

# COLLEGE OF COASTAL GEORGIA

University System of Georgia

2009-2010 Catalog

Volume 39      Number 1  
August 2009

Brunswick Campus  
3700 Altama Avenue  
Brunswick, GA 31520-3632  
Telephone (912) 279-5700  
1-800 675-7235

Camden Center at the Lakes  
8001 Lakes Boulevard  
Kingsland, GA 31548  
912 510-3300

CCGA Web Site: <http://www.cpga.edu>  
CCGA Admissions E-mail: [admiss@cpga.edu](mailto:admiss@cpga.edu)  
CCGA Registrar E-mail: [registra@cpga.edu](mailto:registra@cpga.edu)

An Affirmative Action/Equal Opportunity/Equal Access Institution

If you are an individual with a disability and need specialized accommodations while attending the College of Coastal Georgia, please contact Student Affairs at (912) 279-5800. No qualified individual shall, on the basis of a disability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

# TABLE OF CONTENTS

Dear Students,

Welcome to the College of Coastal Georgia. We begin this academic year with many exciting changes underway and on the horizon. This year, we are joined by our first group of rising juniors and our inaugural class of first and second year students who intend to complete bachelor's degrees at the College. The College is now accredited as a Level II institution by the Southern Association of Colleges and Schools (SACS) Commission on Colleges, authorized to offer associate and baccalaureate degrees along with transfer and transient credit coursework.



This fall, we recognize our students who have enrolled in our new teacher education and business administration degree programs. In the spring, we will enroll students in our bachelor of science in nursing program. Our associate degree programs remain the backbone of our College portfolio, providing a springboard of outstanding quality for students seeking a career pathway or a portal to pursue a baccalaureate degree at our College or elsewhere around the state and nation.

Look around and you will see numerous changes to the campus' operations, look and feel. The College's Strategic Master Plan was adopted in May 2009 and we are working to become a vibrant education community filled with activities that are sure to make you feel like you are indeed part of something quite special. More than twenty exceptional new faculty members have joined an already impressive academic family. Our faculty and staff are fully committed to your success. Along with unsurpassed academic quality, the College is focusing on quality of student life and healthy life styles.

Take advantage of our libraries, technology, learning communities and support programs, and a full array of student services and life activities. We are transitioning to a pedestrian and bicycle-friendly campus. Enjoy mobility and green space as you make your way to classes. Study and meet your friends on the grounds. Use the new campus WiFi. A fitness center has opened in the Coffin Education Building. The campus is now totally tobacco-free, and we thank you for adhering to this strict policy designed to promote a healthy environment for everyone on campus. For your convenience, student services have been consolidated in the Andrews Center, centrally located and housing the campus' first ATM and the Coastal Café. Student life and support services are located in the newly renovated Student Activity Center near the lake.

The exciting times are just beginning. This year, we will break ground on the new Health and Science Building, our first new academic building on the Brunswick Campus in nearly three decades. We plan to occupy the new building in late 2010. We are working to develop additional degree offerings. On-campus residences, a new campus center, enhanced classroom space, and expanded athletic programs are on the horizon. The beautiful Camden Center continues to be a vibrant and expanding campus setting.

Thank you for joining us at the College of Coastal Georgia. Students are the central reason for our transformation, and we encourage you to take an active role in helping us build the College. We hope your time here is enjoyable, enlightening and memorable. We look forward to supporting your continued success and helping you expand your horizons.

Sincerely,

Valerie A. Hepburn, PhD  
President

General Information .....	5
Accreditation .....	8
Admissions .....	10
Registration .....	21
Financial Assistance .....	27
Tuition and Fees .....	45
Student Affairs .....	49
Student Life .....	52
Records .....	54
Academic Regulations .....	57
Schools and Departments .....	73
Programs of Study	
Baccalaureate Degrees .....	80
Pre-Baccalaureate Programs .....	95
Career Programs .....	153
Course Descriptions .....	170
Faculty, Staff and Administration .....	237
Foundation Members .....	252
University System of Georgia .....	253
Index .....	256

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and the institution. While the provisions of this catalog will ordinarily be applied as stated, the College of Coastal Georgia reserves the right to change any provision listed in this catalog, 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 any such changes. Information on changes will be available in the following offices: Department Head, Division Chair, Vice President for Academic Affairs and Registrar/Admissions. It is especially important that students note that it is their responsibility to keep themselves apprised of current graduation requirements for their particular degree or certificate program.

## WHY THE COLLEGE OF COASTAL GEORGIA?

For students, education at the College of Coastal Georgia is a life-changing experience, whether that is progressing to further education, advancing in their position at work or starting a new career. This is made possible by open access, affordability, an accommodating environment, relevant curricula, and faculty who care about student success in and out of the classroom.

The College of Coastal Georgia offers 4 Baccalaureate programs, 39 Associate Degrees, and 4 Career Associate Degrees. Additional Bachelor and Master Degree programs are also available locally through the University Center. Each of these programs is designed to get you ahead in life. Student Life and Cultural Affairs events are abundant. With over 300 activities held on campus per year, there is always an opportunity to get involved.

So, why the College of Coastal Georgia? Some of the 3,000 students who attend classes every semester have the answers:

- “I work full-time, and at the College of Coastal Georgia I can get my degree at night.”
- “It is close to home. I didn’t want to go off to school and leave my family.”
- “I transferred to the College of Coastal Georgia because I heard that you get great attention from professors.”
- “It is not as expensive as some other colleges. And you get the same level of education. You do not have to be a business major to figure that’s a good bargain.”

Why the College of Coastal Georgia...Why not?

## GENERAL INFORMATION

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.

### MISSION STATEMENT

The College of Coastal Georgia offers targeted baccalaureate degree programs, pre-baccalaureate programs for transfer, and associate degree programs, and serves as a portal to graduate education. As a state college of the University System of Georgia, it is the mission of the College to:

- provide accessible and affordable higher education to a wide spectrum of learners, from recent high school graduates to returning adults;
- foster academic excellence and individual development in a supportive environment that accentuates career preparation and enriches student lives;
- investigate, capture and disseminate 21st century knowledge and skills, blending student-centered education and innovative service learning to promote social responsibility, global awareness, diversity, leadership, engaged entrepreneurship, and lifelong learning; and
- engage actively with the community and region through economic development partnerships, public service initiatives, early college outreach, applied scholarship, professional development programs, cultural enrichment experiences, and other activities.

### CORE CHARACTERISTICS

The College of Coastal Georgia shares with every institution in the University System the following core characteristics:

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

**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.

**VALUES**

The College of Coastal Georgia's mission and vision are framed by five core values:

**Quality Education**

High-quality, innovative and flexible educational opportunities and services in a student-centered environment, designed to promote student responsibility and create a climate of discovery that values and embraces both inquiry and creativity

**Experiential Learning**

Meaningful experiential and holistic service on campus and in the broader community with instruction and reflection to enrich the learning experience

**Global Awareness**

Value-added education that promotes cross-cultural understanding, fosters mutual respect and appreciation, and cultivates collaborative relationships with international programs and global communities

**Engaged Entrepreneurship**

Exploration and innovation across the educational experience to promote entrepreneurial strategies for social and community purposes

**Leadership**

Leadership anchored in professionalism, responsibility and motivation

**HISTORY OF THE COLLEGE**

The College of Coastal Georgia (formerly Brunswick College) was founded in 1961 by the Regents of the University System of Georgia when the citizens of Brunswick and Glynn County approved a one-million dollar bond issue for construction of buildings and purchase of land.

Construction of the physical plant was started in 1963, and the buildings were ready for occupancy in September of 1964. From the early 1970's until 1987, postsecondary technical and adult education programs were offered in a collaborative fashion under the governance of the Board of Regents and the oversight of the Georgia State School Board. In 1987, the Technical College System of Georgia was created by the Georgia General Assembly, and the College's postsecondary technical and adult education programs were provided under the auspices of this new State government agency.

The Board of Regents authorized the Camden Center to serve the needs of Camden County residents in December 1992, and classes began in the former Kingsland Elementary School in January 1993. A permanent facility opened for services in May 2004.

Upon the recommendations of consultants retained by the Board of Regents to review institutional missions and because of Brunswick College's clear geographic service region and commitment to a comprehensive mission of transfer programs, technical programs, lifelong learning, and community service, the Board of Regents adopted the name of Coastal Georgia Community College for Brunswick College in July of 1996.

Following a study of the need for expanded degree program access in the region, in July 2008, the College was designated as a state college and authorized to offer baccalaureate degrees. The institution's new mission and enhanced scope of programming is embodied in its new name, College of Coastal Georgia. In May 2009, the College adopted a comprehensive, strategic master plan, establishing the pathway for the institution to become a center of academic and community service distinction.

**LOCATIONS**

The main campus of the College of Coastal Georgia is located in the coastal city of Brunswick in Glynn County and is close to St. Simons Island, Sea Island, and Jekyll Island—gems in the chain of Georgia's Golden Isles. Situated in the northern sector of Brunswick, the college enjoys convenient access on the south from Fourth Street, which connects with U.S. Highways 341 and 17; on the west from Altama Avenue; and on the north from I-95 and the Golden Isles Parkway.

The 193-acre Brunswick campus has been carefully planted with trees and shrubs indigenous to the area. The southern pine is very much in evidence, with graceful palms, stately live oaks, hollies, and a variety of small shrubs adding to the beauty of the campus.

A network of roadways and sidewalks makes the buildings accessible by foot and auto. Paved parking lots which accommodate over nine hundred automobiles are provided for students.

To schedule a campus tour, please call 1-800-675-7235 or (912) 279-5813 at least 2 days in advance.

The Camden Center at the Lakes, located in Kingsland, is a University System residence center with authorization to offer programs leading to either the pre-baccalaureate/college transfer programs or career programs (refer to the Programs of Study section for additional explanation). Classes at the Camden Center are offered days, evenings and Saturdays, depending on the term. The Camden Center has a full service library/learning center. Administrative office hours are 8:00 a.m. to 6:00 p.m., Monday-Thursday, and 8:00 a.m. to 5:00 p.m. on Fridays. For additional information, please call (912) 510-3300.

**ACCREDITATION**

The College of Coastal Georgia is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the 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.

Other accreditations include the following:

American Culinary Federation  
180 Center Place Way  
St. Augustine, FL 32095  
800-624-9458

Joint Review Committee for Education in Radiologic Technology  
20 N. Wacker Drive  
Suite 900  
Chicago, IL 60606-2901  
312-704-5300

National Accrediting Agency for Clinical Laboratory Sciences  
8410 West Bryn Mawr  
Suite 670  
Chicago, IL 60631  
773-714-8880

National League for Nursing Accrediting Commission, Inc.  
3343 Peachtree Road NE, Suite 500  
Atlanta, GA 30326  
1-800-669-1656

**APPROVALS**

Georgia Board of Nursing  
237 Coliseum Drive  
Macon, GA 31217  
Department of Veterans Affairs (for certifying Veterans' benefits)

**COLLEGE MEMBERSHIPS**

American Association of Collegiate Registrars and Admissions Officers  
American Association of Community Colleges  
Community College Humanities Association  
Georgia Association of Colleges and Employers  
Georgia Association of Collegiate Registrars and Admissions Officers  
Georgia Association of Two-Year Colleges  
National Academic Advising Association  
Southern Association of Collegiate Registrars and Admissions Officers

**AUTOMOBILES**

The use of cars on campus is considered a privilege extended by the college. Students who abuse the privilege may have it revoked. A current decal attesting to the registration of the car must be purchased from the Business Services' cashier or the library and must be properly affixed and visible from the rear of each car operated on campus. All automobiles should carry adequate liability and property damage insurance. Detailed regulations on the use of automobiles are provided when the decal is purchased. Unauthorized vehicles on the campus are subject to being impounded by the local police.

**SMOKING IN PUBLIC AREAS**

Smoking or the use of any other form of tobacco product is not permitted on campus.

**POLICY ON CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES**

The carrying and use of cell phones, pagers, and other personal electronic devices are allowed on the College of Coastal Georgia Brunswick campus 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 laboratories. Students participating in off-campus course-related activities must follow the electronic devices policies of the agency or organization where they are visiting or working.

Cell phones, pagers, and 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 laboratories. 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 areas in which an individual has a reasonable expectation of privacy such as restrooms, locker rooms, showers and other locations.

## ADMISSIONS

Admissions office personnel are available from 8 a.m. to 6 p.m., Monday through Thursday and from 9 a.m. to 5 p.m. on Friday to provide general information, applications, and specific information about College programs and admissions procedures. Admissions information may also be obtained by visiting our web site at <http://www.ccg.edu>.

An application is valid only for the semester for which it is submitted. Applications submitted by students who do not enroll are retained in an inactive file for a maximum of one year. An application may be reactivated for a future semester by notifying the Admissions Office in writing by the application deadline. If the student has attended another college in the interim, an official transcript must be sent from that college to the CCGA Admissions Office.

### ADMISSION CRITERIA

All individuals applying for admission must submit the following documentation:

- 1) Application for Admission;
- 2) Non-refundable Application Fee;
- 3) Certificate of Immunization to include verification of immunity against measles, mumps, rubella, Tetanus-Diphtheria, Varicella (Chicken Pox). Students under the age of 19 must also provide proof of the Hepatitis B series. (Revised January 2005);
- 4) Official Final High School Transcript from an accredited high school\*\* (Certificate of Performance or a Special Education Diploma must graduate from an accredited GED program prior to admission);
- 5) Official SAT I or ACT Scores, if taken. SAT I or ACT Scores are not necessary, but are highly recommended. Students scoring 430 SAT Critical Reading or 17 ACT English will be exempt from completing COMPASS placement testing in English; Students scoring 400 SAT Math or 17 ACT Math will be exempt from completing COMPASS Math;
- 6) Official GED Scores (not diploma), if taken; and
- 7) Official Transcripts from any college or university applicant has attended.

\*\* The University System of Georgia will only recognize courses completed from accredited schools which meet the standards of a regional accrediting association, i.e., Southern Association of Colleges and Schools (SACS), the Georgia Accrediting Commission (GAC), the Accrediting Commission of Independent Study (ACIS), Georgia Private School Accrediting Council (GAPSAC), or a public school regulated by a public school system or State Department of Education.

## I. FRESHMAN ADMISSIONS

This category is for applicants that have never attended an institution of higher education or have earned 30 hours or fewer from a previous college.

### A. Applicants graduating from high school within the last five years must:

- 1) Graduate from an accredited high school or qualified GED program;
- 2) Earn a minimum grade point average of 2.00 on academic core for College Preparatory Graduates or 2.20 grade point Career/Technical Graduates; and
- 3) Take the COMPASS Placement Exam or earn appropriate exemption through SAT/ACT testing.

Applicants graduating from high school within the last five years are expected to meet the University System of Georgia's College Preparatory Curriculum (CPC) guidelines. Students failing to meet the 16 unit requirements will be required to complete additional college courses in the deficient content area, earning a "C" or better, before meeting graduation requirements. Students receive credit for courses used to satisfy College Preparatory Curriculum (CPC) deficiencies, but those classes may not be used to satisfy CCGA core curriculum or degree requirements. All CPC deficiencies must be completed before a student earns 30 semester hours. Students enrolled in Career Associate programs are exempt from fulfilling CPC deficiencies.

The College Preparatory Curriculum consists of:

English - 4 college preparatory Carnegie units which have as their emphasis grammar and usage, literature and advanced composition.

Mathematics - 4 college preparatory Carnegie units of mathematics, including Algebra I, Algebra II, Geometry, and an advanced course.

Science - 3 college preparatory Carnegie units of science, with at least one laboratory course from the life sciences and one laboratory course from the physical sciences. Students who complete fewer than the three required units of science will be required to take additional course work in a laboratory science and earn a "C" or higher.

Social Science - 3 college preparatory Carnegie units of social science, with at least one course focusing on United States studies and one course focusing on world studies. Students who complete fewer than three acceptable units of social science will be required to complete additional course work chosen from approved social science courses and earn a "C" or higher.

Foreign Language - 2 college preparatory Carnegie units in the same language. Students who complete fewer than two units of the same foreign language will be required to complete one additional three-semester hour introductory foreign language course and earn a "C" or higher. Applicants also may take an institutional exam to prove competency in this area.

**B. Adult Applicants** (out of high school for at least 5 years) must have:

- 1) Graduated from an accredited high school or qualified GED program;
- 2) Taken the COMPASS Placement Exam.

**C. Home-Educated Students** or graduates of High School that is not Regionally or State Accredited must provide:

- 1) Copy of the *Declaration of Intent to Homeschool* as filed with local school board;
- 2) Official ACT or SAT scores. A minimum score of 17 on the ACT English and ACT Math must be met to be considered for admission. The minimum score for the SAT is 430 Reading and 400 Math;
- 3) An Academic Portfolio for Foreign Language (if taken);
- 4) Portfolio of Extra-Curricular Activities and Academic Achievements during high school that support academic preparedness for college. This portfolio should include awards received, academic accomplishments, and activities in which you participate (church, volunteer, civic, and athletic activities, etc.);
- 5) Affidavit from primary teacher and student certifying completion of high school and date of high school graduation, and a copy of your transcript;
- 6) Two Letters of recommendation from non-family members (Tutors, Employers, Clergy, Civic Leaders).

**II. ADMISSION OF TRANSFER STUDENTS**

A student with 30 transferable semester credit hours (college-level English and Mathematics must be included) will be considered a transfer student. Students transferring with fewer than 30 semester hours or not having completed college-level English and math may be subject to the freshman admission requirements.

Transferable Hours are defined according to the policies of the University System and CCGA. Transfer GPA is defined as the GPA calculated on ALL hours graded at regionally accredited institutions, to include courses that were failed and classes that will not be used towards degree/certificate requirements at CCGA. Institutional credit courses, CPC deficiency makeup courses, and vocational courses may not be used towards meeting graduation requirements. Students completing non-transferable associate degrees (e.g., Associate of Applied Science, Associate of Science in various health areas, and Associate of Applied Technology) at regionally accredited institutions will be evaluated on an individual basis to determine their eligibility for admission.

## Transfer students:

- 1) Must submit transcripts from all colleges and universities attended. Failure to report previous college attendance is considered to be sufficient cause for expulsion from this college and cancellation of any credits earned.
- 2) Must be in good academic standing and eligible to continue or return to any previous institution attended.
- 3) Can not transfer credit earned while participating in the Accel program, or any other academic joint enrollment program, unless the student had a minimum SAT I score of 970 (ACT Composite of 20) and a high school grade point average of 3.00 on a 4.00 scale.

**III. READMISSION**

Former Students who have not been enrolled within one calendar year, were dismissed for unsatisfactory academic performance, or were removed for violations of the Student Code of Conduct, must submit an Application for Readmission and official transcripts from each institution attended since last attending the College. Course work taken at another institution after dismissal from the College of Coastal Georgia for unsatisfactory academic performance may be considered as evidence to support re-admission, but work completed under the suspension period may not be used towards graduation requirements.

**IV. SPECIAL ADMISSION CATEGORIES****A. Transient Students**

Transient students are defined as those who are regularly enrolled in another institution, are admitted to CCGA for a limited period of time, and who expect to return to that other institution. Admissions within this category are limited to 3 consecutive semesters. Documentation needed:

- 1) Application for Admission & required application fee or Readmission Application;
- 2) Letter of Good Standing or Transient permission form from home institution for each semester of attendance at CCGA; and
- 3) Certificates of Immunization to include verification of immunity against Measles, Mumps, Rubella, Tetanus-Diphtheria, and Varicella (Chicken Pox). Students under the age of 19 must also provide proof of the Hepatitis B series (Revised January 2005).

**B. Auditing Students**

Persons wishing to attend regular college classes without receiving credit may apply for admission as auditors. Applicants in this category follow the same admission procedures as degree-seeking applicants.

**C. Non-Degree Students**

Persons wishing to attend the college for a limited number of classes but who are not seeking a degree may be classified as Non-Degree, if:

- 1) The student holds an Associate's degree or less. These students may enroll as non-degree students for a maximum of 12 semester credit hours (including institutional credit). These students may not enroll in any course for which there is a Learning Support prerequisite unless they have been screened for and have exempted the relevant Learning Support course(s), or
- 2) Students who have earned a baccalaureate degree from a regionally accredited institution will be allowed to take courses with no limitation on the number of hours of undergraduate credit. Such applicants must provide proof of degree. Applicants in this category follow the same admission procedures as degree-seeking applicants.

**D. Amendment 23 Admissions (Persons 62 Years of Age & Older)**

The State of Georgia and the University System of Georgia have established a program to invite Georgia Residents over the age of 62 to enroll in state colleges or universities on space-available basis, tuition free. Amendment 23 applicants:

- 1) Must be residents of Georgia;
- 2) Must present a birth certificate or other comparable written documentation of age;
- 3) May enroll as a regular or auditing student in courses offered for resident credit on a "space-available" basis without payment of fees, except for supplies, laboratory or shop fees;
- 4) Must meet the college's admission requirements and provide all appropriate documentation and testing relevant to their admission;
- 5) Upon enrollment each term, Amendment 23 students must identify themselves at the Cashier's window to ensure accurate billing (non-payment) and to secure their schedule for the term.

**E. Joint Enrollment/Early Admission of High School Students**

The college recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of two organized programs: (1) a joint enrollment program in which the student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit; and (2) an early admission program in which the student enrolls as a full-time college student following completion of the junior year in high school.

**Admission Requirements**

The minimum admission standards for joint enrollment and early admission are:

- 1) Minimum SAT I score of 970, combined Critical Reading and Mathematics sections, or ACT Composite of 20;
- 2) Minimum cumulative high school grade point average of 3.0 or higher in courses taken from the required 16 CPC units;
- 3) Exemption of all Learning Support requirements for early admission;
- 4) Written consent of parent or guardian (if the student is a minor);
- 5) On track towards the completion of the University System of Georgia 16-unit CPC requirements and high school graduation;

Students wishing to complete their CPC or high school graduation requirements by enrolling in college courses must also meet the following admission requirements:

- CPC English and/or Social Science - Students planning to complete their 4th year high school English and/or social studies requirements with college credit must have an SAT I Verbal score of 530 or higher or an ACT English score of 23.
- CPC Math - Students planning to complete their 4th year of high school mathematics must have completed Algebra I and II and Geometry and have an SAT I Mathematics score of at least 530 or an ACT Mathematics score of at least 22.

**Electives**

Students can enroll in appropriate elective courses as approved by the high school counselor. (Students must have completed two units of a foreign language to enroll in a college foreign language course, and three units of science prior to enrolling in a college science course.)

**ACCEL Program**

Applicants meeting the above criteria may enroll in a limited number of courses for dual credit (college and high school) and may be eligible to receive funding through the HOPE Scholarship program. For complete program information, please refer to the Application & Transcripts tab on <http://www.gacollege411.org> or contact the Admissions Office at 912-279-5730 (Brunswick) or 912-510-3300 (Camden).

**Joint Enrollment**

Applicants meeting the above criteria may enroll in courses for college credit with permission of their parents, school, and the college. The student will be responsible for meeting the cost of attendance through private means and will normally not be eligible for state or Federal programs.

**Early Admission**

Students who do not necessarily meet all of the above admission criteria but who demonstrate very high academic abilities through their SAT or ACT score (700 SAT Math and 700 SAT Critical Reading or 31 ACT Math and 31 ACT English) may be permitted to enroll in college courses at the discretion of the institution.

**F. International Students**

(Note: Policies and procedures concerning international students are subject to change without notice.)

The College of Coastal Georgia values the contributions international students make to our campus community. International students provide the College with a diverse population through which differences in race, ethnicity, religious conviction, and cultural background may be celebrated. Because additional processing time is required, international students should submit the admissions application and all supporting documents at least ninety days prior to the desired semester of enrollment. The College determines admissibility of international applicants only after all required admissions documents have been received. The certificate of eligibility (Form I-20) cannot be forwarded to an international student until after an offer of acceptance has been extended by the College.

All applicants must:

- 1) Submit an Application of Admission & Application Fee;
- 2) Submit official transcripts from any institution of learning attended either in the United States or home country, or certified copies of educational documents that have been translated to English by a reputable credential evaluator that can be deemed generally equivalent to U.S. college preparatory studies or college level work;



- 3) Provide proof of English proficiency for all students whose first language is not English (including permanent resident aliens) and whose language of instruction throughout secondary school was not in English. Non-native speakers of English must successfully complete the Test of English as a Foreign Language (TOEFL) with minimum scores of 523 for the paper exam, 69 on the online exam or 193 on the computer-based exam, or successfully complete a qualified English training program at a U.S. college or university, or successfully complete college-level English courses at a previous U.S. college or university;
- 4) Provide Certificates of Immunization to include verification of immunity against Measles, Mumps, Rubella, Tetanus-Diphtheria, and Varicella (Chicken Pox). Students under the age of 19 must also provide proof of the Hepatitis B series;
- 5) Show financial independence and sponsorship if seeking an F-1 Visa. The College of Coastal Georgia has no on-campus living; therefore, arrangements for living accommodations and transportation must be addressed in writing along with a financial affidavit from a banking institution;
- 6) Provide proof of adequate health and accident insurance if seeking an F-1 Visa; or enroll in the University System of Georgia group health program at additional cost.

#### **Student Visa (F-1) Authorization:**

Students will not be admitted to the college or issued an I-20 until all documents have been received. Students under F-1 visa status must be enrolled in a minimum of twelve semester hours per term. The college reserves the right to deny access to programs that, by design, cannot meet the full-time status requirement established by the US Department of Immigration. The college does not guarantee admission into specific programs that have competitive or specific admission requirements above and beyond the college's regular admission requirements. For more information regarding special rules, regulations and student responsibilities, please contact the DSO in the Office of Admissions.

#### **G. Students with Disabilities**

The presence of a disability is not a factor in the admissions decision and all students must meet regular admission requirements. However reasonable accommodations for testing, academic instruction, and access to auxiliary programming can be made upon provision of acceptable documentation. All students seeking services must contact the Disability Services Coordinator prior to enrollment to discuss documentation and testing procedures. Students with Learning Disabilities (specific learning disabilities (SLD), attention deficit/hyperactive disorder (ADHD), acquired brain injury (ABI), and most psychiatric disabilities) require approval from a Regents Center for Learning Disabilities (RCLD) before accommodations can be made by the college. For additional information please contact the Disabilities Service Coordinator at (912) 279-5800 or FAX (912) 261-3900.

