

VETERANS ADMINISTRATION BENEFITS

East Georgia College actively encourages former service personnel, children of permanently disabled veterans, and war orphans to take full advantage of benefits available through the GI Bill. Those persons eligible should apply for admission to the College and complete the admission process. Certification of the enrollment must be made to the Department of Veterans Affairs through the Director of Financial Aid after enrollment at the College.

VOCATIONAL REHABILITATION

Through the Vocational Rehabilitation Services, a student with a physical disability may obtain grants-in-aid to cover tuition and possibly books and supplies. The State of Georgia provides the financial assistance for this program. Students who believe they may qualify for vocational rehabilitation services should contact: Georgia Department of Human Resources, Office of Rehabilitation Services, 47 Trinity Avenue SW, Atlanta, Georgia or call 1-800-869-1150.

Tuition and Fees

Fees are assessed according to the policies established by the Board of Regents for all two-year colleges in the University System of Georgia.

SEMESTER FEES Fall 2000 - 2001 Swainsboro Campus

Full-Time Students: (12 or more hours)	Resident of Georgia	Non-Resident of Georgia
Matriculation Fee	\$ 640	\$ 640
Non-Resident Fee		\$ 1920
Student Service Fee	\$ 23	\$ 23
Technology Fee	<u>\$ 25</u>	<u>\$ 25</u>
TOTAL FEES	\$ 688	\$ 2608

Part-Time Students: (Less than 12 hours)

The matriculation fee for part-time students who are residents of Georgia is \$53 per semester credit hour. Students who are non-residents of Georgia will pay an additional non-resident fee of \$160 per semester credit hour. Any student taking 4 or more semester credit hours will pay a \$23 student service fee. All students are required to pay a \$25 technology fee.

SEMESTER FEES Fall 2000 - 2001 Statesboro Campus

Full-Time Students: (12 or more hours)	Resident of Georgia	Non-Resident of Georgia
Matriculation Fee	\$ 640	\$ 640
Non-Resident Fee		\$ 1920
University Fee	\$ 274	\$ 274
Technology Fee	<u>\$ 38</u>	<u>\$ 38</u>
TOTAL FEES	\$ 952	\$ 2872

Part-Time Students: (Less than 12 hours)

The matriculation fee for part-time students who are residents of Georgia is \$53 per semester credit hour. Students who are non-residents of Georgia will pay an additional non-resident fee of \$160 per semester credit hour. Any student taking 4 or more semester credit hours will pay a \$274 university fee. All students are required to pay a \$38 technology fee.

Payment of Fees

All fees are due and must be paid during registration at the beginning of each semester. **Registration is not complete until all fees have been paid in full.** If any check is not paid on presentation to the bank on which it is drawn, a service charge of \$15 or 5 percent of the face amount of the check, whichever is greater, will be charged. A student will also be charged with any bank charges assessed to the college due to a returned check. After two checks have been returned by any student's bank without payment, check payment privileges will be suspended.

Fee Refunds

Students who formally withdraw from the college will be entitled to refunds of the institutional charges and other mandatory fees according to the following:

A pro rata percentage is determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that students were on an approved leave of absence. The unearned portion shall be refunded up to a point in time that the amount earned equals 60%. Students that withdraw when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges. Students must contact the Registrar's Office as soon as the decision is made to withdraw in order to formalize the decision. There will be no refund for reducing course load unless the institution is at fault.

Special Conditions: Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the college when disciplinary action is pending are not eligible for a refund of any portion of any fee. A refund of all matriculation, non-resident, and other mandatory fees shall be made in the event of the death of a student at any time during the semester.

Ordinarily, refunds will be mailed within 2 to 3 weeks of the date of the withdrawal.

Military Service Refunds

Students who are members of the Georgia National Guard or other reserve components of the Armed Forces who receive emergency orders to active military duty for an indefinite period are entitled to a full refund of matriculation fees paid for that semester, in accordance with guidelines promulgated by the Chancellor.

Military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location, are entitled to a full refund of matriculation fees paid for that semester, in accordance with guidelines promulgated by the Chancellor.

