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

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

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

**Student Handbook Editions**

This handbook is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. The College reserves the right to alter the contents of this publication. When changes are necessary, reasonable efforts will be made to notify students. Prior to new editions, official changes to this handbook shall be recorded in the Student Life Office and posted in the Student Services Complex and/or affected service areas. The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

**Family Educational Rights and Privacy Act (FERPA)**

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student’s rights with regard to educational records maintained by the institution. Under this act, a student has the right to inspect and review education records maintained by this institution that pertain to the student, to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights, and control disclosures of education records with certain exceptions. ‘Directory information’ will be treated as public information and will generally be available on all current and former students at the discretion of the institution. This includes the following: student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports programs, age, hometown, hobbies and general interest items of members of athletic teams, dates of attendance, degrees, honors and awards applied for and/or received, and previous educational institutions attended by that student. Any student who does not wish directory information disclosed must file a written request with the Registrar’s Office. See “Student Rights under FERPA,” on page 39 of this document.

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Fax Numbers
Admissions, Financial Aid, Registrar’s Office 2140
Augusta Campus 706-667-4394
Bookstore 2110
Business Office and Purchasing 2144
Counseling and Disability Services 2118
Institutional Advancement 2137
Schedule of Hours

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

**Bookstore**
Monday – Thursday 9:00am – 5:00pm
Friday 9:00am – 12:00noon

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

**Food Services**

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**"ACE" (Academic Center for Excellence)**

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**Library**
Monday – Thursday 7:30am – 8:00pm
Friday 8:00am – 5:00pm
Sunday 2:00am – 6:00pm

**Recreation (Game) Room**
Monday – Thursday 8:00am – 8:00pm
Friday 8:00am – 5:00pm

**Fitness Center (Must have Bobcat ID)**
Monday – Thursday 8:00am – 8:00pm
Friday – Saturday 8:00am – 6:00pm
Sunday 1:00pm – 7:00pm

**East Georgia State College Statesboro**
Monday – Thursday 8:00am – 8:00pm
Friday 8:00am – 5:00pm

**East Georgia State College Augusta**
Monday – Friday 8:00am – 5:00pm
STUDENT AFFAIRS

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

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

Student Conduct Code

One of the primary purposes for this publication is to set forth the minimal requirements for student conduct while on and off the campus of East Georgia State College or in association with any event acknowledged by EGSC. Below you will find guidelines set forth via the East Georgia State College Student Conduct Code. Please read this information carefully. Illustrated in this Student Conduct Code you will find actions on your part which EGSC has determined to be conduct detrimental to yourself and possibly the institution as a whole. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Director of Student Conduct shall make the final determination. Any student or student organization found to be responsible for misconduct on and off East College State College is subject to College sanctions.

When a student organization engages in an act of misconduct, EGSC reserves the right to take action not only against the organization but also against the individual student members of the organization. Violation of these policies can have impact for your continued participation as a student at East Georgia State College.

Academic Misconduct

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. The responsibility for the practice and preservation of honesty must be equally assumed by all of its members. For the complete Academic Honesty Policy, please view the Academic Honesty Policy in the Institutional Policy and Procedure Section on the President’s Website at: http://www.ega.edu/policy/03-academic-honesty-policy.pdf.

Non-Academic Misconduct

Alcohol

Possible Disciplinary Sanctions for Alcohol Code of Conduct Violation

Assault
No student shall push, strike, or physically contact any member of the faculty, administration, staff, student body or any visitor to the campus in an insulting or provoking manner.
Civility
In order to keep a safe learning environment, students must engage in civil communication. This includes, but is not limited to, not yelling or screaming, not using profane language, not touching/using items that do not belong to you, not bullying or demeaning, including using electronic means (Facebook, Twitter, texting, etc.), not using cultural or racial slurs and not spreading rumors or gossip.

Disorderly Assembly
1. No student shall assemble on campus for the purpose of creating a riot, or destructive, or disorderly diversion, which interferes with the normal operation of EGSC.
2. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of college facilities, or materially interfere with the normal operation of EGSC.

Disorderly Conduct
1. Any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn is prohibited.
2. Any conduct which materially interferes with the normal operation of EGSC or with the requirements of appropriate discipline, including pranking, is prohibited.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited (use of sound amplification equipment for events must be cleared through the Student Life office).
4. No student shall enter or attempt to enter any dance, social, athletic or any other event sponsored or supervised by EGSC or any recognized college organization without proper credentials for admission. This includes a ticket, student identification card, invitation or any reasonable qualifications established for attendance, such as a costume or proper evening attire.
5. Conduct and/or expressions which are lewd, obscene or which are patently offensive to the prevailing standards of the academic community are prohibited.
6. No student shall incite others to partake in violations of the East Georgia State College Student Conduct Code.

Drugs

Possible Disciplinary Sanctions for Drug Code of Conduct Violation

Failure to Comply
For the complete policy, please view the Failure to Comply policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/04-failure-to-comply.pdf

False Complaints/Statements
Individuals who intentionally give false statements to an East Georgia State College employee, or who submit false complaints or accusations, including during a hearing, in violation of policy shall be subject to disciplinary action

Falsification of Records
No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form or document used by EGSC. For complete policy view the Falsification of Records Policy under the policies and Procedures of the college on the President’s Office website at: http://www.ega.edu/policy/04-falsification-of-records.pdf
Firearms, Weapons and Explosives (Campus Carry Policy)

Fire Safety
1. The unauthorized possession, sale, furnishing or use of any incendiary device is prohibited.
2. The possession or use of fireworks on college property or at events sponsored or supervised by EGSC or any recognized college organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation.
3. No student shall make, or cause to be made, a fire or false fire alarm.
4. No student shall intentionally or recklessly obstruct a fire exit.
5. No student shall fail to exit a College building when the fire alarm sounds.
6. No student shall operate, tamper with, discharge or remove any fire extinguisher equipment, exit sign, smoke detector or evacuation equipment without proper authorization.

Fraudulent Reporting
No student shall intentionally make a false report to any college official, including statements made on any paperwork submitted, such as reporting of violations of the Student Conduct Code via SCORES. For the complete policy, please view the Student Conduct Online Reporting and Evidence policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/04-student-conduct-online-reporting-and-evidence-system.pdf

Gambling
The playing of cards or any other game of skill or chance for money or other items of value where there is risk of personal loss is prohibited.

Harassment/Threats
1. No student shall harass, threaten or perform any act of intimidation toward another person in any manner, including terroristic threats. A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence, to release any hazardous substance or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience.
2. No student shall intentionally or repeatedly follow, stalk or contact another person in a manner that intimidates, harasses or places another in fear of their personal safety or that of their property.

Hazing
All rites and ceremonies of induction, initiation, or orientation into college life or into the life of any college group which tend to occasion or allow physical or mental suffering are prohibited.

Information Technology Violations
For the complete policy, please view the Information Technology Policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/section-11-4.pdf

Repeated Violations
Repeated violations of published rules or regulations of EGSC, which cumulatively indicate an unwillingness or inability to conform to the standards of EGSC for student life, are prohibited.

Residence Hall Violations
1. Noise: Any noise that can be heard outside an apartment between midnight and 8 am is prohibited.
2. Visitation: All visitation policies should be followed at all times.
   a. Allowing your visitor to enter Bobcat Villas or the Clubhouse without signing in properly
is prohibited. Sign in is only allowed at the front desk of Bobcat Villas.
b. No student shall have visitors outside the posted visitation hours. Standard hours are Sunday-Thursday from 10 am to midnight and Friday-Saturday from 10 am to 2 am.
c. No student shall have a visitor who is under the age of 18, with the exception of approved family members.
d. No student shall have more than one visitor at a time, with the exception of approved family members.
e. No student shall have a visitor who cannot produce a current picture ID with date of birth and expiration date.
f. Leaving your visitor alone or with someone else inside Bobcat Villas or the Clubhouse is prohibited.
g. Allowing your visitor to enter/exit Bobcat Villas or the Clubhouse in any way except the main lobby entrance is prohibited.
h. Allowing your visitor to violate the policies and procedures published in the Student Handbook is prohibited.
i. No student shall have an overnight visitor who has not been approved by the Residence Life Coordinator.