## **CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES**

### **A. United States Citizens**

- 1) An independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term shall be classified as "in-state" for tuition purposes.  
It is presumed that no student shall have gained or acquired in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Georgia for purposes other than attending a postsecondary educational institution in this state.
- 2) A dependent student shall be classified as "in-state" for tuition purposes if either i) the dependent student's parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the student has graduated from a Georgia high school or ii) the dependent student's parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the parent claimed the student as a dependent on the parent's most recent federal income tax return.
- 3) A dependent student shall be classified as "in-state" for tuition purposes if a U.S. court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term, provided that appointment was not made to avoid payment of out-of-state tuition and the U.S. court-appointed legal guardian can provide clear evidence of having established and maintained domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term.
- 4) If an independent student classified as "in-state" relocates temporarily but returns to the State of Georgia within 12 months, the student shall be entitled to retain in-state tuition classification.
- 5) If the parent or U.S. court-appointed legal guardian of a dependent student currently classified as "in-state" for tuition purposes establishes domicile outside of Georgia after having established and maintained domicile in the State of Georgia, the student may retain in-state tuition classification as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed legal guardian.

### **B. Non-citizens**

Non-citizens initially shall not be classified as "in-state" for tuition purposes unless there is evidence to warrant consideration of in-state classification. Lawful permanent residents, refugees, asylees, or other eligible non-citizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in

determining whether they qualify for in-state classification. International students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are not eligible for in-state classification.

A glossary defining the terms in the tuition classification policy can be found in the University System of Georgia Board of Regents Tuition Classification Guidelines Manual.

## OUT-OF-STATE TUITION DIFFERENTIAL WAIVERS

The College of Coastal Georgia may waive out-of-state tuition for:

- **International and Superior Out-of-State Students.** International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived
- **University System Employees and Dependents.** Full-time employees of the University System, their spouses, and their dependent children.
- **Full-Time School Employees.** Full-time employees in the public schools of Georgia or of the Technical College System of Georgia, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.
- **Military Personnel.** Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if:
  - a) the military sponsor is reassigned outside of Georgia, and the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status;
  - b) the military sponsor is reassigned out-of-state and the spouse and dependent children remain in Georgia and the sponsor remains on active military duty;
  - c) or active military personnel and their spouse and dependent children who are stationed in a state contiguous to the Georgia border and who live in Georgia. (BR Minutes, February 2009)
- **Border County Residents.** Students domiciled in Nassau County Florida but attending the CCGA Camden Center. Students must identify themselves to ensure correct processing
- **Georgia National Guard and U.S. Military Reservists.** Active members of the Georgia National Guard, stationed or assigned to Georgia, or active members of a unit of the U.S. Military Reserves based in Georgia, and their spouses and their dependent children.
- **Georgia-Based Corporations.** Students who are employees of Georgia-based corporations or organizations.

- **International and Domestic Exchange Programs.** Any student who enrolls in a University System institution as a participant in an international or domestic direct exchange program that provides reciprocal benefits to University System students
- **Economic Advantage.** As of the first day of classes for the term, an economic advantage waiver may be granted to a U.S. citizen or U.S. legal permanent resident who is a dependent or independent student and can provide clear evidence that the student or the student's parent, spouse, or U.S. court-appointed legal guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. For U.S. citizens or U.S. legal permanent residents, this waiver will expire 12 months from the date the waiver was granted.
- **Recently Separated Military Service Personnel.** Members of a uniformed military service of the United States and their dependents, who, within 12 months of separation from such service, enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.
- **Non-resident Students.** As of the first day of classes for the term, a non-resident student can be considered for this waiver under the following conditions:
  - a) if the parent or U.S. court-appointed legal guardian of a dependent has maintained domicile in Georgia for at least 12 consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or U.S. court-appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term (legal guardianship must be established prior to the student's 18th birthday); or,
  - b) if the student can provide clear and legal evidence showing relations to the spouse and the spouse has maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term.

## RIGHT TO REFUSE ADMISSION

Each unit of the University System reserves the right to refuse admission to a non-resident of Georgia, to an applicant whose admission would cause the institution to exceed its maximum capacity, to an applicant whose request for admission is only to a program that is already filled, to an applicant whose transcript(s) are from an unaccredited institution or who is otherwise ineligible for admission.

## RIGHT TO LIMIT ADMISSIONS

The Chancellor may limit the number of students to an institution.

## SOCIAL SECURITY NUMBERS

Students applying for admission to CCGA will be assigned student identification numbers at the time of application. However, applicants will be asked to furnish their social security numbers on the printed application form for identification purposes and to assist in tracking incoming documents. A Social Security number is required when students apply for financial aid, for educational tax benefits, and for employment. It may also be required for other purposes. This information may be disclosed only under certain circumstances, including the following:

- To other institutional officials.
- To representatives of state and local educational authorities.
- In connection with financial aid.
- To collection agents in connection with university-related business.
- Pursuant to an order from a court of law.
- Other circumstances as required by state or federal law.

## REGISTRATION

### NEW STUDENT ORIENTATION PROGRAMS

All new students must complete orientation prior to registration. New student orientation is available online at [www.ccg.edu](http://www.ccg.edu) and on campus at publicized days and times. New students participate in an orientation to gain an overview of student life at the College of Coastal Georgia. New and Transfer students will be notified as to time and location of on-campus orientation activities. Participation in the on-campus orientation program is required for all new degree-seeking students. For more information, contact the University Center at (912)-279-5813.

### STEPS TO REGISTER

- Make an appointment with your advisor.
- Review your program requirements.
- Choose appropriate courses for upcoming term. Refer to the Program of Study section of this catalog (page 80) for your choices.
- Read course descriptions.
- Determine if a prerequisite or corequisite is necessary. A prerequisite means that specific course(s) or other requirements must be completed prior to registering for the course which lists the prerequisite. A corequisite means that the requirements are to be completed simultaneously.
- Plan a tentative schedule before meeting with your advisor.
- Discuss academic plans with your advisor.
- Register for classes either in-person or online using COAST.
- Pay for your classes. Students are not officially registered until all tuition is paid or payment arrangements have been made.

### REGISTERING ONLINE

Students are encouraged to register for classes using the College of Coastal Georgia online registration system – COAST.

The following groups are **excluded** from COAST registration:

- Learning Support
- New Students
- Academically Ineligible (Dismissal/Suspension)

If you are in one of the above categories, following advisement, **your advisor will register you** into the desired courses. (NOTE: You are only excluded from the Registration portion of COAST. You still have access to view your class schedule, midterm, final grades, and financial aid information.)

**Logging in to COAST**

1. Go to [www.ccgga.edu](http://www.ccgga.edu) and click the COAST link in the "Tap Into Technology" section (under the "Current Students" menu).
2. Click "Enter Secure Area".
3. At "User ID", enter your CCGA Identification Number, 9200XXXXX (no spaces or dashes).
4. At "PIN", enter your PIN (personal identification number).
5. Click "Login".
6. Once inside the secure area, click "Student Services and Financial Aid" to access your "Student Records", "Registration", and "Financial Aid" information.

The first time you log on, you will be asked to set up a "PIN Hint Question" and answer. (*Hint: Choose a question that will have only ONE answer EVER*)

You can change your PIN any time you enter COAST. Please choose a new 6-digit number (no spaces or dashes). Keep this number confidential for the security of your academic records.

*Please call Technology Services, (912) 279-5760 if you experience difficulty with your initial login.*

**To register using COAST:**

1. Log into the "Secure Area".
2. Click "Student Services and Financial Aid".
3. Click "Registration".
4. Please read the registration disclaimer that appears and choose "Do Accept".
5. Click "Add/Drop Classes".
6. Choose the appropriate registration term and click "Submit Term".
7. Enter the CRNs provided to you by your academic advisor and click "Submit Changes".
8. If an incorrect CRN is entered, choose "Web Drop" in the Action block and click "Submit Changes" to drop the course.
9. Your class is registered.
10. Click "Student Services and Financial Aid".
11. Click "Registration".
12. Choose "Do Accept".
13. Click "Registration Fee Assessment" to view your fees.
14. Click "Student Schedule by Day or Time" or "Student Detail Schedule" to view your registered course schedule. These are date driven, so click to the next week before printing to see full schedule.

**COAST Registration Error Resolution**

The errors listed below may appear during registration on COAST. **If you encounter one of these errors, please be aware that until the error is resolved, the course is not registered.** Error resolution may require direct contact with your academic advisor or other appropriate college personnel.

**-- Time Conflict with #####**

This course has a time conflict with a course already on your schedule, CRN #####. Use the pull-down menu in the action field to drop the course causing the conflict, enter the new course CRN in the Add Class block, and click on Submit Changes.

**-- Preq and Test Score-Error**

This course has a pre-requisite which you have not met. You may seek special permission to add the course from the Chairperson of the Department teaching the course.

**-- Major Restriction**

This course is not included in your current course of study. A new class should be chosen or a *Change of Major* form should be submitted to the Registrar's Office in Brunswick or the Administrative Office in Camden.

**-- Closed Section**

The enrollment in this course has reached its limit. Try another section of this same course or contact the instructor for further options.

**-- Maximum Hours Exceeded**

You have exceeded 18 credit hours for this semester. If you wish to apply for an overload, complete the "Overload Request Form" and submit it to your academic advisor and the Vice President for Academic Affairs.

**-- Dupl Crse with Sec-#####**

This course has the same course number as a course already on your schedule. You may not register for two sections of the same course. Please contact your academic advisor for assistance.

## ENROLLING IN MORE THAN ONE COLLEGE AT A TIME

Students wishing to enroll at another institution while enrolled at CCGA are encouraged to obtain transient permission from the Registrar's Office to ensure courses can be used toward their program of study. Students must be in Good Academic Standing (See page 65) before permission will be granted. Transient permission will not be authorized for a first semester student. Federal financial aid will not be authorized by the CCGA Financial Aid Office for use at other institutions and financial aid awards will only reflect the hours enrolled at CCGA.

Students enrolled through the University Center (See page 77) are exempt from this requirement.

## AUDITING

Students who do not wish to receive credit or a grade for a course may audit. Registration for audit (no credit) is limited to the late registration period and is based on the availability of space in the individual class. Students who audit courses pay the same fees as those enrolling for credit. Registration for audit can be changed to credit no later than the last day of late registration. Registration for credit can not be changed to audit.

## SCHEDULE CHANGES

A student may change his or her original class schedule by adding, dropping or withdrawing from classes. The student's class schedule becomes the official semester schedule after the drop and add period is over. Specific dates for each semester are published in the Semester Schedule, on the college website, and in campus advertisements.

### Adding

A student may add classes through the last day of registration. After registration, students may add classes during the drop/add period with the permission of the instructor and division chair. Additional tuition and fees may be required.

### Dropping

A student may officially drop a class within the prescribed time as noted in the Academic Calendar with the permission of their advisor, instructor, or division chair. After students have discussed their decision with the instructor and advisor, and have obtained their approval, the students will complete a change of schedule form and obtain the signature of the instructor or the Division Chair, and their advisor. The form must be submitted to the Registrar's Office, Financial Aid Office, and Business Office for completion and processing. The date on which the student drops from the class will affect the amount of refund to which the student may be entitled. No refunds will be granted for a reduction in course load after the published Add/Drop period.

## Class Cancellations

The College reserves the right to cancel courses due to insufficient class enrollment, lack of availability of qualified instructors, or lack of appropriate facilities, and due to unforeseen circumstances. A student who enrolls in a class that is later cancelled will have an opportunity to drop the cancelled class and add another class in its place. This opportunity is available throughout the late registration period and the first week of school, as long as the class has not met. Any fee amount due to the student resulting from the cancelled course will be mailed, and federal financial aid will be adjusted as required by regulations.

## Withdrawing

A Withdrawal is when a student drops all courses for a given semester. A student who officially withdraws prior to the deadline listed in the academic calendar will receive a "W" or "WF" on the transcript. If a student stops attending classes or fails to officially withdraw, a grade of "F" will be assigned for each class. It is the student's responsibility to officially withdraw. Refund of tuition will be pro-rated according to the date the *Change of Schedule* is submitted for processing.

## Withdrawals from a course before the deadline

If you withdraw from a college course before the deadline published in the college calendar section of this catalog, you will receive a grade of "W" or "WF" depending on the determination of the course instructor, the course grade at the time of the withdrawal, and the circumstances of the withdrawal. To withdraw from a course, a student must follow the procedures listed below:

1. Obtain a drop/add form from the student's advisor
2. Get approval of advisor.
3. Get the instructor's permission to drop each class or that of the Division Chair.
4. If receiving Financial Aid, it is suggested that you discuss how the drop may affect future awards with a Financial Aid representative.
5. Take the drop/add form to the Office of the Registrar and Admissions in the Administration Building on the Brunswick campus or the Administrative Office at the Camden Center for processing.
6. Keep a signed copy of the drop/add form for your records.

Students who stop attending classes and do not withdraw will receive a grade of "F" for the course. This will make the student ineligible for any financial aid for their next semester of enrollment.

## Withdrawals from a course after the deadline

Withdrawal after the published mid-semester deadline will not be permitted without academic penalty except in cases of extreme hardship as determined by the Vice President for Academic Affairs.

### Withdrawals from a Learning Support course

The first obligation of the student is to complete required course work in Learning Support. To withdraw from a Learning Support course, you must first withdraw from any regular credit course.

### Administrative Withdrawal

The Vice President for Student Affairs may withdraw a student if it is determined that the student: (a) poses a significant danger or threat of physical harm to themselves or to the person or property of others or (b) engages in behavior that impedes the rights of other members of the college community or interferes with the exercise of any proper activities or functions of the college or its personnel or (c) is unable to meet institutional requirements for admission and continued enrollment, as defined in the Student Conduct Code and other publications of the college.

### Military Withdrawal

A student enlisted in the U.S. military is permitted to withdraw under the Board of Regents policy for military refunds (704.0401) upon receipt of emergency orders to active duty or reassignment, without penalty at any time during the term.

### PAYMENT

Students should be prepared to pay when they register for or add classes. The College of Coastal Georgia reserves the right to delete the enrollment of any student who has not paid the total amount due for courses and outstanding debts to the College.

### CLASS ATTENDANCE

Attending class and being on time for class meetings is an important part of your success in the classroom. The College has set the following policy on class attendance:

1. Attendance requirements may vary based on the needs of the instructor, the course, or the method of instruction being used.
2. The attendance policies are set by the academic department in which the course resides and will be distributed in writing to students by the instructor at the beginning of each semester including any penalties that may result from excessive absences or tardiness.
3. When students are required to be absent from class for approved college activities, the student must assume responsibility for making up any missed work.

## FINANCIAL ASSISTANCE

The College of Coastal Georgia Financial Aid Office provides assistance to students who, without such aid, would be unable to attend college. The College helps as many students as possible by providing assistance through grants, loans, scholarships, and part-time employment.

The College of Coastal Georgia administers funds in accordance with the nationally established philosophy that the family is the primary resource for helping a student meet educational costs and that student financial aid is available to meet the difference between the student's potential resources and college expenses.

The College of Coastal Georgia utilizes the results from the Federal Student Aid application as well as other need analysis programs in determining a student's level of financial need. A determination of a family's financial strength is made based on gross income, number of dependents, allowable expenses and debts, and total assets. The College of Coastal Georgia considers those applications filed before May 1 for maximum award benefits for the following year.

### CATEGORIES OF FINANCIAL ASSISTANCE

**GRANTS:** Aid which does not have to be repaid.

**Pell Grants:** Citizens of the United States and eligible non-citizens who enroll in an eligible course of study and who do not have a Bachelor's degree are eligible to apply for a Pell Grant. The grant amount will vary from year to year in proportion to the student's financial contribution. Students must reapply for financial aid each academic year by completing a Free Application for Federal Student Aid (FAFSA) found in the financial aid office. (The **Title IV code** needed to complete Section H of the FAFSA is **001558**.)

**Federal Supplemental Educational Opportunity Grants (FSEOG):** The College of Coastal Georgia administers direct gift awards under the FSEOG to students who have proven exceptional financial need. The amount a student is eligible to receive depends upon personal need and availability of funds. Awards are generally for \$300 per year.

**LOANS:** Aid which must be repaid or, in some situations, may be forgiven through service rendered in critical need fields.

**Federal Family Education Loan Program (FFELP):** As a grantor of the FFELP program, the Georgia Higher Education Assistance Corporation (GHEAC), through agreements with banks, credit unions, savings and loan associations, and other lenders, makes long-term deferred-payment loans available to students. For subsidized Federal Stafford Loans, interest is paid by the federal government during the period in which the student is enrolled for at least half-time and during any grace period of deferment. After this period, the student begins repayment on the loan. The interest rate is fixed at 6.8%.

**Georgia Health Care (Service Cancelable) Loans (GHCL):** Residents of Georgia who are majoring in health career fields (nursing, radiologic tech) are eligible to apply for GHCL. Borrowers receiving a degree in a health career field approved by the State Scholarship Commission may elect to cancel all or a portion of their loan by practicing in Commission-approved locations within the State of Georgia; a graduate may cancel an academic year's loan or its equivalent by practicing in an approved field for one calendar year. Repayment policies regarding loan cancellations are subject to change prior to a student's graduation or as conditions warrant at the discretion of the State Scholarship Commission.

**SCHOLARSHIPS:** The College of Coastal Georgia offers a great number of scholarships through the College of Coastal Georgia Foundation and outside sources. Scholarship recipients must be enrolled based on the guidelines of the specific scholarship and maintain the grade point average specified. Applications and requirements are available in the Financial Aid Office.

**HOPE (Helping Outstanding Pupils Educationally) Scholarships:** HOPE is Georgia's scholarship program that is funded by the Georgia Lottery for Education. It is a reward for scholastic achievement and an incentive to continue working hard in school. The program rewards exemplary performance in high school with tuition scholarships at Georgia public and private colleges and technical schools. HOPE will pay for tuition, HOPE-approved mandatory fees, and a book allowance. Full-time enrollment is not required. Students may renew the scholarship each academic year, provided they do the following:

1. Maintain a 3.0 cumulative grade point average (GPA) for all course work **attempted** (not just course work completed).
2. Meet standards for Satisfactory Academic Progress.

*For additional information on the HOPE Scholarship Program and eligibility requirements, please visit [www.gsfc.org](http://www.gsfc.org) or call 1-800-505-GSFC.*

**Other Scholarships:** A number of scholarships established by various civic clubs, organizations, businesses, industries, and individuals are also available. These scholarships and the specific criteria for awarding each are listed at the end of this section of the catalog. Students may find outside resources for scholarships at [www.coga.edu/finaid](http://www.coga.edu/finaid).

## STUDENT EMPLOYMENT

**Federal College Work-Study Program:** This federal program is designed to provide students the chance to pay part of their educational expenses by working at a part-time job. To be employed under this program, the student must attend a mandatory orientation, show evidence of financial need each semester, and maintain good academic standing while employed under this program. Hourly wage is \$6.50 (subject to change).

**Student Assistant Program:** This program, sponsored entirely by the College of Coastal Georgia, employs students on a part-time basis. Financial need is not a major determinant, although it is not entirely disregarded.

## VOCATIONAL REHABILITATION

Students who have fees paid by the Georgia Department of Human Resources, Division of Vocational Rehabilitation, must request that the Office of Admissions and Registration send copies of their grades to the Vocational Rehabilitation Office each semester. The College Business Office must review written authorization from the Vocational Rehabilitation Office prior to the student's registration each semester.

## VETERANS' BENEFITS

The College of Coastal Georgia has been approved by the State Department of Veterans' Services, under existing public laws, to accept and certify students eligible for Veterans' benefits. Eligible Veterans, widows, and war orphans should make application for Veterans' benefits with the Veterans' Affairs counselor located in the Office of Veterans' Affairs in the Financial Aid Office.

Individuals applying for Veterans' benefits must meet all admissions requirements. No benefits can be received until the student's eligibility has been certified by the Office of Veterans' Affairs. Certification of enrollment may be approved only for a program leading to an educational, professional, or vocational objective for which the applicant is not already qualified. (Exception: Students may be permitted to take certain remedial or refresher courses commensurate with the college requirements or needs in their degree areas of study.) All students who need this type of training may have prior counseling by the college staff or the Regional Veterans' Administration.

**At the beginning of EACH semester, any student/veteran who is receiving Veterans' benefits must file with the Veterans' Affairs counselor a form showing the number of credit hours which he/she is attempting to complete. If any changes are made at any time during the semester in the number of credit hours carried, this information must also be submitted to the Veterans' Affairs counselor.** Failure to provide the necessary data concerning credit load carried may result in exclusion from the college or in an immediate cancellation of all benefits.

Students must be prepared to pay all costs when due even though the financial benefits from the Veterans' Administration have not been received. (Under normal circumstances this takes 30 to 45 days.) The college has no established credit policy. Students may not attend classes until all costs have been paid.

## FINANCIAL AID POLICIES AND PROCEDURES

### GENERAL REGULATIONS AND POLICIES GOVERNING THE ADMINISTRATION OF ALL AWARDS

As a Financial Aid recipient, it is your responsibility to know the following rules and regulations:

1. An applicant for financial aid must be enrolled before financial aid awards can be disbursed.
2. Students receiving financial aid are required to declare the program of study that they are pursuing.
3. For students whose financial aid has been approved, the system allows tuition and fees to be deducted from each semester's award at registration. Any remaining funds are disbursed after the students' attendance for at least six credit hours has been verified by the instructor. Financial assistance will not be available for the purchase of books during the first week of class. Therefore, students will have to purchase textbooks **which are necessary for the first week of class** as an "out-of-pocket" expense.
4. Students receiving financial aid who drop out of school during the semester may owe the college a refund.
5. Ordinarily, financial aid is awarded for two semesters of the regular academic year. **Students must reapply for financial aid each academic year.**
6. Students given an award for the full academic year (two semesters) who fail to enroll fall semester will have all aid, with the exception of the Pell Grant and/or HOPE scholarship, cancelled for the remainder of that year.
7. Any student in default on federal or state loans or having an outstanding financial commitment to any federal or state program will not be considered for financial aid at the College of Coastal Georgia.
8. Financial aid applications received after May 1 will be considered on a first-come, first-served basis providing funds are available.
9. All hours attempted for the Semester, including grades of "W," are counted in the College's Standards of Academic Progress (SAP).
10. Ability-to-benefit students (those without an accredited high school diploma or GED certificate) applying for federal financial aid must pass a test approved by the Secretary of Education.
11. Students cannot be enrolled in and receive financial aid from two different institutions at the same time.
12. The maximum hours for which a student may receive financial aid is 150% of the number of semester hours required to earn the degree or certificate as stated in the College catalog. For financial aid purposes, students may register for only those courses specified in their selected program of study.
13. Students who take Remedial/Learning Support courses, including CPC requirements, will be eligible for assistance for a total of 30 hours that are not counted in the 150%; remedial hours in excess of the 30 hours will be counted in the 150% time frame. Furthermore, students may not receive financial aid for remedial hours in excess of the 30 hours.

14. Financial Aid will not pay for classes a student audits, CLEPs, or completes by Departmental Exam.
15. Financial aid students who previously attended the College of Coastal Georgia may be denied financial aid for failure to maintain satisfactory progress based on previously attempted course work, regardless of whether they received financial aid for that enrollment. ***Academic forgiveness will not affect financial aid eligibility.***
16. The College of Coastal Georgia complies with all Federal legislation and does not discriminate on the basis of age, color, gender, sexual orientation, religion, national or ethnic origin, disability, or status as a disabled or Vietnam Era veteran.

### SPECIFIC REGULATIONS AND POLICIES GOVERNING LOANS

1. All students, regardless of income, must complete a Free Application for Federal Student Aid (FAFSA) before a loan application can be processed.
2. The deadline for students applying for a loan for the following semester is 30 days after the first day of class. Processing of student loan applications must begin by mid-semester in order for the check to be on time for the beginning of the next semester. There are no retroactive loans.
3. ALL STUDENTS MUST COMPLETE ENTRANCE AND EXIT LOAN COUNSELING for each school year in which they have a loan. Any student who does not complete loan counseling will not receive his/her check.
4. First-time borrowers and first-time students at the College of Coastal Georgia must be enrolled for 30 days before loan checks can be released. Otherwise, loan checks must be released within 14 days of receipt by the institution.
5. IF A STUDENT'S LOAN CHECK HAS NOT ARRIVED WHEN IT IS TIME TO REGISTER, IT WILL BE THE STUDENT'S RESPONSIBILITY TO PAY FOR CLASSES. NO CLASSES WILL BE HELD BECAUSE A LOAN CHECK DID NOT ARRIVE. It may take up to three weeks for a loan check to arrive.
6. Students receiving loans must maintain satisfactory academic progress.
7. Students must be enrolled for at least six (6) hours full semester or first semester to receive a loan check during that period. If a student drops to less than six hours, his/her loan will be canceled. A student who receives only non-passing grades ("F," "W," "IP," etc.) in a given semester can not receive a loan for the following semester.
8. The Financial Aid Office may refuse to certify a Federal Stafford loan application or may reduce the borrower determination of need for the loan. This determination is made on a case-by-case basis.
9. Students have the prerogative to cancel a loan at any time.
10. Students attending on appeals are not eligible for loans.
11. One-semester loans will be split into two disbursements. The second disbursement will take place after mid-term.
12. Students in Learning Support classes are not eligible to apply for loans.



13. All future loan disbursements are cancelled for students whose enrollment drops below half-time.
14. Student loan amounts may be reduced based on other types of aid a student receives.

### **SPECIFIC REGULATIONS AND POLICIES GOVERNING PELL GRANTS**

Students enrolled in certificate programs are paid according to clock hours and not credit hours. Students should see their advisor to calculate clock hours.

### **SPECIFIC REGULATIONS AND POLICIES GOVERNING COLLEGE WORK-STUDY FUNDS**

College work-study students may work up to 19 hours per week, depending on their award. These funds must be earned. Students must arrange their employment schedule with their assigned supervisors.

### **SPECIFIC REGULATIONS AND POLICIES GOVERNING HOPE SCHOLARSHIPS**

#### **General Eligibility Requirements for All Recipients of HOPE Funds:**

1. Must be a "legal" resident of Georgia for 12 months. If residency becomes an issue, the Georgia Student Finance Authority must determine eligibility. NOTE: A student (attending a Georgia University System institution who is seeking a HOPE Scholarship as a sophomore [2nd tier]) meets the residency requirements for purposes of HOPE eligibility if he or she met the requirements to be classified as a legal resident of Georgia, under Board of Regents policy, at the time he or she first enrolled at a Georgia post secondary institution, or if the student graduated from a Georgia high school in 1993 or later. A student who receives an out-of-state tuition waiver is not classified as a legal resident of Georgia and therefore does not meet the residency requirements for purposes of HOPE eligibility. Please call 1-800-546-HOPE (4673) if you have eligibility questions.
2. Students must reapply for HOPE every academic year. Beginning Fall Semester 2006, the best way to apply for the HOPE Scholarship or Grant will be on the GAcollge411 website: <http://www.GAcollge411.org>. Students must create an account at this website to complete the HOPE application.
3. Must be enrolled in an eligible post-secondary institution.
4. Must be a U.S. citizen or permanent resident alien.
5. Must not be in default on Federal Title IV aid or owe a refund on Federal Title IV aid.
6. Full-time enrollment is not required.
7. It is the student's responsibility to contact Financial Aid to see if he/she meets the requirements for HOPE.
8. You must complete the HOPE application process by one of these two dates, whichever occurs first: 1) before the last day of the academic term, or 2) before

your withdrawal date for the academic term. If you do not complete the HOPE Scholarship or HOPE Grant application process by the deadline, you will not receive HOPE payment for that academic term.