Books

Books and supplies may be purchased at the East Georgia College Bookstore, which is managed by College Bookstores of America, Inc. The Bookstore schedule will be posted at the beginning of each semester. Refunds on textbook purchases will be made when all of the following conditions are met:

1. Books are returned on or before the last day to register;
2. Books are in the same condition as when they were purchased. (If a book has a name written in it or any other markings, it will be considered a used book); and
3. Sales receipts are presented. (SAVE YOUR RECEIPT). The Bookstore buys back some used books which are in good condition during the final exam week. The list of books eligible for buy-back will be posted at that time.

Late Registration Fee

After Final Registration, a \$10 late penalty will be assessed.

Identification Card

At the time of a student's first enrollment at East Georgia College, the student will be issued a photographic identification card which is to be validated each semester the student is enrolled. This card also serves as a library card. A \$5.00 fee is charged for replacements.

Vehicle Registration Fee

Students enrolled at East Georgia College may operate motor vehicles on campus and use designated parking areas. Motor vehicles will not be permitted on campus without parking permits. The parking permit is a sticker which may be obtained in the Business Office. The sticker is affixed to the left side of the rear window. The parking permit charge is as follows:

- Entering fall semester..... \$3
- Entering spring semester..... \$2
- Entering summer semester.....\$1

All financial obligations to the College must be paid promptly. East Georgia College reserves and intends to exercise the right to withhold copies of educational records and/or to cancel classes for students who have outstanding financial obligation(s) to the institution.

Student Services

Student services at East Georgia College are dedicated to the promotion of the physical, cultural, and personal development and well-being of the individual student. The student services 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 services 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.

Counseling and Testing

The staff of the Office of Student Services provides guidance and counseling services. Students may seek help at any time by contacting the Offices of Student Services or by visiting the college's Guidance Center located in the Student Center. Testing is available to assist in placing students, diagnosing problem areas, and determining career interests and aptitude. Academic advisors are assigned to students to assist in planning individual college programs.

Scholastic Aptitude Test

The East Georgia College code for students taking the Scholastic Aptitude Test (SAT) and requesting scores be sent to the institution is 5200. To have SAT scores reported directly to East Georgia College use the above code when completing the SAT application. East Georgia College also participates in the Institutional Testing Program of the College Board which permits a college to administer the SAT to its prospective students. Because of the nature of the test, transcripts of scores are not sent to other colleges nor will the College Board retain these SAT scores for future reporting to other colleges. The Institutional SAT currently costs \$25.00, payable at the time of testing, and the test lasts approximately three hours. (The cost of the test is determined by the College Entrance Examination Board and is subject to change). Inquiries regarding the SAT should be made to the Vice President for Student Services.

Orientation

At the beginning of fall semester, an orientation program is held to acquaint new students with the staff, faculty, services, and facilities of East Georgia College. Registration, academic advisement, rules and regulations, and academic affairs are discussed during orientation. One day is set aside for advising and testing new students at the beginning of fall, spring, and summer semesters.

Minority Advising Program

The Minority Advising Program at East Georgia College is open to all minority students. It is the purpose of the program to aid students in their efforts to achieve success in college. The program is directed by the Vice President for Academic Affairs. Students interested should contact the counselor or Vice President for Academic Affairs.

Student Activities

The student activities program is administered through the Student Services Office and is sponsored and advised by the Student Services Committee which is composed of three faculty members and three students. These activities include movies, dances, lectures, concerts, field trips, student publications, intramurals, and club activities. Notices of coming activities are posted on the campus bulletin boards. Students who wish to suggest activities should contact the president of the Student Government Association or Vice President for Student Services.

Student Government

The Student Government Association is the campus organization governing student activities and representing the students in college affairs. Members and officers of the SGA are elected by the student body. The SGA is composed of three officers: the president, the vice-president, and the secretary-treasurer; three senators elected from the sophomore class; and three senators elected from the freshman class.

Student Publications

The official student publications on campus are *The Hoopee Bird*, the student newspaper; *Wiregrass*, the literary magazine; and *Briarpatch*, the college annual. These publications are produced by students under the supervision of faculty advisors. Financed in part by the Student Activity Fund, these publications provide opportunities for students in creative writing, reporting, business, and design.