3. Health and Safety: No student shall fail a health and safety inspection.

Retaliation
Anyone who, in good faith, reports what she or he believes to be student misconduct, participates, or cooperates in, or is otherwise associated with any investigation, shall not be subject to retaliation. Anyone who believes he or she has been the victim of retaliation for reporting, participating, or cooperating in, or otherwise being associated with an investigation should immediately contact the appropriate department or individual(s) for East Georgia State College. Any person found to have engaged in any retaliation is in violation of the Student Conduct Code shall be subject to disciplinary.

Sexual Harassment, Sexual Assault and Sexual Misconduct
Sexual harassment is unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual violence includes sexual assault and sexual misconduct. All acts of sexual violence are forms of sexual harassment.
For complete policy, please view the Sexual Harassment, Sexual Assault, and Sexual Misconduct Offenses Policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/08-sexual-discrimination-harassment-and-misconduct-policy.pdf?82117

Title IX Policy
East Georgia State College affirms its commitment to keeping the college’s living, learning and working environment free of discrimination and harassment and maintaining an environment that recognizes the inherent worth and dignity of every person. For the complete Title IX Policy of East Georgia State College please view the policy and procedures page on the President’s Office website: http://www.ega.edu/policy/08-sexual-discrimination-harassment-and-misconduct-policy.pdf?82117

Information and Procedures for Victims of Sexual Assault, Stalking, Domestic Violence and Dating Violence
For complete policy, please view the Victims Policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/08-resources-for-sexual-misconduct-complainants-and-respondents.pdf
Smoaking and the Use of Tobacco Products
EGSC is a “Smoke and Tobacco Free” campus. The use of any tobacco product is prohibited. For the complete policy please view the policy and procedures page on the President’s Office website: http://www.ega.edu/policy/09-tobacco-free-campus-policy.pdf?8417

Solicitation
The conducting of a sales campaign or other activities representative of eliciting financial compensation by private retail entities or in representation of similar bodies is prohibited on campus.

Student Identification Cards
Lending, selling, transferring, using, or illegally obtaining a student’s identification card is prohibited. Student must present student ID cards to properly identified college faculty and staff upon their request.

Theft
Taking, attempting to take, or keeping in a person’s possession items not legally possessed by the person including, but not limited to items belonging to EGSC or items belonging to students, faculty, staff, student groups, student organizations, or visitors to the campus is prohibited.

Unauthorized Entry or Use of College Facilities
1. No student shall make unauthorized entry into any college building, office, or other facility, nor shall any person remain without authorization in any building after normal closing hours.
2. No student shall make unauthorized use of any college facility.
3. No student shall possess, use, make or cause to be made any key or other means of access to any college facility without proper authorization.

Vandalism
No student shall destroy, deface, or damage College property or property belonging to students, faculty, staff, or guests of EGSC.

Violations of Federal, State or Local Laws
1. Violation of federal, state or local law is prohibited. EGSC may take disciplinary action independent of any civil/criminal actions. If arrested, a student must report the arrest to the Director of Student Conduct and may not return to EGSC until permission is granted in writing.
2. A student in any unit of the University System of Georgia who is charged with or indicted for a felony or crime involving moral turpitude may be suspended pending the disposition of the criminal charges against them. Upon request, the student shall be accorded a hearing as provided in this Handbook. At such hearing, the student shall have the burden of establishing that his or her continued presence as a member of the student body will not be detrimental to the health, safety, welfare or property of other students or members of the campus community or to the orderly operation of the institution. Upon final conviction, the student shall be subject to appropriate disciplinary action.

DISCIPLINARY PROCESS FOR CONDUCT CODE VIOLATIONS

Official Communication:
The official means of communication with all students is via their EGSC email account. Any mention of a student being notified in writing should be construed to mean via their EGSC email account.

Disciplinary Procedures:
In cases that involve action or misconduct that would cause a student or students to be subjected to disciplinary action, hearings shall be afforded the student according to due process.

Complaint: All complaints of alleged misconduct of a student shall be made in writing to the Director of Student Conduct. Each complaint shall contain a statement of facts outlining each alleged act of misconduct, and shall state the regulation which the student is alleged to have broken. SCORES, the
Complaints that may lead to suspension or expulsion:

Any report that involves allegation(s) of conduct that could lead to the suspension or expulsion of the respondent(s) in an initial violation must be promptly reported to the System Director by East Georgia State College. The System Director will work with East Georgia State College to assign an investigator with the appropriate East Georgia State College professional (Title IX Coordinator, Dean of Students, Conduct Officer). If an allegation is not initially identified as one that could lead to suspension or expulsion of the respondent(s), but facts arise during the course of the investigation that would require oversight from the System Director, the institution shall report that case to the System Director or her designee prior to proceeding. After initial review of the report, the System Director shall have the discretion to determine whether an investigation shall be handles independently by East Georgia State College.

Amnesty:

Individuals should be encouraged to come forward and to report student misconduct and or violations of the law not withstanding that individual’s choice to consume alcohol or to use other drugs. Information reported in good – faith by an individual during an investigation concerning use of drugs or alcohol will not be used against that individual in a disciplinary proceeding and will not be voluntarily reported to law enforcement. However, individuals may be provided with resources on drug and alcohol, counseling, and /or education, as appropriate.

The required participation in an educational program under the Amnesty procedure will not be considered a sanction, and since the student will not have been found responsible for a violation, the student will not have a student conduct “record” based on any incident related to the amnesty procedure. The documentation of the incident(s) will be treated as if the student were charged and then found not responsible for a violation. Nothing in the Amnesty procedure shall prevent a university staff member who is otherwise obligated by law (Clery) to report information or statistical data as required.

Confidentiality:

Where a victim/complainant requests that his or her identity be withheld or the allegation(s) not investigated, EGSC will consider whether or not the confidentiality request can be honored. The DSC will make this decision based upon the following factors:

1. The ability to provide a safe and non-discriminatory environment for the institution
2. Whether students, faculty or staff personnel are endangered;
3. Whether the orderly progression of educational objectives of the institution may be disrupted; or
4. Whether College property is in jeopardy.

Confidentiality requests, where granted, may limit the College’s ability to fully respond to the incident and limit EGSC’s ability to discipline the respondent. The victim/complainant will be notified that the institution generally cannot guarantee confidentiality.

Notice:

The alleged offender and complainant shall be provided notice as follows:

1. Written notice of complaint;
2. The pending investigation;
3. Possible charges;
4. Possible sanctions;
5. Support services; and
6. Identify of potential investigator(s).

Notice will be provided via institutional email.

Upon the receipt of official notice, the alleged offender shall:

1. Be given 3 (Three)business days to respond in writing to DSC;
2. Have the right to admit or deny the allegations; and
3. Set forth a defense with facts, witness(es) and provide documentation, whether written or electronic, in support.

A non-response will be considered a general denial of the alleged misconduct. If respondent chooses to remain silent, the investigation may still proceed and policy violation charges may still result, and may be
resolved against the respondent. Further unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

**Investigation:** The Director of Student Conduct will investigate the complaint and choose to dismiss the claim or move forward with a conference with the student. If the results of the investigation show need, the student shall be notified via email in writing by the Office of Student Conduct of the accusation of a violation and will be asked to come in for a conference to discuss the complaint.

