



COLLEGE *of*
COASTAL
GEORGIA

UNIVERSITY SYSTEM OF GEORGIA

Student Handbook

2012-2013

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Appendix: Academic Terms

Student Affairs Introduction

Division of Student Affairs

The College of Coastal Georgia is administratively divided into four units (Academic Affairs, Business Affairs, Enrollment Management, and Student Affairs) which act, in partnership, to provide students a comprehensive range of services essential to the development of educated, responsive, and participating citizenry. Student Affairs educators are committed to the philosophy and purpose of the College of Coastal Georgia. The specific purpose of Student Affairs is to provide programs, experiences, and services which aid and enrich students' education and cultural experiences and which contribute to their intellectual, social, physical, and emotional development.

The commitment of the college and the unit encompasses many challenges to informing individuals about the resources available at the College to helping individuals assess their potential and their goals and to plan programs of study of development based on those assessments, and to assist individuals to transform plans into realities.

The following are sub-units of Student Affairs and includes services on both the Brunswick and Camden campuses unless otherwise noted:

Career Services

Counseling

Disability Services

Health Center (Brunswick campus)

Residence Life and Housing (Brunswick campus)

Student Life

Student Affairs is committed to four (4) comprehensive objectives which reflect its basic ideological posture:

1. To assist students in making a smooth transition to college.
2. To provide accurate, thorough information about the college, its programs, and its services before, during and after matriculation.
3. To assist and support students in their educational, career, and personal development while they are affiliated with CCGA.
4. To help students establish meaningful relationships between their educational and co-curricular experiences and their individual worlds.

Student Affairs Team

Heidi Leming, *Vice President for Student Affairs*

Location: Andrews Student Services Center, Second Floor

Telephone: 912-279-5802

- Chief Student Affairs Officer
- SGA Advisor

Deborah Browning, *Administrative Assistant to the Vice President*

Location: Andrews Student Services Center, Second Floor

Telephone: 912-279-5802

Office of Career Services

Christopher Meshanko, *Coordinator of Career Services*

Brian Weese, *Career Counselor*

Maggie Dunstan, *Program Assistant*

Location: Andrews Student Services Center, Second Floor

Telephone: 912-279-5718

- Career exploration and graduate school planning
- Job application assistance, mock interviews, and job search assistance

Office of Counseling & Disability Services/Health Center

Jennifer Zak, *Director of Counseling and Disability Services*

Telephone: 912-279-5806

Location: Campus Center, Second Floor (Student Health Center)

Monday – Friday, 8 a.m. to 5 p.m.

Central Reception 279-4537

- Resources for students with short-term counseling needs
- Resources for students with disabilities and ADA accommodation issues

Cheryl VanDyke, *Counselor*

Telephone: 912-279-5803

Lanelle Rogers, *Administrative Assistant*

Telephone: 912-279-4537

Office of Diversity & Inclusion

Floyd Phoenix, *Coordinator*

Location: Andrews Center, Second Floor

Telephone: 912-279-5805

- Advisor to the Multicultural Academic and Social Development Association (MASDA)

- Program oversight for African-American Male Initiative (AAMI) and Torchbearers
- Program oversight for multicultural student organizations, programming, and community outreach

Office of Residence Life and Housing

Dr. Michael Butcher, *Dean of Students/Director of Residence Life and Housing*

Location: Andrews Student Services Center, Second Floor

Telephone: 912-279-5815

Amber Sutor, *Residence Hall Director*

Location: Lakeside Village

Telephone: 912- 279-4540

Office of Student Life

Location: Campus Center, Second Floor

Andrew Smith, *Director of Student Activities*

Telephone: 912-279-5813

- Fitness Center and Ropes Course Administration
- Recreation and Wellness Programming
- Volunteer and Community Services

Jaime Parker-Lewis, *Director of Campus Center and Student Life*

Telephone: 912-279-5812

- Campus Center and Student Activity Center Administration
- Advisor to Overboard Entertainment
- Student Organization Advisement

CAMDEN CENTER

Cheryl Van Dyke, *Coordinator*

Telephone: 912-510-3319

- Advisor to Camden Activities Board (C.A.B.)
- Student Organization Advisement
- Counseling and Disability Services

The Division of Student Affairs works closely with Enrollment Management in the transition of students to the College of Coastal Georgia. The following offices fall under Enrollment Management:

Enrollment Management Team

Clayton Daniels, *Assistant Vice President for Enrollment Management*

Location: Campus Center, Second Floor

Telephone: 912-279-5730

Office of Admissions and Orientation

Location: Campus Center

Telephone: 912-279-5813

Monday – Friday 8 a.m. to 5 p.m.

Betsy Kane, *Assistant Director of Admissions & Orientation*

Monique Green, *Student Services Information Specialist*

Chris Leary, *Admissions Counselor*

Aerial Merritt, *Regional Admissions Recruiter*

Danielle Siekkinen, *Admissions Counselor*

Leslie Spires, *Admissions/Records Clerk*

Cindy Toler, *Admissions/Records Supervisor*

Office of Financial Aid and Veterans' Affairs

Location: Andrews Student Services Center

Telephone: 912-279-5722

Monday – Friday 8 a.m. to 5 p.m.

Terral Harris, *Director*

Brenda Taylor, *Associate Director*

Valeska Carter, *Administrative Assistant to the Director*

Cynthia Bradley, *Financial Aid Counselor*

Nicole Ransom, *Financial Aid Counselor*

Office of the Registrar

Location: Andrews Student Services Center

Telephone: 912-279-5838

Monday – Friday 8 a.m. to 5 p.m.

Lisa Lesseig, *Registrar*

Jordan Hernandez, *Records Management Specialist*

Paula Porter, *Customer Service Specialist*

Connie Toler, *Records Management Specialist*

Testing Services

Zerelda Jackson, *Coordinator of Testing*

Location: Andrews Student Services Center

Telephone: 912-279-5809

Overview of Student Handbook

This handbook is prepared for the convenience of students. College of Coastal Georgia reserves the right to change its policies without notice. Although every effort is made to insure accuracy, in the case of any divergence from or conflict with the *Bylaws* of the Board of Regents, the official *Bylaws* of the Board of Regents shall prevail.

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. While every effort will be made to insure accuracy of the material stated herein, College of Coastal Georgia reserves the right to change any provision listed in this handbook, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of such changes. Information regarding academic requirements for graduation will be available in the offices of the Registrar, Vice President for Academic Affairs, and the Director of the Camden Center. It is the responsibility of each student to keep apprised of current graduation requirements for a degree program in which he or she is enrolled.

Student Right to Know

College of Coastal Georgia publishes information regarding graduation rates and campus security in order to be in compliance with federal law. The College will publish two separate lists, and these lists will be made available to students.

The Campus Security Report (CSR) statistics are derived from incident reports initiated and maintained by the Campus Police Department. Data are compiled each calendar year, and the CSR is published and disseminated in January; interim reports may be published throughout the academic year. For brevity in the CSR, only those crimes recognized under the Student Right to Know Act are included. Incidents such as petty theft (the most prevalent on-campus criminal activity) and other less serious offenses are not enumerated.

The graduation/completion rate of new full-time students who are seeking a degree or certificate and the percent of students who complete the requirements for a degree or a certificate within a designated time will be published by the College and made available to students before they incur any financial obligation with the College. A similar graduation/completion rate of full-time students who participate in intercollegiate athletics will also be published by the College. These statistics will also be made available to students before they incur any financial obligation with the College. These statistics will be presented by gender and by ethnic origin. The College will publish these statistics on or about July 1 of each year.

Introduction

A statement of Student Rights and Responsibilities stands as the philosophical foundation for the Code of Conduct at College of Coastal Georgia. This statement recognizes that students have both rights and responsibilities that are protected as members of the college community and as citizens.