Clubs

African-American Union: An organization to involve black students in all aspects of campus life, provide programs of interest to its members and promote a sense of genuine unity among all students of East Georgia College. Membership in the club is open to all students.

Baptist Student Union: An organization involving young men and women in spiritual growth and Christian service. BSU is open to all students.

Belles-Lettres Society: An organization to foster interest in literature and writing, to provide a forum for the exchange of ideas and to encourage fellowship among students and faculty who have such interests. Membership is open to all students.

Environmental Activists Ready To Help: The E.A.R.T.H. Club's purpose is to engage in environmental projects dealing with beautification, safety, and conservation, ``to work today for a better tomorrow." Membership is free and open to all students.

Gamma Beta Phi: 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 9 semester hours with a scholastic ranking within the top twenty percent of the class.

International Club: An organization devoted to furthering the interests of foreign languages. Hands-on experience is emphasized. Membership is open to all students.

Renegade Players: An organization to foster interest in drama and to increase students' skill in dramatic performance. Membership is open to all students.

Science Club: An organization devoted to furthering the interests of science. Individual research projects, field trips, and programs presented by scientists are emphasized. Membership is open to all students taking or who have taken a science course.

Student Professional Association Of Georgia Educators (SPAGE): An organization under the direction and guidance of the Professional Association of Georgia Educators and is open to all education majors.

Intramural Athletics

Intramural athletic activities are developed for students who wish to participate in both team and individual competitive sports activities. Activities include volleyball, table tennis, touch football, basketball, and other sports.

Health Services

Students are responsible for making arrangements for their own health care, except in cases of on-campus emergencies.

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. Students seeking part-time employment should contact the Office of the Vice President for Student Services.

Student Handbook

A student handbook is published every two years by the Office of Student Services and distributed to the students. It is the responsibility of the student to familiarize themselves with the contents of the Student Handbook, including the Student Code of Conduct.

Alumni Affairs

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

Services For Students With Disabilities

East Georgia College is committed to assisting students attain their highest potential by providing reasonable academic accommodations for those students with various learning, physical and/or medical 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 Office of Student Services. 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 or the Rehabilitation Act of 1973 should contact the Vice President for Fiscal Affairs.

International Intercultural Studies Program

The University System of Georgia has established several International Intercultural Studies Programs for the benefit of students. The programs provide foreign study opportunities for selected students through charter and group service arrangements available to educational institutions. Further information may be obtained by contacting the Vice President for Academic Affairs.

Regents' Statement On Disruptive Behavior

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System. The rights, responsibilities and prohibitions contained in this statement are incorporated as a part of these regulations. The Board of Regents of the University System of Georgia reaffirms its policies to support full freedom of expression by each member of the academic community and to preserve and to protect the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible, disruptive and obstructive actions by students and faculty that tend to destroy academic freedom and the institutional structures through which it operates.

A serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct. These actions have gone beyond all heretofore recognized bounds of meeting for discussion, persuasion, or even protest in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education. The Board of Regents is deeply concerned by this problem.

Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility. Of equal or even greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem, the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on a campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions that interfere with academic pursuits of teaching, learning, and other campus activities. The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January, 1968, and the Executive Committee of the Association of Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education. (Minutes, 1968-69, pp. 166-169; Minutes 1970-71, p. 97.)

Drug Free Schools Policy Statement

In compliance with the Drug Free Schools and Communities Act of 1989, (PL 101-226), East Georgia College policy prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the properties of East Georgia College or as any part of the institution's activities. East Georgia College recognizes that the illegal activities listed in this policy can clearly affect a student's ability to perform his or her duties and can pose a potential danger not only to himself or herself, but also to all students of the institution. Therefore, East Georgia College will impose sanctions on students and employees which are consistent with local, state, and federal law. The East Georgia College Drug Free Campus Policy and "other items of information" as required by this Act are distributed annually to each student and employee. East Georgia College is committed to an alcohol-and-drug free campus environment and has a comprehensive program to educate and counsel students.