**Conference:** At the above mentioned conference, the student shall be advised:

1. The conference may be recorded.
2. An overview of the process when a violation is reported.
3. The violation they are accused of and an explanation of the charge.
4. Of their privacy rights under FERPA.
5. The Director of Student Conduct, in conjunction with the Vice President of Student Affairs, may refer any case to the Hearing Panel for a hearing and recommended action. Cases that involve the possibility of suspension or expulsion shall be referred to the Hearing Panel.
6. They may admit responsibility for the alleged violation in writing, waive the right to a hearing (in writing), and request that the Director of Student Conduct take appropriate action.
7. They may deny responsibility for the alleged violation in writing and:
   a. Request adjudication with the Director of Student Conduct
      i. If the student is prepared to present their case immediately, they may waive the 72-hour notice of a hearing (in writing) and ask the Director of Student Conduct to immediately begin adjudication.
      ii. If the student is unprepared to present their case immediately, a hearing date and time will be determined and a hearing notification emailed to the student.
   b. Request adjudication with the Hearing Panel, in which case a hearing date and time will be determined and a hearing notification emailed to the student.
8. In all hearing formats, the student will be afforded the opportunity to address the complaint by providing evidence and calling witnesses.

**Hearing Notification:** The Office of Student Conduct shall, at least 72 hours in advance of the hearing, notify the student in writing concerning the following:

1. The date, time, and place of hearing.
2. The statement of the specific charges and grounds, which, if proven, would justify disciplinary action being taken.
3. The names of witnesses scheduled to appear on your behalf. Note: A witness must provide a written statement to the Director of Student Conduct at least 48 hours before the hearing in order to be entered as evidence. Otherwise, the witness will not be allowed to participate in the hearing.
4. A list of trained Hearing Advisors who can help the student navigate the disciplinary process. If the student wishes to use a Hearing Advisor, they should contact the Director of Student Conduct to set up a meeting between the two. Only one Advisor may be involved per case.
5. If a student chooses to have their hearing with the Director of Student Conduct, they may, in writing, waive their right to the 72-hour notice.

**Hearing in Absentia:** If the student does not appear for the conference or hearing, or decides to withdraw voluntarily, a hearing may take place in their absence.

**Hearing Protocol:** For the orderliness of the hearing experience, no one will be allowed inside the room during the hearing except the Director of Student Conduct, the Hearing Panel members, the student, approved witnesses, the Hearing Advisor and any EGSC students/administrators who are there for training purposes. The student may request that a non-participatory observer be allowed to attend the hearing; however, the observer cannot make a statement nor ask questions. They are there only to provide support to the student. This request must be made in writing at least 48 hours before the hearing.

**Hearing Decision:**

1. The standard of proof in conduct hearings is preponderance of evidence. Simply stated,
preponderance means what is more likely to have occurred based on the evidence.

2. The decision will be communicated in writing to the accused student within 48 hours of the hearing.

3. The student shall be notified in writing of his or her right to appeal the decision. The decision of the Director of Student Conduct or Hearing Panel shall stand until a ruling is made by the President.

4. A summary transcription of the proceedings shall be kept and made available to the accused student upon request in writing.

**Hearing Panel:**

1. The Hearing Panel shall consist of six members to include: The Director of Student Conduct (non-voting member), one member of the staff, two members of the faculty and two regularly enrolled students. The Director of Student Conduct chooses these members and is responsible for training.

2. The Director of Student Conduct shall be the presiding officer and act as recorder, but shall not vote.

3. Any member of the Hearing Panel shall disqualify themselves if their personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or of the institution.

4. The Hearing Panel shall make a determination of whether the student is in violation and then give a recommendation of disciplinary measures to the Director of Student Conduct if sanctions are deemed appropriate.

**Hearing Advisor:**

A Hearing Advisor is a current EGSC student, staff, or faculty member who is chosen by the Director of Student Conduct and trained on the Student Conduct Code, specifically the Disciplinary Process and Hearing Procedures. The Advisor cannot participate as a witness or be associated with any case in which they serve as an Advisor.

The Hearing Advisor may:

1. Advise the student in the preparation and presentation of their case.

2. Accompany the student to the judicial hearing. The advisor functions in a supportive role and will not be allowed to speak during the judicial hearing. The advisor may be excused from the hearing if they attempt to speak for or advocate on behalf of the student in any way.

3. Advise the student in the preparation of an appeal letter.

**Rights of Student Defendant:**

The student defendant shall be afforded all rights required by due process including:

1. The right to a Hearing Advisor and non-participatory observer.

2. The right to present evidence in his/her behalf.

3. The right to call witnesses in his/her behalf.

4. The right to remain silent and have no inference of guilt drawn from such silence.

5. The right to cross examination.

6. The right to be advised of his/her right to appeal the decision of the Director of Student Conduct or Hearing Panel.

7. The right to attend classes and required college functions until a hearing is held and a decision is rendered. Exceptions to this would be made (a) when a student’s physical or emotional safety and well-being are endangered; (b) when the general safety and well-being of the faculty, staff or other college personnel are endangered; (c) when the orderly progression of the educational objectives of the institution may be disrupted; (d) when college property is in jeopardy.

**Disciplinary Sanctions:**

Disciplinary sanctions for Non-Academic Misconduct may be imposed upon a student or student organization for an infraction of the Student Conduct Code. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case. For the complete Policy and Procedure, please view the Policies and Procedure of the College on the President’s Office.
Temporary Emergency Suspension:
For complete policy, please view the Temporary Emergency Suspension Policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/04-temporary-emergency-suspension-policy.pdf

Temporary Emergency Suspension is the immediate and temporary ban of the student from campus due to the student’s threat to others, threat to property, to lawful activities of others, to educational process and to the orderly operations of College.

Appellate Procedure:
A student shall have the right to appeal in accordance with East Georgia State College’s Appellate Procedure. For complete policy, please view the Appellate Procedure under the Policy and Procedures of the College on the President’s Office website at: http://www.ega.edu/policy/04-student-code-conduct-disciplinary-process.pdf

Disciplinary Procedures for Student Organizations:
In support of Section 406.01 of the Regents Policy Manual concerning the Withdrawal of Recognition of Student Organizations, all student organizations recognized by or using the facilities of East Georgia State College are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

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

*NOTE: The sanctions imposed by these policies shall be subject to review procedures authorized by the Board of Regents (Article VIII of the Bylaws). An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter.

INSTITUTIONAL POLICY AND PROCEDURE

Bobcat Bridge Program
For program information and the complete policy, please view the Bobcat Bridge Program policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/04-bobcat-bridge-program.pdf.

Bobcat Growl Program
The Bobcat Growl – Complaint System offers you the opportunity to share concerns and/or complaints you may have. Please view the Compliant Policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/complaint-system.

Minor Children on Campus
Minor children are not allowed on campus unless they are under the supervision of a responsible party. For complete policy, please view http://www.ega.edu/policy/04-minor-children-on-campus-policy.pdf.

Conflict Resolution
The Board of Regents of the University System of Georgia recognizes the benefit of resolving conflicts through alternative means designed to decrease the reliance on adversarial processes and resolve conflicts effectively and fairly at the lowest possible level.
East Georgia State College supports the goals of the “Campus Conflict Resolution Committee” initiative whereby its students may seek timely, equitable, and satisfactory resolutions to their conflicts in an efficient and cost-effective manner preferably at the first indication of a problem.

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

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

Counseling and Testing
Students may seek help at any time by contacting the Counseling and Disability Services Office in the Student Services Complex. Testing is available to students in determining their career interest and aptitudes. Information and referral is also available for students needing to document an already diagnosed or suspected disability in order to receive accommodations in college. You may contact the Counseling and Disability Services office for any questions or for more information at 478-289-2039. At EGSC Statesboro, contact (912) 623-2406 or (478) 289-2039 for Swainsboro or Augusta. Academic advisors are assigned by the academic department to each student to assist in planning individual college programs during a students' freshman year.

