



COLLEGE *of*  
COASTAL  
GEORGIA

UNIVERSITY SYSTEM OF GEORGIA

# **Student Handbook**

## **2018-2019**

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## General Information

### VISION

The College of Coastal Georgia will be a college of choice for students within Georgia and beyond, providing an outstanding education for tomorrow's leaders and citizens through service learning, global awareness and engaged entrepreneurship.

### MISSION STATEMENT<sup>1</sup>

As a state college of the University System of Georgia, the College of Coastal Georgia will be a college of choice for residents of Georgia and beyond by providing an accessible and affordable quality education. Advocating excellence in scholarship and community engagement, the College promotes student progression and timely graduation through student-centered programs that offer a rich and diverse student experience. Students are prepared for meaningful careers, advanced study, lifelong learning, and participation in a global and technological society. The institution will provide associate and baccalaureate degrees that support the intellectual, economic and cultural needs of the community and region.

### ACCREDITATION

The College of Coastal Georgia is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the College of Coastal Georgia.

Inquiries to the Southern Association of Colleges and Schools Commission on Colleges should only address the following:

- the accreditation status of the College of Coastal Georgia
- the filing of a third-party complaint at the time of the College of Coastal Georgia's decennial review
- the filing of a complaint for alleged non-compliance with a requirement or standard

SACSCOC complaint procedures should only be initiated when addressing specific requirements or standards from *The Principles of Accreditation: Foundations for Quality Enhancement*. Normal inquiries about the College of Coastal Georgia (e.g., admission criteria, financial aid awards, and academic programs) should be addressed directly to CCGA, not to the Commission.

Specialized accreditations include the following:

- Accreditation Commission for Education in Nursing (ACEN)
- American Culinary Federation Education Foundation (ACFEF)
- Council for the Accreditation of Educator Preparation (CAEP)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)

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<sup>1</sup> Approved by the USG Board of Regents (November 10, 2015)

## Division of Student Affairs & Enrollment Management

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

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

- Admissions
- Career Services
- Counseling & Disability Services
- Diversity and Inclusion
- Financial Aid
- Call Center
- Student Health Center (Brunswick campus)
- Residence Life and Housing (Brunswick campus)
- Mariner Recreation
- Student Life
- Student Conduct
- Title IX

As a division, Student Affairs is committed to the following vision, mission and objectives:

### **VISION:**

The Division of Student Affairs & Enrollment Management will attract & engage a diverse student body in a vibrant, supportive, and inclusive campus community that results in the most satisfied, well-informed, and successful student. The Division will be a leader in providing a comprehensive recruitment, admission, financial aid, and student learning / support experience for our students. (updated

June 2018)

### **MISSION:**

In support of the mission of the College, the Division of Student Affairs & Enrollment Management tells our story to others to attract, enroll, and engage students in our community of scholars. Focusing on creating opportunities for intellectual, cultural, social, personal, and professional growth, the Division creates a supportive environment that encourages students to participate in curricular and co-curricular activities that promote intellectual curiosity, student success, and engaged citizenship. (updated June 2018)

## DEFINITION OF STUDENT SUCCESS:

A successful student is one who:

- is actively engaged in their academic progress
- develops diverse and meaningful connections with others
- is respectful of policy, process, and timelines
- contributes positively to the campus, local, and global community
- acts as a self-advocate by utilizing resources to problem solve, provide appropriate feedback, and make informed decisions
- enhances the skills necessary to succeed in life after college
- has an increased sense of self-awareness and wellbeing. (updated June 2018)

## Student Affairs & Enrollment Management Team

### Office of the Vice President

Dr. Jason Umfress, Vice President for Student Affairs & Enrollment Management

Location: Campus Center, Second Floor

Telephone: (912) 279-5802

- Chief Student Affairs Officer
- Chief Enrollment Officer
- SGA Advisor

Dr. Michael Butcher, Assistant Vice President for Student Affairs / Dean of Students/ Title IX Coordinator

Location: Campus Center, Second Floor

Telephone: (912) 279-5815

- Campus Judicial Office / Title IX Coordinator
- Director of Residence Life and Housing
- Chair, Behavioral Intervention Team
- SGA Advisor