*For additional information on the HOPE Scholarship Program access [www.gsfc.org](http://www.gsfc.org) or call 1800-505-GSFC.*

#### **Specific Eligibility Requirements for Entering Freshmen Enrolling in Degree Programs:**

1. Must be a 1993 or later graduate of an eligible Georgia high school.
2. Must have met curriculum requirements and earned at least a "B" average (a 3.0 cumulative GPA on a 4.0 scale in a college preparatory track, 3.2 for all other curriculum tracks). NOTE: Students who graduate from high school in the year 2000 and thereafter will be required to earn a "B" average in their core-curriculum subjects.
3. Eligible students may receive the scholarship for up to 127 credit hours, provided they make satisfactory progress and have a 3.0 cumulative GPA in the semester that they are attempting to complete their 30th, 60th and 90th hours.

#### **Second-chance Opportunity for Students to Regain HOPE:**

If, after attempting 30 hours at a public college, a student's cumulative GPA falls below a 3.0, the student may continue the sophomore year at his/her own expense. If a student raises his/her cumulative GPA to a 3.0 or higher at the end of the sophomore year (after 60 hours attempted), he/she will be given another chance to receive a HOPE scholarship for the junior year (after 90 hours attempted) and the opportunity to renew the scholarship for the senior year. In order to receive HOPE for the student's senior year, he/she must have a cumulative GPA of 3.0 or higher at his/her 90th hour and meet standards of satisfactory academic progress.

#### **HOPE for Students Already in Public College or Returning to Public College:**

Students who graduated from high school prior to the establishment of the HOPE program in 1993, or students not academically eligible for a HOPE scholarship immediately after high school graduation, may be eligible for a HOPE scholarship if, after attempting their 30th, 60th or 90th hour of study in a degree program, they have a cumulative GPA of 3.0 or higher. Hours attempted in a certificate program which do not transfer into a degree program will NOT meet this requirement.

#### **HOPE Scholarship Award Limits:**

A college degree-seeking student becomes ineligible for the HOPE scholarship once the student has:

- Received payment from any combination of HOPE Scholarship, HOPE Grant, and Accel Program funds totaling 127 semester hours of credit; or
- Attempted 127 semester hours of college degree credit, regardless of whether HOPE funds were received while attempting the hours; or
- Earned a baccalaureate (four-year) college degree, regardless of whether HOPE funds were received while earning the degree.

**Eligibility Requirements for Students Enrolling in Certificate Programs:**

Students enrolling in certificate programs are eligible for the HOPE Grant regardless of the year of high school graduation and regardless of their high school GPA. They are eligible to receive HOPE certificate funds, provided they meet standards for satisfactory progress as required by the college. Students lose HOPE Grant eligibility after receiving funds for 63 credit hours; full-time enrollment is not required.

**HOPE for GED Recipients at a Georgia post secondary Institution.**

Legal residents of Georgia who earned a General Education Development (high school equivalency) diploma awarded by the Technical College System of Georgia after June 30, 1993 may receive a one-time \$500 HOPE award. This award can be used toward tuition, books, and other educational costs at an eligible public technical college or institute or public or private college or university in a degree, diploma, or certificate program.

Full-time enrollment is not required. Students must use their HOPE eligibility within 24 months of the date of the GED diploma. Military personnel have 52 months to exercise eligibility.

In addition to the \$500 award, GED recipients may also qualify for assistance through other components of HOPE.

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

To continue receiving student financial aid under the programs authorized by Title IV of the Higher Education Act, as amended, students must make satisfactory academic progress in the course of study they are pursuing. These standards require that students make both qualitative and quantitative progress toward the completion of their program of study. Financial aid recipients who fail to make satisfactory progress as described below will be declared ineligible for financial aid at the College of Coastal Georgia until the deficiency has been removed.

Each financial aid recipient will be reviewed for satisfactory academic progress in accordance with the qualitative and quantitative standards of progress prior to receiving an award for any academic year. This review is usually done at the end of spring semester.

**QUANTITATIVE SATISFACTORY PROGRESS**

Students receiving financial aid must complete at least 67% of the classes that they attempt. Grades of "F," "W," and "IP" do not count as completions.

**"Credit hours attempted"** is all college-level course work for which a student has registered for a grade, including incompletes, withdrawals, repeats of courses, hours transferred from other institutions, and hours which may have been excluded under the college's academic forgiveness policy. Withdraws from remedial courses WILL count toward credit hours attempted.

**"Completed hours"** are those hours for which a student earned grades of A, B, C, or D.

**QUALITATIVE SATISFACTORY PROGRESS**

Students receiving financial aid must maintain a grade point average of at least 2.0.

**SPECIAL CASES**

**HOPE Scholarship Recipients:** Students receiving HOPE funds must meet standards for satisfactory academic progress at the end of spring semester. In addition, they must meet specific HOPE eligibility standards at the 30th, 60th, and 90th hour. All hours attempted (including Learning Support classes) and all grades received are considered in those calculations. If a student's GPA at a certain checkpoint is below the minimum requirement due to an I (Incomplete), the student is ineligible for HOPE until the grade is changed.

**Transfer Students:** For transfer students, transfer credit hours that are accepted at the College of Coastal Georgia are counted toward the quantitative and qualitative measures. For transfer students who are HOPE scholarship recipients, all courses attempted and all grades received, including those from transfer institutions, are used to determine HOPE eligibility. Transfer students must meet CCGA SAP Policy before HOPE eligibility can be verified.

**"Institutional Credit Only" Classes:** Any classes taken for institutional credit only, including Learning Support classes, are not used to calculate a student's GPA and are not considered as "credit hours attempted" in determining either quantitative or qualitative satisfactory progress. Students enrolled in Learning Support classes are allowed a maximum of 30 institutional hours to satisfy any requirements. Hours in excess of the 30-hour maximum are used in determining whether a student is making satisfactory academic progress, however, if a student withdraws from a learning support class with a grade of "W," that class WILL count in calculating quantitative progress.

**Grade Changes:** Students who receive grades of I (Incomplete) must notify the Financial Aid Office within 30 days of the grade change (from I to A, B, C, D, or F). If the grade change makes the student eligible for HOPE, the student will be awarded HOPE funds retroactively for the current aid year. In the event the grade change makes the student ineligible for HOPE, the student must repay all HOPE funds received since the Incomplete (I) was given, including awards from a previous academic year.

**Audit/CLEP Classes:** Audit, CLEP courses, and Departmental Exams are not used in determining full-time or part-time enrollment status, nor will they be considered in determining eligibility for financial aid.

**FINANCIAL AID INELIGIBILITY**

Financial aid applicants or recipients will be declared ineligible for financial aid for any of the following reasons:

1. Defaulting on a student aid loan received while in attendance at any post-secondary educational institution.
2. Failing to repay a federal or state grant overpayment.
3. Failing to meet standards for satisfactory academic progress.
4. Having already attempted in excess of 150% of the hours needed to complete one's program of study.

*Students declared ineligible for financial aid because of violation of any of the conditions may request a status clarification from the Director of Financial Aid.*

**APPEALS**

Students may appeal their ineligible status for financial aid by indicating in writing to the Financial Aid Office the following:

- (a) the reasons why he/she did not achieve the minimum academic requirement. Unusual circumstances such as an extended illness or death in the immediate family may be considered, and
- (b) how the problems which resulted in the deficiency have been resolved.

The Appeals Committee will review the appeal, and the student will be advised of the decision in writing or in person. A student wishing to appeal the decision of the Appeals Committee may do so to the Vice President for Student Affairs. The decision of the Vice President of Student Affairs is final.

**REINSTATEMENT OF FINANCIAL AID**

Students who have defaulted on a loan or who have failed to repay a grant overpayment must provide the Financial Aid Officer with documentation to indicate these matters have been satisfied with the respective agencies.

Students who have been declared ineligible for financial aid because they failed to meet standards for satisfactory academic progress must successfully complete the appropriate amount of course work at their own expense to bring them into compliance.

They may then appeal for reinstatement to the Financial Aid program.

**CCGA SCHOLARSHIPS**

*For more information regarding CCGA Scholarships, contact the Financial Aid Office at (912) 279-5722*

**Bertha S. Galin Endowment Scholarship**

Awarded to a student who has demonstrated academic ability. Student must enroll full time and make satisfactory academic progress.

**Brunswick Rotary Club Scholarship**

Awarded to a deserving student with academic ability. Student must make satisfactory academic progress.

**Camden Sheriff's Memorial Scholarship**

Awarded to an 'at risk youth' or financially needy, criminal justice major, who must agree to work in law enforcement or criminal justice post for a period of time equal to the length of the award, and maintain a GPA of 2.5. Preference given to Camden or adjacent county residents.

**Carley Zell Endowment Scholarship**

Awarded to a deserving student in good academic standing. Student must make satisfactory academic progress.

**Charles E. Whittle Endowment Scholarship**

Awarded to a high school graduate in top 25% of class. Student must have average or better SAT scores and be enrolled in a Vocational/Technical Program. Student must maintain minimum 2.5 GPA and attend full time.

**Charles Wesley Wells Endowment Scholarships**

Two scholarships awarded to students having graduated from high school in the top 25% of their class with minimum SAT scores of 850. Students must enroll in transfer degree programs and maintain a minimum 3.0 GPA.

**Dr. Christine E. Ejlali Scholarship**

Given in memory of Dr. Christine E. Ejlali, this scholarship is awarded to two Teacher Education majors yearly to help these students pursue their dreams in the field of education. Dr. Ejlali's thirty years of educational experience included service as an elementary and middle school teacher in Johnson City, Tennessee; a consultant with the Tennessee Department of Education; Assistant Superintendent in Washington County, Tennessee; and Superintendent of schools in McIntosh County, Georgia.

**College of Coastal Georgia Presidential Scholars Program**

Eight (8) scholarships funded by the College of Coastal Georgia Foundation, Inc., and awarded to degree-seeking non-traditional students.

**College of Coastal Georgia Foundation Leadership Scholarships**

Awarded to selected staff members in Student Government. Determination made by Coordinator of Student Life.

**College of Coastal Georgia Publications Scholarships**

Awarded to selected members of staff for the literary magazine, Seaswells, and the newspaper, Mariners' Log. Determination made by Faculty Advisor.

**Non-Traditional Scholarships**

Five (5) scholarships awarded to graduates from Glynn Academy, Brunswick High, and Glynn County Night School. Students must be average or better academically, be environmentally conscious, and show civic pride in the community. Minorities are encouraged to apply.

**Dunn Endowment Scholarship**

Awarded to student with SAT scores of 850 or above and a high school GPA of 3.0 or above. Student must enroll full time and maintain a 3.0 GPA to remain eligible.

**Earl C. and Julia West Horton Scholarship**

Awarded to a deserving student in good academic standing. Student must make satisfactory academic progress.

**Elma D. Rozier Endowment Scholarship**

Open to a student with high moral character and demonstrated financial need. Student must enroll full-time and make satisfactory academic progress.

**George M. Weinstein Endowment Scholarship**

Given in memory of George M. Weinstein of Wayne County. Awarded to a Wayne county student based on academic achievement and financial need.

**Gladdin Endowment Scholarship**

Awarded to a deserving student in good academic standing. Student must make satisfactory academic progress.

**Glynn County Fire Department Ladies Auxiliary**

Awarded to a student (children only; not spouses) whose parent is a member of the Glynn County Fire Department.

**Glynn County Farm Bureau, Inc., Scholarship**

One scholarship awarded to a student whose immediate family holds a bona fide membership in the Glynn County Farm Bureau, Inc. Student must have a declared major in Pre-Veterinary Medicine, Pre-Agriculture, Agriculture, Forestry, or Home Economics. Student must maintain a minimum GPA of 2.5.

**Glenn Stauffer Scholarship**

Awarded to a deserving student in good academic standing. Student must make satisfactory academic progress.

**Golden Isles Chaine des Rotisseurs**

Limited to a student in the Hospitality/Culinary Arts Program. Scholarship awarded by the Bailliage Des Golden Isles of GA Committee.

**I. M. Aiken Scholarship**

Awarded to an outstanding student with citizenship awards, good academic achievement, and leadership abilities.

**Irene J. Wells Endowment Scholarship**

Awarded to a student having graduated from high school in the top 25% of his/her class with minimum SAT scores of 850. Student must enroll full time in a transfer program and maintain a minimum 3.0 GPA.

**James Ogden Scholarship**

Scholarship given in memory of former welding instructor, James Ogden. Awarded to a Business/Industry student with financial need. Welding students only.

**Jekyll Island Garden Club Scholarship**

Two scholarships awarded to students with academic achievement and leadership abilities. Student must live on Jekyll Island. The Jekyll Island Garden Club chooses recipient.

**Joseph and Minnie G. Borchardt Endowment Scholarship**

Awarded to a student with superior academic achievement, leadership abilities, and high moral character. Recipient should rank among the top one-third of class and have financial need.

**J. Roy Duggan Endowment Scholarship**

Awarded to a King and Prince Seafood Corporation employee, employee's dependent, or other worthy student based on academic achievement and need.

**J. R. Duggan Scholarship**

Awarded to a King and Prince Seafood Corporation employee, employee's dependent, or other worthy student based on academic achievement and need.

**Maryjane Austin Memorial Endowment Scholarship**

Awarded to a freshman or sophomore pursuing a performing or fine arts major. Student must have minimum SAT score of 1000 or B average and be approved by the Vice President for Academic Affairs.

**Mary Kelly Moffitt Endowment Scholarship**

Awarded to a graduate of Brunswick High School, preferably one who is pursuing a degree in a science field. Student must make satisfactory academic progress.

**Mary Taylor Payne Memorial Scholarship for Nursing**

Awarded in memory of Mary Taylor Payne. Awarded to a Sophomore non-traditional nursing student from Glynn County.

**Patsy Brown Bledsoe Endowment Scholarship**

Awarded to a deserving student with academic ability. Must have a sufficient GPA to make satisfactory academic progress. First priority is given to Medical Laboratory Technology majors.

**Pilot Club of Brunswick Scholarship**

Awarded to female student over 25 years of age. Must maintain a minimum cumulative GPA of 3.0 and must have financial need.

**Rev. L. E. Williams Endowment Scholarship**

Awarded to a student in a vocational/technical program or nursing program. Student must enroll at least half time and make satisfactory academic progress.

**Robert B. and Annabell D. Atwood Scholarship**

Given by Wanda Atwood Hunter in memory of her parents. Awarded to a deserving student making satisfactory academic progress.

**Rosalie Gormly Endowment Scholarship**

Awarded to a sophomore student with a B average. A student pursuing a math major is preferred, but a science major will be considered.

**Sea Island Garden Group Scholarship**

Awarded to a local student with academic promise. Student must attend full time and make satisfactory academic progress.

**Southeast Georgia Regional Medical Center Women's Auxiliary Scholarship**

Awarded to a student for study in the field of medicine. Student must have scholastic ability and maintain satisfactory GPA. Student must be willing to work at Southeast Georgia Regional Medical Center for two years upon graduation.

**St. Simons Club Centennial Scholarship**

Awarded to a female who resides in Glynn County. Student must have a minimum grade point average of 2.5 and demonstrate financial need.

**Terrill Thomas Endowment Scholarships**

Ten (10) scholarships awarded to students with minimum SAT scores of 850 and minimum high school GPA of 3.0. Student must enroll full time and maintain 3.0 GPA to remain eligible.

**Whorton-Dowley-Boswell Endowment Scholarship**

Awarded to a College of Coastal Georgia student with demonstrated financial need. Student must be enrolled in 10 hours per semester and make satisfactory academic progress.

**TRANSFER SCHOLARSHIPS****Savannah College of Art and Design**

30 semester hours of credit work, 3.0 grade point average, outstanding leadership potential, participation in extracurricular activities, honors and awards, extraordinary talent in the visual or performing arts, or design (portfolio required) or strong interest and aptitude in architectural history, art history, or historic preservation (10 page research paper required). For further information, contact Admission Department, Savannah College of Art and Design, P.O. Box 2072, Savannah, GA 31402-2072.

**Cleveland Institute of Art Transfer Scholarship**

\$5,000 scholarship awarded annually; see [www.cia.edu](http://www.cia.edu) for application and criteria.

**The University of Georgia Agricultural Alumni Association Transfer Scholarship**

Applicant must: have at least 60 semester hours in a college transfer program or have completed at least 30 semester hours in a college program, have a minimum grade point average of 3.0, and be accepted for admission to the College of Agricultural and Environmental Science. For further information, contact Scholarship Committee, Agricultural Alumni Association, CAES Activity Center, Four Towers, University of Georgia, Athens, GA 30602.

**OTHER SCHOLARSHIPS**

The following scholarships are awarded through the following agencies. Please contact the appropriate agency for additional information.

**American Cancer Society College Scholarship Program**

Student must have had a diagnosis of cancer before the age of 21, be a legal resident of GA, NC, or SC and maintain a 2.0 grade point average. Contact ACS for application and further information 1-800-282-4914.

**[www.americanscholars.org](http://www.americanscholars.org)**

\$19,000 in scholarships are available.

**The Rotary Foundation of Rotary International Ambassadorial Scholarship**

Applicant must have completed at least two years of university or college course work (or must have a secondary school education and have been employed in a recognized vocation for at least two years) when the scholarship begins. All applicants must be citizens of a country in which there is a Rotary Club. Initial application must be made through a local Rotary club in the applicant's legal or permanent residence, or place of full-time study or employment. Persons with disabilities and members of Rotary clubs are eligible and encouraged to apply. For more information contact: The Rotary Foundation of Rotary International, One Rotary Center, 1560 Sherman Ave., Evanston, IL 60201-3698 or [www.rotary.org](http://www.rotary.org).

**Buddy Sullivan History Scholarship**

All applicants must declare a major in History. For further information, contact Lower Altamaha Historical Society, P.O. Box 1405, Darien, GA 31305.

**Thomas G. Dedrick Memorial Scholarship**

Southern Chapter International Society of Arboriculture

Open to sophomores and juniors studying arboriculture, urban forestry, forestry, horticulture, or related fields. For further information, contact [www.isasouthern.org](http://www.isasouthern.org).

**Jeannette Rankin Foundation**

McMillan-Stuckey Award

Georgia female 35 years or older who is currently enrolled or accepted in an accredited school to pursue a certified course of training or undergraduate work. For further information, contact [www.rankinfoundation.org](http://www.rankinfoundation.org).

**[www.grantsnet.org](http://www.grantsnet.org)**

This website is maintained by Association for the Advancement of Science (AAAS) and the Howard Hughes Medical Institute (HHMI) and is a great resource to search for undergraduate science education and research program scholarships. For further information, contact [www.grantsnet.org](http://www.grantsnet.org).

**National Federation of the Blind**

Awarded to a high achieving legally blind student. For further information, contact National Federation of the Blind, 1800 Johnson Street, Baltimore, Maryland 21230, (410) 659-9314.

**PFLAG**

Parents, Families, and Friends of Lesbians and Gays Scholarship

The awards are specifically designed to assist LGBT individuals who meet the following eligibility requirements: Applicants must be a Georgia resident or attending a post-secondary institution in Georgia; must be 16 years of age or older, and must be registered at a post-secondary educational institution for full or part time attendance. Allies of the LGBT community may also apply. For further information, contact PFLAG, P.O. Box 8482, Atlanta, GA 31106-8482.

**Coca-Cola Scholars Foundation**

Coca-Cola Two Year Scholarship

P.O. Box 1615, Atlanta, GA 30301-1615, 1-800-306-2653.

Student must have a cumulative grade point average of 2.5, 100 hours of validated community service, be a US citizen or permanent resident, and planning to enroll at CCGA.

**Hispanic Scholarship Fund**

Student must be of Hispanic background (one parent must be fully Hispanic or both parents must be half Hispanic), be a US citizen, maintain a minimum GPA of 3.0, and be a full time student at a community college or accredited four year college. For further information, contact Hispanic Scholarship Fund, One Sansome Street, Suite 1000, San Francisco, CA 94104 or [www.hsf.net](http://www.hsf.net).

**The National Italian American Foundation**

To be considered for a NIAF scholarship, a student must meet the following criteria: Be enrolled in an accredited institution of higher education; have a GPA of 3.25; be a US citizen or permanent resident alien; fit into one of the two NIAF scholarship categories; for the purposes of the NIAF Scholarship Program, to be "Italian American" the student must have at least one ancestor who has immigrated from Italy. For more information and an application, contact The National Italian American Foundation, 1860 19th Street NW, Washington, DC 20009 or [www.niaf.org](http://www.niaf.org).

**EMI/Selena Scholarship Program**

Applicants must: Be a US citizen, be Hispanic, full time sophomore at an accredited two year college or technical school who plans to transfer to a four year university and enroll full time in an undergraduate program leading to a bachelor's degree and maintain a 3.0 gpa. For further information, contact Citizen's Scholarship Foundation of America, Inc. (CSFA) at 507-931-0484, Patricia Erichsen, Program Manager.

**National Society Daughters of the American Revolution Scholarship**

Listed below are the scholarships awarded by NSDAR through the Scholarship Committee. Application packets can be requested through the Office of Committees, NSDAR, 1776 D Street NW, Washington, DC 20006-5392 and will be mailed to all those enclosing a self-addressed stamped envelope.

**NSDAR American History Scholarship**

Awarded to a graduating high school senior who will be majoring in American History in the amount of \$2,000 each year for up to four years with annual transcript review required for renewal. This award is intended to promote the study of our history among our finest students. Second place awards of \$1,000 each year for up to four years may be given as monies as available. U.S. citizens residing abroad may apply through a Units Overseas Chapter. American History Scholarships are the first judged at the state level and must be received by the state chairman by February 1. Only State Winners are eligible for judging on the Division level. Division level First and Second place winners are judged on the National level.

**NSDAR Caroline E. Holt Nursing Scholarship**

Awarded to undergraduate students currently enrolled in an accredited school of nursing in the amount of \$500. Applications must be received by the National Chairman by February 15 or August 15. Awards are made in early May and November.

**NSDAR Lillian and Arthur Dunn Scholarship**

Awarded to graduating seniors whose MOTHERS are current members of NSDAR (no other relationship qualifies) in the amount of \$1,000 each year for four years with annual transcript review required for renewal. Outstanding students may apply for an additional four years as needed for continuing study.

**NSDAR Madeline Pickett (Halbert) Cogswell Nursing Scholarship**

Awarded to students currently enrolled in an accredited school of nursing for undergraduate study who are members, eligible for membership or related to a member of NSDAR, C.A.R., or SR. Awards are in the amount of \$500. Applications must be received by the National Chairman by February 15 or August 15. Awards are made in early May or November.

**[www.tylenol.com](http://www.tylenol.com)**

The makers of the TYLENOL Family of Products will award 10 \$10,000 scholarships and 150 \$1,000 scholarships for higher education to students who demonstrate leadership in community activities and school activities and who intend to major in areas that will lead to careers in health-related fields.

**Jack Kent Cooke Foundation**

An exciting new student scholarship is now available under the auspices of the Jack Kent Cook Foundation. The foundation will make awards of up to \$30,000 each to 40 community college students who are planning to transfer to a four-year college or university. Each community college or district will be allowed to nominate one student for the program. You must graduate from the College of Coastal Georgia in order to be nominated. Deadline for receipt of nominations is April 1. Please act now to ensure consideration of your nominee. See [www.jackkentcookefoundation.org](http://www.jackkentcookefoundation.org) for more information.

**TUITION AND FEES** (\*subject to change)**SCHEDULE OF EXPENSES**

The schedule of tuition and fees has been authorized by the Board of Regents of the University System of Georgia. The schedule is subject to change prior to each semester. Early registration is not valid unless tuition and fees are paid by the specified date. Registration at the beginning of each semester is not complete until all tuition and fees have been paid, and the student is not eligible to attend class until registration is complete. Payment may be made by cash, check, VISA, MasterCard, American Express, money order, or financial aid. However, payment by check is not complete until the check clears the bank on which it is drawn. In the event a check is returned as not payable, the student will be notified that the check must be covered within ten working days of notification date and a penalty will be charged. Failure to make the check good will result in exclusion from classes, and will be turned over to the district attorney or solicitor for criminal prosecution.

**Student Tuition.** Student tuition rates are established by the University System of Georgia Board of Regents. Students who qualified for the Guaranteed Tuition Rate in previous semesters will continue to receive those rates until their two-year term expires or they graduate with their Associate degree.

**In-State Tuition.** The tuition rate for academic year 2009-2010 is \$1,247.00 per semester for 15 or more hours and \$84.00 per semester hour for fewer than 15 credit hours.

**Out-of-State Tuition.** The tuition rate for non-residents of Georgia for academic year 2009-2010 is \$4,988.00 per semester for 15 or more hours and \$333.00 per semester hour for fewer than 15 credit hours. Non-residents of Georgia receiving a waiver will pay the rate of in-state tuition.

**Technology Fee.** This is a fee of \$50.00 for all students. It will be used to finance computers and printers for academic laboratory, instructional software, and multimedia equipment for classrooms, and to provide additional computer lab assistants to extend lab hours.

**Student Activity Fee.** This is a fee of \$45.00 for all students taking 5 or more semester credit hours or \$22.50 for all students taking 4 or fewer credit hours. It will be used to finance student activities and services.

**Athletic Fee.** This is a fee of \$38.00 for students taking 5 or more semester credit hours or \$19.00 for students taking 4 or fewer credit hours. It will be used to finance intercollegiate athletic activities.

**Application Fee.** A \$20.00 non-refundable fee is charged to all students at the time of their initial application for admission. (A \$25.00 non-refundable fee is charged for electronic application submitted at <http://www.usg.edu/ga-easy/>). The acceptance of this fee does not constitute admission of the student.

**Varied or Special Fees.** Fees vary for students enrolled in Camden Center and University Center (Armstrong Atlantic State University and Georgia Southern University) courses. A special fee of \$25.00 is charged for students taking the camping course, \$30.00 for students taking the ROPES course, and \$100.00 for students taking the marine biology course. A Health Science fee of \$25.00 will be charged for various courses in the RADT, NURS and CMLT series. The Science Lab fee will be \$25.00 for various courses in the ASTR, BIOL, CHEM, GEOL, ISCI, PHYS and PHSC series. The Field Experience Supervision Fee will be \$20.00 for ECSP 3190 and ECSP 3191 and MGED 3090 and MGED 3091, \$30.00 for ECSP 4190 and MGED 4090, and \$250.00 for ECSP 4191 and MGED 4091.