Student Rights and Responsibilities

Students are not only members of the academic community but are also members of the larger society. Students, therefore, retain the rights, guarantees and protections afforded to, and the responsibilities held by, all citizens. A student is not immune to prosecution by local, state, or federal law enforcement agencies irrespective of whether the College initiates judicial proceedings in a given situation. As members of the College community, students have a responsibility to know and follow the College conduct regulations. Violations of these regulations will result in action by the Dean of Students.

As would be expected, standards for CCGA students are higher than those of communities not engaged solely in scholarly pursuits. Not every situation a student may encounter can be anticipated in a written document. Therefore, students are expected to act in a manner that demonstrates integrity and respect for others and the campus environment.

College of Coastal Georgia attempts to provide equal opportunity to all students and applicants for admission without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, veteran status, or handicap. The College does not discriminate against any student or applicant in regard to any position for which the student is qualified.

For those with physical or mental limitations, the College will provide reasonable accommodations. Handicapped students who have special needs should contact the Office of Disability Services, Campus Center (912-279-5806) to discuss their concerns and needs.

Any student who believes that he or she has been discriminated against because of race, creed, color, sex, sexual orientation, national origin, religion, age, veteran or handicapped status is encouraged to let appropriate authorities at the College know of this treatment. If the student chooses, he or she may file a grievance through the channels outlined in the College's Harassment and Discrimination policy.

Family Educational Rights And Privacy Act (FERPA) (Also found in College Catalog)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the

College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College of Coastal Georgia to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. If you do not want CCGA to disclose directory information without your prior written consent, you must notify the College in writing. CCGA has designated the following information as directory information: student's name; participation in officially recognized activities and sports; address; telephone listing; weight and height of members of athletic teams; electronic mail address; photograph; degrees, honors, and awards received; date and place of birth; major field of study; dates of attendance; grade level; the most recent educational agency or institution attended.

Privacy Rights

Students have the following privacy rights:

1. Person and Property. A student shall be free from searches and seizures of his person and possessions while on College property unless said search and seizure is conducted in accordance with state and federal laws. In cases of a clear and present danger, where there is probable cause, or it is believed to be necessary to conduct a search immediately in order to protect life or property, searches may be conducted by the College of Coastal Georgia Police department normally in the presence of the Vice President of Student Affairs or his authorized representative.

2. Disciplinary Records. A student's disciplinary record shall be kept in the Office of Student Affairs separate from academic records. It will remain confidential unless the student consents in writing to have it revealed. However, the vice president and dean of students may disclose the student's disciplinary record without the student's consent if legal compulsion or the safety of people or property is involved, or if the information is required by authorized College personnel for official use at the College. In these circumstances, only the information pertinent to the inquiry may be revealed. The vice president may also act without the student's consent to have a "hold" entered on the student's academic record file for the time that suspension or dismissal would prohibit the student from registering.

3. Academic Records. A student's test data and academic record in the office of admissions office of the registrar shall be kept in secure files, separate and confidential, unless the student consents in writing to have it revealed to a designated person and for a designated purpose. However, by attending College of Coastal Georgia the student is giving permission for the distribution and use of his test data and all other academic records as the vice president for academic affairs deems necessary to accomplish the duties of his office as contained in the College Statutes. Without such release, no information will be revealed except to an appropriate authority and then only when there is a clear and imminent danger to an individual or to society, and such information will be limited to that which is directly pertinent to the reduction of that danger.

4. Student Health Services Record. Student Health Services medical, surgical and mental health records and information are strictly confidential and are not to be released to anyone without the student's knowledge and signed authorization. Student mental health records are maintained separately in a confidential file. If it becomes apparent in the course of treatment that the student is likely to cause injury to himself or others, pertinent information to this extent may be revealed for protection of the student or others.

5. Vice President and Dean of Students records. Official records and information maintained by the vice president and dean of students are treated in a confidential manner. A student has the right to view his disciplinary records. Discipline and judicial records and the information contained therein will not be released except with the written consent of the student or as required by law. General information, such as the student's address, phone number, university classification, etc. is released upon receipt of a specific request, unless the student has requested that this "directory information" remain private. Requests for personal information such as date of birth, parents' names and addresses, social security numbers, etc. will be released on a show cause basis only. The vice president and dean of students are responsible

for seeing that proper justification has been made.

6. Evaluation of Student Character and Ability. A student's character and ability shall be evaluated only by those with personal knowledge of the student. Records containing such evaluations shall indicate when the information was acquired, by whom, and the position of the individual. Upon a student's request to an individual faculty member or administrator, that student should be informed of all inquiries about that student directed to the faculty member or administrator and that judgments have been or will be given.

7. Subpoenaed Information. If presented with a subpoena to produce information about specific students and/or campus organizations, the recipient shall immediately notify the vice president and dean of students and forward to that office a copy of the subpoena. The vice president and dean of students shall immediately notify the students or student organizations involved, or use his/her best efforts to do so, and forward to them a copy of the subpoena by certified mail addressed to their last known address.

8. Non-Academic Information. Information about a student or a student organization's political or social views or beliefs which faculty, staff, or administrators acquire in the course of their work as instructors, advisors, counselors, or supervisors is to be kept confidential, unless the student applies for a position that federal law requires the surrender of the right to withhold information from their representatives. Students may waive this protection by granting express permission to the relevant faculty, staff or administrator.

Georgia Open Records

Open records is state law requiring that public records be open and available for inspection by any member of the public. Public records include virtually all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, or similar material prepared, maintained or received in the course of the operation of a public office or agency. The College is a public agency; therefore it is subject to the act. An Open Records request for personnel or business records should be made by contacting the Director of Human Resources at 912.279.5740 An Open Records request for student records should be made by contacting the Registrar/Director of Admissions at 912.279.5730.

Financial Responsibilities

Students are responsible for meeting financial obligations in a timely manner to College of Coastal Georgia. The following stipulations apply in the event that responsibility is not met.

1. Financial obligations that are not met within ten days after the date due shall be reported in writing to the proper office. Obligations to any division or department of the College shall be reported to the office designated by the vice president for business and finance.

2. The appropriate business office shall notify the student of the financial obligations. If the student does not settle the obligation by the designated date on the notice, he shall be subject to regulations promulgated by the vice president for business and finance.

3. A student considered delinquent shall not be allowed to register, to transfer credits, or be certified for graduation.

4. If there is a dispute as to whether or not a student is legally liable for a financial obligation asserted by the College, and the student challenges such obligation through either timely administrative or legal means, then the sanctions with respect to registration shall not apply until final resolution of the dispute.

Student Code of Conduct

Students who enroll at College of Coastal Georgia are expected to conduct themselves responsibly and to pursue their studies with integrity. By enrolling at College of Coastal Georgia, students agree to comply with the College's rules and regulations. These rules and regulations are outlined in the "Student Code of Conduct" found online at:

www.ccgga.edu/StudentLife

Off-Campus Activities and Behaviors

The College of Coastal Georgia is not responsible or liable for off-campus activities and behaviors; however, it reserves the right to take action in response to off-campus activities and behaviors that contradict the College's interests and purposes. Students and student organizations are expected to conduct themselves as representatives of the College.

When a student is charged both with a criminal offense off campus and charged with a violation of the Student Code of Conduct or Honor Code at the College, the two processes are unrelated and conducted independently of each other. A student found not guilty in one setting may be found guilty in the other.