Casey Hanak - Administrative Assistant to the Vice President for Student Affairs & Enrollment Management

Location: Campus Center, Second Floor

Telephone: (912) 279-5802

### Admissions Office

*Admissions & Recruitment*

Amy Clines – Assistant Vice President for Recruitment & Admissions

Shane Apps – Admissions Counselor

Catherine “Mandy” Lesseig – Admissions Counselor

Thea Scott – Admissions Counselor

Anthony Davis, Admissions Counselor – Regional (ATL)

Kimberly Burgess – Admissions Counselor for Adult & Veteran Recruitment

Location: Campus Center, Second Floor

Telephone: (912) 279-5730

*Admission & Records Management*

Cindy Schell – Records Clerk Supervisor

Holly Black – Admissions Records Clerk III

Robin Flores – Records Management Specialist

Brittany Abbott – Records Management Specialist  
Location: Andrews Center, Second Floor  
Telephone: (912) 279-5701

### **Call Center**

Antiqua Shields – Call Center Coordinator  
Robin Jackson – Call Center Representative  
Location: Student Activities Center  
Telephone: (912) 279-4525

### **Career Development**

Brian Weese – Director of Career Development  
Alexis Mills – Career & Student Employment Counselor  
Location: Academic Commons South 104  
Telephone: (912) 279-5717

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

### **Counseling & Disability Services**

Jennifer Zak – Director of Counseling and Disability  
Cheryl Van Dyke – Personal Counselor  
Elaine Latimer-Tandy – Personal Counselor  
Location: Campus Center, Second Floor (next to the Student Health Center)  
Telephone: (912) 279-5806 - Zak  
(912) 279-5803 - Van Dyke  
(912) 279-4537 - Latimer-Tandy

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

### **Diversity & Inclusion**

Brittany Garcia – Coordinator of Student Engagement & Intercultural Programs  
Location: Campus Center, Second Floor  
Telephone: (912) 279-5805

- Program oversight for multicultural student organizations, programming, and community outreach
- Advisor to Programming Boards (Overboard Entertainment and Camden Activity Board)
- Oversees Intercultural Programming Series

### **Financial Aid**

Terri Harris – Director of Financial Aid  
Brenda Taylor – Associate Director of Financial Aid  
Valeska Carter – Financial Aid Specialist / VA Certifying Official  
Susan Bratten – Financial Aid Counselor  
Nicole Ransom – Financial Aid Counselor  
Cammie Heinhold – Customer Service Clerk  
Jennifer Schoof – Verification Specialist

Location: Andrews Center  
Telephone: (912) 279 - 5722

## **Health Center**

Thearon Filson – Administrative Assistant

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

Telephone: (912) 279-4537

Fax: (912) 279-4534

- Monday – Friday, 8 a.m. to 5 p.m.

## **Mariner Recreation**

Michael “Mike” Medlin – Director of Recreation & Wellness

Location: Student Activity Center, Room 130

Telephone: 912-279-5813

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

## **Residence Life and Housing**

Dr. Michael Butcher – Assistant Vice President for Student Affairs / Dean of Students/ Title IX Coordinator

Location: Campus Center, Second Floor

Telephone: 912-279-5815

Lacey Kondracki – Associate Director of Residence Life & Housing / Deputy Title IX Coordinator

Location: Lakeside Village

Telephone: 912- 279-4540

Michael Woodbury – Residence Hall Director for Lakeside Village

Location: Lakeside Village

Telephone: 912-279-4588

Samantha Santee – Residence Hall Director for Mariner Village / Coastal Place Apartments

Location: Mariner Village

Telephone: 912-279-5826

## **Student Life**

TBD – Assistant Dean of Student Life

Location: Campus Center, Second Floor

Telephone: 912-279-5812

- Campus Center and Student Activity Center Administration
- Student Organization Advisement
- Campus Traditions



## Overview of the Student Handbook

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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 this list, and it will be made available to students on the College website at: <http://www.ccgga.edu/page.cfm?p=1156>.

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. Visit <http://www.ccgga.edu/page.cfm?p=1156> for more information.