Conduct Information And Regulations

College regulations provide guides for college life. A student is expected to display an attitude in which cooperation, good judgement and good taste are standards of life at college. Regulations are designed to protect the interest and well-being of the student, his or her family, the college, and society. Disciplinary measures are designed to be corrective and beneficial to the educational development of the student. Anyone registered as a student of the college is subject to the regulations outlined in the Student Handbook.

Violations

When a student is charged with violation of the conduct regulations, disposition of the case shall be according to constitutional requirements, due process, and in keeping with the procedures outlined in the Student Handbook. Disciplinary measures may include reprimand, curfew, probation, restitution, suspension, expulsion, or other sanctions, depending on the nature and severity of the infraction. When the possibility of suspension or expulsion is involved, the case may be referred to the Vice President for Student Services who shall make full disposition of the case. Any student who is charged with or indicted for a violation of state or federal law is subject to disciplinary action by the college while the case is pending. Depending on the nature of the violation, a student may be administratively suspended until the

case is concluded. Any student who is guilty of violating college regulations or who is financially indebted to the college will be ineligible for readmission until clearance is granted by the appropriate college official. The college conduct code, regulations, and appellate procedures are outlined in the Student Handbook.

Child Care Facilities

Child care facilities are not available on campus and the institution cannot be held responsible for children left unattended. Therefore, children should not be left unsupervised while on campus. Children are not permitted to accompany students to classes, laboratories, seminars, etc.

The University System of Georgia Personnel

Board of Regents Members

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Dr. Barry A. Fullerton	Vice Chancellor - Student Services
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Dr. Jan Kettlewell	Assistant Vice Chancellor - Academic Affairs & Co-Facilitator of the P-16 Initiative
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Dr. Lindsay Desrochers	Senior Vice Chancellor Capital Resources/Treasurer
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Ms. Linda M. Daniels	Assistant Vice Chancellor - Design & Construction
Mr. Mark Demyanek	Director of Environmental Safety
Ms. Gita Hendessi	Director of Facilities Planning
Mr. Peter J. Hickey	Assistant Vice Chancellor - Facilities
Ms. Usha Remachandran	Director of Business Services
Ms. Shelley Nickel	Budget Director
Mr. Ron Stark	Assistant Vice Chancellor - Internal Audit
Ms. Margaret Taylor	Deputy Senior Vice Chancellor for Capital Resources

Dr. Arthur N. Dunning	Senior Vice Chancellor Human & External Resources
Ms. Annie Hunt Burriss	Assistant Vice Chancellor - Development & Economic Services
Ms. Corlis Cummings	Assistant Vice Chancellor - Legal Affairs (Contracts)
Mr. John Millsaps	Director of Communications/Marketing
Ms. Elizabeth E. Neely	Associate Vice Chancellor - Legal Affairs
Mr. J. Burns Newsome	Assistant Vice Chancellor - Legal Affairs (Prevention)
Ms. Arlethia Perry-Johnson	Assistant Vice Chancellor - Media & Publications
Ms. Nora Starks	Director of Human Resources
Ms. Albertine Walker-Marshall	Director of Faculty Information Systems
Mr. William H. Wallace, Jr	Associate Vice Chancellor - Human Resources

East Georgia College Personnel

EGC Administrative Staff

Jeremiah J. Ashcroft	President A.B., LeMoyne College; M.A., Ph.D., Florida State University
Donald D. Avery	Registrar A.A., Brewton Parker College; B.B.A., M.B.A., Georgia Southern University
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Barbara Price Green	Director of Financial Aid A.A., East Georgia College; B.S., Georgia College
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Robert Losser	Director of Admissions B.S., Westminster College; M.A., California State University; Ed.D., University Of Laverne
Jason McNeal	Director of Continuing Education and Advancement B.A., Salisbury State University; M.S., University of Tennessee-Knoxville
(Vacant)	Director of Institutional Research

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Patricia K. Leary	Instructor of Psychology

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Annette M. Evans Personnel Specialist III
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Jennifer Freedman Librarian II

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Kay Johnson Secretary, Social Science/Humanities Divisions

Margaret D. Mangieri Accounting Clerk

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B.S., Brewton Parker College

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Rebecca Warren Secretary, Financial Aid