Grievances (NON-GRADE/NON-HARASSMENT RELATED)

There are times in which students have a grievance, complaint, or issue with another student, a faculty member, or a College staff member which is of a non-grade/non-harassment related nature. These grievances could include issues of intellectual diversity (when someone feels they have been treated unfairly by the institution because of their ideas or opinions on a specific issue). It is recommended in these situations that student follow these informal procedures:

1. In a situation where it is a grievance or complaint with a fellow student, students are encouraged to meet with the Vice President of Student Affairs. The Vice President or his/her designee will investigate the situation and assist the students involved in resolving the problem or grievance in a collaborative manner.
2. In a situation where it is a grievance or complaint with a faculty or College staff member, students are encouraged to meet one-on-one with the person with whom they have a complaint or issue in order to discuss the issue openly. If this does not resolve the situation, students should meet with the immediate supervisor or supervisors of the college personnel with whom they have the complaint or grievance. If the situation still is not resolved, students are encouraged to meet with the Senior Administrator in the employee's chain of command.
3. If this informal process does not resolve the issue, students are encouraged to consider using the Alternative Dispute Resolution (ADR) Program. The ADR program is fully explained in this handbook. This program may provide mediation as an option to the parties involved at no cost to the student.

Alternative Dispute Resolution (ADR) Program

Various sections of this handbook refer to procedures for filing formal appeals or grievances. The formal procedures vary according to the nature of the problem. Unfortunately, formal appeals and grievances processes usually require a great deal of time and energy, result in high levels of frustration, and produce a less than satisfactory outcome for either or both parties. If a hearing must be conducted, both parties must spend a great deal of time preparing their statements, presenting witnesses and other data, and relying on another person or committee of persons to decide the outcome. At the end of the process one party “wins” and one party “loses.” This almost always further erodes the relationship between the parties. In addition, records of the proceedings are prepared and kept on file, limiting the confidentiality of the nature of the dispute. Therefore, prior to filing a formal appeal or grievance, persons with a complaint should consider using the College’s Alternative Dispute Resolution Program. Alternative Dispute Resolution, commonly referred to as ADR, involves using one or more dispute resolution processes as an alternative to the traditional appeals and grievance processes.

Alternative methods of dispute resolution may include one or more of the following:

- (1) frank and open discussion between the parties to dispel any miscommunication which may have occurred;
- (2) determining the “issues” to be resolved and negotiating with each other to reach an acceptable conclusion;
- (3) or participating in a mediation session with an objective third party. The third option, mediation, has been highly successful in the corporate world and is becoming much more widely used in educational settings.

ADR is an appropriate process to use regarding issues of intellectual diversity (when someone feels they have been treated unfairly by an instructor because of their ideas or opinions on a specific issue).

Mediation is a voluntary process in which an impartial third party facilitates communication and negotiation between the disputing parties in order to reach a mutually acceptable agreement. The mediator has no firsthand knowledge of the problem nor any preconceived ideas of how the dispute should be settled. The mediator does not maintain a record of the session—the only written document is the negotiated agreement which is given to both parties.

A detailed brochure about the College’s Alternative Dispute Resolution Program is available in the Office of Human Resources located in Room 109-C in the Administration Building. Persons who wish to request mediation services may call 912-279-5740.

College Catalog

In addition to the Code of Conduct and Student Handbook, students are expected to adhere to the academic policies of the institution found in the College Catalog. The College of Coastal Georgia is governed by the policies established by the Board of Regents of the University System of Georgia. The College of Coastal Georgia's implementation of Board of Regents policies appears in the College Statutes, the College Faculty Handbook, the Student Handbook, and the College Catalog. Policies of primary interest to students are published in the College Catalog and the Student Handbook. To access the College Catalog, please go to: <http://www.ccg.edu/catalog/catalog.asp?mld=1>

Information in the College Catalog related to Academic information includes:

- Academic Honesty Policy (remove full statement from handbook)
- Academic Appeals
- Drop/Add
- Grading System
- Graduation Requirements
- Transcripts
- Withdrawal

Coastal Online Academic Scheduling Technology (COAST)

COAST gives students access to Academic Information, Registration, Personal Information, Financial Aid status and more.

Logging into COAST

- Go to www.ccg.edu
- Select Current Student
- Select COAST
- Select Login to Coast
- Select Enter Secure Area
- User ID: Your Student I.D. 9200XXXXX
- PIN: Your Birthdate (MMDDYY no spaces or dashes). You can change your PIN the first time you enter COAST. Choose a new 6-digit number (no spaces or dashes). Keep this number confidential for the security of your academic records.

Official Attendance Policy

The College recognizes the importance of class attendance as an ingredient in the student's success in the classroom and has set forth the following policy on class attendance found in the Faculty Handbook at: <http://www.ccg.edu/policy/handbook/FTHB.asp?mID=3&mSid=12>

All students registered with the Office of Disability Services are expected to attend all lecture, laboratory sessions and field experiences in courses for which they are registered. The Office of Disability Services does not issue any excuses for absences and cannot require any professor to alter his or her attendance policy. While consideration of absences may be requested in an accommodation letter at the beginning of each semester in some cases, students encountering disability-related attendance issues should make an appointment with the Office of Disability Services and their instructors as quickly as possible. For more information on services provided by the Office of Disability Services, please refer to the Disability Services Handbook at: <http://www.ccgga.edu/ODS/files/ODSHandbook.pdf>

TRiO PROGRAM

The Student Support Services Program (TRiO), located in the Library, is a federally funded program that is sponsored by the U.S. Department of Education. The program is funded to serve 160 eligible students at CCGA in an Associate of Arts or Associate of Science program. For more information go to: <http://www.ccgga.edu/TRIO/>

Cell Phone and Other Personal Electronic Devices

The carrying and use of cell phones, pagers, and other personal electronic devices are allowed in the CCGA Brunswick and Camden Center. Users of these devices, however, must be attentive to the needs, sensibilities, and rights of other members of the College community.

Furthermore, the use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Students participating in off-campus course related activities must follow the electronic devices policies of the agency or organizations where they are visiting or working.

Cell Phones, pagers, other personal electronic devices must be off and out of sight in classrooms, laboratories, the library, study spaces and other academic settings and during such events as plays, concerts, lectures and College ceremonies. The term “laboratories” includes computer labs. These electronic devices may be turned on and set on silent mode only with the expressed consent of the instructor. In addition, cell phones and other personal electronic devices incorporating a camera must be turned off and out of sight in any area in which an individual has a reasonable expectation of privacy such as restrooms, locker rooms, showers and other locations.

Beyond the basic College policy stated herein, faculty members, at their discretion, also may have strict individual policies related to cell phones, pagers, and other personal electronic devices outlined in their syllabi in order to provide and maintain a classroom environment that is conducive to learning and the respect of others. These policies may include penalties for violation. If cell phones, pagers, calculators, recorders, digital cameras, PDA’s, MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then the students who do so will be penalized appropriately under the Academic Honesty policy of College of Coastal Georgia.

Facilities Usage Policies

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. Certain rooms on campus are available in which students may enjoy a snack. However, where designated, eating and/or drinking are prohibited. A complete list of facilities policies and guidelines may be accessed at: www.ccgga.edu/StudentLife

Room reservations for student organizations can be made by contacting the Director of Student Activities in the Student Activity Center. Faculty and Staff requesting space should contact the facility manager responsible for the space and submit their reservation through the facility manager.

Fitness & Wellness Center

The College of Coastal Georgia’s Fitness and Wellness Center is located on the first floor of the Howard Coffin Education Building on main campus. The Fitness Center houses a fully renovated

circuit area, free weight area and a cardio machines. The Aerobics Room is also located within the Center, while the Cycle Room is located in the Student Activity Center. Each semester, hours of operation are established along with a schedule of aerobics class offerings. The operating hours and aerobics schedule are posted for each semester. All current students, with valid I.D.'s, are allowed to use the facility and partake in the classes. Policies and procedures are posted for all those utilizing the facilities.

Gymnasium: The Howard Coffin Gymnasium is located on main campus in the Howard Coffin Education Building. The gym has a full-sized basketball court and two volleyball courts and is the home court for Coastal Georgia's women's volleyball team and men's and women's basketball teams. The Coffin Gym also hosts several intramural sports, including basketball, volleyball and dodgeball.

Outdoor Fitness: Coastal Georgia's main campus features a two-mile **PAR course**, and 12 outdoor competition level **tennis courts**. Outside courts are available to students any time during the week unless a class or tennis team practice is in session.