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. Visit <http://www.ccgga.edu/page.cfm?p=1156> for more information.

### 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. The Code of Conduct can be accessed online at: <https://www.ccgga.edu/page.cfm?p=617>.

### 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, gender, 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. 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, gender, 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. (update September 2016)

### Family Educational Rights and Privacy Act (FERPA) *(Updated: August 2017. Also found in College Catalog)*

The Family Educational Rights and Privacy Act (FERPA) afford 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.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which your education records and personally identifiable information (PII) contained in such records including your Social Security Number, grades, or other private information may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Secretary of Education, or state and local education authorities (Federal and State Authorities) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is principally engaged in the provision of education, such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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.

For more information about the Family Educational Rights & Privacy Act, contact the Office of the Registrar at (912) 279-5738.

## 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 at 912.279.5730. Visit <https://www.ccgga.edu/page.cfm?p=928> for more information. (Update September 2016)

### **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.

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: <https://www.ccgga.edu/page.cfm?p=617>.

### **Off-Campus Activities and Behaviors**

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 & Enrollment Management or designee. The Vice President or 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 Hargett Administration Building. Persons who wish to request mediation services may call 912-279-5740.*

### **Reports of Student Misconduct** *(Updated: August 2017)*

All members of the of College community may file formal complaints about student, faculty, or staff conduct with the Dean of Students. Complaints to the appropriate department and/or person(s) should include as much information as possible such as: (1) the type of misconduct alleged; (2) the name and contact information of the individual(s) accused of misconduct; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made. Complaints will be investigated and resolved as outlined in the Student Code of Conduct or through Human Resources. More information about reporting student conduct can be found in the Student Code of Conduct at <https://www.ccg.edu/page.cfm?p=617> .

### **Academic Integrity** *(Updated: August 2017)*

Academic and intellectual integrity is expected of all individuals at the College of Coastal Georgia. The College expects students to be honest and present work that is only their own. Scholarship and fairness require that improper work be rejected and that violations be investigated and, appropriate sanctions administered. Academic dishonesty includes plagiarism, cheating, giving or receiving assistance not authorized by the instructor, using one’s own prior work, and in any other way presenting work that is not that of the student to whom an assignment was made. More information about Coastal Georgia’s Academic Integrity policy can be found in the Student Code of Conduct at <https://www.ccg.edu/page.cfm?p=617>.

### **Sexual Misconduct Policy** *(Updated: August 2017)*

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring a safe learning and working environment for all members of the USG community. To that end, this Policy prohibits sexual misconduct, as defined in the Student

Code of Conduct. More information about Coastal Georgia's Sexual Misconduct Policy can be found in the Student Code of Conduct at <https://www.cpga.edu/page.cfm?p=617>.



### 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 visit <https://www.ccgga.edu/page.cfm?p=693>.

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

### COAST Login Instructions *(Updated: August 2017)*

1. Visit [www.ccgga.edu](http://www.ccgga.edu) and click the  link
2. Log-in to your **CCGA Portal** using your Username (student ID number) and Password  
*For questions about your MYCCGA account or password, please call the Help Desk at (912) 279-5760.*

Once inside the **Portal**, click 

### Class Attendance

Attending class and being on time for class sessions is an important part of your success in the classroom. Attendance requirements may vary based on the needs of the course, the method of instruction or the instructor. The attendance policies are set by the academic school in which the course resides and will be included in the course syllabus, including any penalties will be distributed in writing or via D2L to students by the instructor at the beginning of each semester including any penalties that may result from excessive absences or tardiness. When students are required to be absent from class for approved college activities, the student must assume responsibility for making up any missed work.

*(Update August 2017 from <http://sa.ccgga.edu/Catalog2017/>)*

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/uploaded/Student\\_Affairs/files/ODSHandbook.pdf](http://www.ccgga.edu/uploaded/Student_Affairs/files/ODSHandbook.pdf)

The College has a number of policies that govern the operation of the institution and the behavior of its community members. Policies listed in this Handbook have been selected as those that might be of particular interest to the student population. For a complete listing of CCGA policies, visit <https://www.ccgga.edu/page.cfm?p=682>.