**The following privilege fees and penalties apply:**

**Late Registration Fee** - \$50.00. After the regular registration period, a \$50.00 late penalty will be assessed.

**Auto Registration Fee.** A fee of \$10.00 per automobile is charged for campus parking privileges.

**Student Liability Insurance Fee.** Certain medical related programs require the purchase of liability insurance at a cost of \$15.00 per student.

**Graduation Fee.** A non-refundable fee of \$26.75 is applicable to all graduating students. This fee must be paid at the Business Services Cashier's window. An evaluation will not be processed, nor will a cap/gown and diploma be ordered without the graduation fee payment.

**Returned Checks Fee** A service charge of \$30.00 or 5 percent of the face amount of the check, whichever is greater, shall be charged for each check that is returned. Returned checks for which payment is not tendered for the full amount plus service charge within ten days from receipt of notice will be turned over to the district attorney or solicitor for criminal prosecution.

**Library Fee.** Replacement charges for lost materials are governed by the "College of Coastal Georgia Library Circulation Policy" on file in the library. Overdue or lost library materials will cause transcripts to be withheld until charges have been paid. Students will not be permitted to graduate or to register for a new academic term until all charges have been paid.

**Identification Cards Replacement Cost** Upon a student's first enrollment at the College of Coastal Georgia, the student is issued a photographic identification card which is to be validated each academic term the student is enrolled. This card also serves as a library card. The identification card is produced in the library. A \$10.00 replacement fee is charged for each replacement.

**Credit by Examination Fee.** A fee of \$5.00 is charged for taking an examination for credit in a course not taken in regular class sessions.

**Testing Fees.** Fees may be charged for certain tests such as SAT or CLEP.

**Financial Obligations.** The institution has reserved and intends to exercise the right to withhold copies of educational records and/or to withdraw from classes students who owe the institution money.

**Textbook Refund Policy.** Textbooks purchased at the beginning of each semester may be returned for a full refund subject to the following conditions:

1. Books must be returned within one week from the first day of class.
2. Books must be accompanied by your Bookstore cash register receipt.
3. New books must be free of any markings and be in original shrink wrap if wrapped by the publisher.
4. Defective books will be replaced.
5. Do not write in new books until you are positive you are going to keep them.

**\*ALL TUITION, FEES, OR OTHER CHARGES ARE SUBJECT TO CHANGE AT THE END OF ANY ACADEMIC TERM.**

## FEE REFUNDS

The University System of Georgia Board of Regents sets the refund policy of the College of Coastal Georgia. The policy changed Fall 2000 due to new federal regulations. Under this revised policy, the student's portion of repayment for aid received may increase substantially.

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in the semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount equals 60%.

Students who withdraw from the institution when the calculated percentage of completion is greater than 60%, are not entitled to a refund of any portion of institutional charges.

A refund of all non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session. (BR Minutes, 1979-80, p.61; 1986-87, pp.24-25, 1995, p. 246).



**SPECIAL CONDITIONS**

Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the College when disciplinary action is pending, are not eligible for a refund of any portion on any charge.

There will be no refund for reducing course load unless the institution is at fault.

Ordinarily, refunds will not be mailed until the end of the fourth week following registration.

**STUDENT AFFAIRS**

In support of the philosophy of the College of Coastal Georgia, Student Affairs provides programs, experiences and services which aid and enrich students' educational and cultural growth by contributing to their intellectual, social, physical and emotional development.

These services and programs include career development counseling, orientation, testing and placement, co-curricular activities, intramurals, intercollegiate athletics, academic skills support, financial aid, admissions, and records.

For more information, call the Student Services Info-line at 912-279-5800.

**TUTORING SERVICES**

Free tutoring services are available to all College of Coastal Georgia students through the Learning Center, located in the libraries in Brunswick and at the Camden Center.

**COUNSELING SERVICES**

A licensed counselor is available for personal counseling at no cost to CCGA students enrolled in 4 or more credit hours of study. Counseling may assist students to develop personal awareness and coping skills to manage life challenges that are interfering with their ability to be successful. Personal counseling may cover a wide range of issues and may be brief or longer term in length. Typical counseling goals may include: controlling test anxiety, coping with depression, or managing relationship difficulties.

Appointments are encouraged, but not necessary. To make an appointment contact Ms. Jean Fleming, Director of Counseling and Student Support at 279-5803, or email her at [jfleming@ccga.edu](mailto:jfleming@ccga.edu).

**SERVICES FOR STUDENTS WITH DISABILITIES**

The Office of Disability Services coordinates and provides a variety of services for students with physical 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 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.

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.

The University System of Georgia sets standards for documentation of disability. The Regents' Center for Learning Disorders at Georgia Southern University is one of three regional centers created by the University System of Georgia to assist disability service offices at institutions in the southern part of the state. RCLD staff review documentation of learning disability, ADD, acquired brain injury, and psychological disorders and pervasive developmental disorders to ensure that it meets system requirements and approve accommodations. The RCLD also provides comprehensive psycho-educational assessments to students for a fee.

Students who need more information should contact Jean Fleming, Director of Counseling and Student Support. The phone number is (912) 279-5803. Toll free number is 1-800-675-7235. Camden students may get information from the Student Services Coordinator, Linda Amos. The phone number is (912) 510-3319.

#### **Student Responsibilities**

- Self-identify to the Office of Disability Services (DS).
- Participate in an intake interview with DS.
- Provide current, sufficient documentation of the disability that meets Board of Regents standards for documentation. DS can make referrals to assist with obtaining documentation.
- Pick up Accommodation Letter from DS and share it with professors at beginning of semester.
- If student is using test accommodations and taking tests with DS, he or she is responsible for scheduling the tests with DS.

Accommodations vary with the type of disability and the student's individual needs. The university provides accommodations to the student at no charge. Accommodations must be supported by appropriate disability documentation. Accommodations do not provide a guarantee of academic success, only equal access.

#### **LIBRARY SERVICES**

Library, Learning Center, Student Support Services (TRIO), and Media Services resources and services are provided in Brunswick at the Clara Wood Gould Memorial Library and at the Camden Center Library.

Each library provides space for studying and access to books and journals in both print and electronic formats, audiovisual collections, library resources housed in other libraries, and tutoring services. A well-trained staff is available to assist students and faculty in accessing the services and resources housed in each library.

Students must have a current, validated college identification card in order to borrow library materials. Persons who do not have a college identification card may only use materials in the library.

#### **HEALTH SERVICES**

Health services are available 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. If needed, student accident insurance may be purchased at the Business Office. The Business Office also provides, upon request, information on a student health insurance policy.

#### **TRIO STUDENT SUPPORT SERVICES PROGRAM**

The Student Support Services program is a federally funded educational opportunity TRIO program, which provides academic support to the following students:

- Students who come from low-income families (defined by Federal government guidelines);
- Students who are defined as first-generation (neither of the students' parents or guardians has received a four-year degree); or
- Students who have documented disabilities (disabilities include physical impairments that can adversely affect student class performance or attendance, as well as learning disabilities)

Support is provided through activities that encourage academic development, assist with college requirements, and motivate students to complete post-secondary education. The goal of the Student Support Services Program is to increase college retention and graduation rates, as well as to facilitate two-year college student transition to four-year institutions. Services include basic skills instruction and tutoring; academic, financial, career, and personal counseling; assistance with admission and transfer to four-year programs/institutions; assistance with financial aid; mentoring; cultural activities; and accommodations for students with disabilities.

## STUDENT LIFE

### ACTIVITIES AND ORGANIZATIONS

**Intramural Programs.** The intramural program includes a variety of sports as well as various fitness activities and services. All intramural sports are available to all students.

**Intercollegiate Athletics.** The program includes varsity sports in men's basketball, women's softball and cheerleading. Some scholarships are available. The College of Coastal Georgia participates in the GJCAA which is part of Region XVII of the NJCAA.

**Publications.** The college has facilities for the production of student Publications under the guidance of faculty advisors. The literary magazine, Seaswells, the student newspaper, Mariners' Log, and other student publications are under the direction of the Vice President for Student Affairs.

**Cultural Affairs.** The Cultural Affairs Program Sub-Committee seeks to enrich the cultural life of the students, faculty, staff, and community through a variety of programs. The sub-committee is a part of the Student Affairs Council.

**Honor Societies.** PHI THETA KAPPA is recognized as the honorary scholastic fraternity for America's two-year colleges and is respected for demanding and promoting excellence in the areas of scholarship, leadership, fellowship, and service. Membership is extended by invitation. To be considered, a student must be enrolled in a two-year degree program, have accumulated a minimum of 12 semester hours credit, have a 3.5 grade-point-average, and have established academic excellence as judged by the faculty.

**Other Clubs and Organizations.** Many clubs and organizations have been organized on campus, and as student interest develops, other clubs can be developed and recognized. Examples are Baptist Student Union (BSU), CCGA International Association, Cheerleading, Circle K, Minority Academic Social Development Association (MASDA), Student Government Association (SGA), Radiographers's Club, Brunswick Association of Nursing Students (BANS), Creative Arts Club, and Non-Traditional Students.

**Volunteer/Community Service.** Students at CCGA are encouraged to become involved in volunteer or community service activities. For more information, contact the Director of Student Life in the Student Center.

### STUDY ABROAD

Students at two-year institutions in the University System of Georgia have the option of participating in a wide range of study abroad programs offered by various colleges and universities in the University System of Georgia for academic study and service learning in other countries. These programs make excursions to historical and cultural points of interest and study under the direction of an instructor from the University System. Students may receive a maximum of 10 semester hours of core credit. Contact Patrizia Stahle at 912-510-3374 or [pstahle@ccga.edu](mailto:pstahle@ccga.edu), or Tyler Bagwell at 912-279-5882 or [tbagwell@ccga.edu](mailto:tbagwell@ccga.edu) for more information.

## RECORDS

### TRANSCRIPTS

The transcript is the permanent academic record of credit and will report student's name, social security number or student identification number, courses enrolled each term, cumulative grade point average (GPA), term GPA, credit hours attempted, credit hours earned, grades, grade points earned, degrees and certificates earned, academic program(s), honors, academic status, and transfer credit.

The transcript for Continuing Education credits (CEU) shall be a permanent record of non-credit education and will report student's name, social security number or student identification number; courses enrolled in each term by course title; number and continuing education units and grades.

### REQUESTING A TRANSCRIPT

A student may request a copy of their official or unofficial transcript by sending a written request to the Admissions and Records Office. The request must include the student's name, social security number or student identification number, signature, and the name and address of the person or agency to which the record is to be sent. Students should allow two to three business days for transcripts to be processed. However, at least one week should be allowed when requests are made at the end of the term or during periods of registration. Transcripts are not released if the student has any outstanding financial obligations with the College.

### CHANGE OF PROGRAM OF STUDY (MAJOR)

Students who desire to change their program of study should consult their advisor. A Change of Major form needs to be completed and returned to the Registrar's Office for processing. Students exiting Learning Support course work must file a Change of Major form with the Learning Support Division office.

The Registrar will review the request for the student's eligibility for admission into the new program. Students may need additional COMPASS testing or be asked to provide additional documentation before the change is processed. Changes to programs of study are only conducted between semesters. Students may review changes using their COAST accounts.

### CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER

The Admissions and Records Office should be informed of all changes in the student's legal name, permanent address and/or telephone number. A copy of legal records should be submitted to document a name change. The College is not responsible for a student's failure to receive official information due to an incorrect name or address.

## CONFIDENTIALITY OF STUDENT RECORDS

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.

## ACADEMIC REGULATIONS

### THE COLLEGE YEAR

The College of Coastal Georgia operates on the semester system. The academic year is the Fall and Spring semesters and Summer terms with sessions of various lengths.

### UNITS OF CREDIT

The Fall and Spring semesters each extend over a period of about fifteen weeks. The semester hour is the unit of credit in all courses.

### CLASSIFICATION OF STUDENTS

Students are classified at the beginning of each semester.

Freshman	Fewer than 30 semester hours completed
Sophomore	30-59 semester hours completed
Junior	60-89 semester hours completed
Senior	90 or more semester hours completed

Other classifications are as follows:

Full-time attendance	12+ hours per week
Half-time attendance	6-11 hours per week
Part-time attendance	1-5 hours per week
Audit	Enrolled for no credit

### CLASS LOAD

A normal load is twelve to eighteen semester hours of academic credit per semester. Students who desire to take more than eighteen hours must do the following:

1. Obtain permission from their advisor
2. Obtain permission from the Vice President for Academic Affairs.
3. Obtain approval form from the Office of the Registrar and Admissions

### REPEATING COURSES

Students may repeat courses as many times as they wish. Only the last grade earned will count towards the student's institutional grade point average and academic standing. All courses taken will show on the student's transcript. Other colleges may use all classes on the student's transcript to calculate grade point average when making admission decisions.

## ACADEMIC RENEWAL POLICY

Degree-seeking students who have experienced academic difficulty can make a fresh start one time only, provided the following conditions are met:

- An absence of at least five calendar years from any and all colleges or universities.
- Academic renewal is requested at the time of re-enrollment. If academic renewal is not requested at the time of re-enrollment, it must be requested within the first three semesters after re-enrollment or within one calendar year, whichever comes first.
- Successful completion of all Learning Support requirements before the five-year period of absence.

Any past scholastic suspensions shall remain recorded on the student's permanent record.

All previously attempted course work continues to be recorded on the student's official transcript, as designated by the # symbol, but will NOT be calculated in the institutional grade point average. The Regents' Cumulative GPA is not adjusted to reflect Academic Renewal.

Academic credit for previously completed course work--including transfer course work--will be retained only for courses in which an "A", "B", "C" or "S" grade has been earned. Retained grades are not calculated in the Academic Renewal GPA.

Adjusted grade point averages created by Academic Renewal will not be used to determine Academic Honors for graduation or to supersede financial aid policies regarding Satisfactory Academic Progress or HOPE eligibility. Reentry into any program is not automatic.

Students requesting Academic Renewal should contact the Office of the Registrar at 279-5730.

## REGENTS' TESTING PROGRAM

By a policy statement issued in 1972, the Board of Regents of the University System of Georgia instituted the requirement that each institution of the University System of Georgia ensure that students obtaining a degree possess certain minimum skills of reading and writing. These skills are referred to as the Regents' Writing and Reading Skills. There are two System-mandated courses in writing and in reading that are designed to meet the Regents' Writing and Reading Skills requirement.

Students enrolled in undergraduate degree programs leading to the baccalaureate degree must pass the Regents' Reading Skills and Regents' Writing Skills courses as a requirement for graduation. Students may exempt these courses through examination by passing the Regents' Reading Test and the Regents' Essay Test or an approved alternative test in reading comprehension and in writing.

Students are required to take the Regents' Exam during the first semester in which they are enrolled and eligible to take English 1101. The exam must be taken each subsequent semester until passed.

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

It is the student's responsibility to make reservations for testing by signing up in the CCGA Student Services office or by calling 912-279-5800.

## COURSE EXAMINATIONS

Tests and examinations are administered by the course instructor. The instructor will provide a syllabus on the first class meeting that explains how the course grade will be determined. A student who is absent from a previously announced test will be given a zero on the test unless, in the judgment of the instructor, a make-up test is justified. A student will not be permitted to take a final examination at a time other than the regularly scheduled date unless approved by the appropriate Division Chair.

## CREDIT BY EXAMINATION

You can earn credit for certain courses through examination. You may attempt credit by examination only once per course. ***Students may not receive more than 20 hours of credit by examination. (This policy does not apply to certificates of less than 20 hours.)*** Examinations include:

**1. CLEP/DANTES:** College-Level Examination Program. CLEP is a national computer-based standardized examination which allows the student to obtain college credit for specific courses designated by the College of Coastal Georgia. A list of available examinations, appointments, and fee information may be obtained from the testing office at 912-279-5808.

**2. DEPARTMENT ADMINISTERED EXAMS:** For courses where no CLEP or DANTES exams exist, a student may request an examination given within a Department. Students may take this type of exam only when CLEP/DANTES exams are not available. Department exams must be approved by the Vice President for Academic Affairs upon the recommendation of the Dean/Department Chair, and administered by an appropriate full-time faculty member. (For example, a skilled welder may wish to use this method to attempt to exempt the first welding course, for which there is no CLEP or DANTES exam.) Department exams are not available to a student who has tried another method to receive credit for a specific course, or to a student who has ever enrolled in the course. The student must pay a fee toward the cost of administering the examination.

## LEGISLATIVE REQUIREMENT IN HISTORY AND CONSTITUTION

All students graduating with an associate or baccalaureate degree from a state-supported college in Georgia must have taken coursework or otherwise demonstrated competency in United States and Georgia history and the United States and Georgia constitutions. At CCGA this requirement can be satisfied as follows:

1. Successful completion of POLS 1101 and HIST 2111 or HIST 2112 at CCGA, or similar courses at other University System of Georgia institutions.
2. Successful completion of United States history and/or United States government survey courses at accredited private colleges in Georgia or at accredited private or public colleges in other states satisfies the United States history and/ or constitution requirement. However, the Georgia history and constitution requirement must be satisfied by either passing the courses specified in number 1 above or by passing the locally developed examinations in Georgia history and constitution available through the School of Arts, Humanities and Social Sciences office (279-5875).
3. Successful completion of national examinations in United States history and/or United States government such as CLEP, AP, and others which may be determined as acceptable by CCGA satisfies the United States history and/ or constitution requirement.. However, the Georgia history and constitution requirement must be satisfied by either passing the courses specified in number 1 above or by passing the locally developed examinations in Georgia history and constitution available through the School of Arts, Humanities and Social Sciences office (279-5785).
4. Other methods of meeting the requirements may be approved by the Vice President for Academic Affairs.

## UNIFORM GRADING SYSTEM

All institutions of the University System of Georgia are on a 4.0 grade point system. The following grades are approved for use in institutions of the University System of Georgia and are included in the determination of the grade point average:

A-Excellent (4.0)	D-Passing (1.0)
B-Good (3.0)	F-Failure (0.0)
C-Satisfactory (2.0)	WF-Withdrew, Failing (0.0)

The following symbols are approved for use in the cases indicated but will not be included in the determination of the grade point average.

- I** indicates that a student satisfactorily completed at least 80% of the required course work but, for non-academic reasons beyond the student's control, was unable to meet the full requirements of the course. If the "I" is not removed by mid-term of the term (semester or full summer) after it was received, the Registrar will change the "I" to an "F". The student may apply to extend the time period to remove the "I" to the Vice President for Academic Affairs. An "I" will not count as course completion and will not satisfy as pre-requisite requirement..
- IP** indicates that that progress was insufficient for course completion and the student must repeat the course – this is a final grade. This symbol can only be used in Learning Support courses and Regents' Test remediation courses.
- AW** indicates that a student was administratively withdrawn without academic penalty.
- P** indicates that a student has passed the course.
- W** indicates that a student was permitted to withdraw without academic penalty.
- WM** indicates a student was permitted to withdraw under the Board of Regents policy for military service refunds (704.0401)
- S** indicates that credit has been given for completion of degree requirements other than academic course work.
- T** indicates a transfer course. Transfer courses accepted for students who initially entered CCGA during or after Summer 2002 are designated by a grade and the accompanying "T" symbol, (e.g., "AT").
- U** indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work.

- V** indicates that a student was given permission to audit a course.
- K** indicates that a student was given credit for the course via a credit by examination program.
- \*** indicates course work is for institutional credit only and will not count towards a degree (e.g., institutional credit, Learning Support, CPC courses).
- NR** indicates grade not reported by the instructor.
- #** indicates Academic Renewal.
- CR** indicates credit for approved life experience (e.g., PE credit for military service).
- ^** indicates a transfer class was not accepted in transfer to satisfy a chosen degree.
- %** indicates a College Preparatory Curriculum (CPC) requirement has been fulfilled. This course will not be used towards meeting program requirements.

### INSTITUTIONAL CREDIT COURSES

All Learning Support courses are non-credit and use the following special symbols:

A\*, B\*, or C\* - Pass      W - Defined Under Uniform Grading System  
F\* - Fail                      IP\* - In Progress

A Learning Support exit course is one that leads to entry into a Core Curriculum course; a student must have passed all course requirements and must have attained the required COMPASS examination score to exit the course and receive a grade of A, B, or C.

For Learning Support students, Math 0097 and Math 0099 are both required for entry into Math 1001, Math 1101 or Math 1111; English 0099 leads to entry into English 1101; and Reading 0099 leads to entry into all courses with a reading requirement. Detailed lists of entry requirements are available from the Office of the Vice President for Academic Affairs.

### GRADES AND TRANSFER CREDITS

Students transferring academic work from another accredited institution will receive credit hours and grades. All courses taken at the prior institution will be shown on the CCGA Transcript. All transferred courses may not be used to meet specific programs requirements.

### PHYSICAL EDUCATION CREDIT FOR MILITARY SERVICE

Upon submission of a written request and a copy of the DD 214 form, students enrolled in the College of Coastal Georgia may receive physical education activity credit for prior military service as follows:

1. Completion of one year of service, including Basic Training, equals one semester hour of credit.
2. Completion of more than one year of service and up to three years of service equals two semester hours of credit.
3. Completion of more than three years of service equals four semester hours of credit.

### QUALITY POINTS AND GRADE POINT AVERAGE

#### Cumulative Grade Point Average

The Georgia Board of Regents' overall cumulative grade point average at each institution within the University System of Georgia will be calculated by dividing the number of hours scheduled in all courses attempted in which grades of A, B, C, D, F, or WF have been received into the number of grade points earned on those hours.

$$\text{Regents' GPA} = \frac{\text{total grade points earned}}{\text{total graded hours attempted}}$$

Total grade points earned = grade multiplied by course hours  
where an

A = 4
B = 3
C = 2
D = 1
F = 0
W/F = 0

Institutional credit and/or institutional adjusted grade point average do not affect the Regents' Cumulative grade point average. The Regents' Cumulative grade point average is not reflected on the academic transcript but is available upon request at the Admissions/Registrar's office.

A student's cumulative, semester and adjusted grade point averages (GPA) are based upon a quality point system.



1. **Quality Points:** Quality points are assigned for each semester credit hour as follows:
  - A - 4 points
  - B - 3 points
  - C - 2 points
  - D - 1 point
  - F - No points
2. **Cumulative Grade Point Average.** Cumulative Grade Point Average. The cumulative grade point average is calculated by dividing the number of hours scheduled in all courses attempted in which a grade of A, B, C, D, F, or WF has been received into the number of grade points earned on those hours scheduled. The cumulative grade point average will be recorded on the student's permanent record. Institutional credit is not used to calculate cumulative grade point average.
3. **Term Grade Point Average:** The term GPA is calculated as the ratio of CCGA quality points earned in the current semester to the number of semester credit hours for which a final grade is assigned in that semester (excluding Learning Support courses).
4. **Institutional (Adjusted) Grade Point Average:** The institutional (Adjusted) GPA is calculated using only the grades of courses taken at CCGA (excluding Learning Support courses). The institutional grade point average is used only in matters of academic warning, probation, and dismissal. Institutional (Adjusted) grade point average will not be used to determine academic honors.
5. **Academic Renewal Grade Point Average:** Students awarded Academic Renewal will have an Academic Renewal GPA (Institutional GPA) based on their grades following the date of their academic renewal.
6. **Minimum Satisfactory Requirements:** The minimum satisfactory requirements are as follows:

<u>Year</u>	<u>Credit Hours</u> (Excluding L.S. courses)	<u>Average</u>
Freshman	0 - 29	1.5
Sophomore	30 - 50	1.7
	51 or more	2.0

## ACADEMIC STANDING

- **Good Academic Standing:** A student not on Academic Warning, Academic Probation, Academic Suspension, or Learning Support Suspension is in Good Academic Standing.
- **Academic Warning:** A student whose term GPA or Institutional (Adjusted) cumulative GPA at the end of any semester is less than the minimum satisfactory average shall be placed on Academic Warning.
- **Academic Probation:** A student on Academic Warning whose Institutional (Adjusted) GPA is below the Minimum Satisfactory Requirement for any term of enrollment will be placed on Academic Probation. Students on Academic Probation are not eligible for financial aid.
- **Academic Suspension:** A student on Academic Probation whose Institutional (Adjusted) cumulative GPA for the semester of probation is below the Minimum Satisfactory Requirement shall be dismissed for one semester for the first occurrence or two semesters (one calendar year) for the second occurrence. Upon readmission to the college, students whose term GPA is 2.0 or higher will continue on probation until their Institutional (Adjusted) cumulative GPA reaches the appropriate level.

## ACADEMIC HONORS

- **Graduation with Honors:** Students who have maintained an unadjusted Institutional cumulative GPA of 3.75 for all work completed (Regents' GPA) for a degree and have satisfactorily completed requirements for graduation will have their diplomas inscribed "With Honors" in recognition of high scholastic achievement.
- **Dean's List:** A full-time student with a term GPA of 3.25 or a student enrolled for at least 10 semester hours with a term GPA of 3.50 is a Dean's List Student.
- **President's List:** A student enrolled for twelve or more hours with a term GPA of 4.00 is a President's List Student.

## LEARNING SUPPORT

**Students placed in a Learning Support course shall be required to meet all appropriate exit standards for the area.**

Learning Support requirements are based on placement exam scores. The student's advisor will assist in understanding these entry requirements. Students required to take Learning Support courses must complete these courses before enrolling in most credit courses. For details, contact a Learning Support advisor.

Each student who does not complete the requirements for a Learning Support area after a maximum of twelve semester hours or three semesters, whichever comes first, shall be suspended from Learning Support, subject to one appeal. In order to appeal, a student must:

- a. Be individually evaluated and determined to have a reasonable chance of success;
- b. Be in an exit-level course; and
- c. Have reached the limit in only one Learning Support area.

The Registrar's Office sends appeal information to students who have been suspended in one Learning Support course at the end of the semester in which they were suspended. Students are responsible for checking their CCGA email accounts and for providing the Registrar's Office with current mailing addresses.

Each student must submit a written request for an appeal to the Learning Support Coordinator by the published midterm date of the semester following the suspension. For example, a fall-semester suspension is appealed in the spring semester, a spring-semester suspension is appealed in the summer session, and a summer-semester suspension is appealed in the fall semester. Each student must provide a support letter from the instructor of the course from which the student was suspended. The support letter must address such issues as attendance, participation, effort, and improvement. Each student is responsible for obtaining the support letter from the appropriate faculty. Failure to do so will result in an appeal being denied.