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

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

A. Student Requirements-
Class attendance is crucial for successful academic completion. When a student who uses an interpreter will be absent from class, notifying the Counselor/DSP is EXPECTED 48 HOURS PRIOR TO THE ABSENCE. An email is sufficient notification. This is crucial when communication facilitators are being paid for their time in class. This timeframe is necessary because most Interpreters require at least 48 hours notice of cancellations. The Interpreter is there as a supplement to the classroom experience, not as a substitute. If a student misses class, he or she needs to meet with the instructor for follow-up. Interpreters are not responsible for the student's absence or their academic responsibilities.

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

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

C. No-Show Policy-
If an Interpreter has been requested and you know that you will be unable to attend class, you should provide the Counselor/DSP with at least 48 hours advance notice so that the Interpreter can be informed. In limited circumstances, such as student illness, students may not be able to provide 48 hours notice. In this circumstance, any advance notice is considered sufficient. Failure to provide any advanced notice is considered a “No-Show”. To give advance notice a student may:
1. Call the Counselor/DSP and speak either in person or leave a message OR
2. Send an email to the Counselor/DSP notifying of the absence

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

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

Counseling - Services for Students with Disabilities
East Georgia State College is committed to assisting students in attaining their highest potential by providing reasonable academic accommodations for those students with various learning, physical and/or psychological disabilities. Services presently available include counseling, liaison with faculty/staff, access to technology, and referral to other services. For assistance, please contact the Disability Services Provider in the JAM Student Services Complex on the Swainsboro campus at 478-289-2039, Augusta students are encouraged to call 478-289-2039 or in Statesboro at 912-688-6912.

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

Students must consult with their instructors as to barriers to completing a course and make known to instructors any accommodations that have been awarded. Students must notify the testing department ahead of time if accommodations have been awarded when taking institutionalized tests such as the Compass test(s). Students must contact the Disability Service Provider when needing accommodation for a disability or when having problems with receiving granted accommodations.
**Process for Special Accommodation:** Student must first contact the Disability Service Provider to disclose the disability and request for special accommodations. Student must provide documentation of the disability in the form of professional assessment. It may be necessary for the student to be retested if the psychological evaluation is more than three years old or does not meet Board of Regents criteria for that classification of disability. If providing special accommodations is warranted, the student will work with the Disability Service Provider to arrange appropriate accommodations with each instructor.

**Disabilities continued:** In compliance with the requirements of the Americans with Disabilities Act (ADA), it is the policy of the college that it does not discriminate against an individual on the basis of his or her disability, as covered under the ADAAA 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 ADAAA and section 504 of the Rehabilitation Act of 1973 should contact the Vice President for Business Affairs.

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


**Declaration to Change Campus Location**
At the time students apply to East Georgia State College they must indicate on the Admission application the site they plan to attend. This information is coded into our Banner system and is used along with the number of credit hours they enroll in to determine the cost of their tuition and fees for any semester. Fees at the Statesboro and Augusta sites are different from the Swainsboro campus and students are responsible for knowing the difference between the two fee structures. If students wish to change from their original or latest assigned location, they must complete and return the “Declaration to Change Campus Location” form to the Registrar’s Office. Approval is required by the Financial Aid Office, Business Office, and the Registrar’s Office and the form must be received no less than two-weeks prior to the start of the semester or two weeks prior to Early Registration for an upcoming semester in which you wish to execute this change. Deadlines are necessary since the Business Office releases a list with the bookstore credit information. The credit information is dependent upon the location the student is approved to attend. A declaration may only be requested once an academic year, which is three consecutive semesters. If you wish to request a change at the start of the next academic year, you must complete a new request form. This form is available on the Registrar’s Office website at [http://www.ega.edu/offices/student_affairs/registrars_office/forms_registrars_office](http://www.ega.edu/offices/student_affairs/registrars_office/forms_registrars_office). Students will be notified about the outcome of their request via their Web Mail Account with EGSC.

**Drugs and Alcohol**

**Emotional Support or Assistance Animals in On-Campus Housing Policy**
For complete policy, please view the Emotional Support or Assistance Animals in On-Campus Housing policy found under the Policies and Procedures of the College on the President’s Office website at [http://www.ega.edu/policy/04-emotional-support-or-assistance-animals-in-on-campus-housing.pdf?31116](http://www.ega.edu/policy/04-emotional-support-or-assistance-animals-in-on-campus-housing.pdf?31116)

**Grade Appeal Process**
If a student does not understand the reason for a final course grade, it is the student’s responsibility to
contact the instructor of the course about the final course grade. If after such informal consultation the student does not agree with the basis on which the final course grade was assigned, the student may initiate a formal appeal according to the procedures found under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/03-final-course-grade-appeal-policy-and-procedure.pdf?2102016

**Student Appeals Process Following Academic Exclusion**

A student may challenge his or her academic exclusion and loss of financial aid on the grounds stated in the official policy, by filing a “Letter of Appeal” using the form available on the EGSC Office of the Registrar and Financial Aid Office. For complete policy, please view the Student Appeals Process Following Academic Exclusion policy under the Policies and Procedures of the College on the President’s Office website: http://www.ega.edu/policy/03-academic-exclusion-appeal.pdf?2102016

**Intellectual Diversity**

Members of the faculty are free to express, inside or outside the classroom, opinions on any matter that falls within the field of knowledge the faculty members are employed to teach, subject only to those restrictions that are imposed by high professional ethics, fair-mindedness, common sense, accurate expression, and a generous respect for the rights, feelings, and opinions of others. It is the faculty members’ scholarship in their disciplines which entitles them to teach. As members of a learned profession and of the academic community, faculty members have an obligation to respect the dignity of others.

Academic Freedom shall be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law. Academic Freedom is an additional assurance to those who teach and pursue knowledge, and thus, properly should be restricted to rights of expression pertaining to teaching and research within their areas of recognized professional competencies. Beyond this, expressions by members of the academic community carry no more weight or protection than accorded any other citizen under the guarantee of constitutional rights; that is, outside of one’s professional field, one must accept the same responsibility which all other individuals bear for their acts and utterances. In these cases, there is and should be no guaranteed immunity from possible criticism under the guise of academic freedom. However, when a member of the academic community speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline, but as persons of learning, faculty members should remember that the public may judge the education profession and institution by their utterances. Therefore, the faculty should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should indicate that they are NOT speaking for the Institution.

Faculty members are to make every effort to assure unimpeded intellectual diversity in their classes, and they must avoid particularly even the appearance that students who disagree with their views on matters of opinion will in any way be penalized or put at a disadvantage. Students who feel they may have been unnecessarily disadvantaged through improper application of intellectual diversity have the right to file a formal complaint. All complaints must be in writing. Students should then direct their attention to the Grade Appellant and Conflict Resolution procedures outlined in the East Georgia State College Student Handbook for further action. In instances where issue is taken with the receipt of grade received from an instructor, student is directed to the Grade Appellant procedures and in all other instances the student is directed to the Conflict Resolution procedure. In the event a student feels uncomfortable with discussing the issue with the instructor and dean of the school, the student should go directly to the Vice President for Academic Affairs. The Vice President for Academic Affairs will assist the student in the resolution of appeals, complaints and issues.

**Notification – Convicted Sex Crime Offenders**

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

**Parades, Student Rallies and Gatherings**

Please view East Georgia State College’s Free Speech Policy at http://www.ega.edu/policy/09-freedom-of-
Parking and Transportation Services at EGSC

Pets
For complete policy, please view the pet policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/08-pet-policy.pdf.