Specific policies pertaining to the use of the College's Fitness and Wellness Center may be obtained online at: <http://www.ccg.edu/FitCenter/policies.asp>

The following University System of Georgia Policies apply to use of Institutional Facilities/Property

9.10.6 Use of Institutional Facilities/Property

The policy of the Board regarding the use of institutional facilities/property shall be as follows.

9.10.6.1 In Political Campaigns

The president of each institution may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president. The use of USG materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden (BoR Minutes, 1976-77, p. 257).

9.10.6.3 By Unaffiliated Outside Parties

When an outside party requests permission to use an institution facility for an event that is not contrary to the mission of the institution but which holds a potential for harm to the participants as a result of which a liability could be incurred, the president of the institution shall require the completion of a license agreement, including a properly executed indemnification and liability insurance agreement. An approved form of License Agreement may be obtained from the Chancellor's Office.

9.10.6.4 For Personal Use

USG property owned by an institution shall be used only for institutional purposes. No USG employees shall permit such property to be removed from the campus of an institution for use on either a rental or loan basis for personal use (BoR Minutes, 1949-50, p. 109).

Immunizations & Health Insurance

The State of Georgia requires that all public institutions look for the following immunizations: Adult Tetanus for all students, Hepatitis B if you are 18 or younger, Chicken pox (or history of the disease) if you were born after 1980, and 2 doses of Measles, Mumps & Rubella if you were born after 1957. Check with your local health department or family physician to locate your records or to receive a new immunization.

Basic health services are available at the student health center on campus (see section on Student Health Center for more information). Major medical assistance is at the student's expense through private physicians or at the nearby Southeast Georgia Regional Medical Center. Students are urged to have health and hospital insurance. There's a student health insurance policy available to all University System of Georgia students. For more information on the student health insurance program offered through the University System, go to: www.uhcsr.com/ccga

Free Speech

College of Coastal Georgia values and encourages the right of all members of our community to exercise free speech. The College supports the rights of all members of its campus community to discuss varying perspectives on complex issues. This is often known as intellectual diversity. Public speeches and assemblies can be valid expressions for dissenting opinions provided they do not disrupt academic and administrative functioning of the College. The College maintains a position of neutrality as to the content of any written or spoken material or presentation displayed on its campuses under this policy. The College expects members of the faculty, staff, student body and community to refrain from and discourage behaviors that threaten the rights, freedoms and respect that every individual deserves.

Procedures:

1. Notification and Request: Anyone wishing to hold an event or expressive activity on the College of Coastal Georgia's property must submit a written request three working days in advance of the event. The request will be authorized by the Director of the Campus Center and Student Life or his/her designee (or the Director of the Camden Center at the Camden Center) and approved by the Vice-President for Student Affairs or the President's Cabinet. Requests will be reviewed on the basis of assuring equal opportunity for all persons; preserving order within the College's property; and providing a secure environment to the individuals exercising freedom of expression.

The College encourages and welcomes the expression of diverse opinions and viewpoints. However, if the presentation by any group or individual is determined to threaten the security of the campus and the safety of any member of the campus community, the request may be denied. The Office of Campus Police and any other

appropriate administrative offices and administrators (including but not limited to the Office of the President and the Offices of the Vice-President for Business Affairs and Academic Affairs) will be notified upon receipt of a written request for an event or expressive activity.

Guidelines and Responsibilities:

Upon approval of a request those who are organizing the event or expressive activity must agree to the following guidelines:

Groups or individuals are expected to adhere to the College of Coastal Georgia's student code of conduct, the laws of the state of Georgia and all federal laws. The College reserves the right to refuse to permit anyone to hold an event or expressive activity if they refuse to abide by these procedures and guidelines. Likewise, the College reserves the right to modify these guidelines if necessary to ensure the academic and personal rights of the students, faculty, and staff of the College. The designated agent or individual in charge of the event or expressive activity is required to sign in compliance with these guidelines; acknowledge that the College will not be held responsible for the actions of participants, and agree to make restitution for any litter or property damage that occurs during the event.

The College will designate a location for the event or activity to occur. All participants must remain within the designated location. Pointing out specific students for harassment or solicitation, obstruction, disruption or interference with authorized or scheduled college functions is prohibited. Sound amplification (including hand held devices) is not permitted without prior approval from the College administration. Sound amplification should be included in the written request by those desiring to have the event. In general, the use of sound amplification will not be allowed due to the disruption of classes and other academic activities. There will be no motorized vehicles. Upon completion of the approved activity, all signs, placards, litter and other materials must be removed by the group or individual.

Requests for Political Speeches

"The President of each institution may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president. The use of System materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden." (Board of Regents' Policy Manual, Section 9.10.06). Therefore, all requests for political speeches must be directed to the College of Coastal Georgia's President for approval.

Requests for Distribution of Written Material

Pamphlets, handbills, circulars, newspapers, magazines and other materials which are protected by the First Amendment may be distributed on a person to person basis outside the Campus Center, Library and Student Activity Center between the hours of 9:00 a.m. - 9:00 p.m., Monday - Friday, when school is in session. In accordance with the College Posting Policy, handbills cannot be placed on cars. Tables must be reserved forty-eight hours in advance with

the Office of Student Life. The College maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

Student, Faculty, & Staff Posting of Materials Guideline

The College of Coastal Georgia's detailed posting policy can be found at:

<http://www.ccgga.edu/Policy/files/PostingOfMaterialsPolicy.pdf>

Student Complaints

If a student has a complaint which is not specifically addressed in the College Catalog and Student Handbook, he or she should submit a written description to the department head who has responsibility for the area of concern. The department head or designee will investigate the complaint, take action if necessary, and respond to the student in writing. If the student is not satisfied with the department head's resolution, he or she may then complain in writing to that individual's immediate supervisor. Such appeals, if necessary, may proceed to the department head's dean of college. In certain circumstances, students may also request mediation to resolve disputes with other students, faculty, and staff, as described in the College's Alternative Dispute Resolution Policy. Students may also utilize the SGA Concerns Committee for concerns related to campus that impact the entire campus community.

Organization Registration & Classification

Organizations which may be registered to operate on campus include the following: (a) honors and leadership organizations and recognition societies; (b) departmental organizations; (c) special interest groups (political, service, religious, athletic, etc.). Registration of a student organization by the College shall neither constitute nor be construed as approval or endorsement by College of Coastal Georgia of the purposes or objectives of the organization.

Steps to Creating a New Organization

Students may form an organization whose purpose and proposed activities are clearly related to the goals and mission of the college. Students seeking recognition for an organization should contact the Director of Student Activities for information on the registration process.

Procedures for Annual Re-Registration

Club advisors will receive re-registration forms no later than August 1 each year prior to the beginning of fall semester. Advisors are expected to consult with organization leadership to complete the re-registration forms, which include current contact information for organization leadership and advisor. Organizations submit the forms to the Office of Student Life on or before the established deadline.

Changes to Constitution/Local Charter

When student organizations update their constitution or charter (for nationally-affiliated organizations), a copy of the current constitution/charter should be supplied to the Office of Student Life.

Rights of Student Organizations

Students and student organizations are not only members of the academic community but are also members of the larger society. Students, therefore, retain the rights, guarantees and protections afforded to and the responsibilities held by all citizens. A student is not immune to prosecution by local, state, or federal law enforcement agencies irrespective of whether the College initiates judicial proceedings in a given situation. As members of the College community, students have a responsibility to know and follow the College conduct regulations. Violations of these regulations will result in action by the Dean of Students.

As would be expected, standards for CCGA students and student organizations are higher than those of communities not engaged solely in scholarly pursuits. Not every situation a student or student organization may encounter can be anticipated in a written document. Therefore, students and student organizations are expected to act in a manner that demonstrates integrity and respect for others and the campus environment. To access the CCGA Student Code of Conduct, go to: www.ccgga.edu/StudentLife

Advisors

For a faculty or staff member, advising a student organization is a great way to connect with students who have a similar passion or area of interest. Potential advisors should be aware of the time commitment and dedication it takes to fully support a student organization. If a staff

or faculty member would like to become an advisor to a student organization, please contact the Office of Student Life.