Jackie Youngblood Admissions Recruiter
B.A. Psychology, Georgia Southern University

(Vacant) PREP Coordinator

EGC Plant Operations Staff

Joseph L. Bivins Custodian II

Eloise Davis Custodian I

David Good Director of Plant Operations

Samuel Jordan Custodian I, Supervisor

Melvin Nunn Skilled Trade Worker

Robert Poole Groundskeeper II

David Steptoe Trades Helper

Danny J. Vaughn Groundskeeper III

Teresa Wiggins Groundskeeper III

EGC Security Staff

Jimmy McDaniel Security Officer

James D. McKinzie Security Officer

Dan Muns Security Officer

Clark Woods Security Officer

Glossary

Academic Dismissal - Dismissal from the college for failure to maintain the required grade point average.

Academic Year - The college academic year consists of two 15-week semesters (fall and spring) and a shorter summer semester.

Accredited or Approved - A school that has met the standards of quality imposed by professional groups and/or accrediting agencies.

ACT (American College Testing) - The ACT Assessment Program (ACT) is a comprehensive guidance oriented service that helps colleges, high schools, and students in the transition from high school to college. Students participate in the program by completing an educational/biographical questionnaire, an interest inventory, and four tests of educational development in English, mathematics, social studies, and natural sciences. After analyzing the information obtained, ACT prepares reports for use by students, high schools, and colleges in career and college planning, admission and placement, and academic advising. One of two national tests a student may take to complete admission requirements. This test measures mathematical and verbal skills much like the Scholastic Aptitude Test (SAT).

Associate Degree (A.A.) - Associate in Arts - A post secondary degree granted after at least two years of full-academic study beyond the completion of high school and the fulfillment of college graduation requirements.

Audit - To enroll in a course as an observer or listener without receiving academic credit. A "V" appears on the record instead of a grade.

Baccalaureate Degree (B.A.) - Bachelor of Arts/B.S. - Bachelor of Science - A post secondary degree granted after completing at least four years of full-time academic study beyond the completion of high school and the fulfillment of college graduation requirements.

CPC - The college preparatory curriculum is the course of study students should follow in high school to prepare for college.

CPE - A test evaluating a student's proficiency in mathematics, reading, and English for the purpose of determining proper course placement. All new beginning students at East Georgia College are required to take the test.

Core Curriculum - A program of study established to provide uniformity among and within the units of the University System. The Core, prescribed as the first two years of college, provides for 60 semester hours of study, of which 42 are in general education and 18 are in a major area of study.

Course Load - A full-time student usually enrolls for 4 or 5 academic courses plus a physical education course. Most courses carry 3 semester hours credit each, while physical education courses may carry 1 or 2 hours credit.

Learning Support Courses - Courses within the college's program of remedial study planned to correct deficiencies and improve a student's competence in areas of English, reading, and mathematics.

Full-Time Student - A student enrolled for a minimum of 12 credit hours each semester.

Good Standing - A designation that signifies a student is eligible to continue, to return, or to transfer. It implies good academic standing.

Grade Point Average (GPA) - Calculated by dividing the number of quality points earned by the number of credit hours attempted.

Institutional Credit - Credit awarded by an institution that is nontransferable and does not count toward graduation.

Matriculation - The process of enrolling in college.

Overload - Course loads of 18 semester hours or more during the Fall or Spring Semester. Students may not register for more than 17 semester hours without written permission from the Vice President for Academic Affairs.

Part-Time Student - A student who takes fewer than 12 credit hours.

Permanent Record - The student's official academic record housed in the Office of the Registrar.

Prerequisite - A requirement or condition which must be met before certain courses may be taken.

Quality Points - Points per semester hour assigned to a passing grade indicating the numerical value of the grade (A=4; B=3; C=2; D=1; F=0; WF=0).

SAT - The SAT is a multiple choice test made up of verbal and math sections. The verbal questions test your vocabulary, verbal reasoning, and understanding of what you read. The math questions test your ability to solve problems involving arithmetic, elementary algebra, and geometry.

Semester Credit Hours - The amount of credit assigned to each course. Example: English Composition = 3 hours.