Each student will be evaluated to determine if the student has a reasonable chance of success. A successful appeal allows the student to enroll as soon as the following semester. If the appeal is granted, the student may enroll in only the Learning Support course. Any additional course taken during the semester of the additional attempt is subject to approval and the 20-hour limit on the number of credit hours a student may earn before exiting Learning Support.

If the student is not successful in the additional Learning Support attempt, then the student will be suspended from Learning Support for three years. If the appeal is denied, the student is suspended from Learning Support and may not be considered for readmission within the University System for three years.

Students with documented learning disabilities enrolled in Learning Support are required to fulfill all stated requirements before exiting. However, such students can be provided with appropriate course accommodations. In addition, appropriate accommodations may be given regarding the administration of the state's placement examination. Students with learning disabilities may petition the System Committee of Learning Disabilities for additional semesters/hours of Learning Support work. Students needing assistance or additional information should contact the Vice President for Student Affairs or the ADA Service Provider.

If receiving financial aid, the student will have to meet the progress requirements established by the Financial Aid Office to continue to receive financial assistance. The student must also meet the College's scholastic standing policies.

*Note: Students who voluntarily enroll in Learning Support course work are limited to twelve semester hours or three semesters, whichever comes first, per Learning Support area. However, the voluntary Learning Support student is not subject to exiting requirements and is not eligible to receive Federal Financial Aid for those courses.*

## STUDENT ACADEMIC APPEAL POLICY

A student may appeal a grade assigned by a faculty member or the interpretation or application of an academic policy by an academic administrator, including issues related to intellectual diversity. Prior to filing such an appeal, the student should review the section entitled "Alternative Dispute Resolution" on page 70 of this catalog. Students wishing to file an academic appeal must follow the steps below.

1. Review the situation with the instructor or academic administrator who is responsible for the grade or academic policy interpretation.
2. If the issue is not resolved, the student may submit an appeal in writing to the supervisor of the faculty member or administrator, with a copy to the faculty member/academic administrator. The letter must include all points which the student considers to be pertinent to the appeal. Additional points may not be later considered if they are not in the initial letter of appeal. (Students wishing to prepare written appeals may seek the assistance of college staff in the preparation of the appeal documents.) The written appeal must be sent to the supervisor within fifteen calendar days of the first class day of the term immediately following the term in which the event occurred. The supervisor of the faculty member or administrator will issue a decision in writing with a copy to the student and to the faculty member/administrator. The correspondence must give specific reasons for the decision and must be completed within twenty-one calendar days of the date of receiving the student's written appeal.
3. A student who believes that the appeal was decided in an arbitrary, capricious, discriminatory or unfair manner at the supervisor's level may appeal in writing to the Vice President for Academic Affairs of the college unless it is the Vice President for Academic Affairs' decision that is being appealed. Appeals to the Vice President for Academic Affairs must be in writing, must be made within fifteen calendar days of receiving the appealed decision and must contain all germane points. As in step 1, additional points may not be considered if not included in the written appeal. The written appeal must indicate specifically why the student believes that due process was not exercised at the previous level. The Vice President for Academic Affairs will review the appeal, examine the facts, and render a decision within twenty-one calendar days of receiving the second level appeal.
4. Appeals of decisions made by the Vice President for Academic Affairs of the college may be made in writing to the President of the college within five calendar days after receiving the decision of the Vice President. The President will, within seven calendar days, appoint a committee composed of three members of the faculty of the institution or utilize the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall, within ten calendar days, submit its findings and report thereon to the President. After consideration of the committee's report, the President shall, within five calendar days, make a decision which shall be final so far as the institution is concerned.

**GRADUATION REQUIREMENTS**

To apply for graduation at the College of Coastal Georgia, students must:

1. Complete the application for graduation obtained from the Registrar/Admissions Office at least one semester in advance of the semester in which completion of the degree program is anticipated.
2. Pay the required graduation fee. Neither diplomas nor a cap and gown will be ordered without payment of this fee. The current graduation fee is \$26.75 (subject to change).
3. Complete the prescribed course requirements for the particular degree with the following minimum grade point average(s):
  - a. Baccalaureate degrees: The total Institution cumulative GPA of all courses applying to the degree must be 2.00 or higher.
  - b. All associate degrees: 2.00 or higher Institutional grade point average.
  - c. Pre-baccalaureate/transfer associate degree: 2.00 or higher Institutional grade point average and completion of all course work in Area F with a 2.00 or higher cumulative grade point average
  - d. Certificate programs: completion of all applicable course work with a 2.00 or higher grade point average.
  - e. For all associate pre-baccalaureate/transfer degree programs, in addition to the grade point average requirements listed above, students must complete the requirements listed in a) the Core Curriculum, b) the requirements listed under the chosen area(s) of concentration; and c) the physical education requirement.\*
4. Complete the last 20 semester hours preceding graduation at CCGA. Students who have been in regular attendance and who lack three to six hours of fulfilling graduation requirements may gain written permission from their academic advisor, the Vice President for Academic Affairs, and the Registrar to attend another institution and transfer appropriate hours back to satisfy the degree requirements.
5. Satisfy all financial obligations to the college.
6. Meet the State of Georgia requirement for proficiency in United States and Georgia history and U.S. and Georgia constitutions. An explanation of the requirements can be found in the section entitled LEGISLATIVE REQUIREMENT IN HISTORY AND CONSTITUTION.
7. Satisfy Regents' Test requirements.
8. Receive formal approval by the faculty after all the grades have been reported to the Registrar.
9. Complete the Student Satisfaction Survey.
10. Take the Measure of Academic Proficiency and Progress (pre-baccalaureate students) or a proficiency test in the career program area. A letter will be sent to all candidates with specific details.

A student may earn multiple degrees and/or multiple programs of study from CCGA. All requirements of each program of study must be met along with the institutional requirements. Any degree past the first must be taken in residence.

A student may be granted a degree or certificate under the requirements specified in the catalog at the time of admission within a period of 10 years from date of first entry if a break in enrollment has not occurred. See individual program requirements for possible age limitations of specific courses.

*\* Any student with special problems of physical limitations or disabilities who needs an individualized program to meet a physical education requirement must consult the ADA Service Provider, Laura Bowen, at (912) 279-5803.*

**ADMINISTRATIVE STATEMENT**

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title VI of the Civil Rights Act of 1964 and Title IX of the Higher Education Act of 1972 and subsequent Amendments.

The College of Coastal Georgia is an affirmative action/equal opportunity/equal access institution and does not discriminate on the basis of race, color, national origin, sex, age, handicap, veterans status or any other protected category in its educational programs and activities and employment.

The Affirmative Action/Equal Opportunity Officer is the Director of Human Resources, Room 109, Administration Building.

The College of Coastal Georgia, in compliance with the Family Educational Rights and Privacy Act of 1974 and subsequent amendments, releases no information restricted by that Act without student consent.

The College of Coastal Georgia is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award four Baccalaureate degrees, the Associate of Arts degree, the Associate of Science degree, the Associate of Applied Science degree, and Certificates.

As a member of the University System of Georgia, the college is approved for certifying Veterans' benefits by the Veterans' Administration and is recognized by the U.S. Department of Justice, Immigration and Naturalization Service, the Georgia Department of Education, the Technical College System of Georgia (TCSG), and the Georgia Board of Nursing.

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. For serious crime or other safety-related incidents in which immediate notifications are needed to help the College's participants take protective measures, the Campus Police will take necessary and appropriate actions for such notifications.

Information regarding graduation and transfer-out rates, as required by the Higher Education Act of 1965 as amended, for CCGA may be obtained from the Office of Institutional Research and Planning.

## ACADEMIC HONESTY POLICY

- A student shall not take passages or ideas from another and use them as his/her own.
- A student should consult his/her instructor on proper documentation methods.
- A student shall not receive or give assistance not authorized by the instructor in the preparation of any academic assignment such as an essay, laboratory report, or examination.
- A student shall not obtain or attempt to obtain in an unauthorized manner any material pertaining to a class or course work.
- A student is prohibited from selling, giving, lending or otherwise furnishing to any unauthorized person the questions and/or answers to any examination or test known to be scheduled to be given at a subsequent date.
- A student shall not fabricate, forge, or falsify information or citations.
- A student shall not cheat or be dishonest in any way in his/her academic work.
- Academic dishonesty cases will be dealt with through the Academic Appeals Process. Appeals of decisions made by the Vice President for Academic Affairs which recommend academic expulsion or suspension may be made to the Vice President for Student Services for a due process hearing.

## CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

Beyond the basic College policy regarding cell phones and personal electronic devices (see page 16), 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, PDAs, MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of the College of Coastal Georgia.

## ALTERNATIVE DISPUTE RESOLUTION (ADR PROGRAM)

Various sections of this catalog 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. Persons who wish to request mediation services may call 279-5740.

## STUDENT CONDUCT

Students at the College of Coastal Georgia are expected to conduct themselves responsibly and to pursue their studies with integrity. By enrolling at the College of Coastal Georgia, students agree to comply with the College’s rules and regulations as described in the CCGA Student Handbook.

The students of the College of Coastal Georgia have established a precedent of exemplary behavior as members of the college and civic community. Individuals and groups are expected to observe the tradition of decorum and behave in no way which would precipitate physical, social, or emotional hazards to other members of the college community.

Any student, faculty member, administrator, employee, or visitor acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct any teaching, research, administrative, disciplinary, cultural or public service activity, or any other activity authorized to be held on the College of Coastal Georgia campus is considered by the College to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

Students may be accountable to both civil authorities and to the College for acts which constitute violations of law and the CCGA Student Code of Conduct as outlined in the CCGA Student Handbook.

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

## INFANTS AND UNDERAGE CHILDREN ON THE COLLEGE OF COASTAL GEORGIA CAMPUS

It is the goal of the College of Coastal Georgia to provide a safe and effective learning environment for all students. Any action which interferes with this goal will not be permitted. Children must not be left unattended at any time on campus. If an emergency arises which requires a student to bring an underage child (defined as any child under the age of sixteen who is not a CCGA student enrolled in a credit course) to campus, the child must be under the direct supervision of an adult at all times. Parents or guardians of children considered disruptive or unsupervised will be asked to remove the children from the campus immediately.

Bringing children to the classroom is not permissible under most circumstances. However, if an emergency arises which necessitates bringing a child to class, the student must receive the prior consent of the faculty member involved. Children who are ill may not be brought to class regardless of the circumstances. Due to the nature of the equipment, the subject matter involved, and the level of supervision necessary, underage children will not be allowed in college laboratories or in the Learning Center at any time and/or under any circumstances.

Similarly, the College of Coastal Georgia must provide an effective working environment. Therefore, children of employees should not be brought to campus. If an emergency arises which requires an employee to bring a child to campus, it must be with the consent of the faculty/staff member's immediate supervisor. The faculty member or staff member whose child(ren) is (are) considered disruptive or unsupervised will be asked to remove the child immediately.

Children enrolled in non-credit classes must be under the direct supervision of an adult at all times. Likewise, children attending campus events must be supervised at all times. Any child under the age of sixteen must be under the direct supervision of his/her parent, legal guardian, or other responsible adult when in the college library unless the child is part of a class AND the supervising teacher or paraprofessional is present.

## ACADEMIC AFFAIRS UNITS

The College of Coastal Georgia offers challenging academic programs that lead to bachelor's degrees in Business Administration, Nursing, and Teacher Education. As a point of access of the University System of Georgia, the college also offers associate degrees for transfer and career associate degrees. The college's academic area is organized into three schools and seven departments for instructional and administrative purposes. Each school or department is responsible for advising students who are pursuing degrees within its jurisdiction. Whether you are just beginning your college experience or have declared a major, you will find the faculty dedicated and eager to assist you in realizing your academic goals. Additionally, there are many opportunities for you to experience the arts and sciences outside the classroom through campus activities, cultural events, and organizations.

While the provisions of this catalog will ordinarily be applied as stated, the College of Coastal Georgia reserves the right to change any provision listed in this catalog, 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 any such changes.

### I. SCHOOL OF PROFESSIONAL EDUCATION

The School of Professional Education offers courses which lead to Baccalaureate degrees or Associate of Science degrees in specific areas of concentration in the fields of Business and Public Affairs, Nursing and Health Sciences, and Education and Teacher Preparation.

#### A. Department of Business and Public Affairs

The Department of Business and Public Affairs offers courses which lead to the Baccalaureate degree in Business Administration and the Associate of Science degree with a concentration in Business Administration.

#### B. Department Of Nursing And Health Sciences

The Department of Nursing and Health Sciences offers courses which lead to the Baccalaureate degree in Nursing (Prelicensure BSN and RN to BSN), and Associate of Science degrees in Clinical Laboratory Technology, Nursing (RN), and Radiologic Science. All programs are fully accredited or approved by respective agencies, and graduates may sit for appropriate certifying/licensure examinations. The licensing board may change these requirements prior to the completion of the course of study. While reasonable efforts will be made to enable one to satisfy additional requirements, no assurances can be made that the college will be able to offer these additional courses or, if taken, that such courses will entitle one to take the licensure examination. Admissions, curricular, and graduation requirements vary for each program and are included in this catalog.

### C. Department Of Education and Teacher Preparation

The Department of Education and Teacher Preparation offers courses which lead to the Bachelor of Education in Early Childhood/Special Education, the Bachelor of Science in Middle Grades Education, and the Associate of Science degree with a concentration in Teacher Education for Early Childhood, Middle Grades, and Secondary Education.

## II. SCHOOL OF ARTS, HUMANITIES AND SOCIAL SCIENCES

The School of Arts, Humanities and Social Sciences offers courses which lead to an Associate of Arts or Associate of Science degree for transfer in specific areas of concentration within the Humanities and Social Sciences.

### A. Arts and Humanities

Arts and Humanities offers courses in visual art, communication, theatre, English, foreign languages, music, and philosophy. Study in these areas leads to the two-year associate degree and is considered preparation for four-year degrees in any major which requires a liberal arts background. Faculty members actively support student publications, art exhibits, drama and music productions, cultural activities, and study abroad. Through the course offerings and extracurricular activities, Arts and Humanities endeavors to aid the student in an exploration of the liberal arts as they are related to the quality of the student's life and career.

### B. Social Sciences

Social Sciences offers courses in anthropology, global issues, geography, history, political science, psychology, and sociology. Study in these areas leads to the two-year associate degree and is considered preparation for four-year degrees in majors in the Social Sciences and liberal arts. Social Sciences coursework provides the student with a broad knowledge of human society and aids in the understanding of self and one's relationship to other individuals.

## III. SCHOOL OF MATHEMATICS AND NATURAL SCIENCES

The School of Mathematics and Natural Sciences offers courses which lead to an Associate of Science degree in the areas of Mathematics, Science, and Physical Education. The courses within this area also support transfer and career programs in other departments and schools of the college.

Course offerings in the School provide a background in mathematics, astronomy, biology, chemistry, geology, physics, and physical education. These courses are designed to develop the student's ability to adapt to changing conditions and approach problems resourcefully. In addition, the student is also introduced to the importance of life-long fitness and recreation through a broad assortment of activity courses.

Students interested in pre-dentistry, pre-medicine, pre-veterinary medicine, and pre-pharmacy, as well as forestry and engineering, can complete their first two years at CCGA. The Mathematics, Science, and Physical Education faculty are dedicated to teaching and research and have a wide variety of backgrounds with diverse interests.

### A. Mathematics

Mathematics courses are essential to the student's ability to problem-solve in numerous environments, such as engineering, business, and health, as well as emerging fields in computer animation and data mining.

### B. Natural Sciences

Natural science courses prepare the student for majors in areas such as physics, chemistry, biology and engineering. The natural sciences provide the basic science preparation for students who want to have careers in fields such as medicine, forestry, fisheries, engineering and many other professions.

## IV. LEARNING SUPPORT PROGRAMS

Learning Support coursework provides remedial/developmental training in the basic skills areas. The College of Coastal Georgia offers Learning Support courses in English grammar and composition, reading, mathematics and study skills. These courses are designed for students who wish to enter degree programs. Students wishing to improve their academic background in these areas may elect to take these courses and should discuss the restrictions with their advisors.

**Restricted Admission.** Students whose placement scores and high school records indicate academic weakness will be required to complete Learning Support courses. Learning Support courses and the associated exit examinations are established by the University System of Georgia and the College of Coastal Georgia as prerequisites for admission into baccalaureate, associate degree and college transfer credit courses.

**Course Identification and Credit.** Learning Support courses are identified by course numbers in the 0010-0099 series. Although these courses do not offer credit toward degrees, institutional credit is granted upon the satisfactory completion of a Learning Support course.

**Degree Program Prerequisites in the Learning Support Area.** Students who are required to take Learning Support courses must complete these courses before they may enroll in most credit courses. Students may not accumulate more than twenty hours of college-level credit before completing all Learning Support requirements. For details, students should seek advice from Learning Support advisors.

## V. INFORMATION COMMONS

Information Commons consists of the Library, the Learning Center, and Media Services. Information Commons provides students and faculty with resources for conducting research, delivering instruction, and improving learning.

The Clara Gould Memorial Library in Brunswick and the Library at the Camden Center provide students and faculty with access to books, journals, audio-visual materials, and electronic publications. Computer labs are available at each library. Through GALILEO, students and faculty have access to over one hundred and fifty online databases, including over sixty full-text databases. Inter-library loan services are available to all students and faculty. The library conducts workshops each semester on how to use the resources and technology within the library.

The Learning Center provides students with access to tutorial services. Any College of Coastal Georgia student may take advantage of the services and resources in the Learning Center. Tutorial services are provided by peer-tutors as well as computer-assisted instruction.

Media Services provides instructional technology equipment and support in the classroom for faculty and students. This includes maintenance as well as training and assistance in the use of the equipment. Media Services also supports the College of Coastal Georgia's videoconferencing classrooms in Brunswick and at the Camden Center.

## VI. CENTER FOR PROFESSIONAL DEVELOPMENT AND LIFELONG LEARNING

The Center for Professional Development and Lifelong Learning is located on the Brunswick Campus in the Southeast Georgia Conference Center. The Center offers non-credit educational opportunities throughout the college's service area. Programs are available days, nights, and weekends on the Brunswick and Camden Center campuses, and also at sites away from the college campuses. Additionally, hundreds of courses are offered online.

Courses range from Saturday morning enrichment classes to certificate programs for career development, from computer and business training to summer programs for children.

The Center is designed to respond quickly to business and community needs and often partners with state and local agencies and organizations to provide development opportunities. Partnerships include:

- University of Georgia Small Business Development Center
- Early Start Resource and Referral Agency, Savannah Technical College
- Armstrong Atlantic State University
- Georgia Real Estate Commission
- Georgia Bar Association
- Brunswick-Glynn County Bar Association
- Institute of Continuing Legal Education
- Center for Forest Business, University of Georgia

- Georgia Center for Nonprofits
- Wal-Mart
- Georgia Shrimp Association

Services to local businesses include training needs assessments, process mapping, and resource referrals. The Center also develops a variety of customized training for businesses including new hire orientation, customer service, and safety.

The Center offers short and long-term programs (in person and online) which prepare participants for certification exams or to meet requirements for continuing education certification. These include:

- Master Landscaper Certificate Program
- Pharmacy Technician Certificate Program
- Photography Program
- Real Estate Sales Pre-license
- Real Estate Sales Post-license
- Real Estate Broker's Pre-license
- Real Estate Sales Continuing Education

**Workforce and Economic Development.** Economic development of the region is a major focus of the Center. Through contract training, the Center staff works with companies and organizations to customize training for employees. For more information about any professional development programs or services call (912)-279-5777.

**Community Outreach.** The Southeast Georgia Conference Center is often the scene of cultural events sponsored by the college and seminars sponsored by organizations like Georgia Cares Council on Aging.

## VII. UNIVERSITY CENTER

The purpose of the University Center is twofold: to provide access to baccalaureate and graduate degrees in cooperation with other schools in the University System of Georgia as well as to provide CCGA students, who have not selected a major, with advisement for course planning each term, selection of majors, as well as options to continue their education through other universities.

### The Center

The University Center is a partnership between the College of Coastal Georgia (CCGA), Armstrong Atlantic State University (AASU) in Savannah, and Georgia Southern University (GSU) in Statesboro. Armstrong Atlantic State University is the lead institution offering most of the baccalaureate degree programs. Students apply to the university offering the desired baccalaureate degree. This university becomes their home institution. All participating schools teach courses which apply toward baccalaureate degrees, and credit earned from courses taken through the University

Center is accepted as residence credit by the home institution. The degrees available through the University Center are:

### **Armstrong Atlantic State University**

- Bachelor of Liberal Studies, a broad-based general education degree
- Bachelor of Science in Criminal Justice
- Bachelor of Science in Education with certification in early elementary education (P-5)
- Master of Arts in Teaching
- Master of Education (early childhood or middle grades)
- Post-Baccalaureate Teacher Certification

### **Georgia Southern University**

- Master of Business Administration
- Master of Education

### **Criteria for Admission**

Anyone who has completed a transfer associate degree or has at least 40 hours of transferable credit is eligible for admission to baccalaureate programs and courses through the University Center. CCGA students who have sophomore standing, have completed all core curriculum English requirements, and have passed the Regents' Test may be admitted to the undergraduate University Center courses taught by the universities. Teacher education students must be admitted to the major by the AASU College of Education. Graduate students must have an appropriate baccalaureate degree and make an appropriate score on required graduate entrance tests. Anyone who already has a baccalaureate degree may be admitted as a non-degree student to take courses.

### **Admission Procedures**

1. Students apply for admission to AASU or GSU and must meet all university requirements. The undergraduate application process is handled through the University Center Office. Undergraduate applicants should not apply online through the university's website.
2. The completed undergraduate application, certification of immunization, and all transcripts of previous college work must be sent for preliminary processing to the University Center.
3. Graduate application materials are sent directly to the university. Graduate school applicants may apply online through the university website.
4. Undergraduate students wishing to take a course from another institution should contact the University Center for registration. Graduate student transient applications must be filed with the respective College of Graduate Studies.

### **After Admission**

Once admitted to AASU or GSU, students may take any undergraduate course offered through the University Center. The universities accept all undergraduate course work done through the University Center as residence credit in baccalaureate degrees. Graduate students should check with their advisor regarding enrollment in undergraduate courses or graduate courses offered by another institution. Upper level courses (3000+ course number) taken by CCGA students may apply toward their baccalaureate degree. Upper level courses cannot be used to satisfy CCGA graduation requirements.

The Director of the University Center is the initial advisor for all undergraduate students in the Center and meets with each student to certify core curriculum and outline an overall plan of study. Education students will be assigned a faculty advisor once they are admitted into the major. The University Center Director will advise all other majors. Graduate students are assigned an advisor by the university offering the degree.

Undergraduate registration for the University Center courses is done through the Center office. Graduate students may register for classes through the University Center or online. If a graduate student chooses to register through the University Center, they should meet with their advisor and bring the signed advisement form to the Center office for input. Students are encouraged to preregister for the next semester during the specified time each semester. Note: All 3 institutions may have different registration periods.

Graduation requirements are set by the university awarding the degree. The respective department chairpersons and registrars at AASU and/or GSU certify each candidate for graduation.

All University Center students have full use of the CCGA library and other support services of the College of Coastal Georgia.

### **Tuition and Fees**

Tuition and fees for university courses and two-year college courses are collected at the current rate set for the school offering the course. University Center students enrolled in CCGA courses must pay student activity, technology, and athletic fees.

### **Financial Aid**

Students interested in seeking financial aid should make application for their aid through the Financial Aid Office of their home school.



## PROGRAMS OF STUDY

The programs of study offered by the College of Coastal Georgia are of three major types: 1) baccalaureate degrees, 2) pre-baccalaureate/college transfer programs (page 95) and 3) career associate degree programs (page 153).

## BACCALAUREATE DEGREES

Beginning Fall 2009, the College of Coastal Georgia will offer bachelor's degrees in business administration, early childhood/special education, and middle grades education. Beginning in 2010, a bachelor's degree in nursing will be offered. Each of these programs will combine unique blends of classroom instruction, supervised field experiences and internship opportunities.

The anticipated population growth in the Southeast over the next 20 to 30 years indicates that there will be an increasing demand for baccalaureate degree-prepared employees. This is particularly true in education, health sciences and in small and mid-sized businesses in occupational areas such as tourism, hospitality, recreation, construction, banking and finance, transportation, and distribution management.

The College of Coastal Georgia offers the following programs of study:

- Bachelor of Business Administration in General Business
- Bachelor of Science in Education with a major in Early Childhood Education/Special Education
- Bachelor of Science with a major in Middle Grades Education
- Bachelor of Science in Nursing (pre-licensure BSN)
- Bachelor of Science in Nursing (RN to BSN)

## BACHELOR OF BUSINESS ADMINISTRATION IN GENERAL BUSINESS

Contact: Dr. Craig Fleisher, (912) 279-5850

Integrating an innovative curriculum, highly regarded faculty, a supportive academic environment, and a vibrant business community, the new BBA will focus on development of sound decision-making skills and the utilization of technology to increase efficiency. All students will participate in an internship program and service-learning activities, focusing on developing entrepreneurial spirit and skills.

BBA graduates will be able to apply fundamental concepts of business administration to decision-making; conduct relevant independent research; apply the principles of business ethics; utilize appropriate technology for modern business management; and apply critical thinking skills when making business decisions. Specific learning outcomes include applying accounting and financial management operations to enhance business decision-making; discussing economic factors associated with government, business and consumer environments; applying theoretical techniques to analyze markets; integrating marketing information into a strategic plan; articulating the external and internal environments of a business organization; formulating appropriate strategies in the context of competitive forces and environmental factors; conceptualizing the ethical responsibilities of business; and understanding the social consequences of business decisions.

During the Freshman and Sophomore years, candidates for the BBA program are required to take 62 total credit hours: 60 hours of the core curriculum in Areas A through F (refer to page 98), and 2 hours of physical education courses. The following courses are a part of the core curriculum and are Area F prerequisites for the BBA program:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ACCT 2101	Principles of Accounting I	3
ACCT 2102	Principles of Accounting II	3
BUSA 1105	Introduction to Business	3
BUSA 2106	Environment of Business	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
MATH 2112	Probability and Stastics	3

### Program Qualifications

To be considered for the BBA degree program, students must have:

1. A minimum of 60 credit hours in Area A-F [(A) Essential Skills, 9 hours; (B) Institutional Options, 4 hours; (C) Humanities/Fine Arts, 6 hours; (D) Science and Math, 11 hours; (E) Social Sciences, 12 hours; and (F) Business Administration, 18 hours.]
2. A grade of C or better in all Area F courses and MATH 2112.
3. An institutional GPA of 2.5 or better.
4. A GPA of 2.7 in Area F-Business Administration courses.