Financial Responsibility

Financial responsibility is critical when operating a student organization. While the Office of Student Life will keep track of organization budgets, organizations must also keep a detailed account of all financial transactions. Organizations and advisors should be familiar with all USG and CCGA policies regarding state and institutional funds (refer to the Student Organization Handbook or USG Business Procedures Manual for more information).

Fundraising

The campus fundraising policy may be accessed at:

<http://www.ccg.edu/Faculty/HumanResources/PoliciesProcedures/CampusFundraisingPolicy.pdf>

Hazing

The College does not condone hazing in any form. Hazing is defined as any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to, the following:

- Forcing or requiring the drinking of alcohol or any other substance;
- Forcing or requiring the consumption of food or any other substance;
- Calisthenics (push-ups, sit-ups, jogging, runs, etc.);
- Paddle swats;
- Line ups;
- Theft of any property;
- Road trips;
- Scavenger hunts;
- Causing fewer than six (6) continuous hours of sleep per night;
- Conducting activities that do not allow adequate time for study;
- Forcing or requiring nudity at any time;
- Performing acts of personal servitude for members;
- Forcing or requiring the violation of College policies, federal, state, or local law.

Organization Disciplinary Process

Student organizations are held to the same standards in the CCGA Code of Conduct as individual students and violations will be adjudicated through the campus judicial process as outlined in the Code of Conduct. A copy of the Code of Conduct can be accessed at:

www.ccg.edu/StudentLife

In addition to CCGA policies, the following University System of Georgia policies pertain to student organizations:

4.6.1 Withdrawal of Recognition of Student Organizations

The Board of Regents has determined that the use of marijuana, controlled substances, or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the USG. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of USG institutions, 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.

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which, through its officers, agents, or responsible members, 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 a minimum of one (1) 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 at least one (1) year. Any lease, rental agreement, or other document between the Board of Regents or the institution and the student organization that relates to the use of the property leased, rented, or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above.

All sanctions imposed by this policy 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 (BoR Minutes, 1989-90, p. 384).

Bookstore

The Brunswick Campus bookstore is located on the first floor of the new Campus Center. The bookstore is open Monday through Thursday 8:00am to 5:00pm and Friday 8:00am to 3:00pm and offer extended hours during peak business times. The bookstore carries all your needed textbooks, school supplies, electronics, reference materials, drinks, snacks, insignia gifts and all your College of Coastal Georgia apparel.

Book buyback is offered to students year round and the extended business hours are provided during peak buy-back periods. To sell your textbooks, simply bring in your books and a picture I.D.

The new bookstore also has a full coffee bar and fresh pastries delivered daily by Sweet Mamas on St. Simons Island. Students can relax in front of the fireplace or plug in their laptop and study at one of the café tables.

The Camden Bookstore is located in the north end of the Camden Center. It is open Monday through Thursday 9:30 a.m. to 5:30 p.m. and extended hours during peak business times. The Camden Bookstore provides textbooks for all courses offered at the Camden Center and also offers year round buyback of textbooks.

Campus Police

The purpose of the College of Coastal Georgia Police Department is to maintain a secure environment and to serve its jurisdiction with a proactive approach to the prevention of crime. The Department meets all the requirements set by state law governing police agencies and has the primary jurisdiction on the campus. Certified police officers are on duty twenty-four hours a day, seven days a week. It is the policy of the College of Coastal Georgia that all emergencies and campus crimes be reported to the on-duty officer to enable prompt reporting and/or action. To report a campus emergency or crime, Dial 6-258-3133 from campus system telephones or 258-3133 from public telephones. For business or service related calls dial 279-5820.

Motor Vehicles/Vehicle Registration

All students (credit and non-credit) **MUST** register their vehicles. Credit students may obtain a permit for \$20.00 at the Bursar's Office. Additional cars may be registered for \$20.00 each. The parking decal must be affixed to and visible from the rear of the vehicle. It may be applied to the rear window, bumper, or body of the registered vehicle. The decal number must be visible. **If, for some reason, the student must drive an unregistered vehicle, he/she should obtain a temporary permit at the Bursar's Office before parking.**

Campus Parking and Speed Limit

All College of Coastal Georgia students are required to purchase a parking decal and affix it to their vehicles. The cost of a parking decal is \$20.00. Those who do not have a parking decal on their vehicles will be ticketed. Students driving vehicles other than their own should obtain

temporary decals from the Business Office or the Library. (See Motor Vehicle/Parking Regulations.) Camden Center students may purchase parking decals for the Brunswick campus in the Camden Center office.

Parking is available in the large, paved lot east of the Student Center and in the unreserved spaces in the lot west of the Howard Coffin Building. Parking in the small lot in front of the library is restricted to library patrons and campus visitors. Students with a disability should contact the Office of Disability Services for information regarding special parking privileges. Parking is not permitted in drives, roadways, sidewalks, crosswalks, or yellow curb areas. Parking on grass is permissible only in a clearly marked and specifically designated temporary lots. Traffic flow directions are clearly marked.

Monetary Penalties

The College of Coastal Georgia’s campus police officers are certified law enforcement officers with full powers of arrest and should be contacted in case of accident, investigation or any other matters requiring police attention. Campus Police actively patrol the campus 24 hours a day and will issue violation tickets as needed. It is their responsibility to enforce Georgia law and campus rules relating to safety and security.

The following monetary penalties will be levied for the violations which are listed, in lieu of disciplinary action, by college officials or college committees:

Failure to register vehicle/display decal	\$10.00
Improper display of decal	\$5.00
All moving violations	\$20.00
Parking in a restricted area:	
1 st offense	\$5.00
2 nd offense	\$10.00
3 rd offense	Disciplinary action
Parking in a Handicapped Zone	\$20.00

Fines must be paid to the Business Office, located in the Administration Building, within five business days of the violation. A \$10.00 late fee will be assessed in any case where a ticket is not paid or otherwise resolved within five business days. Students who do not pay fines promptly will also have their student records placed on hold until payment is received.

Career Services

Career Services, part of the Center for Academic Advising and Career Services, is located on the second floor of the Andrews Student Services Center. The mission of Career Services is to provide student-centered, comprehensive career development programs and services that

empower both students and alumni to achieve their lifelong career goals. These programs and services include, but are not limited to, the following:

- Individual career counseling
- Job application assistance
- Cover letter and resume review
- Mock interviews
- Graduate and professional school planning
- Career resource library
- Career fairs and expos
- Guest speakers
- Workshops

The career counselor serves students and alumni at both the Brunswick Campus and the Camden Center. Most services are available by appointment or walk-in session. To schedule an appointment or for more information, please visit www.ccgga.edu/careerservices or contact careerservices@ccgga.edu. Career Services is a unit of Student Affairs.

Counseling Services

Counseling may assist students to increase insight and develop coping skills to manage life challenges that are interfering with their ability to be academically successful. A licensed counselor is available for short-term (4 to 6 sessions) personal counseling at no cost to CCGA students enrolled in four or more credit hours of study. Appointments are encouraged, but not necessary. To make an appointment, contact the Director of Counseling and Disability Services at 279-5806 or stop by the reception area on the second floor of the Campus Center. If necessary, a student will be referred to a community resource for long-term counseling.

Dining Services

College of Coastal Georgia Dining Services are provided by Chartwells, a Division of Compass Group. Compass Group is one of the world's largest Food Service providers. On campus there are two options for dining in Brunswick. The Mariners Galley is located in the Campus Center and is an all-you-care-to-eat dining facility. It has several different healthy made to order meal items to choose from located throughout the food service area. Meals in this venue are part of the meal plans but may also be purchased at the register. The Dockside Deli is located in the Andrews Center and offers a wide variety of grab- and- go sandwiches, salads, subs, snacks and drinks. These items may be purchased individually.