### **Advertising Guidelines/Faculty & Staff Posting of Materials on Campus**

The College of Coastal Georgia's detailed posting policy can be found at: <https://www.ccgga.edu/page.cfm?p=1989&pid=13>.

### **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** *(Updated: August 2017)*

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. Facilities policies and guidelines may be accessed through the student organization handbook at: [www.ccgga.edu/StudentLife](http://www.ccgga.edu/StudentLife) and below:

- Room reservations for student organizations can be made by contacting the Assistant Dean of Student Life whose office is located on the second floor of the Campus Center.
- Faculty and Staff requesting space should contact their department coordinator to reserve the space.

The following University System of Georgia Policies apply to use of Institutional Facilities and 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**

An outside party may request permission to use an institution facility for an event that is not contrary to the mission of the institution; however, in such instances, the president of the institution shall require the completion of a USG-approved license agreement, including a properly executed indemnification and liability insurance agreement unless said outside party is constitutionally prohibited from doing so. (BoR Minutes, January 2016) (Update September 2016).

#### **Freedom of Expression Policy** (Updated April 2017).

The College of Coastal Georgia (College) values and encourages the right of all members of its community to exercise free speech and peaceful assembly as guaranteed by the U.S. Constitution and the Georgia Constitution. As an institution dedicated to training and educating the future leaders of the state and nation, and in a spirit of establishing and maintaining a “marketplace of ideas,” the College supports the right of all members of its campus community to discuss varying perspectives on complex issues. This is often known as intellectual diversity. All College students, faculty, staff, their recognized groups, and non-College affiliated persons, groups, organizations and entities sponsored by a recognized College group may exercise their freedoms of expression on the College’s campuses as set forth in this policy. Public speeches and assemblies can be valid means of expression for dissenting opinions provided they do not disrupt the academic and administrative functioning of the College. Therefore, while protecting and promoting the freedoms of expression, the College maintains its right to impose reasonable time, place, and manner restrictions on those activities in order to serve the interest of public health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others. By placing reasonable limitations on time, place, and manner of expression, the College does not take a position on the content or viewpoint of the expression, but rather allows for a Diversity of viewpoints to be expressed in an academic setting.

The complete Freedom of Expression Policy is located at <https://www.ccgga.edu/page.cfm?p=1989&pid=49>.

#### **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 <https://www.ccgga.edu/page.cfm?p=616> 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, visit: <https://www.ccgga.edu/page.cfm?p=921>.

**Prohibition of Weapons on Campus** *(Updated: August 2017)*

Possession of weapons on the College of Coastal Georgia campus is governed by Georgia law (O.C.G.A. §16-11-127.1). Under the law, weapons are not allowed on the College of Coastal Georgia campus, subject only to certain exceptions.

To access the complete policy, visit <https://www.ccgga.edu/page.cfm?p=1989&pid=14>.

**Student Complaints** *(Updated August 2018)*

If a student has a complaint which is not specifically addressed in the College Catalog, Student Handbook, or Student Code of Conduct, he or she should submit a written description to the department head / supervisor who has responsibility for the area of concern. The department head / supervisor or designee will investigate the complaint, take action if necessary, and respond to the student in writing within a reasonable timeframe. If the student is not satisfied with the resolution, he or she may appeal in writing to that individual's immediate supervisor within five (5) business days. A decision on the appeal will be issued by the supervisor within a reasonable timeframe. If the student is not satisfied with the decision of the appeal, he or she may appeal the second decision in writing to the next level supervisor within five (5) business days of receiving the second decision. Appeals may be filed through the administrative levels of the institution to the President of the College. The aforementioned process and timelines will apply. The decision of the President will be the final decision of the College. Should the student wish to appeal the President's decision, he or she may request review by the Board of Regents in accordance with the Board of Regents' Policy on Discretionary Review.

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 Executive Cabinet 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.

### **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, visit: <https://www.cpga.edu/page.cfm?p=617>.

### **Steps to Create a New Student 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 Assistant Dean of Student Life for information on the registration process.