Procedure for Student Publications

Record Retention Policy
For complete policy, please view the Record Retention, Storage, and Disposal of Student Enrollment and Academic Achievement Records policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/10-01-registrar-record-retention-storage-and-disposal.pdf?42716.

Student Rights under FERPA
This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, which is designed to protect the student’s rights with regard to education records maintained by the institution. Under this act, a student has the right to inspect and review education records maintained by this institution that pertain to the student, to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights, control disclosures of education records with certain exceptions, and the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. To view East Georgia State College’s complete FERPA policy go to http://www.ega.edu/policy/04-ferpa-notification-of-student-rights-policy.pdf.

Suicide Prevention Policy/Protocol
East Georgia State College (EGSC) is a partner with our students, faculty and staff in the pursuit of both mental and physical well-being, good practices, and practical education. College campuses across the state and country are facing more frequent issues involving individuals in psychological distress. While we can hope for a limited number of these situations to occur on our college campus, preparedness and proper response is one key to successful resolution in these situations. To view East Georgia State College’s Suicide Prevention Policy/Protocol go to the Policy under the Policies and Procedures of the College on the President’s website at: http://www.ega.edu/policy/04-suicide-prevention-protocol-response-procedure.pdf?6617.
GENERAL INFORMATION

Access to Campus Facilities by Outside Groups
Classrooms and lecture halls located in the Academic Building, Luck Flanders Gambrell Building, and Community Learning Center are available for use by certain organizations for general meetings, seminars, banquets, receptions, public forums and other functions suitable to be held on a college campus and not in violation of the laws of the State of Georgia, policies of the Board of Regents and East Georgia State College campus rules. To view the Facilities Usage Policy go to http://www.ega.edu/policy/09-campus-facilities-usage-and-scheduling-policy.pdf?72717. Also view East Georgia State College’s Free Speech Policy at http://www.ega.edu/policy/09-freedom-of-expression.pdf. For more information about use of campus facilities, contact Event Coordinator at 478-289-2367.

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

Banner Student Information System
Beginning Fall 2002, all students were granted access to the Student Information System, Banner Web. With a user-id and ‘pin’ number, students are able to access on-line information pertaining to their student record. This includes academic history, directory, financial aid, Regents’ Test Scores and fee payment information. Students are able to request official transcripts and change address information. Students with 15 or more hours of degree credit, no Learning Support or CPC requirements are also able to register themselves on-line. Although advisement is mandatory at EGSC, students who fall into this category may choose not to see an advisor. In so doing, the student accepts the responsibility of completing all degree requirements as outlined in the EGSC Catalog. Periodically, specifically prior to a registration period, students should access their Banner Web Account information and check for holds, which might prevent their registration. Academic, disciplinary and financial holds will prevent a student from registering for courses. Along with this increase in access to student information though, does come some additional responsibility on the part of the student. Please guard your user-id and pin number. With these two pieces of information your student record information can be accessed by anyone!

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

For complete policy, please view the Behavior Recommendation Team Procedures under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/Behavioral_Recommendation_Team_Procedures.pdf.

Campus Safety Contact Information
In case of an on-campus emergency, or if you are in a college vehicle and an emergency arises, immediately call 911. You must also call the Police Officer on duty at 478-455-0125 (Police Department Cell Phone Number), which the Police Officer on duty is required to have at all times.

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

**College “Cyber” Cafe**
Stop by and enjoy the services provided by the college cafeteria. Spring 2007, the dining area was relocated and given a prominent physical location in the JAM Student Center. With a full service grill and menu, even the most distinguished student palate can be accommodated. Computer workstations are available in the “Cyber” area. In Fall 2011, a full service cafeteria was opened in the Richard L Brown Dining Hall serving lunch and dinner to students, faculty and staff.

**East Georgia State College Statesboro**
Since 1997, more than 9,700 students have attended East Georgia State College Statesboro (EGSC S). Here, students can enjoy personalized instruction, in smaller classes, with professors who are committed to the field of education. While at EGSC S, students enjoy many of the benefits of Georgia Southern University. EGSC Statesboro students can use the Library and computer labs, attend cultural events, purchase campus meal plans, participate in intramural sport activities, see doctors and nurses at the Health Services clinic, use the RAC (Recreation Activities Complex), attend sporting events, become a member of the Southern Pride marching band, join student clubs and organizations, and more.

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

In the event students find themselves in violation of the GSU Student Code of Conduct, while on the GSU campus judicial proceedings will be administered according to the GSU Student Code of Conduct, which can be found at: http://students.georgiasouthern.edu/conduct/student-code-of-conduct/

**Decisions by the GSU Judicial Affairs Office are communicated to, and observed by, East Georgia State College. Additionally, East Georgia State College reserves the right to review conduct code violations and impose their own penalties based on the EGSC Student Code of Conduct, which can be found on page 6 of this document.**

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

As a transfer program, EGSC-S does not currently offer a full complement of courses in Statesboro. Sufficient course alternatives are available to allow fulfillment of transfer requirements. EGSC S offers all Learning Support courses, College Prep Curriculum courses, and select Core Curriculum courses, including: Student Success; English Composition I and II; College Algebra; American History; American Government; Economics; Psychology; Sociology; Spanish I; Art; Music; and Speech Communications. Students attending East Georgia State College Statesboro are also eligible to enroll in health and physical education courses through Georgia Southern University, take online classes through EGSC, and take classes on the main campus in Swainsboro.

Pending final approval from the Southern Association of Colleges and Schools, East Georgia State College Statesboro will begin offering full Associate Degree programs in Psychology, Sociology, and General Studies. Classes will be added to allow students to complete the full program of study in their chosen field in Statesboro. Students will continue to have access to Georgia Southern University’s student services resources and the University community.

Administrative offices in Statesboro are located at 10449 Highway 301 South, approx. 5 miles south of Georgia Southern University. In addition to taking classes in the state-of-the-art classrooms located at EGSC
Statesboro, students can receive help with administrative issues, meet with advisors and professors, use the EGSC Statesboro computer lab, and take advantage of free tutoring and counseling services.

If you would like additional information about East Georgia State College Statesboro please call EGSC Statesboro at (912) 623-2400, or visit us at 10449 Highway 301 South, Statesboro, GA, 30458.

**East Georgia State College Augusta**

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

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

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

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

In the event students find themselves in violation of the Augusta University Student Code of Conduct, while on the Augusta University campus, judicial proceedings will be administered according to the Augusta University Student Code of Conduct and are **communicated to, and observed by, East Georgia State College.** Additionally, East Georgia State College reserves the right to review conduct code violations and impose their own penalties based on the EGSC Student Code of Conduct, which can be found beginning on page 6 of the East Georgia State College Student Handbook. To view Augusta University’s Code, go to: [http://www.augusta.edu/student-life/conduct/documents/aucodeofconduct201718.pdf](http://www.augusta.edu/student-life/conduct/documents/aucodeofconduct201718.pdf).

As a transfer program, EGSC does not offer a full complement of courses in Augusta. Sufficient course alternatives are available to allow fulfillment of transfer requirements. EGSC Augusta offers all Learning Support courses, College Prep Curriculum courses, and select Core Curriculum courses, including: Student Success; English Composition I and II; College Algebra; American History; American Government; Psychology; Sociology; Art and Music.

If you would like additional information about East Georgia State College Augusta, please call Donald Avery, Vice President for Student Affairs at (478) 289-2015; Nick Kelch, Director of East Georgia State College Augusta (706) 729-2127; or, stop by the administrative office located at Payne Hall on the Augusta University Summerville campus.