In the Camden Center you will also find a Dockside Deli that provides the same healthy options for students and is located on the first floor directly across from the Bookstore.

For additional information, please visit our website, <http://www.ccgga.edu/Dining>

Disability Services

The Office of Disability Services coordinates and provides a variety of services for students with physical, psychiatric and learning disabilities. Our aim is to ensure that students with disabilities have equal access to all programs offered at College of Coastal Georgia. To qualify for services, students must self-disclose by filling out a Voluntary Disclosure Form (available online, in the

Registrar's Office, the Office of Disability Services and the Camden Center). Students must provide documentation of their disability from a qualified health professional. CCGA does not offer separate classes for students with disabilities. Through the assistance of the Office of Disability Services and other support services on campus, CCGA strives to provide a quality educational experience for all qualified students with disabilities. Contact Jennifer Zak, Director of Counseling & Disability Services at 912.279.5806.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that post-secondary institutions provide reasonable accommodations to otherwise qualified students with disabilities to ensure that they have equal access to course content and equal opportunity to demonstrate that they have mastered the material. Students with disabilities must meet all admission requirements and academic standards. Disability is defined as a physical or mental impairment that substantially limits one or more major life activities and may include learning disability, ADD, acquired brain injury, psychological disorders and pervasive developmental disorders, sensory impairment, mobility impairment and chronic medical illness. For more information on the services provided by the Office of Disability Services, please refer to the Disability Services handbook at:

<http://www.ccgga.edu/ODS/files/ODSHandbook.pdf>

Information Commons (Library) and the ATTIC (Academic Tutoring and Instruction Center)

The Information Commons is open on a regular basis for students to use. Hours of Operation while classes are in session are as follows:

BRUNWICK: Monday - Thursday - 8:00 a.m. to 10:00 p.m.
Friday - 8:00 a.m. to 5:00 p.m.
Saturday Closed
Sunday- 1:00 p.m. to 9:00 p.m.

CAMDEN CENTER: Monday - Thursday – 9:00 a.m. to 9:00 p.m.
Friday - 9:00 a.m. - 4:00 p.m.
Saturday and Sunday closed

Library and ATTIC hours at each location between semesters are Monday through Friday 8:00a.m. to 5:00p.m. The Library and ATTIC close on holidays. Students wishing to check out library materials may do so with a valid College of Coastal Georgia ID card. Reference books, reserve materials, videos, journals, special collection, and archive materials are available for library use only and may not leave the library. Photocopiers are available. Books that circulate may be checked out for an initial period of 28 days and may be renewed twice.

In addition to having access to the books and journals owned by the library, students may borrow books from other University System of Georgia libraries, either by visiting the library in person, or remotely using GIL Express (<http://giluc.usg.edu>). Students may request articles located in journals or books from other libraries using ILLIAD, which is the library's web-based interlibrary loan request service. ILLIAD can be accessed on the library's website (<http://www.CCGA.edu/Library/>) under the link entitled Interlibrary Loan. Books, journals, and videos owned by the library may be located by using GIL (<http://www.CCGA.edu>), which is the

name of the library's online catalog. Students may renew checked-out materials and lookup the current GALILEO password using GIL.

While the library does not charge fines for overdue books, a hold is placed on the student's record and in the library's automated system if materials are not returned on time. Also, books may not be renewed once they are overdue. Books that are overdue by 90 days are recorded as lost. The fee for lost books is \$60.00.

Students have access to over 200 electronic database resources through GALILEO. NetLibrary provides access to electronic, full-text books through GALILEO. GALILEO and NetLibrary are accessed through the Internet and they are accessible from home. A password is required to access GALILEO or Netlibrary from home. The password changes each semester and can be looked up through GIL (<http://gil.CCGA.edu>). To get the GALILEO password and to access your GIL account, you also need your PIN.

The ATTIC provides students with access to tutoring resources. The tutoring resources provided include tutors, computer resources such as PLATO (self-paced, customized computer instruction). Schedules for tutors are available at the ATTIC. Tutors are available for English and Mathematics as well as most other academic subjects.

Residence Life and Housing

The mission of the Office of Residence Life and Housing is to enhance the academic and social development of students by offering the highest quality on-campus living and learning environment. The Office of Residence Life and Housing supports the mission of the College by focusing on community and relationships, academic success, service-learning, and an appreciation for diversity. Our residence hall is Lakeside Village, a 350 bed suite-style building. Our office is located in the second floor of the Andrews Center in the Student Affairs office suite. Students who live on campus must adhere to additional policies and procedures in the Residence Hall Handbook. This information can be found at: www.cpga.edu/reslife

Student Health Center

While at College of Coastal Georgia, students have access to the Student Health Center in the Campus Center to assist them with staying healthy. The Health Center is staffed by a nurse practitioner who is able to meet most of the health needs a student will experience while attending college.

Helpful things to know when visiting the Student Health Center (or any medical provider):

- Be familiar with your health history. Talk with your parents/guardians about any chronic illnesses you may have or any major past illnesses, surgeries, hospitalizations, or accidents
- Have a list of any medications you are currently taking
- Have a list of any medications you are allergic to
- Have the name and number of your primary care provider
- Know the date of your last tetanus vaccine

- Whether you are covered by health insurance and how to obtain information about your benefits (Always carry your insurance card.)
- Students ages 18 and over must sign a release of information giving Health Services staff permission to speak with the student's parents/guardians about their care, except in emergency situations. In cases of an emergency, the student's parents, guardians or emergency contacts will be notified.

The following students are required to have student health insurance that meets the minimum standards set by the University System of Georgia. Students in these categories who are not covered by a policy held by a parent, spouse, company or organization on the approved waiver list or if the policy does not meet the minimum standards must purchase the USG SHIP policy.

- All graduate students receiving a Full Tuition Waiver as part of their graduate assistantship award.
- All undergraduate, graduate and ESL international students holding F or J visas.
- All undergraduate and graduate students enrolled in programs that require proof of health insurance.
- All graduate students receiving fellowships that fully fund their tuition.
- International Scholars.
- All Medical College of Georgia (MCG) students will be under the Mandatory Graduate Student Health Insurance Plan.

Students who do not already have coverage may purchase a student insurance plan that is contracted through the University System of Georgia. Information on the plan and its coverage is available at www.uhcsr.com/ccga

Students who fall into one of these categories and are already covered by an insurance policy (i.e. through parent plans, family plans or employer-sponsored plans) can easily opt out of the plan through a secure on-line process. Once the information has been verified, all charges will be waived. Students (both undergraduate and graduate) who fail to submit creditable health insurance information will automatically be enrolled in and billed for the system-wide student health insurance plan.

Student Life

Through involvement in student activities, including campus organizations and events, students gain personal, professional, social, recreational, and cultural development. The Office of Student Life is charged with helping students become involved in campus organizations and events and with advising and supervising Overboard Entertainment and Campus Activities Board (C.A.B.), student organizations, and recreational and wellness programs. Additionally, the Office of Student Life provides assistance and support to all recognized student organizations with their event planning. CCGA students are encouraged to become members of the various clubs and organizations which are described in detail in the *Student Activities and Organizations* section of this handbook. For more information about the Office of Student Life, go to: www.ccgga.edu/StudentLife/

Testing

The Testing Services Center is your destination for the most comprehensive array of testing available. Our testing services support the academic programs of the College and address community needs for admissions tests, distance learning, workforce development, credentials, and licenses. In addition, we also provide proctoring services.