### **Student Organization GPA Requirement**

Registered student organizations will have a minimum grade point average requirement of 2.0 for general members and 2.5 for executive members (officers) as verified by their most recent semester GPA (not cumulative or institutional). More information about the Student Organization GPA requirement may be found in the Student Organization Handbook available in the Office of Student Life.

### **Procedures for Annual Re-Registration**

Student organization advisors and contacts will receive information regarding the re-registration process 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 should complete the process 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. Once these changes are received by the office, official approval is obtained from the Student Affairs Council.

### **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.ccca.edu/uploaded/Policy/files/CampusFundraising.pdf?version=1>

## **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: <https://www.ccca.edu/page.cfm?p=617>.

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 Policy 8.6 Application for Discretionary Review. (BoR Minutes, February 2015)

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)

This Policy amendment is intended to implement The Student Organization Responsibility for Drug Abuse Act of 1990. (Update September 2016).

### **Academic Tutoring and Instruction Center (ATTIC)**

The Academic Tutoring and Instruction Center, the “ATTIC”, is one of the most important spots on campus. It is home to several academic support services offered by the College of Coastal Georgia (CCGA), located in the Correll Building and the Camden Center. The Center’s mission is to support learning and help students build confidence in their ability to learn. The ATTIC provides FREE academic support and tutoring to all College of Coastal Georgia students. In the ATTIC, academic support/tutoring is available in most subjects. Tutors assist students in achieving their potential by providing help and encouragement in a friendly and safe environment.

Also located within the ATTIC is **The Center for Academic Success (CAS)**. CAS is designed to provide eligible students with a range of services to support their being successful in the college setting. Services include individualized resources, support and encouragement, peer mentoring, tutoring, and frequent faculty interaction. Students’ achieving academic success and degree completion at the College of Coastal Georgia is the mission of the CAS program. CAS is open to freshmen and sophomore students seeking a baccalaureate degree and targets students who are first-generation, economically disadvantaged, or have a disability. Interested students must complete an application and be interviewed. Students are urged to apply as soon as possible since program enrollment is limited.

### **Bookstore**

The Lighthouse Bookstore is located on the first floor of the Campus Center in Brunswick. The bookstore carries all your needed textbooks, school supplies, electronics, reference materials, drinks, snacks, and a complete line of CCGA merchandise from t-shirts to hair clips. Visit the website to order online, [www.ccgabooks.com](http://www.ccgabooks.com). The Lighthouse Bookstore also has a coffee shop featuring Pura Vida Coffees, smoothies and sweets from our own local bakery, Sweet Mama’s. Bookstore hours are Monday through Thursday 8:00am to 5:00pm and Friday 8:00am to 3:00pm.

The Camden Bookstore is located in the north end of the Camden Center and provides textbooks for all courses offered at the Camden Center. Bookstore hours are Tuesday and Wednesday from 9:30 a.m. to 5:30 p.m. Both campuses have extended hours during late registration, the first week of classes, and end-of term buyback. Please check bookstore website for specifics.

### **The Center for Academic Advising**

The Center for Academic Advising is housed with Career Services in the Academic Commons South building. The Center serves students who are undeclared majors, transient students, and joint enrolled high school students through the ACCEL Program and Dual Enrollment (DE). The Center also serves as an advising resource for faculty and staff, works in collaboration with Career Services to provide assistance and guidance to students needing to declare a major, and with the Office of Student Affairs by assisting with Student Orientation.

### **Campus Police Department**

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.

- **Dial 911 for emergencies**
- **Dial 912-258-3133 for non-emergencies.**
- **Text CCGA to 888777 for Emergency Alerts**



### **Campus Parking and Vehicle Registration/Decals**

Enrolled students may obtain a parking permit/decal for \$30.00 at the Bursars Office. For non-credit students, the parking fee for one vehicle is included in the course fee. Additional cars may be registered for \$30.00 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. 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.

In Brunswick, Student Parking is available in Lot B (west of the Coffin Gym), Lot C (east of the Andrews Center), and Lot E (at the Conference Center). Parking in the small lot in front of the Campus Center is restricted to campus visitors only. Students with a disability should contact the Office of Disability Services for information regarding special parking privileges. Parking is not permitted on roadways, sidewalks, crosswalks, or curbed areas. Traffic flow directions are clearly marked.