### Program Application

The College will accept applications to the BBA program in any semester. Check with the Business Department (912-279-5850) for the application deadline date for the Junior Class that begins each fall.

During the Junior and Senior years, BBA students are required to take an additional 60 hours in Area H of the BBA program, which includes the following required courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
ACCT 3100	Cost Accounting	3
ACCT 4100	Financial Statement Analysis	3
ECON 3110	Money and Financial Markets	3
ECON 3120	Managerial Economics	3
MGMT 3100	Principles of Management	3
MGMT 3110	Management of Organizations and Individuals	3
MGMT 4100	Entrepreneurship	3
MGMT 4200	Strategic Management	3
MKTG 3100	Principles of Marketing	3
MKTG 3110	Sales and Sales Management	3
MKTG 3120	Business Communication and Personal Professional Development	3
MKTG 4100	Marketing Research and Consumer Behavior	3
BUSA 4900	Internship	3
FINC 3100	Business Finance	3
ITEC 3100	Computer Applications for Business	3
ITEC 3110	Business Analysis using Computer Applications	3
<b>Total</b>		<b>48</b>

BBA students must also take 4 of the following elective courses:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
FINC 3200	Principles of Banking	3
FINC 3250	Bank Regulation	3
MGMT 3300	Principles of Operations and Supply Chain Management	3
MGMT 3350	Business Logistics and Materials Management	3
MGMT 3500	Business Law and Ethics	3
MGMT 3600	Hospitality Management	3
<b>Total</b>		<b>12</b>
<b>Program Total</b>		<b>122</b>

## BACHELOR OF SCIENCE IN EDUCATION WITH A MAJOR IN EARLY CHILDHOOD/SPECIAL EDUCATION

Contact: Dr. Kent Layton, (912) 279-5843

The education programs have been carefully designed to provide teacher candidates with the knowledge, skills and dispositions necessary to bring all children to high levels of learning in Georgia schools. Graduates will be prepared to become teacher leaders of the future. Blending traditional and non-traditional approaches to teacher preparation with a focus on content knowledge expertise, effective teaching strategies, classroom management, and critical language acquisition, graduates will enter the teaching profession poised to meet the challenges of current and future classrooms.

The Bachelor of Science in Education with a dual major in early childhood and special education will meet standards established by the University System of Georgia, the Georgia Professional Standards Commission (GaPSC), and the National Council for Accreditation of Teacher Education (NCATE). Teacher candidates successfully completing this program will be certified in early childhood and special education, Grades K-5.

**Core Curriculum:** The early childhood/special education program requires 126-128 credit hours of which 64-66 are to complete the USG Core Curriculum in Areas A through F, Area G, and CCGA 1101. The following courses are a part of the core curriculum and are prerequisites for the BSED program:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EDUC 2110	Investigating Critical and Contemporary Issues in Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
EDUC 2130	Exploring Teaching and Learning	3
ISCI 2001	Life/Earth Science	3
ISCI 2002	Physical Science	3
MATH 2008	Foundations of Numbers and Operations	3
PHED 2610	Health, Movement, and Physical Education	2

*Note: Students are required to complete a Personal Affirmation Form that details any criminal background history prior to completing the field experience requirement for EDUC classes.*

**Professional Education Curriculum:** The professional education course of study is comprised of 62 credit hours with courses in mathematics, early childhood, special education, and reading and literacy. In the professional education courses listed below the following guide provides the basis for content: ECED – course content focuses primarily on early childhood; ECSP – course content focuses on early childhood and special education; RDNG – course content focuses primarily on literacy and reading education; and SPED – course content focuses primarily on special education.

**Admission to the Teacher Education Program:** Prior to enrolling in the Fifth Semester that begins the teacher candidate's professional education sequence of course work, students are required to be admitted to the Teacher Education program. Applications for admission to the Teacher Education Program are completed in March prior to the Fifth Semester. Successful prospective teacher candidates must meet the following criteria:

- a. a cumulative GPA of 2.5 or higher on all course work;
- b. successful completion of all three GACE Basic Skills tests;
- c. successful completion of the Regents' Test;
- d. a grade of C or better in all Area F courses;
- e. completion of Areas A-F in the core curriculum;
- f. a successful criminal background check;
- g. successful completion of three disposition evaluations;
- h. proof of insurance for tort liability purposes.

**Continuation in the Teacher Education Program:** Once admitted to the Teacher Education Program, teacher candidates are required to maintain a 2.75 GPA or higher to remain in the program. Periodic department monitoring by the program faculty with regard to teacher candidate progress on their knowledge, skills, and dispositions is conducted to ensure that teacher candidates meet high standards. Completion of professional education course work includes lecture courses, practicum courses where teacher candidates work in public schools with children under the supervision of a certified teacher and a university supervisor, seminar courses that provide overview information about upcoming course work, and professional development seminars that provide supplemental knowledge and skills beyond lecture courses. For graduation, all teacher candidates will be required to successfully complete the Capstone Integrated Internship as well as pass the GACE tests required for certification.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>Fifth Semester (Fall Semester, Junior Year)</b>		
ECSP 3100	Professional Seminar I	0
ECED 3310	Curriculum, Planning and Organization	2
ECED 3320	Nature, Needs, and Development of Children	2
ECSP 3110	Language for All Learners	3
ECSP 3190	Integrated Practicum I	1
MATH 3510	Explorations in Measurement and Geometry	3
SPED 3110	Survey of Children with Exceptionalities	2
SPED 3210	Ethics, Policies, and Procedures in Special Education	3
<b>Total</b>		<b>16</b>

<b>Sixth Semester (Spring Semester, Junior Year)</b>		
ECSP 3101	Professional Seminar II	0
ECED 3330	Social Studies and Science Methods for Teachers	3
ECSP 3120	Assessment and Evaluation of Learning	3
ECSP 3191	Integrated Practicum II	1
MATH 3520	Algebra and Proportionality	3
RDNG 3410	Teaching Reading in Grades K-3	3
SPED 3220	Curriculum and Methods for Children with Mild Disabilities	3
<b>Total</b>		<b>16</b>

<b>Seventh Semester (Summer Semester, Junior Year)</b>		
RDNG 3420	Teaching Reading in Grades 3-5	3
<b>Total</b>		<b>3</b>

<b>Eighth Semester (Fall Semester, Senior Year)</b>		
ECSP 4100	Professional Seminar III	0
ECED 4310	Integrating Art and Music into the Curriculum	2
ECSP 4110	Behavior and Classroom Management	3
ECSP 4190	Integrated Practicum III	1
MATH 4510	Foundations of Statistics and Probability	3
RDNG 4410	Teaching Writing, Language Arts, and Literature	3
SPED 4210	Collaboration and Inclusion in the Regular Classroom	3
<b>Total</b>		<b>15</b>

<b>Ninth Semester (Spring Semester, Senior Year)</b>		
ECSP 4101	Professional Seminar IV	1
ECSP 4120	Professional Development Seminars	2
ECSP 4191	Capstone Integrated Internship	6
RDNG 4420	Prescriptive Literacy Instruction	3
<b>Total</b>		<b>12</b>
<b>Program Total</b>		<b>126-128</b>

*Note: An updated criminal background check is required before beginning the final two semesters of study.*

## BACHELOR OF SCIENCE WITH A MAJOR IN MIDDLE GRADES EDUCATION

Contact: Dr. Kent Layton, (912) 279-5843

The education programs have been carefully designed to provide teacher candidates with the knowledge, skills and dispositions necessary to bring all children to high levels of learning in Georgia schools. Graduates will be prepared to become teacher leaders of the future. Blending traditional and non-traditional approaches to teacher preparation with a focus on content knowledge expertise, effective teaching strategies, classroom management, and critical language acquisition, graduates will enter the teaching profession poised to meet the challenges of current and future classrooms.

The Bachelor of Science in Middle Grades Education will meet standards established by the University System of Georgia, the Georgia Professional Standards Commission (GaPSC), and the National Council for Accreditation of Teacher Education (NCATE). Teacher candidates successfully completing this program will be certified to teach in two subject areas, Grades 4-8.

**Core Curriculum:** The middle grades education program requires 122-129 credit hours of which 64-68 are to complete the USG Core Curriculum in Areas A through F including the College of Coastal Georgia's physical education requirement. Because prospective teacher candidates will ultimately focus on two subject areas for their teaching concentrations, early and regular advising beginning the freshman year is strongly encouraged, especially for individuals interested in mathematics and science. The following courses are a part of the core curriculum and are Area F prerequisites for the Middle Grades Education program:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
EDUC 2110	Investigating Critical and Contemporary Issues in Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
EDUC 2130	Exploring Teaching and Learning	3
Area F Electives	Teaching Area Concentration Electives	9-11
PHED XXXX	Physical Education Elective	2

*Note: Students are strongly encouraged to work with an Education advisor to identify appropriate Area F Teaching Area Concentration courses.*

**Professional Education Curriculum:** The professional education course of study is comprised of 58-61 credit hours with courses in middle grades education, special education, reading and literacy, and psychology. In the professional education courses listed below the following guide provides the basis for content: MGED – course content focuses primarily on middle grades education; RDNG – course content focuses primarily on literacy and reading education; SPED – course content focuses primarily on special education; and PSYC – course content focuses on psychology.

**Admission to the Teacher Education Program:** Prior to enrolling in the Fifth Semester that begins the teacher candidate's professional education sequence of course work, students are required to be admitted to the Teacher Education program. Applications for admission to the Teacher Education Program are completed in March prior to the Fifth Semester. Successful prospective teacher candidates must meet the following criteria:

- a cumulative GPA of 2.5 or higher on all course work;
- successful completion of all three GACE Basic Skills tests;
- successful completion of the Regents' Test;
- a grade of C or better in all Area F courses;
- completion of Areas A-F in the core curriculum;
- a successful criminal background check;
- successful completion of three disposition evaluations;
- proof of insurance for tort liability purposes.

**Continuation in the Teacher Education Program:** Once admitted to the Teacher Education Program, teacher candidates are required to maintain a 2.75 GPA or higher to remain in the program. Periodic department monitoring by the program faculty with regard to teacher candidate progress on their knowledge, skills, and dispositions is conducted to ensure that teacher candidates meet high standards. Completion of professional education course work includes lecture courses, practicum courses where teacher candidates work in public schools with children under the supervision of a certified teacher and a university supervisor, seminar courses that provide overview information about upcoming course work, and professional development seminars that provide supplemental knowledge and skills beyond lecture courses. For graduation, all teacher candidates will be required to successfully complete the Capstone Internship in the Middle School as well as pass the GACE tests required for certification.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>Fifth Semester (Fall Semester, Junior Year)</b>		
MGED 3000	Professional Seminar I	0
MGED 3010	Middle Grade Schools and Curriculum	3
MGED 3090	Middle Grades Practicum I	1
PSYC 3010	Adolescent Psychology	3
SPED 3110	Survey of Children with Exceptionalities	2
Content Elective	Content at 3000-4000 level (first concentration area)	3-4
Content Elective	Content at 3000-4000 level (second area)	3
<b>Total</b>		<b>15-16</b>

**Sixth Semester (Spring Semester, Junior Year)**

MGED 3001	Professional Seminar II	0
MGED 3020	Middle Grades Instruction and Assessment	3
MGED 3030	Professional Roles, Ethics, and Collaboration in Middle Schools	2
MGED 3040	Language Issues in Today's Middle Schools	3
MGED 3091	Middle Grades Practicum II	1
Content Elective	Content at 3000-4000 level (first concentration area)	3-4
Content Elective	Content at 3000-4000 level (second area)	3
<b>Total</b>		<b>15-16</b>

**Seventh Semester (Fall Semester, Senior Year)**

MGED 4000	Professional Seminar III	0
MGED 4010	Classroom Management in Middle Schools	3
MGED 4030, or MGED 4032	Effective Instruction: Mathematics and Science Effective Instruction: Social Studies and Language Arts	3
MGED 4090	Middle Grades Practicum III	1
RDNG 4020	Reading, Writing, and Literature in the Middle School	3
Content Elective	Content at 3000-4000 level (first concentration area)	3-4
Content Elective	Content at 3000-4000 level (second area)	3
<b>Total</b>		<b>16-17</b>

**Eighth Semester (Spring Semester, Senior Year)**

MGED 4001	Professional Seminar IV	1
MGED 4091	Capstone Internship in the Middle School	6
MGED 4120	Professional Development Seminars	2
MGED 4420	Prescriptive Literacy Instruction	3
<b>Total</b>		<b>12</b>
<b>Program Total</b>		<b>122-129</b>

*Note: An updated criminal background check is required before beginning the final two semesters of study.*

**BACHELOR OF SCIENCE IN NURSING  
PRE-LICENSURE BSN TRACK**

Contact: Dr. Elizabeth Mistretta at (912) 279-5860

The Bachelor of Science in nursing is a four-year prelicensure degree track that prepares a nurse generalist for leadership and practice in the role of professional nurse in a variety of health care settings and specialties. Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) for Registered Nurses for entry into practice in any state. This is a broad-based track built upon courses in the humanities, sciences and social and behavioral studies. The track will conform to standards set by the Georgia Board of Nursing and the National League for Nursing Accrediting Commission (NLNAC). The curriculum also provides graduates with the requirements to enter a master's program of study in nursing.

Students who are interested in this nursing track must meet the college admissions requirements listed in the Admissions section of this catalog. This track has a separate admission process which may involve meeting deadlines for testing and submission of application materials. Interested applicants may call the Department of Nursing and Health Sciences (912) 279-5870.

During the Freshman and Sophomore years, candidates for the track are required to take 62 total credit hours: 60 hours of the core curriculum in Areas A through F (refer to page 98). The following courses are a part of the core curriculum and are prerequisites for the BSN track:

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
BIOL 2110	Human Anatomy & Physiology I	4
BIOL 2111	Human Anatomy & Physiology II	4
BIOL 2215	Microbiology	4
PSYC 2103	Intro to Human Development	3
BIOL 1107-1108, or CHEM 1151-1152, or CHEM 1211-1212, or PHYS 1111-1112	Principles of Biology I & II Survey of Chemistry I & II Principles of Chemistry I & II Introductory Physics I & II	8

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>Fifth Semester (Fall)</b>		
BIOL 3410	Human Pathophysiology	4
NURS 3100	Theoretical Foundations of Professional Nursing	3
NURS 3102	Nursing Practice I: Health Assessment and Promotion	5
NURS 3103	Holistic Care	3
<b>Total</b>		<b>15</b>

**Sixth Semester (Spring)**

NURS 3201	Research and Evidence Based Practice	3
NURS 3203	Nursing Practice II: Care of Adults	8
NURS 3204	Pharmacology	4
<b>Total</b>		<b>15</b>

**Seventh Semester (Fall)**

NURS 4100	Nursing Practice III: Family and Child Care	5
NURS 4101	Nursing Practice IV: Community as Client	5
NURS 4102	Nursing Practice V: Psychosocial Aspects of Care	5
<b>Total</b>		<b>15</b>

**Eighth Semester (Spring)**

NURS 4201	Nursing Management and Leadership	4
NURS 4202	Nursing Practicum	8
Elective	(Nursing or non-Nursing course/upper division)	3
<b>Total</b>		<b>15</b>

**Total Core Hours: 60****Total Nursing Hours: 60****Total Track Hours: 120**

Selective nursing admission considers the number of core courses completed when considering admission and the score of TEAS test to the nursing track. Students are advised to complete as much core as possible prior to entering the nursing track due to the workload inherent in nursing courses. Many of the nursing courses are offered twice a year. Students must discuss the program of study plan with their advisor prior to changing their schedule. Many courses require prerequisite and corequisite courses that must be met. For transfer students; Official transcript(s) for all college work attempted must be received in the Admissions Office by the announced deadline.

*NOTE: The Georgia Board of Nursing requires criminal background checks for licensure and has the authority to refuse to grant a license to an applicant upon a finding by the board that the applicant has been convicted of any felony, crime involving moral turpitude, or crime violating a federal or state law relating to controlled substances or dangerous drugs in the courts of this state, any other state, territory, or country or in the courts of the United States, including, but not limited to a pleas of nolo contendere entered to the charge; or any licensing board or agency in Georgia or any other state denied the applicant's license application, renewal or reinstatement; or revoked, suspended, restricted, or prohibited the applicant's license, or requested or accepted surrender of the applicant's license, or reprimanded, fined or disciplined the applicant. If you have questions you may review these policies on the State of Georgia web site or call (478) 207-1640.*

In order to be considered for admission to the BSN track, prelicensure applicants must have met the following requirements:

- Maintained a GPA of 2.75 in the required academic core courses.
- Earned a minimum grade of "C" in the English, math and science courses.
- Science courses older than 5 years will be reviewed by the Department of Nursing Chair and may need to be retaken.
- GPA in the science courses is a primary consideration in evaluating the student's record for acceptance into the track.
- Returned the nursing application to the Department of Nursing by the announced deadline.
- Successfully complete the REGENTS' and TEAS exam.

Upon acceptance to the BSN track:

- Participate in a nursing orientation session.
- Met all Department of Nursing clinical course requirements, including:
  1. Completion of Health Form
  2. Immunization requirements (including tuberculosis testing and hepatitis B)
  3. Current American Heart Association CPR for Health Care Providers' certification
- Clinical agencies may require a criminal background check. If the student does not meet the agency's requirement the student may not be able to complete the clinical requirement and will be unable to complete the nursing track.
- Beginning April 15, 2009, all new graduates must submit to a background check process required by §46-26-7-(4). Please refer to Georgia Board of Nursing website [www.sos.ga.gov/plb/rn](http://www.sos.ga.gov/plb/rn) for additional information. Each student will need to register with COGENT via the internet in order to obtain a registration I.D. This I.D. will be used for the fingerprint process. The COGENT website at [www.ga.cogentid.com](http://www.ga.cogentid.com) will provide detailed instructions as to where the applicant can go to be fingerprinted. The fingerprint should be obtained prior to submission of the application for licensure.

## BACHELOR OF SCIENCE IN NURSING RN TO BSN TRACK

Contact: Dr. Elizabeth Mistretta at (912) 279-5860

The RN to BSN completion track is designed to provide a registered nurse, with an associate's degree or diploma, the opportunity to earn a baccalaureate degree in order to enhance their basic education, learn new knowledge and skills, and promote their career progression and mobility. This track also provides the foundation for graduate study in a specialty area of nursing and enhances the scope and practice for professional nurses already licensed. The Georgia RN to BSN Articulation Plan is the foundation for this track. The articulation plan supports and facilitates career mobility for registered nurses in Georgia.

Students who are interested in this nursing track must meet the college admissions requirements listed in the Admissions section of this catalog. This track has a separate admission process which may involve meeting deadlines for testing and submission of application materials. Interested applicants may call the Department of Nursing and Health Sciences (912) 279-5870.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>Fifth Semester (Fall)</b>		
BIOL 3410	Human Pathophysiology	4
NURS 3100	Theoretical Foundations of Professional Nursing	3
NURS 3102*	Nursing Practice I: Health Assessment and Promotion	5
<b>Total</b>		<b>12</b>
<b>Sixth Semester (Spring)</b>		
NURS 3201	Research and Evidence Based Practice	3
NURS 3205	Health and Aging	2
<b>Total</b>		<b>5</b>
<b>Seventh Semester (Fall)</b>		
NURS 4101	Nursing Practice IV: Community as Client	5
NURS 4103	Pathopharmacology	2
<b>Total</b>		<b>7</b>
<b>Eighth Semester (Spring)</b>		
NURS 4201	Nursing Management and Leadership	4
NURS 4203	Nursing Practicum (RN to BSN students only)	2
<b>Total</b>		<b>6</b>
<b>Total Lower Division Hours (Existing courses):</b>		<b>60</b>
<b>After completing NURS 3100 and 3102 students will be given credit for 30 hours of lower division course work.</b>		<b>37</b>
<b>Total Upper Division Nursing Hours</b>		<b>30</b>
<b>Total Track Hours:</b>		<b>127</b>

\*NURS 3102--RN students may exempt this course with successful written and practice examination of the content.

**Registered nurses who seek enrollment into the RN to BSN curriculum must have a current Georgia license or have proof that an application for a Georgia license has been submitted. The RN must be in good standing in the state of Georgia with regard to clinical practice and professional behavior.**

In order to be considered for admission to the RN to BSN track, applicants must have met the following requirements:

- Maintain a GPA of 2.0 in the required academic courses.
- Successfully completed the Regents' Test.
- Be a graduate of an accredited AS degree or Diploma Nursing Program and fulfilled the Georgia RN-BSN articulation requirements.
- Submit an application for the RN-BSN track with a copy of all transcript(s).

Upon acceptance to the RN to BSN Track:

- All applications will be reviewed by the RN to BSN Admission & Retention Committee who will evaluate all applicants who meet the admission criteria and select the best qualified applicants. The number of students accepted for enrollment is determined by the availability of nursing faculty and clinical facilities.
- Each applicant upon acceptance will have a plan for progression through the nursing courses. All applicants once accepted for the RN to BSN Track must:
- Submit completed health form. These must be received before enrolling in the first nursing course.
- Provide proof of current CPR certification through the American Heart Association.

Clinical agencies may require a criminal background check. If the student does not meet the agency's requirement the student may not be able to complete the clinical requirement and will be unable to complete the nursing track.

### Georgia RN-BSN Articulation Plan

The RN-BSN Track adheres to the Georgia RN to BSN Articulation Plan for the admission and acceptance of students into the nursing track. Students who do not meet eligibility requirements for acceptance into the nursing courses will need to complete the following requirements prior to acceptance in to the RN to BSN Completion Track:

Completion of validation testing will be required of all associate degree or diploma graduates who graduated from non-NLNAC accredited schools outside the state of Georgia, who graduated more than four years ago, and/or who have less than 1,000 clinical practice hours. Successful completion of the four subsets of the National League for Nursing (NLNAC-ACE II) validation tests are required to validate current knowledge in the areas of Pediatrics, Obstetrics, Adult Health, and Psychiatric Nursing.

Clinical competencies will be validated through psychomotor skills evaluation by RN to BSN Faculty. A list of selected skills and evaluation criteria will be provided to students prior to examination. Evaluation of psychomotor skills will occur prior to acceptance into the RN to BSN Completion Track.

Upon successful completion of examination and skills requirements, admission to the RN to BSN Completion Track, and completion of NURS 3100, advance standing course credit ranging from 1-30 hours will be awarded after the successful completion of the first semester of nursing course work. RN-BSN Completion Track students will then follow the progression, re-entry, and dismissal standards applicable to all nursing students.

Students have one opportunity to demonstrate clinical competencies on the psychomotor skills exams. If a student is not successful in completing one or more components of the required NLNAC-ACE II validation tests, an individual remediation plan will be developed. After completion of the remediation plan, the student will have a total of two opportunities to successfully complete the required testing in each area in which they were unsuccessful.

*NOTE: Students who require validation testing for acceptance into the RN to BSN Completion Track will be charged a testing fee for the NLNAC-ACE II validation tests.*

### **Readmission**

Students who voluntarily withdraw from the RN to BSN Completion Track or who fail a nursing course must submit a request in writing for readmission to the nursing track along with a completed nursing application form at least one semester prior to the semester in which they wish to attend. They must meet all of the admission/acceptance requirements including having a GPA of 2.0 in order to be considered. The decision to allow a student to re-enter the track occurs on a space available basis and on the individual record of the applicant.

## **PRE-BACCALAUREATE (COLLEGE TRANSFER) PROGRAMS**

Pre-baccalaureate programs consist of those programs of study in which credit may be transferred to any senior institution in the University System of Georgia without loss of credit provided the same area of concentration is maintained. A student who changes his or her area of concentration may have to complete additional hours of course work. In most cases, a student can earn a baccalaureate degree upon the successful completion of two additional academic years of study. The University System of Georgia Core Curriculum, described in the following section of this catalog, guarantees this reciprocal transfer of credit among the System's sister institutions.

Ordinarily, out-of-state senior institutions and Georgia senior institutions which are not units of the University System of Georgia will accept the credit earned in a specific pre-baccalaureate/transfer program toward a continuation of that program in the chosen institution with little or no loss of credit.

The College of Coastal Georgia awards either the Associate of Arts degree or the Associate of Science degree to the student who successfully completes the requirements of a pre-baccalaureate or college transfer program. The A.A. and A.S. are specifically designed as transfer programs; that is, they constitute the first two years of a four-year program of study leading to a Baccalaureate degree. The College of Coastal Georgia offers these transfer programs for the first two years of a student program for those who enroll for a full load each semester.

The College of Coastal Georgia offers the following programs of study:

### **Associate of Arts concentrations:**

- Art
- Communication
- English
- Modern Foreign Languages
- Philosophy

### **Associate of Science concentrations:**

- Agribusiness
- Agricultural Economics
- Biology
- Business Administration
- Chemistry
- Computer Information Systems
- Computer Science
- Criminal Justice



- Dental Hygiene
- Environmental Economics and Management
- Fisheries and Aquaculture
- Forest Environmental Resources
- Forestry
- General Studies
- Geology
- Health and Physical Education
- History
- Information Technology
- Mathematics
- Medical Records Administration
- Medical Technology
- Nursing
- Occupational Therapy
- Physical Therapy
- Physician Assistant
- Physics
- Political Science
- Pre-Dentistry
- Pre-Engineering
- Pre-Medicine
- Pre-Pharmacy
- Pre-Veterinary Medicine
- Psychology
- Radiologic Science
- Recreation
- Respiratory Therapy
- Sociology
- Teacher Education
- Wildlife

### **General Education in the University System of Georgia**

From the origins of intellectual studies to the present, general education has been a key to a fulfilling life of self-knowledge, self-reflection, critical awareness, and lifelong learning. General education has traditionally focused on oral and written communication, quantitative reasoning and mathematics, studies in culture and society, scientific reasoning, and aesthetic appreciation. Today, general education also assists students in their understanding of technology, information literacy, diversity, and global awareness and provides students with their best opportunity to experience the breadth of human knowledge.

In the University System of Georgia, general education programs consist of a group of courses known as the Core Curriculum as well as other courses and co-curricular experiences specific to each institution. The attainment of general education learning outcomes produces responsible, reflective citizens who adapt constructively to change. General education programs impart knowledge, values, skills, and behaviors related to critical thinking and logical problem solving. General education includes opportunities that form the basis for advanced study in the variety of fields offered by today's colleges and universities.

**CORE CURRICULUM**

The College of Coastal Georgia, as a unit of the University System of Georgia, must comply with the provisions of the University System Core Curriculum for facilitating transfer of credit among the various units. The Core Curriculum ensures that an Associate of Arts or an Associate of Science degree earned in a college transfer program at the College of Coastal Georgia will be accepted by a four-year University System unit as having met the general education requirements of the first two years of college. The student must, however, continue in the same area of concentration in order to be exempt from taking additional first and second year coursework at the transfer institution.