Testing is available at both the Brunswick campus in the Andrews Student Services Center or at the Camden Center Administration Office. For more information on the services provided by the Testing Center and contact information, please visit <http://www.ccgga.edu/TestingServices/>

Co-Curricular Opportunities

Athletics

The College of Coastal Georgia participates in ten varsity, intercollegiate sports: women's volleyball, men's and women's cross country, men's and women's basketball, men's and women's tennis, men's and women's golf, and women's fast-pitch softball. The College also sponsors a cheerleading team. The College is a member of the National Association of Intercollegiate Athletics (NAIA) and the Southern States Athletic Conference (SSAC). Any student who wishes to try out for one of these teams should contact the athletic director for more information. All home events are free to students with valid College of Coastal Georgia ID cards.

Recreation & Wellness Program

Intramural sports are an integral part of student life at the College of Coastal Georgia and are take place in various locations on our main campus in Brunswick. Hundreds of College of Coastal Georgia students turn out every semester to compete against their classmates in such sports as volleyball, tennis, basketball, and flag football. Champions are crowned, prizes are won and most importantly – every student leaves with a smile on their face. At CCGA, students find that intramurals are a great way to not only engage in physical activity, but to interact with their peers and build new relationships as well.

Club sports are student organizations that provide an alternative to varsity sports. These clubs are centered on a particular recreational interest; club sport teams have practices and may compete against other club sport teams from other colleges. For more information go to <http://www.ccgga.edu/Athletics/Intramural/>

The outdoor program exists to help students develop leadership skills and support community and personal growth through experiential learning. Development is achieved through the utilization of the campus' ropes courses, indoor/outdoor workshops, and trips. Programs include such activities as rock climbing, kayaking, backpacking, hiking, and biking. Leadership training is also offered through participation in regional and national conferences and the annual leadership weekend held on campus. For more information, contact the Director of Student Activities in the Office of Student Life.

Student Government Association

The Student Government Association serves as the official voice of the student body to the College of Coastal Georgia administration. It is comprised of executive and legislative branches, both of which have an active role in the establishment of College policies and services. In an effort to promote school spirit and student involvement, SGA sponsors a variety of events for the college. The executive board is comprised of three officers who are elected at the end of the spring term for the upcoming school year. Senators are elected at the beginning of the fall term and serve for one year. Senator positions represent each class year (freshmen, sophomore, junior, senior) and are elected from both the Brunswick and Camden campuses.

Student Organizations

The College of Coastal Georgia currently has 26 registered student organizations which students

may join. Student organizations are organized around social, cultural, and academic interests. For a complete list of registered student organizations, go to:
<http://www.ccca.edu/SDServices/clubs.asp>

Students may also form new student organizations that meet their particular interests. For information on how to start a new student organization, please see the Director of the Campus Center and Student Life.

◆ Academic Clubs

ASSOCIATION OF COASTAL EDUCATORS (ACE)

Advisor: Dr. Claire Hughes & Sarah Hartman

The purpose of the ACE is to promote interest among young adults in education careers. ACE provides members with opportunities for developing personal growth and professional competence and understanding of local, state, and national issues related to education.

ASTRONOMY CLUB

Advisors: Dr. N. Maasha & Mr. Jeff LeMieux

The purpose of the Astronomy Club is to bring together students who are interested in observing terrestrial objects.

BIOLOGY CLUB

Advisors: Ms. Patricia Rugaber & Dr. Jennifer Hatchel

The purpose of the Biology Club is to create a social outlet through which students can collaborate with other biology majors, educators and biological professionals to enhance their understanding of basic biological concepts and scientific techniques.

BRUNSWICK ASSOCIATION OF NURSING STUDENTS (BANS)

Advisor: Ms. Donna Turner

The purpose of BANS is to aid in the preparation of student nurses for their future professional responsibilities in nursing. BANS contribute to the development of student nurses by broadening their horizons as individuals and as members of a group.

BUSINESS STUDENT SOCIETY (BSS)

Advisor: Dr. Jim Fullerton

The purpose of the BSS is to provide students within the CCGA student community personal and professional development opportunities to prepare them for careers in business and public affairs.

CULINARY HOSPITALITY EDUCATION FELLOWSHIP (C.H.E.F.)

Advisor: Mr. Steve Ingersoll & Mr. Walter Wright

The purpose of CHEF is to develop the leadership, culinary, and academic skills of CCGA students and to provide active members assistance in joining professional national associations. *This club meets on the Camden campus.*

GEOLOGY CLUB

Advisor: Dr. N. Maasha

The purpose of the Geology Club is to educate the public about Geology, to promote the geology program at the College, and to enhance student research. The club seeks to foster interactions between students and faculty as well as to collaborate with industry to encourage students to pursue careers in geosciences. *This club meets on the Camden campus.*

HEALTH INFORMATICS ASSOCIATION (HIA)

Advisor: Dr. Mohammad Faysel

The purpose of HIA is to promote the needs of CCGA students interested in a career in the health informatics industry through mentorship, education, and community service.

RADIOGRAPHERS' CLUB

Advisors: Ms. Bonnie Tobias & Ms. Tina Griffith

The purpose of the Radiographers' Club is to assist radiography students in developing high standards of education and training while learning to elevate the quality of care which they will provide to their patients.

PSYCHOLOGY CLUB

Advisor: Dr. Carla Bluhm

The purpose of the Psychology Club is to engage students in psychology and behavioral health-related research projects, provide a forum for intellectual discussion, and to discuss/plan the execution of higher education goals in the field of psychology.

◆ Honor Societies

PHI THETA KAPPA (PTK)

Advisors: Dr. Michael Butcher, Dr. Jennifer Hatchel, & Mr. John Kissinger

Phi Theta Kappa is a national academic honor society. Students must have a 3.5 GPA to be invited to join. Phi Theta Kappa emphasizes scholarship, leadership, service, and fellowship.

◆ Publications

MARINERS' LOG

Advisor: Ms. Sharon Bartkovich

Mariners' Log is CCGA's award-winning newspaper, published six times per year. Students earn elective credit while working on the paper. Writers, editors, typists, and photographers are always needed. No experience is necessary, but a willingness to learn is a must. Working on the newspaper is a great résumé booster and can provide valuable work experience.

SEASWELLS

Advisor: Ms. Sharon Bartkovich

Seaswells is CCGA's award-winning literary/art magazine. The student staff members compile submissions of artwork, poetry, prose, and photographs into one of the finest literary magazines available. Staff members learn about printing, layouts, and graphics. No experience is necessary—just a willingness to learn.

◆ Religious Organizations

BAPTIST COLLEGIATE MINISTRIES (BCM)

Advisor: Mr. Tony Branham

The purpose of BCM is a Christian fellowship organization open to all denominations. Activities include group sharing and lively discussions of social and personal topics, all with a Christian accent.

CONVERGE MINISTRIES

Advisor: Mr. Madhur Dey

The purpose of Converge is to provide a college outreach program as part of the Gathering Place Ministries located on St. Simons Island. This is a Christian fellowship for college-age students of all denominations. Regularly scheduled contemporary praise and worship programs are held on campus. Small groups for fellowship and Bible study are held during the week.

◆ Special Interest Organizations

ART CLUB

Advisor: Mr. Jeff LeMieux

The purpose of the Art Club is to foster an ongoing arts dialogue in the CCGA community through various projects including community-wide and campus-based efforts.

CHEERLEADING

Advisor: Ms. Kimberly Matthews

Cheerleading for the College of Coastal Georgia Mariners is open to both male and female students. Tryouts are usually held in the spring and fall semesters each year. No prior cheerleading experience is necessary, although a willingness to have fun and participate is mandatory.

CHESS CLUB

Advisor: Mr. Treg Thompson

The purpose of the Chess Club is to provide students with further academic challenge through the game of chess, increase cultural knowledge of the game, and do community outreach. *This club meets on the Camden campus.*

INTERNATIONAL ASSOCIATION

Advisor: Dr. Gracia Toubia-Stuckey

The purpose of the International Association is to promote awareness of international issues and promote study and teaching abroad.