**Email (Student)**

Students are provided East Georgia State College email accounts. New student email accounts are automatically created for a student when they are accepted for admission to East Georgia State College and before new student orientation / registration takes place. Students can check and send email messages via the East Georgia State College online email system (CatMail), which is accessible in the myEGSC web portal. For information about the myEGSC web portal, please go online to myegsc.ega.edu

Students can check and send email messages from computers in the campus computer labs or from any
A student's Email account will automatically be closed and all Email messages deleted when a student has not attended classes at East Georgia State College for over one-year period of time. This time period begins when the student was last enrolled and taking classes at East Georgia State College. With this in mind, it is the responsibility of the student to print out and/or save to another format any email message that the student wishes to permanently retain.

EGSC utilizes student email to inform students of important information. Therefore, students should check their EGSC email accounts frequently. Students at the EGSC Statesboro site may also request a Georgia Southern University (GSU) email account. Students attending EGSC Statesboro who would like to obtain a GSU email account should contact the Information Technology Department at GSU.

For complete policy, please view the Campus E-mail policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/section-11-10.pdf.

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

At EGSC-Statesboro, student computers are available in the student computer lab (room H-134), in the ACE and in two computer classrooms. Please note that scheduled classes that meet in computer classrooms have priority. EGSC-Statesboro students can also utilize various computer labs on the Georgia Southern University campus.

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

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

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

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

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

For complete policy, please view the Computer Lab/Work Station Usage policy under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/section-11-13.pdf

First Aid
In case of minor cuts, scratches, etc., a first aid station is located in the Physical Education Complex. Please see the Physical Education Complex Coordinator for assistance.
**Health Services**
The Student Health Clinic is located in the lower level of the Academic Building on the Swainsboro campus. The hours for the clinic are Monday – Thursday, 12:30 – 4:30 pm. These hours are subject to change from semester to semester. These health services are for the Swainsboro students only and are paid for by their (Swainsboro only) student health fees. Services are provided by Emanuel Medical Center professional staff. Appointments are not necessary. Student Health Fees cover the costs of many services. For more information, call the Health Clinic at 289-2182, or visit the website at [http://www.ega.edu/index.php/offices/business_affairs/auxiliary_services/health_services](http://www.ega.edu/index.php/offices/business_affairs/auxiliary_services/health_services).

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

**Housing**
Beginning Fall 2011, East Georgia State College offers on-campus housing. No commuting! Living in on-campus housing will allow you to be close to your classes, the library, other academic resources and campus activities. EGSC has the capacity to house 196 full-time students in furnished four-bedroom, two bath apartments with shared living suites. See Housing handbook for more details or check EGSC housing website: [housing@ega.edu](mailto:housing@ega.edu) for periodic updates.

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

**Library**
The Library is located in the Luck Flanders Gambrell building in the Learning Commons Area. The spacious library with its large windows creates picturesque views of the outdoors. Students are encouraged to use the library for study, alone or in groups. The atmosphere of the Library makes it a friendly place for relaxation between classes and its location makes it a convenient “meeting place” for students. The Learning Commons area also houses the “Common Grounds” Coffee Shop.

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

**Minority Advising Program**
The Minority Advising Program at East Georgia State 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 Minority Advising Program is directed by the Vice President for Academic Affairs. Students interested in the program should contact the Vice President for Academic Affairs.

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

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

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

**Student Right to Vote in Public Elections**
Students are encouraged to vote in all federal, state and local elections. A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting. Students can register to vote through the Student Life Department. Please see anyone at the Help Desk in the JAM Student Center for further information.

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

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

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

Because **cheerleading is a privilege and not a right**, East Georgia State College Office of Student Life sets higher standards for cheerleaders than it would for those students who choose not to participate in such activities. The East Georgia State College Cheerleading Expectations of Behavior manual will be enforced to all students participating in the cheerleading program:

- regardless of whether school is in session;
- regardless of whether the offense occurs on or off school property or at a school-related event;
- regardless of whether the student is directly involved with the extracurricular activity (cheerleading) at the time the prohibited conduct occurs;
- regardless of whether the extracurricular activity (cheerleading) is in-season and
• regardless of where or when the conduct occurs.

The following guidelines are an overview of what is expected of you as a member of the East Georgia State College Bobcat Cheerleaders. The Cheerleading Coach reserves the right to make any changes or additions to the Expectations of Behavior Manual deemed necessary. By signing this Expectations of Behavior Manual, you are agreeing to adhere to all rules, standards, and guidelines set forth in the EGSC Student Handbook, as well as those outlined in this specific document. You are also accepting the consequences set in place for failure to adhere to said rules, standards and guidelines. Please read carefully before signing, and see the Cheerleading Coach with any questions or concerns.

**Overall Expectations of Behavior**

1. You are representing not only yourself, but also your team, coaches, and East Georgia State College at all times. You will always act responsibly, appropriately, and respectfully, in and out of uniform.
2. No alcohol, drugs, use of offensive language, or any behavior unbecoming of a Bobcat Cheerleader will be tolerated.
3. Profanities or inappropriate postings on online profiles such as Facebook or Twitter will not be tolerated. The Cheerleading Coach reserves the right to make judgment calls on any public postings made by squad members and to require squad members to remove any posting deemed inappropriate.
4. No display of affection toward boy/girlfriends is acceptable at a team function of any kind.
5. No arguing/fighting/ill words/negative attitudes towards teammates or coaches will be accepted.
   a. Any and all concerns, disputes, or issues must be immediately reported to the Head Coach.
   b. Some behavior concerns may warrant a report to the director of Student conduct.

**Practices**

1. All practices and workouts are mandatory, and full participation is required. It is impossible to be successful in any team sport without each and every member of the team.
2. If you frequently miss practice or other team events you will be removed from the team and replaced by an alternate.
   a. If you miss 3 practices, you will be dismissed.
   b. If you miss 2 games, you will be dismissed.
   c. YOU must notify the head Cheerleading Coach ASAP if you are going to miss practice or workouts. DO NOT send notice through a fellow squad member.
3. Pay attention and work hard during all practices. Negativity, poor attitudes, and lack of productivity will not be tolerated.
4. The Bobcat Basketball schedule is given to you months in advance. If you have conflicts during the games, please do not commit to being a Bobcat Cheerleader.
5. Cell phones are NOT ALLOWED during workouts, practices, or games.
6. Cheerleading is supposed to be fun, but the inherent dangers related to the sport cannot be taken lightly. Safety should ALWAYS be our number one priority during practices and games.

**Appearance**

1. Your appearance is crucial to the integrity of the squad, particularly when in uniform and during practices.
2. No visible tattoos. Use make up to cover any tattoos that show when you are in uniform.
3. Only light, natural looking make up is allowed.
4. Nails must be kept short and only neutral polish or traditional French tips are allowed.
5. No jewelry except for small studs in your ears. Remove ALL other jewelry before games and practices.
6. Uniform and practice attire must be of appropriate length and fit.
   a. Uniform skirts and practice shorts must show only leg from behind.
b. Uniform shirts must be long enough to cover your stomach, even with arms raised.
7. No eating, drinking (anything except water), or gum-chewing will be tolerated during games or practices.

Grades
1. Squad members are required to maintain a 2.0 GPA.
2. The Coach will check all squad members’ grades at mid-term.
   a. Warnings will be given to and a new academic plan developed for those squad members whose GPA is below a 2.0 at midterm.
   b. Necessary grade dismissals will occur at the end of each semester.
3. All squad members are required to complete mandatory study hall hours as designated by the Coach.