**Area A - Essential Skills, 9 Hours**

<b><u>Course</u></b>	<b><u>Number</u></b>	<b><u>Title</u></b>	<b><u>Credit Hours</u></b>
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH		<i>(see the following criteria)</i>	3

*Options selected from the following are based on area of concentration:*

Agribusiness, Agricultural Economics, Environmental Economics and Management, Biology, Chemistry, Computer Science, Forestry, Wildlife, Fisheries and Aquaculture, Forest Environmental Resources, Geology, Mathematics, Physical Therapy, Physics, Pre-Dentistry, Pre Engineering, Pre-Medicine, Pre-Pharmacy, Pre-Veterinary Medicine, and Radiologic Science *select from:*

<b><u>Course</u></b>	<b><u>Number</u></b>	<b><u>Title</u></b>	<b><u>Credit Hours</u></b>
MATH*	1111	College Algebra <i>and</i>	3
MATH*	1112	Trigonometry <i>or</i>	3
MATH**	1113	Precalculus <i>or</i>	4
MATH**	1121	Analytic Geometry & Calculus I	4

*All other areas of concentration in a pre-baccalaureate (college transfer) program select one of the following courses:*

<b><u>Course</u></b>	<b><u>Number</u></b>	<b><u>Title</u></b>	<b><u>Credit Hours</u></b>
MATH	1001	Quantitative Skills and Reasoning	3
MATH	1101	Introduction to Mathematical Modeling	3
MATH	1111	College Algebra	3
MATH	1113	Precalculus	4
MATH	1120	Survey of Calculus	4
MATH	1121	Analytic Geometry & Calculus I	4

\*Not all students who wish to major in the areas of concentration listed above will be ready to take a fast paced MATH 1113, Precalculus, course. The only other way a student can obtain the same information and be prepared for MATH 1121, Analytic Geometry and Calculus I, is to take the MATH 1111/1112 sequence. These students will receive a maximum of four credit hours for these two courses which is equivalent to what a student taking the one course, MATH 1113, would receive. Three credit hours from this sequence would count in Area A and one credit hour would count in Area F. Effective with students entering in Summer 2001, MATH 1113, Precalculus, is required in Area A for those pursuing a major in secondary education (Mathematics or Sciences) at all University System of Georgia institutions.

\*\*Students sufficiently advanced in math skills may elect to take the first course in the calculus sequence. Both precalculus and calculus are 4 credit hour courses. The fourth hour will be counted in Area F. For students in areas of concentration other than those on the above list, no such guarantee exists. That is, if a student has an area of concentration not on the list designated above, any extra hours generated from Areas A and D might be applied to Area F if the student's area of concentration permits that, they might count as electives, or they might count above the hours required for a degree.

**Area B - Institutional Options, 4 Hours**

<b><u>Course</u></b>	<b><u>Number</u></b>	<b><u>Title</u></b>	<b><u>Credit Hours</u></b>
COMM	1100	Introduction to Communication	2

*and one course chosen from:*

CSCI	1200	Computer Literacy	2
CSCI	1201	Computer Concepts	3
ECON	2100	The Global Economy	3
FREN	1001, 1002	Elementary French I or II	3
FREN	2001, 2002	Intermediate French I or II	3
GEOG	1101	Introduction to Human Geography	3
GLOB	1001	Global Issues	2
GRMN	1001, 1002	Elementary German I or II	3
GRMN	2001, 2002	Intermediate German I or II	3
POLS	2302	Introduction to International Relations	3
SOCI	1101	Introduction to Sociology	3
SPAN	1001, 1002	Elementary Spanish I or II	3
SPAN	2001, 2002	Intermediate Spanish I or II	3

**Area C - Humanities/Fine Arts, 6 Hours**

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
ENGL	2111	World Literature I or	3
ENGL	2112	World Literature II	3

and one course chosen from Humanities/Fine Arts electives:

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
ARTS	1100	Art Appreciation	3
ARTS	2003	Art History I	3
ARTS	2004	Art History II	3
COMM	1110	Fundamentals of Speech Communication	3
ENGL	2111	World Literature I	3
ENGL	2112	World Literature II	3
FREN	1001, 1002	Elementary French I or II	3
FREN	2001, 2002	Intermediate French I or II	3
GRMN	1001, 1002	Elementary German I or II	3
GRMN	2001, 2002	Intermediate German I or II	3
MUSI	1100	Music Appreciation	3
PHIL	2004	Introduction to Philosophy	3
PHIL	2005	Introduction to Ethics	3
SPAN	1001, 1002	Elementary Spanish I or II	3
SPAN	2001, 2002	Intermediate Spanish I or II	3
THEA	1100	Theatre Appreciation	3

**Area D - Science & Math, 11 Hours**

*Non-Science Majors select 8 Hours, two science courses, from:*

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
ASTR	1010	Astronomy of the Solar System	4
ASTR	1020	Stellar and Galactic Astronomy	4
BIOL	1107	Principles of Biology I	4
BIOL	1108	Principles of Biology II	4
BIOL	1140	Plants and the Environment	4
CHEM	1100	Introductory Chemistry	4
CHEM	1151	Survey of Chemistry I	4
CHEM	1152	Survey of Chemistry II	4
CHEM	1211	Principles of Chemistry I	4
CHEM	1212	Principles of Chemistry II	4
GEOL	1121	Physical Geology	4
GEOL	1122	Historical Geology	4
PHYS	1011	Survey of Physics	5
PHYS	1111	Introductory Physics I	4
PHYS	1112	Introductory Physics II	4

and 3 hours from these restricted math electives:

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
MATH	1112	Trigonometry	3
MATH	1120	Survey of Calculus	4
MATH	1121	Analytic Geometry & Calculus I	4
MATH	1122	Analytic Geometry & Calculus II	4
MATH	2110	Logic	3
MATH	2112	Probability and Statistics	3

*Science Majors select 8 hours, a two-course sequence, from:*

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
ASTR	1010/1020	Astronomy of the Solar System/ Stellar and Galactic Astronomy	8
BIOL	1107/1108	Principles of Biology I & II	8
CHEM	1211/1212	Principles of Chemistry I & II	8
GEOL	1121/1122	Physical & Historical Geology	8
PHYS	1111/1112	Introductory Physics I & II	8
PHYS	2211/2212	Principles of Physics I & II	8

*and 3 hours from these restricted math electives:*

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
MATH*	1112	Trigonometry	3
MATH	1120	Survey of Calculus	4
MATH**	1121	Analytic Geometry & Calculus I	4
MATH**	1122	Analytic Geometry & Calculus II	4
MATH	2110	Logic	3
MATH	2112	Probability & Statistics	3

\* Students who have been required to take MATH 1113 in Area A may not take MATH 1112 in Area D.

\*\* Extra hours from Areas A & D may be used in Area F.

### **Area E - Social Sciences, 12 Hours**

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
POLS	1101	American Government, and	3
HIST	2111	U.S. History I or	3
HIST	2112	U.S. History II	3

### **Electives (Select 6 Hours)**

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
ANTH	1102	Introduction to Anthropology	3
ECON	2100	The Global Economy	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
GEOG	1101	Introduction to Human Geography	3
HIST	1001	World Civilization I	3
HIST	1002	World Civilization II	3
HIST	2111	U.S. History I	3
HIST	2112	U.S. History II	3
POLS	2302	Introduction to International Relations	3
PSYC	1101	Introduction to General Psychology	3
SOCI	1101	Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3

### **Area F - Areas of Concentration 18 Hours**

This section contains the areas of concentration provided by the college within the Associate of Arts and Associate of Science degrees. These programs of study are for those students who wish to transfer to a four-year institution. The requirements for each pre-baccalaureate (college transfer) program follow the description of Area G.

**Area G - Physical Education, 2 Hours**

<u>Course</u>	<u>Number</u>	<u>Title</u>	<u>Credit Hours</u>
PHED	XXXX	Activity Courses	2

*Note: PHED 1710 is an acceptable choice for those students who satisfy the requirements as stated in the course description.*

<b>TOTAL HOURS</b>	<b>Associate of Arts Degrees</b>	<b>62</b>
	<b>Associate of Science Degrees</b>	<b>62</b>

**NOTICE:** CCGA 1101, the College Success Seminar, is a requirement for all new, degree-seeking students. Those students must enroll in CCGA 1101 during their first semester at the College. Credit for this course is institutional credit only, and does not apply toward graduation. Sample curriculum plans for each concentration are listed in alphabetical order on the following pages.

**ASSOCIATE OF ARTS  
WITH A CONCENTRATION IN ART**

Contact: Jeff LeMieux at (912) 279-5842

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional Credit)	2
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Foreign Language 1001	Foreign Language I (Area B recommended)	3
POLS 1101	American Government	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Foreign Language 1002	Foreign Language II (Area C recommended)	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>16-17</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
ARTS 1010	Drawing I	3
Area E Elective	Social Science Elective	3
ARTS 2003	Art History I	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
Area E Elective	Social Science Elective	3
ARTS 2004	Art History II	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>65-66</b>

**Area of Concentration Electives:** choose three courses (9 hours) from the following – ARTS 1011, ARTS 1020, ARTS 1030, ARTS 2020, ARTS 2030.

**Important Note:** Be aware that Art majors at four-year institutions are required to take intermediate-level foreign language.

**ASSOCIATE OF ARTS  
WITH A CONCENTRATION IN COMMUNICATION**

Contact: Tyler Bagwell at (912) 279-5882

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional Credit)	2
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Foreign Language 1001	Foreign Language I (Area B recommended)	3
POLS 1101	American Government	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Foreign Language 1002	Foreign Language II (Area C recommended)	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17-18</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
Area E Elective	Social Science Elective	3
COMM 1110	Fundamentals of Speech Communication	3
COMM 2100	Survey of Mass Communication	3
Foreign Language 2001	Intermediate Foreign Language I	3
<b>Total</b>		<b>19</b>
<b>Fourth Semester</b>		
Area E Elective	Social Science Elective	3
COMM 2200	Intercultural Communication	3
Foreign Language 2002	Intermediate Foreign Language II	3
Area F Elective	Area of Concentration Elective (see below)	2-3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>15-16</b>
<b>Total Program Credit</b>		<b>67-69</b>

**Area of Concentration Electives:** choose two (6 hours) of the following – Second Foreign Language 1001, 1002, GLOB 1001, INST 1000 (1-6 hours), INST 2000 (up to 9 hours), MATH 2110, PHIL 2004, PHIL 2005, POLS 2302, PSYC 1101, THEA 1100.

**ASSOCIATE OF ARTS  
WITH A CONCENTRATION IN ENGLISH**

Contact: Ricky Weaver at (912) 279-5958

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional Credit)	2
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Foreign Language 1001	Foreign Language I (Area B recommended)	3
POLS 1101	American Government	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Foreign Language 1002	Foreign Language II (Area C recommended)	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>16-17</b>
<b>Third Semester</b>		
ENGL 2111	World Literature I	3
Area D Elective	Science Elective (for non-science major)	4
Area E Elective	Social Science Elective	3
Foreign Language 2001	Intermediate Foreign Language I	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
Area E Elective	Social Science Elective	3
Foreign Language 2002	Intermediate Foreign Language II	3
ENGL 2112	World Literature II	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>65-66</b>

**Area of Concentration Electives:** choose three (9 hours) of the following – ARTS 1100; ARTS 2003, ARTS 2004, COMM 1110, COMM 2200, Foreign Language 1001, 1002, 2001, MUSI 1100, PHIL 2004, PHIL 2005, PSYC 1101.

### ASSOCIATE OF ARTS WITH A CONCENTRATION IN MODERN FOREIGN LANGUAGES

Contact: Michael Hannaford at (912) 510-3334

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional Credit)	2
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Foreign Language 1001	Elementary Foreign Language I	3
POLS 1101	American Government	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Foreign Language 1002	Elementary Foreign Language II	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>16-17</b>
<b>Third Semester</b>		
ENGL 2111	World Literature I	3
Area D Elective	Science Elective (for non-science major)	4
Foreign Language 2001	Intermediate Foreign Language I	3
Area E Elective	Social Science Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
Area E Elective	Social Science Elective	3
ENGL 2112	World Literature II	3
Foreign Language 2002	Intermediate Foreign Language II	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>65-66</b>

**Area of Concentration Electives:** choose four courses (12 hours) from the following – ARTS 1100; ARTS 2003, ARTS 2004, COMM 1110, COMM 2200, Second Foreign Language 1001, 1002, 2001, PHIL 2004, PHIL 2005.

### ASSOCIATE OF ARTS WITH A CONCENTRATION IN PHILOSOPHY

Contact: Dr. Karen Hambright at (912) 279-5879

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional Credit)	2
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Foreign Language 1001	Foreign Language I (Area B recommended)	3
POLS 1101	American Government	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Foreign Language 1002	Foreign Language II (Area C recommended)	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Electives	3-4
PHIL 2004	Introduction to Philosophy	3
<b>Total</b>		<b>16-17</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHIL 2005	Introduction to Ethics	3
Foreign Language 2001	Intermediate Foreign Language I (recommended)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
Area E Elective	Social Science Elective	3
Area E Elective	Social Science Elective	3
Foreign Language 2002	Intermediate Foreign Language II (recommended)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>65-66</b>

**Area of Concentration Electives:** choose three courses (9 hours) from the following – ARTS 1100; COMM 2200, ENGL 2111, ENGL 2112, Foreign Language 1001, 1002, 2001, MATH 2110, POLS 2302, PSYC 1101.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN AGRIBUSINESS**

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
CCGA 1101	College Success Seminar (Institutional Credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
CHEM 1211	Principles of Chemistry I	4
ENGL 1102	English Composition II	3
MATH 2112	Probability & Statistics	4
ECON 2106	Principles of Microeconomics	3
POLS 1101	American Government	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>18</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
ACCT 2101	Principles of Accounting I	3
MATH 1121	Analytic Geometry & Calculus I	4
Area E Elective	Social Science Elective	3
COMM 1100	Introduction to Communication	2
Area C Elective	Humanities Restricted Elective (see below)	3
<b>Total</b>		<b>18</b>
<b>Fourth Semester</b>		
Area B Elective	Institutional Options Elective	2-3
MATH 1122	Analytic Geometry & Calculus II	4
ECON 2105	Principles of Macroeconomics	3
Area E Elective	Social Science Elective	3
CSCI 1201	Computer Concepts	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16-17</b>
<b>Total Program Credit</b>		<b>68-69</b>

\* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111 & 1112 (College Algebra & Trigonometry) may be substituted for MATH 1113.

**Area C Restricted Electives:** ARTS 1100, MUSI 1100, THEA 1100.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN AGRICULTURAL ECONOMICS**

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
CCGA 1101	College Success Seminar (Institutional Credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
CHEM 1211	Principles of Chemistry I	4
ENGL 1102	English Composition II	3
MATH 2112	Probability & Statistics	4
ECON 2106	Principles of Microeconomics	3
CSCI 1201	Computer Concepts	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>18</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
ACCT 2101	Principles of Accounting I	3
MATH 1121	Analytic Geometry & Calculus I	4
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
Area C Elective	Humanities Restricted Elective (see below)	3
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
Area B Elective	Institutional Options Elective	2-3
MATH 1122	Analytic Geometry & Calculus II	4
COMM 1100	Introduction to Communication	2
ECON 2105	Principles of Macroeconomics	3
Area E Elective	Social Science Elective	3
POLS 1101	American Government	3
<b>Total</b>		<b>17-18</b>
<b>Total Program Credit</b>		<b>68-69</b>

\* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 (College Algebra-Trigonometry) may be substituted for MATH 1113.

**Area C Restricted Electives:** ARTS 1100, MUSI 1100, THEA 1100.



**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN BIOLOGY**

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
CHEM 1211	Principles of Chemistry I	4
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>17</b>
<b>Second Semester</b>		
BIOL 1108	Principles of Biology II	4
ENGL 1102	English Composition II	3
Area D Elective	Math Elective (MATH 1121 recommended)	3-4
POLS 1101	American Government	3
CHEM 1212	Principles of Chemistry II	4
<b>Total</b>		<b>17-18</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Lit. II	3
PHYS 1111	Introductory Physics I	4
Area F Elective	CHEM 2211 recommended	4
Area C Elective	Humanities Elective	3
COMM 1000	Introduction to Communication	2
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		
HIST 2111 or 2112	U.S. History I or U.S. History II	3
Area B Elective	Institutional Options Elective	2-3
Area E Elective	Social Science Elective	3
Area F Elective	CHEM 2212 recommended	4-7
PHED XXXX	Physical Education Activity Elective	2
<b>Total</b>		<b>14-18</b>
<b>Total Program Credit</b>		<b>64-69</b>

\* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 (College Algebra-Trigonometry) may be substituted for MATH 1113.

**Area F Electives:** CHEM 2211/2212 (recommended), BIOL 2220, BIOL 2250, PHYS 1111, PHYS 1112, PHYS 2211, PHYS 2212, Foreign Language 1001, 1002, 2001, 2002, MATH 1121, MATH 1122, MATH 2123, CSCI 1201. Two extra hours from Areas A and D may be used for hours needed in Area F.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN BUSINESS ADMINISTRATION**

Contact: Dr. Craig Fleisher, (912) 279-5850

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	Introduction to Composition I	3
Area A Elective	Mathematics Elective	3
COMM 1100	Fundamentals of Speech Communication	2
Area B Elective	Institutional Options Elective	2
Area F Elective	Area of Concentration Elective (see below)	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		
ENGL 1102	Introduction to Composition II	3
Area C Elective	Humanities Elective	3
POLS 1101	American Government	3
ACCT 2101	Principles of Accounting I	3
PHED XXXX	Physical Education Activity Elective	1
ECON 2105	Principles of Macroeconomics	3
<b>Total</b>		<b>16</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
Area E Elective	Social Science Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
ACCT 2102	Principles of Accounting II	3
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
Area D Elective	Mathematics Elective	3
Area D Elective	Science Elective (for non-science major)	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
ECON 2106	Principles of Microeconomics	3
Area F Elective	Area of Concentration Elective (see below)	3
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>64</b>

**Area of Concentration Electives:** BUSA 1105, BUSA 2105, BUSA 2106

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN CHEMISTRY**

Contact: Dr. Andrea Wallace at (912) 279-5931

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
CHEM 1211	Principles of Chemistry I	4
MATH 1113	Precalculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
<b>Total</b>		<b>18</b>
<b>Second Semester</b>		
CHEM 1212	Principles of Chemistry II	4
MATH 1121	Analytic Geometry and Calculus I	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>14</b>
<b>Third Semester</b>		
CHEM 2211	Organic Chemistry I	4
PHYS 1111 or	Introductory Physics I or	4
MATH 1122	Analytic Geometry and Calculus II	
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
CHEM 2212	Organic Chemistry II	4
PHYS 1112 or	Introductory Physics II or	4
MATH 2123	Analytic Geometry and Calculus III	
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1-1.5
PHED XXXX	Physical Education Activity Elective	1-1.5
<b>Total</b>		<b>16-17</b>
<b>Total Program Credit</b>		<b>64-66</b>

**ASSOCIATE OF SCIENCE WITH A CONCENTRATION IN  
COMPUTER INFORMATION SYSTEMS**

Contact: Lee Southard at (912) 279-5909

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
CSCI 1201	Computer Concepts	3
MATH 1001	Quantitative Skills and Reasoning	3
ENGL 1101	English Composition	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communications	2
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Second Semester</b>		
MATH 2112	Probability and Statistics	3
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
Area E Elective	Social Science Elective	3
Area D Elective	Science Elective (for non-science major)	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		
Area D Elective	Science Elective (for non-science major)	4
CSCI 1301	Computer Science I	4
ACCT 2101	Principles of Accounting I	3
ENGL 2211 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
Area B Elective	Institutional Options Elective	2-3
Area F Elective	Restricted Elective (see below)	3
CSCI 1302	Computer Science II	4
ACCT 2102	Accounting II	3
Area C Elective	Humanities Elective	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>65</b>

**Area F Restricted Elective:** Select any Mathematics course from Area D.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN COMPUTER SCIENCE**

Contact: Richard Hampton at (912) 279-5919

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
CSCI 1201	Computer Concepts	3
MATH 1121	Analytic Geometry and Calculus I	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communications	2
<b>Total</b>		<b>17</b>
<b>Second Semester</b>		
MATH 1122	Analytic Geometry and Calculus II	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
PHED XXXX	Physical Education Activity Elective	1
Area E Elective	Social Science Elective	3
<b>Total</b>		<b>14</b>
<b>Third Semester</b>		
PHYS 2211	Principles of Physics I	4
CSCI 1301	Computer Science I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2 or 3
Area F Elective	Area of Concentration Elective (see below)	3
<b>Total</b>		<b>19-20</b>
<b>Fourth Semester</b>		
PHYS 2212	Principles of Physics II	4
CSCI 1302	Computer Science II	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
Area D Elective	Math Elective	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>18</b>
<b>Total Program Credit</b>		<b>68-69</b>

**Area of Concentration Electives:** MATH 1112, MATH 1120, MATH 2110, MATH 2112

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN CRIMINAL JUSTICE**

Contact: Larry Johnson at (912) 279-5888

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
Area A Elective	Math Elective (MATH 1001 recommended)	3-4
COMM 1100	Introduction to Communication	2
CRJU 1100	Introduction to Criminal Justice	3
POLS 1101	American Government	3
<b>Total</b>		<b>16-17</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Area D Elective	Math Elective (MATH 2112 recommended)	3-4
CRJU 2000	Introduction to Law Enforcement	3
Area D Elective	Science Elective (for non-science major)	4
PHED XXXX	Physical Education Activity Elective	1
Area E Elective	Social Science Elective	3
<b>Total</b>		<b>17-18</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
Area D Elective	Science Elective (for non-science major)	4
CRJU 2080	Introduction to Constitutional Law	3
PHED XXXX	Physical Education Activity Elective	1
Area E Elective	Social Science Elective	3
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
CRJU 2150	Introduction to Criminology	3
CRJU 2160	Introduction to Criminal Investigations	3
Area B Elective	Institutional Options Elective	2-3
Area C Elective	Humanities Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
<b>Total</b>		<b>14-15</b>
<b>Total Program Credit</b>		<b>64-67</b>

**Area of Concentration Electives:** Select transferable courses (1000-2999) from the following areas: Accounting, Computer Science, Humanities, Mathematics, Natural Sciences, and Social Sciences.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN DENTAL HYGIENE**

Contact: Dr. Mistretta at (912) 279-5860

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
BIOL 1107 or CHEM 1211	Principles of Biology I or Chemistry I	4
PSYC 1101	Introduction to General Psychology	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
COMM 1100	Introduction to Communication	2
ENGL 1102	English Composition II	3
BIOL 1108 or CHEM 1212	Principles of Biology II or Chemistry II	4
SOCI 1101	Introduction to Sociology	3
Area F Elective	Area of Concentration Elective (see below)	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		
BIOL 2110	Human Anatomy & Physiology I	4
Area A Elective	Math Elective (MATH 2112 recommended)	3
HIST 2111 or 2112	U S History I or US History II	3
ENGL 2111 or 2112	World Literature I or World Literature II	3
COMM 1110	Fundamentals of Speech Communication	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
BIOL 2111	Human Anatomy & Physiology II	4
Area B Elective	Institutional Options Elective	2-3
POLS 1101	American Government	3
Area F Electives	Area of Concentration Elective (see below)	7
<b>Total</b>		<b>16-17</b>
<b>Total Program Credit</b>		<b>64-65</b>

**Area of Concentration Electives:** CSCI 1201, ECON 2105, ECON 2106, MATH 2112

The above curriculum is designed for students wishing to pursue the Bachelor of Arts or Bachelor of Science in Dental Hygiene. Students interested in obtaining an associate degree in Dental Hygiene should contact the designated academic advisor regarding curricular recommendations. (If interested in the Dental Hygiene Career Associate Degree Program, please refer to the *Career Programs* section of this catalog).

**ASSOCIATE OF SCIENCE WITH A CONCENTRATION IN  
ENVIRONMENTAL ECONOMICS AND MANAGEMENT**

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
CCGA 1101	College Success Seminar (Institutional Credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
CHEM 1211	Principles of Chemistry I	4
ENGL 1102	English Composition II	3
MATH 2112	Probability & Statistics	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
Area C Elective	Humanities Restricted Elective(see below)	3
<b>Total</b>		<b>18</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area F Elective	Area of Concentration Elective (see below)	3-4
MATH 1121	Analytic Geometry and Calculus I	4
POLS 1101	American Government	3
PHED XXXX	Physical Education Activity Elective	1
Area E Elective	Social Science Elective	3
<b>Total</b>		<b>17-18</b>
<b>Fourth Semester</b>		
Area B Elective	Institutional Options Elective	2-3
COMM 1100	Introduction to Communication	2
MATH 1122	Analytic Geometry & Calculus II	4
Area F Elective	Area of Concentration Elective (see below)	3-4
Area E Elective	Social Science Elective	3
COMM 1110	Fundamentals of Speech Communication	3
<b>Total</b>		<b>17-18</b>

\* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 may be substituted for MATH 1113.

**Area C Restricted Electives:** ARTS 1100, MUSI 1100, THEA 1100.

**Area of Concentration Electives:** Select three courses (1000-2000 level) from the Core Curriculum.

### ASSOCIATE OF SCIENCE WITH A CONCENTRATION IN FISHERIES AND AQUACULTURE

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
BIOL 1108	Principles of Biology II	4
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
COMM 1100	Introduction to Communications	2
<b>Total</b>		<b>17</b>
<b>Third Semester</b>		
CHEM 1211	Principles of Chemistry I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area C Elective	Humanities restricted elective (see below)	3
Area F Elective	Restricted Elective (CHEM 2211 recommended)	4
POLS 1101	American Government	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>18</b>
<b>Fourth Semester</b>		
CHEM 1212	Principles of Chemistry II	4
Area B Elective	Institutional Options Elective	2-3
COMM 1110	Introduction to Communication	3
MATH 2112	Probability & Statistics	3
Area E Elective	Social Science Elective	3
<b>Total</b>		<b>15-16</b>

\* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 may be substituted for MATH 1113.

**Area C Restricted Electives:** ARTS 1100, MUSI 1100, PHIL 2004, PHIL 2005, THEA 1100.

**Area F Electives (select one 4-hour course):** CHEM 2211 (recommended), BIOL 2220, BIOL 2250, PHYS 1111, GEOL 1121, or GEOL 1122.