GAY-STRAIGHT ALLIANCE

Advisor: Dr. Kim Mannahan

The purpose of the GSA is to promote and educate the student body on gay, lesbian, bisexual, and transgender lifestyles, rights, and issues.

GOLDEN ISLES CONCERT BAND

Director: Mr. Mickey Wendel

While not a registered CCGA student organization, The Golden Isle Concert Band welcomes CCGA college students who play an instrument to join their community organization. Membership is free and rehearsals run every Tuesday from 7:30-9 p.m. at the Glynn Middle School October– May. For more information on how to get involved, please contact the Office of Student Life.

MINORITY ACADEMIC SOCIAL DEVELOPMENT ASSOCIATION (MASDA)

Advisor: Mr. Floyd Phoenix

The purpose of MASDA is to promote activities of common interest, as well cultural and educational benefits for African American students. In addition, MASDA is the “umbrella” organization for the African American organizations on campus, providing a forum for them to voice their differences, goals and ideas. Furthermore, MASDA encourages cooperation between its member organizations and the African American student body.

NON-TRADITIONAL STUDENT ORGANIZATION (NTS)

Advisors: Dr. N. Maasha & Ms. Anna Dewart

The purpose of NTS is to serve as a source of information and support for non-traditional students. The group includes students who decide to initially enroll or return to college after years away from the academic environment. Many of these students balance school along with jobs and family responsibilities. NTS is open to all students regardless of age.

TORCHBEARERS CLUB

Advisor: Mr. Floyd Phoenix

The mission of The Torchbearers Club is to provide African-American Males the academic, social, and cultural skills needed to complete college via an intense mentoring program and campus programming that supports the advancement of African-American men in their educational pursuits. The Torchbearers Club supports the objectives of the Minority Advising Program and the USG’s African-American Male Initiative.

OVERBOARD ENTERTAINMENT AND CAMDEN ACTIVITIES BOARD (C.A.B.)

Overboard Entertainment and C.A.B. are the programming boards responsible for providing fun, innovative, and educational events for the student body. Operating under the auspices of the Office of Student Life, the boards offer leadership opportunities and a chance to get involved at the ground level with activities on campus. Both boards are members of the Association for the Promotion of Campus Activities (APCA) and National Association of Campus Activities (NACA).

◆ Sport Clubs

DANCE TEAM

Advisor: Ms. Jane Mortier

The purpose of the Dance Team is to provide a create outlet for students who are interested in dance and would like to provide entertainment at school events to show school spirit and compete on behalf of the College.

SOCCER CLUB

Advisor: TBA

The purpose of Soccer Club is to improve skills, foster physical and mental health, and provide a better understanding of the game of soccer. The Club has regular practices, participates in tournaments, play games, and holds demonstrations.

Student Leadership

Orientation Leaders

Orientation leaders provide guidance and information about Coastal Georgia to new incoming students and their families during campus-wide orientation programs. At these programs, orientation leaders direct student groups, share their own personal experiences, and help put students at ease in their new environment. Orientation programs primarily take place throughout the summer but occasionally orientation leaders are called upon to assist with Admissions programming throughout the academic year as well. Students interested in this opportunity should contact the Admissions Office.

Resident Assistants

A Resident Assistant (RA) is a current College of Coastal Georgia student staff member who lives in the residence hall and assists with the students living and learning environment. The RA is a resource for academic and institutional questions, building community, and enforcing residence hall policies. Students interested in this opportunity should contact the Office of Residence Life.

Volunteerism

Volunteerism is a critical aspect of the student experience at the College of Coastal Georgia. Not only does volunteering provide local service organizations with much needed support, it is also breeds community, perspective and a sense of pride in the volunteer. Volunteer opportunities can be found in the classroom through various Service-Learning based courses, through student organizations, through community partnerships and through the Office of Student Life. For more information on how to get involved, please contact Director of Student Activities or come by the Campus Center.

Appendix: Academic Terms

ACADEMIC TERMS FOR THE BEGINNING COLLEGE STUDENT

ACADEMIC ADVISOR

A professional staff or faculty member who assists students in academic preparation, including major and career exploration, developing success strategies, understanding major and degree requirements, and planning a course of study.

ASSOCIATE'S DEGREE

Undergraduate degree conferred by a college; sometimes called a two-year degree. At the College of Coastal Georgia, an associate's degree is typically completed in 63 credit hours.

BACHELOR'S DEGREE

Undergraduate degree conferred by a college or university; sometimes called a four-year degree. At the College of Coastal Georgia, a bachelor's degree is typically completed in 125 credit hours.

CATALOG

Source for information about all of the university degree and program requirements, including course descriptions, prerequisite information, and academic policies and procedures. It also lists the academic credentials of the faculty.

COAST

"Coastal Online Academic Scheduling Technology" at College of Coastal Georgia is the University's online student information system. Maintained by the Registrar's office, it includes modules for registration, student information and records, student fees, financial aid, and more.

CORE CURRICULUM

Broad-based liberal arts foundation that distinguishes associate's degrees from more technical degrees. At College of Coastal Georgia, the core curriculum is divided into areas A-E, common to all students, and area F, which is composed of courses specific to each major. All core courses are 1000- or 2000- level.

CO-REQUISITE

Courses that must be taken together in the same term are co-requisites. Courses that require co-requisites are noted in course descriptions printed in the Catalog.

COURSE REGISTRATION NUMBER (CRN)

A five-digit number allowing a student to register in COAST. CRNs are numbers assigned to each course and are different each semester.

CREDIT HOURS

The units of a degree program typically equal to the amount of time spent in class per week in a 15-week semester. Credits are awarded to students upon passing courses (earning a minimum grade of "D"). Courses can range from one to 12 credit hours, although most are three-credit hours.

DEGREE EVALUATION

Report available on COAST cross-referencing students' unofficial transcript with the academic requirements of their major, or intended major (also known as a "What If" analysis).

DEPARTMENTS

Specific academic units within a school, to which faculty members belong and in which one or more majors may be located.

DIVISION

Division within a college which houses various academic departments and majors.

DROP / ADD

A period at the beginning of each semester during which students are able to drop courses for which they have previously registered and/ or add any additional available courses to their schedule. Usually ends on the fourth day of class in a 15-week semester.

FULL- TIME

Students taking 12 or more credit hours are considered full-time; however, students should take 15 or 16 credit hours each Fall and Spring semester in order to graduate in two years.

MAJOR

An academic course of study, with specific requirements, within an academic department. To graduate, students must have a major.

MIDTERM GRADES

Progress reports for first- year students issued at midterm. Students receive a grade of Satisfactory (the equivalent of a "C" or better) or Unsatisfactory (a grade lower than a "C"). Midterm grades are not permanent entries onto academic records; however, students receiving a "U" grade in a course at midterm should meet with their instructor and academic advisor in order to develop strategies for improving performance in the course.

PREREQUISITE

A course that must be satisfactorily completed prior to taking another course. For example, before taking ENGL 1102, a student must first pass (with a minimum grade of C) ENGL 1101. Prerequisites may be found at the end of course descriptions in the catalog.

SCHOOL

Division within a college which houses various academic departments and majors. Schools are led by deans. College of Coastal Georgia has five schools, three of which offer bachelor's degrees.

SEMESTER

Unit of instructional time. During Fall and Spring, semesters are roughly 15 weeks in length. During the summer, semesters are condensed into fewer weeks, although the number of contact hours in the classroom and the amount of material covered stays constant.

SYLLABUS

Outline of course, listing the course description, learning objectives, attendance and grading

policies, and the professor's expectations. Some syllabi also contain detailed outlines of topics covered and due dates for specific assignments.

WITHDRAWING FROM A COURSE

Exiting a course after drop/add concludes. When done before the established deadline (roughly the 40th class day of the semester), students are not assessed an academic penalty, although withdrawing can create significant problems for financial aid and delay graduation.

Withdrawing should only be undertaken with the advice of a student's instructor, academic advisor and financial aid counselor.