Transcript - An official copy of a student's academic record at an institution.

University System of Georgia - All state-operated, public institutions of higher education in Georgia composed of 4 research universities, 2 regional universities, 13 state universities, and 15 colleges.

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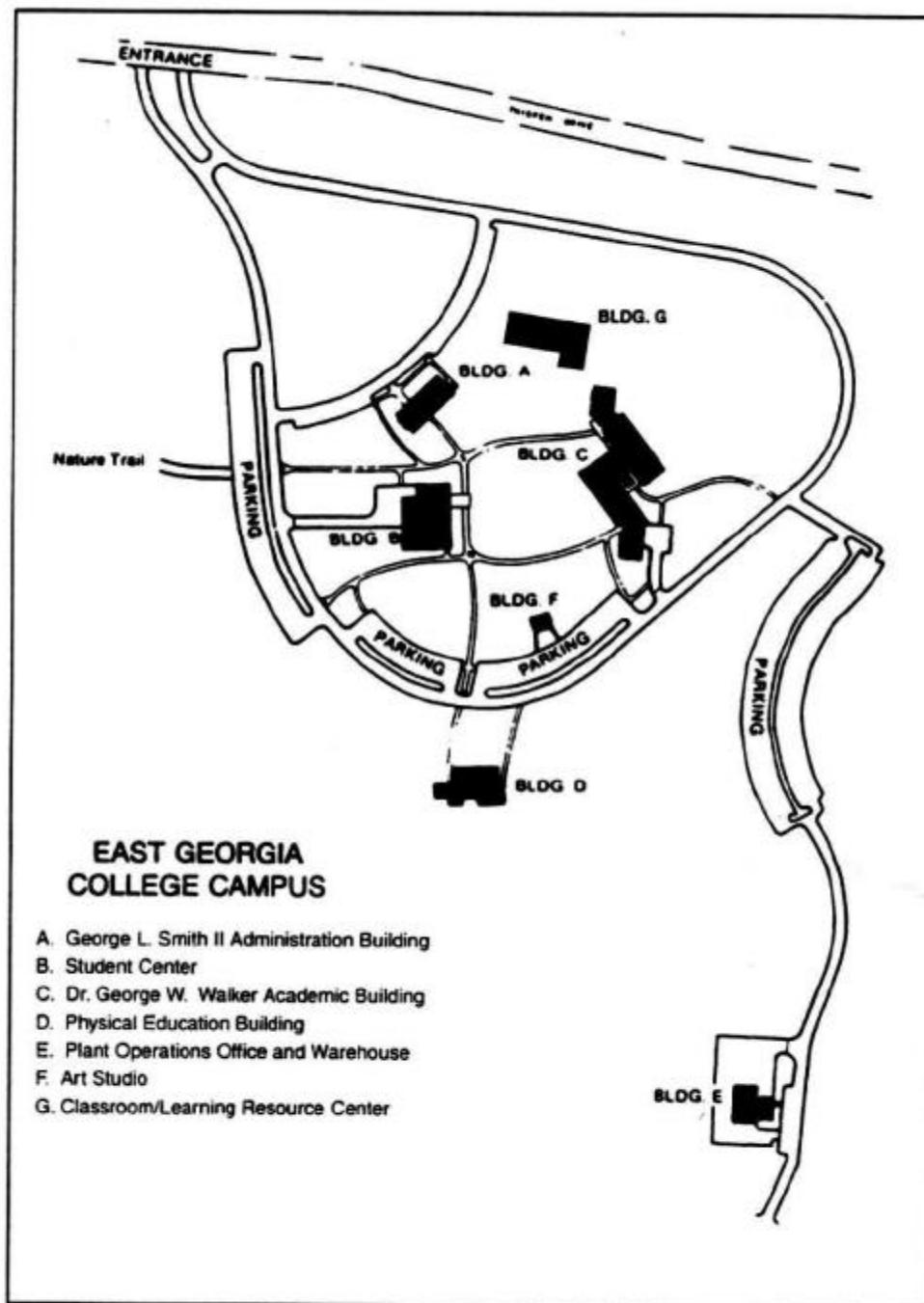
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Campus Map