Travel
1. Travelling with the Bobcat Basketball teams is a privilege and will be determined on a case by case basis.
   a. Decisions to travel to away games will be made by the cheerleading and basketball coaches, along with the VP of Student Affairs.
   b. Travel arrangements will be coordinated by the Cheerleading Coach.
   c. All travel must be sanctioned by EGSC, and squad members travelling to away games on an individual basis (unsanctioned) are NOT to wear uniforms, cheer, etc.
2. When travelling, squad members are representatives of EGSC. Any behavior that is unbecoming of a Bobcat cheerleader and/or violates the Student Code of conduct will result in consequences including but not limited to:
   a. Revocation of travelling privileges
   b. Report being made to the Director of Student Conduct
   c. Suspension or permanent removal from the squad

Medical Issues
1. Any injury or illness from which a squad member suffers must be reported to the Coach immediately.
2. If injury or illness is pre-existing, it must be detailed on the squad member’s Medical History form that he or she will fill out during tryouts. The coach will keep a copy of this document on file.
3. If an injury or illness incapacitates a squad member, he or she will not be permitted to practice or cheer for a period of time as determined by a health care professional.
   a. Return to participation will require documentation from said professional.
   b. All necessary medical equipment (i.e. braces, inhalers, etc.) are the sole responsibility of the squad member.
4. If a chronic illness or injury causes a squad member to miss practice or games repeatedly, the member may be removed from the squad at the Coach’s discretion.

Lifestyle
1. The EGSC Cheerleading Program is committed to promoting and fostering healthy lifestyles and eating habits for its squad members.
2. Each squad member will be required to participate in 5 mandatory hours of workouts/exercise in addition to the training and conditioning that occurs during practice.
3. Each squad member is required to be enrolled in at least one Health/PE course a semester as long as his or her schedule permits.

Uniforms
1. Uniforms and poms are provided free of charge to each squad member.
   a. It is the responsibility of each squad member to ensure uniform is clean for each game.
   b. Uniforms and poms must be returned to the Coach in good condition at the end of the year. Failure to do so will result in a monetary fine.
2. As with many activities and sports, squad members may be required to purchase certain items, i.e. shoes, dance outfits, etc.
   a. The Coach will inform each squad member of the financial commitment in an appropriate amount of time to purchase said items.
   b. Squad members will turn in money to Coach, who will then deposit money into the Cheerleading account.
   c. All said items will be chosen and ordered by the Coach using the money deposited.
Intramural Athletics

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

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

The Intramural Sports handbook can be found at http://www.ega.edu/policy/04-intramural-sports-handbook.pdf. The information included therein serves as a guide for participants, and should be used as a reference should any questions or conflicts arise. However, East Georgia State College reserves the right to make any changes, additions, alterations, or omissions deemed necessary at any time. For more information about the Intramural Sports Program, please contact the Assistant Director of Student Life at 478.289.2115.

Clubs and Organizations

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

Establishing New Clubs/Organizations

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

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

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

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

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

The recognition of an organization authorizes it:

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

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

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

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

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

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

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

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

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

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

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

For Additional Information or Questions Contact:
Director of Student Life     Assistant Director of Student Life
478-289-2105      478-289-2115

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

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

**Club Registration**

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

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

A copy of the completed Club Registration Form needs to be submitted to the Director of Student Life located in room B104 in the JAM Student Center.

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

See Club Registration form in Appendix A.

**Club Roster**

Once a club is established, a club roster needs to be submitted to the Director of Student Life located in room B104 in the JAM Student Center. The roster needs to have the following information:

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

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

See Club Roster form in Appendix A.

**Mission Statement/Goals/Objectives**

Clubs from the previous year who want to maintain their active status will need to complete and submit a Mission Statement/Goals/Objectives Form along with Club Registration and Club Roster to the Director of Student Life located in room B104 in the JAM Student Center, at the beginning of each academic year. The Mission Statement and Annual Events form needs to have the following information:

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

See Mission Statement and Annual Events form in Appendix A.

**Fund Raising/Trip/Event**

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

The fund raising/trip/event form must be completed and submitted to the Director of Student Life for prior approval.

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

All trips taken by clubs must be approved by the Director of Student Life. All clubs must follow the guidelines for taking a trip. The fund raising/trip/event form must be completed and approved by the Director of Student Life before the trip takes place. After approval, the Director of Student Life contacts the Chief of Staff for a waiver to be initiated.

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

See Fund Raising/Trip/Event form in Appendix A. See Medical Forms and Trip Registration forms in Appendix A.

**Club Expenses & Purchases**

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

**Additional Funds Request**

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

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

**Facilities Request**

Clubs may request to reserve EGSC facilities for club meetings and other club activities. Clubs must follow East Georgia State College’s policy and procedures for facilities requests. For complete policy, please view the Facilities Policy under the Policies and Procedures of the College on the President’s Office website: http://www.ega.edu/policy/09-campus-facilities-usage-and-scheduling-policy.pdf772717

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

**End of Year Assessment**

An End of Year Assessment should be completed at the end of spring semester and submitted to the Office of Student Life.
A copy of the End of Year Assessment form should be maintained in each club file.

See End of Year Assessment form in Appendix A.

**Club Advertising**
East Georgia State College shall provide designated posting spaces established in appropriate locations with due regard to convenience and aesthetics. Use of college posting areas shall be prioritized. First priority will be on-campus entities. All printed material must be approved by the club advisor or Office of Student Life. Posters/ads providing information about an event, activity or trip may remain posted until the day following the meeting, activity or event. Individuals and clubs are responsible for sponsoring and posting printed material are responsible for removing their advertising within 24 hours after the expiration on the poster. Displays, but not limited to poster, notices, or banners, which litter the campus or damage the property of the college or other persons or entities, or which or obscene or which materially interfere with the regular and orderly operation of the college are prohibited. Posters/ads must be attached to surface with “Fun-Tak” or something equivalent. Tape MUST not be used or glass or walls. To have a message posted on the campus television the club must contact the Information Technology Department.

**Club Travel Money**
When a club travels and money is needed for meals, a Travel Meal Money-check request may be filled out. A copy of a completed form and sign off sheet must be maintained in club files. The following information needs to be obtained:

- Date of Travel
- Club Name
- Person making request
- Club Advisor
- Number of club members travelling
- Number of advisors travelling
- Number of meals needing reimbursement
- Departmental Approval

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

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

**EGSC Clubs**
Below is a list of active student clubs and organization as of Fall 2013. Club membership is open to all students unless otherwise noted.

**Alpha Sigma Psi** – An organization to foster interest and activities among students interested in the social sciences, particularly anthropology, sociology, and psychology.

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

**Baptist Collegiate Ministries** – An organization involving young men and women in spiritual growth and Christian service. BCM is open to all students.
Beta, Beta, Beta—Dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research.

Performing Arts – To advance and promote the art of puppetry, to educate children and families through the art of puppetry and to make a positive impact on East Georgia State College’s cultural climate, especially as it affects children and families in our community.

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

College Democrats – Provides students the opportunity to learn about the political process and discuss issues from a Democratic perspective. The club organizes debates, invites guest speakers to address club members, and promotes community service projects.

College Republicans – The purpose of this organization is to promote and increase political awareness and activity as well as to serve as a source of conservative political information on East Georgia State College campus, Emanuel County and surrounding counties. This organization will provide a forum for students to discuss important issues in politics. This organization will also play an active role in grassroots activism.

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

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.

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

Recreation and Sports Club – The purpose of the club is to enhance the college experience for all students, through outdoor recreation and sports opportunity. (including disc golf, tennis, golf, outdoor recreation, etc.)

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

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

Robert Feline Playmakers – An organization to foster interest in drama and to increase students’ skill in dramatic performance. Membership is open to all students.

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

Initial Procedure for Recognition of Student Organizations

Application - An organization seeking recognition must submit the following information in writing to the Office of Student Life office:

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

Hearing - The Vice President for Student Affairs or his designee(SGA) shall examine each application and reject those not submitted in proper form. He may request a hearing on the proposed recognition. He may, at his discretion, request that the hearing be held before the Student Services Committee. The Vice President may request the presentation of oral and documentary evidence. A recording or transcript of the hearing may be made and preserved for use in possible appeals and reviews.