### **Monetary Penalties**

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 \$ 25.00
- Parking in a Fire Lane \$ 50.00
- Parking in handicapped area \$ 100.00
- Parking in a restricted area:
  - 1st offense \$ 20.00
  - 2nd offense \$ 20.00
  - 3rd offense \$ 20.00 & Disciplinary Action

Fines must be paid to the Bursars Office, located in the Andrews Building, within five business days of the violation. Effective September 1, 1993, a \$10.00 late fine 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.

### **Office of Career Development**

The Office of Career Development is located in Academic Commons South. The entrance is on the end of the building facing the pedestrian mall, under the big oaks. The mission of Career Development 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:

- On and off-campus employment opportunities
- 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

Career Development 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 <https://www.ccca.edu/page.cfm?p=612> or contact [careerservices@ccga.edu](mailto:careerservices@ccga.edu).

## **Counseling & Disability Services**

The Office of Counseling Services provides short-term counseling (up to 8 sessions per academic year) for individuals, couples (when both individuals are enrolled at CCGA) and small groups at no cost to students who are currently enrolled in classes. Counseling is a confidential process designed to help you address your concerns, come to a greater understanding of yourself and learn effective personal and interpersonal coping strategies. Services are provided by licensed clinicians. Appointments are necessary. To make an appointment, contact The Office of Counseling Services at 912-279-5803 or by sending an email to [counseling@ccga.edu](mailto:counseling@ccga.edu).

College of Coastal Georgia is committed to providing educational opportunities for all qualified students and assisting them in making their college experience successful and positive. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Office of Disability Services coordinates the provision of reasonable accommodations for students with disabilities to ensure that they have equal access to course content and equal opportunity to demonstrate mastery of the material. Services are available to students who choose to self-identify and provide appropriate documentation of their disability. For information on disability documentation guidelines, please visit: [http://www.usg.edu/academic\\_affairs\\_handbook/section3/C793/](http://www.usg.edu/academic_affairs_handbook/section3/C793/).

Students with disabilities must still 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 the following: learning disability, ADD, acquired brain injury, psychological disorders, pervasive developmental disorders, sensory impairment, mobility impairment and chronic medical illness. For more information on the services provided, please contact Jennifer Zak, Director of Counseling and Disability Services at [jzak@ccga.edu](mailto:jzak@ccga.edu) or by phone at 912-279-5806.

## **Dining Services**

College of Coastal Georgia Dining Services are provided by Aladdin, a Division of Ellior North America. On campus there are three options for dining:

- *The Mariners Galley* is an all-you-care-to-eat dining facility located in the Campus Center. 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 adjacent to the Student Lounge.

For additional information, please visit our website <https://ccga.edudine.com/>.

## **Diversity and Inclusion**

The Office of Diversity and Inclusion offers an array of programs that foster the understanding of and respect for cultural differences. The mission of this office is to ensure that our campus community supports cultural and academic initiatives through multicultural education, advocacy, and intercultural understanding. The Office of Diversity and Inclusion has two overarching goals: 1) to provide support and assistance to underrepresented students in order to improve their retention, persistence and graduation; and 2) to ensure a value-added education by promoting cross-cultural understanding through specific programs that encourage respect and appreciation between students, faculty, and staff. For more information visit <https://www.ccgga.edu/page.cfm?p=615>.

## Health Center

While at College of Coastal Georgia, students have access to the Student Health Center, located 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.

Also located within the Health Center is a **Lactation Station**. The lactation station is designed to provide a private and convenient space on campus for mother's to pump and store their breast milk while attending classes. The room is available on a first come first served basis.

For more information about the Student Health Center, visit: <https://www.ccgga.edu/page.cfm?p=616>.

## Health Insurance

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 <http://www.ccgga.edu/page.cfm?p=921>

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.