University System Institutions

Institutions of the University System of Georgia

Research Universities:

Athens	30602	University of Georgia	*(h)	** B,J,M,S,D
Atlanta	30332	Georgia Institute of Technology	(h)	B,M,D
Atlanta	30302	Georgia State University		A,B,M,S,D
Augusta	30912	Medical College of Georgia	(h)	A,B,M,D

Regional Universities:

Statesboro	30460	Georgia Southern University	(h)	A,B,M,S
Valdosta	31698	Valdosta State University	(h)	A,B,M,S

State Universities:

Albany	31705	Albany State University	(h)	B,M
Americus	31709	Georgia Southwestern State University	(h)	A,B,M,S
Augusta	30904	Augusta State University		A,B,M.
Carrollton	30118	State University of West Georgia	(h)	A,B,M,S
Columbus	31907	Columbus State University		A,B,M
Dahlonega	30957	North Georgia College and State University	(h)	A,B,M
Fort Valley	31030	Fort Valley State University	(h)	A,B,M
Marietta	30144	Kennesaw State University		A,B
Marietta	30060	Southern Polytechnic State University		
Milledgeville	31061	Georgia College and State University	(h)	A,B,M,S
Morrow	30260	Clayton College and State University		A,B,M
Savannah	31419	Armstrong Atlantic State University		A,B,M
Savannah	31404	Savannah State University	(h)	A,B,M,S

Two-Year Colleges:

Albany	31707	Darton College		A
Atlanta	30310	Atlanta Metropolitan College		A
Bainbridge	31717	Bainbridge College		A
Barnesville	30204	Gordon College	(h)	A
Brunswick	31520	Coastal Georgia Community College		A
Cochran	31014	Middle Georgia College	(h)	A
Dalton	30720	Dalton College		A
Decatur	30021	Georgia Perimeter College		
Douglas	31533	South Georgia College	(h)	A
Gainesville	30503	Gainesville College		A
Macon	31297	Macon College		A
Rome	30162	Floyd College		A
Swainsboro	30401-2699	East Georgia College		A
Tifton	31794	Abraham Baldwin Agricultural College	(h)	A
Waycross	31503	Waycross College		A

Legend

* h - On-Campus Housing Facilities

** Degrees Awarded: A - Associate, B - Bachelor's, J - Juris Doctor, M - Master's, S - Specialist in Education, D - Doctor's

Directory Assistance

Academic Affairs.....	Vice President for Academic Affairs	(289-2031)
Admissions.....	Director of Admissions/Admissions Specialist	(289-2019)
Affirmative Action.....	Vice President for Fiscal Affairs	(289-2005)
Business Affairs.....	Vice President for Fiscal Affairs	(289-2005)
Campus Visits and Tours.....	Director of Public Information	(289-2036)
Continuing Education.....	Director of Continuing Education	(289-2069)
Course Schedules.....	Office of the Registrar	(289-2014)
Financial Aid and Scholarships.....	Director of Financial Aid	(289-2011)
Foundation, Gifts and Tributes.....	Office of the President	(289-2028)
General Information.....	Director of Public Information	(289-2036)
Graduation.....	Office of the Registrar	(289-2109)
Grades.....	Office of the Registrar	(289-2014)
Public Information and Publicity.....	Director of Public Information	(289-2036)
Registration.....	Office of the Registrar	(289-2014)
Student Activities.....	Vice President for Student Services	(289-2035)
Testing.....	Vice President for Student Services	(289-2035)
Transcripts.....	Records Clerk, Office of the Registrar	(289-2014)
Veterans Affairs.....	Director of Financial Aid	(289-2011)

To secure information or appointment call (912) 289-2000, fax (912) 289-2038, check our website <http://www.ega.peachnet.edu>, or write East Georgia College 131 College Circle Swainsboro, Georgia 30401-2699. Visitors are always welcome on the campus. All administrative offices are open Monday through Friday from 8am to 5pm and Saturday by appointment. Visitors desiring interviews with members of the staff are urged to make appointments in advance.

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131 College Circle
Swainsboro, Georgia 30401

Admissions: 478-289-2017
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