Criteria for Recognition and Review Procedure - Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to educational goals and mission of the college. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the college or any of the following:

f. The regular and orderly operation of the college.
g. The requirements of appropriate discipline within the college community.
h. The academic pursuits of teaching, learning, and other campus activities.
i. The laws or public policies of the State of Georgia and the United States.
j. The statutes and regulations of the college and the Policies of the Board of Regents.

If the Vice President or the committee(SGA) disapproves recognition, the organization may appeal the decision to the President of the college, who shall review the same and affirm, reverse or modify the decision. The appeal shall be in such form as the President may require.

All applicants for recognition approved by the Vice President or the committee(SGA) shall be promptly transmitted to the SGA for ratification. Ratification shall be in accordance with procedures established by the student governing authority. If the student governing authority fails to ratify the approval, the organization may appeal this action to the President of the college, who shall review the action and affirm, reverse or modify the same. The appeal shall be in such form as the President may require.

The recognition of an organization authorizes it:

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

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

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

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

A list of officers must be submitted to the Student Services office within 7 days after each election. A copy of each organization’s constitution and by-laws and of all subsequent amendments thereto must be submitted to the Student Services office within 7 days after enactment.

Student organization publications shall not contain material which is obscene or defamatory (as defined by Georgia law), or which create a substantial likelihood of material interference with the regular and orderly operation of the college. Student organization publications shall abide by the guidelines and policies of the External Relations Committee.

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

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

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

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

**Student Government Association**

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

Miss EGSC Scholarship Pageant

For complete policy/contract, please view Section 4 Student Affairs under the Policies and Procedures of the College on the President’s Office website at http://www.ega.edu/policy/04-miss-egsc-pageant-contract.pdf?72717.

Student Publication

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

**Hoopee Bird**—College newspaper published monthly.

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Appendix A: Forms for Student Clubs/Organizations
# Club Registration Form

**Effective Date:**

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<th>Name of Club/Organization:</th>
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<tr>
<td>Club Advisor:</td>
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<td>Co-Advisor (if applicable):</td>
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<th>Scheduled Meeting Day:</th>
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<th>Tue</th>
<th>Wed</th>
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<td>2nd &amp; 4th Week of Month:</td>
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<td>Other: (please explain)</td>
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<th>AM</th>
<th>PM</th>
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<td>Location: Building &amp; Room Number</td>
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## Club Officers

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<th>President’s Name:</th>
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<td>Email Address:</td>
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<td>Phone Number:</td>
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<th>Vice President’s Name:</th>
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<th>Secretary’s Name:</th>
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<th>Treasurer’s Name:</th>
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Club Roster

Name of Club: ___________________________  Date: ____________________

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7/17/17
Mission Statement and Annual Events

Club Name: ___________________________  Date: ___________________

Mission Statement/Goals:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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

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<tr>
<th>Description of Event</th>
<th>Estimated Budget</th>
<th>Date of Event</th>
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Comments:

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7/17/17
Fund Raising/Event/Trip Request Form

Club/Organization: _______________________________________________________________

Fundraising/Event/Trip Title: ______________________________________________________

Description/Purpose: _____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Dates Requested for Fundraising/Event/Trip:

Start Date: ___________________________ Time: ___________________________
End Date: _____________________________ Time: ___________________________

Signed: ___________________________ Signed: ___________________________

Club President                  Club Advisor

Date: ___________________________
Approved: ________________________ Denied ________________________

______________________________________________________________________________

Reason Denied: ____________________________________________
______________________________________________________________________________

Signed ___________________________ Date: ___________________________

7/17/17
EGSC Medical Information Form for Trip or Activity

I. Basic Personal Information (please print)

Today’s Date: ____/____/____

Name: _________________________ Age: ___________ EGSC ID# ______________

Local Address:
____________________________________________________________________

City: _________________________ State: _____________________ Zip: ______________

Local Phone Number(s): (____)__________________________,
(____)___________________________

Year in School: Freshman Sophomore Faculty/Staff

Height: ___________________________ Weight: ____________________________

II. Emergency Contact Information

Person to notify in case of emergency: ________________ Relationship: ______________

Contact’s Phone Number(s): (____)______________, (____)______________

Contact’s Address:
____________________________________________________________________

City: _________________________ State: _____________________ Zip: ______________

Family Physician: ___________________ Phone Number: (____)______________

Insurance Provider: ___________________ Phone Number: (____)______________
Policy Number:

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

III. Medical Information

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

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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

Name of Participant: __________________________________________________

Date: ______/______/__________

Signature of Participant:
WAIVER AND RELEASE FOR ACTIVITIES INVOLVING RISK OF BODILY OR PERSONAL INJURY AND/OR PROPERTY DAMAGE

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

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

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

ACKNOWLEDGEMENT, ASSUMPTION OF RISK, AND RELEASE

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

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

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

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

NAME:_______________________________________________DATE:__________________
(Please Print Name)
___________________________________  __________________________________
(Signature)  (Signature of Parent or Guardian if Participant is under 18)
## Expense Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Description/Event/Program</th>
<th>Food</th>
<th>Office Supplies</th>
<th>Travel</th>
<th>Lodging</th>
<th>Entertainment</th>
<th>Other</th>
<th>Total</th>
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Club Officer’s Signature: _______________________  Approved By: ___________________

Advisor

7/17/17
Funds Requested Beyond Annual Club Activities Allowance

Club/Organization:_____________________________________________________________

Description of Why Additional Funds Needed:______________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signed :________________________________ Signed:________________________________

Club President      Club Advisor

Date:___________________________________

Approved:__________________________    Denied__________________

ReasonDenied:_________________________________________________________________
_____________________________________________________________________________

Signed ___________________________________

7/17/17
Deposit Transmittal Form

Date of Deposit: 

Name of Depositor: 

Name of Club/Agency/Department: 

Event Name/Description: 

Amount of Deposit: 

Cash

Checks

Credit Cards

Total $0.00

Receipt Number: 

Business Office Use:

Received by: 

Date: 

Amount Verified: 

Deposited into Department No. 

Account No. 


End of Year Assessment

Club Name: __________________________  Date: ________________________

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

ANNUAL EVENTS: Schedule of events with final expenditures

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<tr>
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<th>Description of Event</th>
<th>Total Expenses</th>
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Comments:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Signature: ______________________________  Title: ______________________________

7/17/17
Student Activities Travel Meal Money—Check Request

Current Date: 
Date of Travel: 

Student Activities:
___ Intramurals
___ Club (Specify)
___ SGA
___ Other (Specify)

Amount Requested:

Request made by:
Chaperone/Advisor’s Name:

Explanation:

Destination:
Number of Students Travelling: 
Number of Advisors Travelling: 
Number of Other EGSC Personnel Travelling: 
Total Number Travelling:

__ meal(s) @ $6.00/each
__ meal(s) @ $7.00/each
__ meal(s) @ $15.00/each

Department Approval ___________________________ Date __________

For Business Office Use Only

Account No. ___________________________ Debit Amount: ___________________________

Credit Amount: ___________________________

Business Office Approval ___________________________ Date __________

Counted by: ___________________________ Verified by: ___________________________
Money Received by: ___________________________
Notes: ____________________________________________

7/17/17
Campus Maps

EAST GEORGIA COLLEGE
CAMPUS MAP

FACILITIES
A George L. Smith Building
B Student Services
C Academic Building
D EGC Gym
E Plant Operations
F Art Studios
G Salvation Army
H Concourse
I Sallie A. Fullford Community Learning Center
J Luck F. Grimes Hall Building
K Student Housing
L Tennis Courts
M Baseball & Softball Fields
N Shot & Joan Strange Learning and Recreation Center

PARKING
- Handicapped
- Faculty, Staff and Visitors
- Students
East Georgia State College-Augusta