## Library

The Gould Memorial Library the College of Coastal Georgia holds over 60,000 books and video tapes, 36 current periodicals, 177,000 ebooks, streaming videos and maintains a microform collection. The University System of Georgia's GALILEO site on the World Wide Web provides online access to library catalogs, a wide variety of indexing, abstracting, and full-text databases, and to the Internet. GALILEO resources may be accessed from terminals in the library or from any computer connected to the World Wide Web at [www.galileo.usg.edu](http://www.galileo.usg.edu). Students are issued a password each semester allowing home access to GALILEO databases. The Library also subscribes to JSTOR which is an online collection of full-text journals.

Students are able to use GILExpress, which provides borrowing privileges online and on site at libraries throughout the 31 institutions of the University System. In addition, these students may borrow books and request copies of articles from other libraries through the library's interlibrary loan service. Printing, scanning and copying services are available at the Gould Memorial Library. A validated college identification card must be presented to borrow materials from the library.

The library conducts classes and sign-up sessions to help students use information resources, and provides assistance at the reference desk, via telephone, and through libguides on the library website. Hours are listed on the library website, along with links to information about services and access points for materials available in online formats. The college I.D. card allows students to check out and request materials. The library website is <https://www.ccgga.edu/page.cfm?p=688>.

## Mariner Recreation

### Club Sports

Club Sports are unique student organizations; the overall duties of the team, or organization, are fulfilled by students. They may be organized for instructional, recreational and/or competitive purposes. Students play with and against their classmates in sports like volleyball, basketball, dodgeball, tennis, golf, and flag football. 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, visit <https://www.ccgga.edu/page.cfm?p=1489>.

### Fitness Center

Mariner Recreation wants members of the campus community to achieve the highest level of health possible. Recreation's mission for the Fitness Center is to improve the health and well-being of everyone in the Coastal Georgia campus community and to promote an environment that will encourage the lifelong practice of health and fitness.

College of Coastal Georgia's Student Fitness Center is located on the first floor of the Howard Coffin Building. The Fitness Center houses a fully renovated circuit training 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. 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 participate in the classes at no cost. Policies and procedures are posted for all those utilizing the facilities. Specific policies pertaining to the use of the College's Fitness Center may be obtained online at: <https://www.ccgga.edu/page.cfm?p=607>.

**Group Fitness Classes** are also available throughout the week in multiple disciplines. The Fitness Center staff is available to spot and answer general questions, however, users are encouraged to sign up for personal training to help achieve their wellness goals. If you're interested in personal training services, please email [fitness@ccgga.edu](mailto:fitness@ccgga.edu).

## Outdoor Recreation

The outdoor recreation program offers a variety of outdoor activities every semester. Offerings include on campus challenge course trainings and off campus excursions like kayak tours, bike tours, stand-up paddle boarding, rock climbing and trips to sporting events. Coastal Georgia's main campus features and 12 outdoor competition level tennis courts, outdoor basketball complex, and two sand volleyball courts. Outside courts are available to students any time during the week unless a class or tennis team practice is in session. The Pavilion, adjacent to the lake, is open for general student use and is available for student groups to reserve through the Office of Student Life. For more information, visit <https://www.ccca.edu/page.cfm?p=1490>.

## Indoor Recreation

The Recreation & Entertainment Center, located in the south end of the Student Activity Center (Brunswick) is a space for students to congregate and engage in fun activities. Open afternoons, evenings and weekends, the REC features billiards, ping pong, air hockey, foosball, classic arcade style games and the latest gaming consoles. Students may also check out equipment like tennis racquets to use on our 12 competition level courts, golf clubs for our putting green and volleyballs for our two sand courts. Many students also utilize the free bike rentals to get around campus and the surrounding areas.

The Brig is our functional fitness facility located in the north end of the SAC. The center features a multi-function rack, with a heavy bag, battle rope, infinity rope plus TRX capabilities as well as kettle bells, core bags, agility ladders, rowing machines, tires, plyometric boxes, a 50-foot turf strip and more. For more information about the Brig, visit <https://www.ccca.edu/page.cfm?p=1498>.

Follow Coastal Recreation on Facebook: <https://www.facebook.com/CoastalGeorgiaRecreation>

## **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. Lakeside Village, 350 beds, Mariner Village, 216 beds, and Coastal Place Apartments, 88 beds, provide over 650 beds on our campus. For more information, please see our website at <https://www.ccca.edu/page.cfm?p=610>, call 912-279-4540, or email us at [Residence.Life@ccga.edu](mailto:Residence.Life@ccga.edu).

## **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 Camden 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: <https://www.ccca.edu/page.cfm?p=503>.

## **Testing**

The Testing Service Centers are your destination for a comprehensive array of testing. Our testing centers support the academic programs of the College by providing testing services for admissions tests, CLEP, TEAS, departmental testing, and eCore. We also provide proctoring services to the community for academic testing and professional licensure/ credentialing exams. Testing is available at both the

Brunswick campus in Academic Commons South, 2<sup>nd</sup> Floor or in the Camden Center Administration Office. Contact the testing center in your area for available dates and to schedule an appointment.

**Brunswick: Contact: Zerelda Jackson**

PH: 912.279.5808

Email: [zjackson@ccga.edu](mailto:zjackson@ccga.edu)

**Contact: Camden Center**

PH: 912.510.3301

*Academic Integrity is a core value of the College of Coastal Georgia. If you are caught breaking any of the Testing Center's regulations in any way you will be referred to Academic Affairs for academic misconduct and all test scores will be terminated.*

**Title IX**

The College is committed to being a safe and respectful environment to live and study. Title IX of the federal education amendments prohibits sex discrimination in educational institutions. If you have been affected by sexual discrimination/harassment, sexual assault, interpersonal violence, stalking, retaliation, gender-based discrimination/harassment, or bully/hazing, please contact the Title IX Coordinator and Dean of Students, Dr. Michael Butcher, at 912-279-5815 or [m butcher@ccga.edu](mailto:m butcher@ccga.edu) or Campus Police at 912-258-3133.

**TRiO Program**

The Student Support Services Program (TRiO), temporarily located in the Southeast Georgia Conference Center, is a federally funded program that is sponsored by the U.S. Department of Education. The program is funded to serve up to 160 eligible students at CCGA in an Associate of Arts or Associate of Science program. For more information, please visit <https://www.ccgga.edu/page.cfm?p=1343>.

### **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 Sun Conference. 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. For more information about Mariner Athletics, visit [www.coastalgeorgiasports.com](http://www.coastalgeorgiasports.com).

### **Publications**

The College produces two publications: *The Crow's Nest* (the school newspaper) and *Seaswells* (the literary magazine). *The Crow's Nest* is published approximately 8 times per year. Writers, editors, designers, 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* 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. Contact the Office of Student Life for more information.

### **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 and Housing.

### **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 and a slate of appointed officers. 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), residence halls, and at large. Members are elected from both the Brunswick campus and Camden Center.

### **Student Organizations**

The College of Coastal Georgia currently has over 50 registered student organizations which students may join. Student organizations are organized around social, cultural, and academic interests. Students may also form new student organizations that meet their particular interests. For information on how to start a new student organization, please contact the Director of the Campus Center and Student Life. For a complete list of registered student organizations, go to: <https://www.ccg.edu/page.cfm?p=605>.

### **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 [volunteer@ccga.edu](mailto:volunteer@ccga.edu).



### **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-CURRICULAR** refers to out of class activities, programs, and learning experiences supervised and/or financed by the school, which provides curriculum-related learning and character building experiences. Co-curricular activities are voluntary, are not part of the regular school curriculum, are not graded and do not earn credits.

### **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.

### **D2L (Brightspace)**

Brightspace (D2L) is the learning management system for online, blended, and face-to-face courses at the College of Coastal Georgia. Logon to Brightspace (D2L) by going to [MYCCGA](https://ccga.view.usg.edu) or directly to <https://ccga.view.usg.edu/d2l/login>.

## **DEGREE WORKS**

DegreeWorks is a web tool that provides advice for students and their advisors to monitor the student's progress towards graduation. It can be accessed through the [MyCCGA](#) portal.

## **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 of time 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. 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.

## **SERVICE LEARNING**

Service-learning is a credit-bearing academic experience in which students participate in organized service experiences that respond to a wide spectrum of community needs. It allows students to apply and test their academic learning through hands-on opportunities that also promote community interests.

## **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 40<sup>th</sup> 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.