### ASSOCIATE OF SCIENCE WITH A CONCENTRATION IN FOREST ENVIRONMENTAL RESOURCES

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
BIOL 1108	Principles of Biology II	4
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
COMM 1100	Introduction to Communication	2
<b>Total</b>		<b>17</b>
<b>Third Semester</b>		
CHEM 1211	Principles of Chemistry I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
PHYS 1111	Introductory Physics I	4
POLS 1101	American Government	3
Area C Elective**	Humanities Restricted Elective (see below)	3
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
CHEM 1212	Principles of Chemistry II	4
Area B Elective	Institutional Options Elective	2-3
COMM 1110	Introduction to Communication	3
MATH 2112	Probability & Statistics	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>

\* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 may be substituted for MATH 1113.

**Area C Restricted Electives:** ARTS 1100, MUSI 1100, PHIL 2004, PHIL 2005, and THEA 1100.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN FORESTRY**

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
BIOL 1108	Principles of Biology II	4
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
COMM 1100	Introduction to Communication	2
<b>Total</b>		<b>17</b>
<b>Third Semester</b>		
CHEM 1211	Principles of Chemistry I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area C Elective	Humanities Restricted Elective (see below)	3
POLS 1101	American Government	3
Area E Elective	Social Science Elective	3-4
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17-18</b>
<b>Fourth Semester</b>		
CHEM 1212	Principles of Chemistry II	4
Area B Elective	Institutional Options Elective	2-3
COMM 1110	Introduction to Communication	3
MATH 2112	Probability & Statistics	3
Area F Elective	Restricted Elective (see below)	3-4
<b>Total</b>		<b>15-17</b>

\* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 may be substituted for MATH 1113.

**Area C Restricted Electives:** ARTS 1100, MUSI 1100, PHIL 2004, PHIL 2005, THEA 1100

**Area F Electives (select one 4-hour course):** BIOL 2220, BIOL 2250, CHEM 2211, PHYS 1111, GEOL 1121, or GEOL 1122.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN GENERAL STUDIES**

Contact: Jeff LeMieux at (912) 279-5842

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
HIST 2111 or 2112	U.S. History I or U.S. History II	3
POLS 1101	American Government	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Area B Elective	Institutional Options Elective	2-3
Area C Elective	Humanities Elective	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
<b>Total</b>		<b>15-17</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
Area E Elective	Social Science Elective	3
Area F Elective	Humanities Elective	3
Area F Elective	Science/Math Elective	3-4
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17-18</b>
<b>Fourth Semester</b>		
Area E Elective	Social Science Elective	3
Area F Elective	Humanities Elective	3
Area F Elective	Social Science Elective	3
Area F Elective	Social Science Elective	3
Area F Elective	Science/Math Elective	3-4
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16-17</b>
<b>Total Program Credit</b>		<b>64-68</b>

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN GEOLOGY**

Contact: Dr. Ntungwa Maasha at (912) 279-5932

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
ENGL 1101	English Composition I	3
MATH 1113	Pre-Calculus	4
CHEM 1211	Principles of Chemistry I	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition I	3
COMM 1100	Fundamentals of Speech Communication	2
CHEM 1212	Principles of Chemistry II	4
POLS 1101	American Government	3
GEOG 1101	Introduction to Human Geography	3
ECON 2105	Principles of Microeconomics	3
<b>Total</b>		<b>18</b>
<b>Third Semester</b>		
ENGL 2111	World Literature I	3
MATH 1121	Analytic Geometry & Calculus	4
GEOL 1121	Physical & Historical Geology	4
PHYS 1111	Introductory Physics I	4
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		
ENGL 2112	World Literature II	3
MATH 1122	Analytic Geometry & Calculus II	4
GEOL 1122	Physical & Historical Geology	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>15</b>
<b>Total Program Credit</b>		<b>65</b>

**ASSOCIATE OF SCIENCE WITH A CONCENTRATION IN  
HEALTH AND PHYSICAL EDUCATION**

Contact: Teresa Peebles at (912) 279-5840

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
Area A Elective	Math Elective (for non-science major)	3-4
Area D Elective	Science Elective (for non-science major)	4
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>17-18</b>
<b>Second Semester</b>		
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Math Elective (for non-science major)	3-4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S History I or U.S. History II	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>14-15</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
BIOL 2110	Human Anatomy & Physiology	4
EDUC 2110	Investigating Critical and Contemporary Issues in Education	3
Area E elective	Social Science Elective	3
Area B elective	Institutional Options Elective	2-3
PHED 2011	HPE Practicum	1
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
BIOL 2111	Human Anatomy & Physiology II	4
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
EDUC 2130	Exploring Teaching and Learning	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Total Program Credit</b>		<b>64-67</b>

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN HISTORY**

Contact: Patrizia Stahle at (912) 510-3374

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area B Elective	Institutional Options Elective	2-3
POLS 1101	American Government	3
<b>Total</b>		<b>15-16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Area C Elective	Humanities Elective	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective (for non-science major)	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>16-17</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science majors)	4
Area E Elective	Social Science Elective	3
Area F Elective	Restricted Elective (see below)	3
Area F Elective	Restricted Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
Area E Elective	Social Science Elective (page XX)	3
Area F Elective	Restricted Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>64-66</b>

**Area F Restricted Electives:** HIST 1001, 1002, 2111, 2112, Foreign Language 1001, 1002, 2001, 2002.

**Area of Concentration Electives:** COMM 2200, CSCI 1201, ECON 2105, ECON 2106, GEOG 1101, MATH 2112, POLS 2302, PSYC 1101, SOCI 1101, 1160, 2293.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN INFORMATION TECHNOLOGY**

Contact: Lee Southard at (912) 279-5909

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
ITEC 1300	Introduction to Information Technology	3
MATH 1001	Quantitative Skills & Reasoning	3
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Second Semester</b>		
MATH 2112	Probability and Statistics	3
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U. S. History I or U.S. History II	3
CITP 1013	Introduction to the Internet	3
Area E Elective	Social Science Elective	3
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		
Area D Elective	Science Elective (for non-science major)	4
CSCI 1301	Computer Science	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
Area D Elective	Science Elective (for non-science major)	4
Area E Elective	Social Science Elective	3
CITP 1322	Introduction to Windows Programming	4
	Using Microsoft Visual Basic	
Area C Elective	Humanities Elective	3
Area F Elective	Elective as approved by Advisor	3-4
PHED XXXX	PHED Activity Course	1
<b>Total</b>		<b>18-19</b>



**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN MATHEMATICS**

Contact: Kati Berhow at (912) 510-3344

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
ENGL 1101	English Composition I	3
MATH 1113	Pre-Calculus	4
CHEM 1211	Principles of Chemistry I	4
POLS 1101	American Government	3
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
CHEM 1212	Principles of Chemistry II	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
MATH 2110	Logic	3
<b>Total</b>		<b>17</b>
<b>Third Semester</b>		
COMM 1100	Introduction to Communication	2
Area B Elective	Institutional Options Elective	2-3
Area E Elective	Social Science Elective	3
MATH 1122	Analytic Geometry & Calculus II	4
MATH 2112	Probability & Statistics	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>15-16</b>
<b>Fourth Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area C Elective	Humanities elective	3
Area E Elective	Social science elective	3
MATH 2123	Analytic Geometry & Calculus III	4
Area F Elective *	Math Elective	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>

\* If MATH 2124 is used as the Area F elective, it must be taken during the Summer Semester of Year 2.

**ASSOCIATE OF SCIENCE WITH A CONCENTRATION IN  
MEDICAL RECORDS ADMINISTRATION**

Contact: Dr. Keith Belcher at (912) 279-5922

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
Area A Elective	Math Elective (for non-science major)	3-4
Area D Elective	Science Elective (for non-science major)	4
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>17-18</b>
<b>Second Semester</b>		
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Math Elective (for non-science major)	3-4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S History I or U.S. History II	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>14-15</b>
<b>Third Semester</b>		
BIOL 2110	Human Anatomy & Physiology I	4
CHEM 1211	Survey of Chemistry I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B elective	Institutional Options Elective	2-3
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
BIOL 2111	Human Anatomy & Physiology II	4
ACCT 2101	Principles of Accounting I	3
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
Area F Elective	Area of Concentration Elective (see below)	3
<b>Total</b>		<b>17</b>
<b>Total Program Credit</b>		<b>64-67</b>

**Area of Concentration Electives:** ACCT 2102, PHIL 2004, PSYC 1101, PSYC 2103, ECON 2105, ECON 2106, SOCI 1101

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN MEDICAL TECHNOLOGY**

Contact: Dr. Keith Belcher at (912) 279-5922

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CHEM 1211	Principles of Chemistry I	4
MATH 1111 or 1113	College Algebra or Pre-Calculus	3-4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>17-18</b>
<b>Second Semester</b>		
CHEM 1212	Principles of Chemistry II	4
MATH 1112 or 1121	Trigonometry or Analytic Geometry & Calculus I	3-4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>13-14</b>
<b>Third Semester</b>		
BIOL 1107	Principles of Biology I	4
CHEM 2211	Organic Chemistry I	4
ENGL 2211 or 2212	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
Area F Elective	Area of Concentration Elective (see below)	4
BIOL 2215	Microbiology	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>

Area of Concentration Electives: BIOL 1108, BIOL 2111, BIOL 1112, CHEM 2112

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN NURSING**

Contact: Dr. Mistretta at (912) 279-5860

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
MATH 1111	College Algebra	3
Area D Elective	BIOL 1107, CHEM 1211, or PHYS 1111	4
PSYC 1101	Introduction to General Psychology	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
COMM 1100	Introduction to Communication	2
ENGL 1102	English Composition II	3
Area D Elective	BIOL 1108, CHEM 1212, or PHYS 1112	4
Area C Elective	Humanities Elective	3
PSYC 2103	Introduction to Human Development	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Third Semester</b>		
BIOL 2110	Human Anatomy & Physiology I	4
MATH 2112	Probability & Statistics	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		
BIOL 2111	Human Anatomy & Physiology II	4
BIOL 2215	Microbiology	4
Area B Elective	Institutional Options Elective	2-3
POLS 1101	American Government	3
Area E Elective	Social Science Elective	3
<b>Total</b>		<b>16-17</b>

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN OCCUPATIONAL THERAPY**

Contact: Dr. Rebecca Yeomans at (912) 279-5883

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
ENGL 1101	English Composition I	3
MATH 1113	Precalculus	4
CHEM 1211	Principles of Chemistry I	4
POLS 1101	American Government	3
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
COMM 1100	Introduction to Communication	2
CHEM 1212	Principles of Chemistry II	4
BIOL 2110	Human Anatomy & Physiology I	4
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area B Elective	Institutional Options Elective	2-3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
BIOL 2111	Human Anatomy & Physiology II	4
PHYS 1111	Introductory Physics I	4
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17-18</b>
<b>Fourth Semester</b>		
Area C Elective	Humanities Elective	3
Area D Elective	Math Elective	3-4
Area E Elective	Social Science Elective	3
SOCI 1101	Sociology	3
PSYC 1101	Introduction to General Psychology	3
<b>Total</b>		<b>15-16</b>
<b>Total Program Credit</b>		<b>65-67</b>

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN PHYSICAL THERAPY**

Contact: Jim Carpenter at (912) 279-5616

The physical therapy program at Armstrong Atlantic State University (AASU) is a doctorate degree program. To be considered for acceptance as an undergraduate into the PT program, AASU specifically requires MATH 2112, BIOL 2110-2111, CHEM 1211-1212, PHYS 1111-1112, a computer applications course, 12 hours of additional courses in any major at the 3000/4000 level, and satisfactory scores on the Graduate Record Examination (GRE). The Medical College of Georgia (MCG) offers a doctorate program, requiring applicants to have fulfilled all requirements for a Bachelor's degree before they apply for admission into this program.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1111*	College Algebra	3
CCGA 1101	College Success Seminar (Institutional credit)	2
CHEM 1211	Principles of Chemistry I	4
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
COMM 1100	Introduction to Communication	2
ENGL 1102	English Composition II	3
MATH 1112*	Trigonometry	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
CHEM 1212	Principles of Chemistry II	4
POLS 1101	American Government	3
<b>Total</b>		<b>18</b>
<b>Third Semester</b>		
BIOL 2110	Human Anatomy & Physiology I	4
PSYC 1101	Introduction to Psychology	3
MATH 2112	Probability & Statistics	3
ENGL 2111 or 2112	World Literature I or World Literature II	3
PHED XXXX	Physical Education Activity Elective	1
PHYS 1111	Introductory Physics I	4
<b>Total</b>		<b>18</b>

**Physical Therapy, cont'd.****Fourth Semester**

BIOL 2111	Human Anatomy & Physiology II	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
CSCI 1201	Computer Concepts	3
PHYS 1112	Introductory Physics II	4
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>18</b>
<b>Total Program Credit</b>		<b>70</b>

\* Note: MATH 1113 is the minimum level of mathematics for Area A. The MATH 1111-1112 sequence may be substituted for by MATH 1113

**ASSOCIATE OF SCIENCE****WITH A CONCENTRATION IN PHYSICIAN ASSISTANT**

Contact: Dr. Andrea Wallace at (912) 279-5931

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CHEM 1211	Principles of Chemistry I	4
MATH 1111	College Algebra	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
CHEM 1212	Principles of Chemistry II	4
MATH 2112	Probability & Statistics (Required for MCG)	3
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
COMM 1100	Introduction to Communication	2
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		
BIOL 1107	Principles of Biology I	4
BIOL 1108	Principles of Biology II	4
<b>Total</b>		<b>8</b>
<b>Fourth Semester</b>		
CHEM 2211	Organic Chemistry I	4
BIOL 2110	Human Anatomy & Physiology I	4
ENGL 2211 or 2212	World Literature I or World Literature II	3
PSYC 1101	Introduction to General Psychology (MCG req.)	3
Area B Elective	Humanities Elective	2-3
<b>Total</b>		<b>16-17</b>

**Physician Assistant, cont'd.****Fifth Semester**

BIOL 2215	Microbiology	4
CHEM 2212	Organic Chemistry II**	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Sciences Elective	3
PHED XXXX	Physical Education Activity Elective	1
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>

**Sixth Semester**

PSYC 2103	Introduction to Human Development	3
BIOL 2111	Human Anatomy & Physiology II	4
<b>Total</b>		<b>7</b>

\*The minimum degree to practice as a Physician Assistant is a Master's Degree. All institutions except MCG require a Bachelor's degree for entry into program; MCG only requires 90 hours of undergraduate credit. Physician Assistant programs in Georgia are available at the Medical College of Georgia (MCG), Emory University, Mercer University and South University.

\*\* Depending on transfer institution and intended BS major, a student may be advised to take CHEM 2212 instead of BIOL 2111.

**ASSOCIATE OF SCIENCE****WITH A CONCENTRATION IN PHYSICS**

Contact: Dr. Ntungwa Maasha at (912) 279-5932

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
ENGL 1101	English Composition I	3
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1113	Precalculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
ASTR 1010	Astronomy of the Solar System	4
COMM 1100	Introduction to Communication	2
<b>Total</b>		<b>18</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry and Calculus I	4
POLS 1101	American Government	3
CSCI 1200	Computer Literacy	2
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>13</b>
<b>Third Semester</b>		
PHYS 2211	Principles of Physics I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
MATH 1122	Analytic Geometry and Calculus II	4
ASTR 1020	Stellar and Galactic Astronomy	4
Area E Elective	Social Science Elective	3
<b>Total</b>		<b>18</b>
<b>Fourth Semester</b>		
PHYS 2212	Principles of Physics II	4
MATH 2123	Analytic Geometry and Calculus III	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>15</b>
<b>Total Program Credit</b>		<b>64</b>

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN POLITICAL SCIENCE**

Contact: Tony Wege at (912) 279-5893

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area E Elective	Social Science Elective	3
POLS 1101	American Government	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
MATH 2112	Probability and Statistics (recommended)	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>15-16</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
GLOB 1001	Global Issues	2
Area E Elective	Social Science Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Fourth Semester</b>		
Area C Elective	Humanities Elective	3
POLS 2302	Introduction to International Relations	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>63-64</b>

**Area of Concentration Electives:** Select a minimum of 13 hours from transferable courses (1000-2999) from the following areas: Economics, Foreign Language, Geography, History, Intercultural Communication, Psychology and Sociology.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN PRE-DENTISTRY**

Contact: Dr. Rebecca Yeomans at (912) 279-5883

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CHEM 1211	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>18</b>
<b>Second Semester</b>		
CHEM 1212	Principles of Chemistry II	4
MATH 1121	Analytic Geometry & Calculus I	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>14</b>
<b>Third Semester</b>		
BIOL 1107	Principles of Biology I	4
CHEM 2211	Organic Chemistry I	4
ENGL 2211 or 2212	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
BIOL 1108	Principles of Biology II	4
CHEM 2212	Organic Chemistry II	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>64-65</b>

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN PRE-ENGINEERING**

Contact: Dr. Leon Gardner at (912) 279-5885

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
ENGL 1101	English Composition I	3
MATH 1113	Pre-Calculus	4
CHEM 1211	Principles of Chemistry	4
POLS 1101	American Government	3
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
CHEM 1212	Principles of Chemistry II	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PHED XXXX	Physical Education Activity Elective	1
COMM 1100	Introduction to Communication	2
<b>Total</b>		<b>17</b>
<b>Third Semester</b>		
Area B Elective	Institutional Options Elective	2-3
Area E Elective	Social Science Elective	3
MATH 1122	Analytic Geometry & Calculus II	4
PHYS 2211	Principles of Physics I	4
MATH 2124*	Linear Algebra	3
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
MATH 2123	Analytic Geometry & Calculus III	4
PHYS 2212	Principles of Physics II	4
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>18</b>
<b>Total Program Credit</b>		<b>67-68</b>

\* MATH 2124, depending on demand, is offered during the summer semester only.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN PRE-MEDICINE**

Contact: Dr. Mark Pilgrim at (912) 279-5920

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CHEM 1211	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>18</b>
<b>Second Semester</b>		
CHEM 1212	Principles of Chemistry II	4
MATH 1121	Analytic Geometry & Calculus I	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>14</b>
<b>Third Semester</b>		
BIOL 1107	Principles of Biology I	4
CHEM 2211	Organic Chemistry I	4
ENGL 2211 or 2212	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
BIOL 1108	Principles of Biology II	4
CHEM 2212	Organic Chemistry II	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>64-65</b>

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN PRE-PHARMACY**

Contact: Dr. Andrea Wallace at (912) 279-5931

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CHEM 1211	Principles of Chemistry	4
MATH 1113	Pre-Calculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>18</b>
<b>Second Semester</b>		
CHEM 1212	Principles of Chemistry II	4
BIOL 1107	Principles of Biology I	4
MATH 1121	Analytic Geometry & Calculus I	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>18</b>
<b>Third Semester</b>		
CHEM 2211	Organic Chemistry I	4
BIOL 1108	Principles of Biology II	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
ECON 2105 or 2106	Principles of Macroeconomics or Microeconomics	3
Area B Elective	Institutional Options Elective	2-3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17-18</b>
<b>Fourth Semester</b>		
CHEM 2212	Organic Chemistry I	4
MATH 2112	Probability & Statistics	3
COMM 1110	Fundamentals of Speech Communication	3
PSYC 1101	Introduction to General Psychology	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>14</b>
<b>Total Program Credit</b>		<b>67-68</b>

The program of study as outlined above is for entry into the University of Georgia; South University and Mercer University also require PHYS 1111 (MATH 1112 or MATH 1113 is a pre-requisite) or PHYS 2211 (MATH 1121 is a pre-requisite). In addition to physics, South University also requires the BIOL 2110-2111 sequence. These classes are not required for graduation from CCGA, but they are required for entry into pharmacy school at either South University or Mercer University.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN PRE-VETERINARY MEDICINE**

Contact: Dr. Rebecca Yeomans at (912) 279-5883

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CHEM 1211	Principles of Chemistry I	4
MATH 1113	Pre-Calculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>18</b>
<b>Second Semester</b>		
CHEM 1212	Principles of Chemistry II	4
MATH 1121	Analytic Geometry & Calculus I	4
ENGL 1102	English Composition I	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>14</b>
<b>Third Semester</b>		
BIOL 1107 or PHYS 1111	Principles of Biology I or Introductory Physics*	4
CHEM 2211	Organic Chemistry I	4
ENGL 2211 or 2212	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17-18</b>
<b>Fourth Semester</b>		
BIOL 1108	Principles of Biology II	4
MATH 2112	Probability & Statistics**	3
CHEM 2212	Organic Chemistry II	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>18</b>
<b>Total Program Credit</b>		<b>67-68</b>

\*PHYS 1111 is required for admission at Mercer University

\*\*MATH 2112 is required for admission at UGA



**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN PSYCHOLOGY**

Contact: Dan Harrison at (912) 279-5887

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area E Elective	Social Science Elective	3
POLS 1101	American Government	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
MATH 2112	Probability and Statistics (recommended)	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>15-16</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
PSYC 1101	Intro to General Psychology	3
Area E Elective	Social Science Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
PSYC 2103	Intro to Human Development	3
Area C Elective	Humanities Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>64-65</b>

**Area of Concentration Electives:** Select four courses (12 hours) from any transferable (1000-2999 level) course.

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN RADIOLOGIC SCIENCES**

Contact: Bonnie Tobias at (912) 279-5864

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
PHYS 1111*	Introductory Physics I (or CHEM 1211)	4
MATH 1113	Pre-Calculus	4
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>18</b>
<b>Second Semester</b>		
PHYS 1112*	Introductory Physics II (or CHEM 1212)	4
MATH 2112	Probability & Statistics	4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>14</b>
<b>Third Semester</b>		
BIOL 2110	Human Anatomy & Physiology I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area B Elective	Institutional Options Elective	2-3
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
<b>Total</b>		<b>15-16</b>
<b>Fourth Semester</b>		
BIOL 2111	Human Anatomy & Physiology II	4
Area E Elective	Social Science Elective	3
Area F Electives*	Area of Concentration Electives (see below)	6
PHED XXXX	Physical Education Activity Elective	1
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>15</b>
<b>Total Program Credit</b>		<b>62-63</b>

\*PHYS 1111 is required, and either the PHYS 1111/1112 or CHEM 1211/1212 sequence is recommended. Two extra hours from Areas A and D may be used if needed in Area F.

**Area of Concentration Electives:** BIOL 1107, BIOL 1108, CHEM 1211, CHEM 1212, PHYS 1111 (required), PHYS 1112, MATH 1121

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN RECREATION**

Contact: Gerald Cox at (912) 279-5845

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
ENGL 1101	English Composition I	3
POLS 1101	American Government	3
COMM 1100	Introduction to Communication	2
Area A Elective	Math Elective (for non-science major)	3-4
Area D Elective	Science Elective (for non-science major)	4
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>17-18</b>
<b>Second Semester</b>		
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Math Elective (for non-science major)	3-4
ENGL 1102	English Composition II	3
HIST 2111 or 2112	U.S History I or U.S. History II	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>14-15</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area B Elective	Institutional Options Elective	2-3
PHED 2012	Recreation Practicum	1
ARTS 1100	Art Appreciation	3
COMM 1110	Fundamentals of Speech Communication	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
ARTS 1020	Two-Dimensional Design	3
Area F Elective	Area of Concentration Elective (see below)	5
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PSYC 2103	Human Growth & Development	3
<b>Total</b>		<b>17</b>
<b>Total Program Credit</b>		<b>64-67</b>

**Area of Concentration Electives:** ARTS 1001, ARTS 2001, COMM 2200, MUSI 2031, DRAM 2000, BUSA 1105, ACCT 2101, JOUR 1000

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN RESPIRATORY THERAPY**

Contact: Dr. Rebecca Yeomans at (912) 279-5883

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
ENGL 1101	English Composition I	3
MATH 1113	Pre-Calculus	4
COMM 1100	Introduction to Communication	2
CHEM 1211	Principles of Chemistry I	4
POLS 1101	American Government	3
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>18</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
MATH 2112	Probability and Statistics	3
CHEM 1212	Principles of Chemistry II	4
BIOL 2110	Human Anatomy & Physiology I	4
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>15</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area B Elective	Institutional Options Elective	2-3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
BIOL 2111	Human Anatomy & Physiology II	4
PHYS 1111	Introductory Physics I	4
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
BIOL 2215	Microbiology	4
Area C Elective	Humanities Elective	3
Area E Elective	Social Science Elective	3
PSYC 1101	Introduction to Psychology	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>14</b>
<b>Total Program Credit</b>		<b>63-64</b>

**ASSOCIATE OF SCIENCE  
WITH A CONCENTRATION IN SOCIOLOGY**

Contact: Dan Harrison at (912) 279-5887

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area E Elective	Social Science Elective	3
POLS 1101	American Government	3
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
MATH 2112	Probability and Statistics (recommended)	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>15-16</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area D Elective	Science Elective (for non-science major)	4
SOCI 1101	Introduction to Sociology	3
Area E Elective	Social Science Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17</b>
<b>Fourth Semester</b>		
Area C Elective	Humanities Elective	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
Area F Elective	Area of Concentration Elective (see below)	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16</b>
<b>Total Program Credit</b>		<b>64-65</b>

**Area of Concentration Electives:** Select five courses (15 hours) from transferable courses (1000-2999) from the following areas: Anthropology, Computer Science, Economics, Foreign Language, Geography, History, Mathematics, Philosophy, Political Science, Psychology and Sociology.

**ASSOCIATE OF SCIENCE WITH A CONCENTRATION IN  
TEACHER EDUCATION--EARLY CHILDHOOD EDUCATION**

Contact: Dr. Kent Layton, (912) 279-5843

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
<b>Total</b>		<b>16-17</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Area C Elective	Humanities Elective	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>16-17</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
ISCI 2001	Integrated Science I: Life/Earth Science	3
EDUC 2110	Investigating Critical & Contemporary Issues in Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
<b>Total</b>		<b>15</b>
<b>Fourth Semester</b>		
POLS 1101	American Government	3
Area E Elective	Social Science Elective	3
EDUC 2130	Exploring Teaching and Learning	3
MATH 2008	Foundations of Numbers & Operations	3
ISCI 2002	Integrated Science II: Physical Science	3
PHED XXXX*	Physical Education Activity Electives	2
<b>Total</b>		<b>17</b>
<b>Total Program Credit</b>		<b>64-66</b>

\*Note: Students planning to pursue a Bachelor of Science degree in Early Childhood Education will also need to take PHED 2610.

**ASSOCIATE OF SCIENCE WITH A CONCENTRATION IN  
TEACHER EDUCATION--MIDDLE GRADES EDUCATION**

Contact: Dr. Kent Layton, (912) 279-5843

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
<b>Total</b>		<b>16-17</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Area C Elective	Humanities Elective	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>16-17</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area F Elective	First Teaching Concentration Elective (see below)	3-4
EDUC 2110	Investigating Critical & Contemporary Issues in Education	3
EDUC 2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
POLS 1101	American Government	3
Area E Elective	Social Science Elective	3
EDUC 2130	Exploring Teaching and Learning	3
Area F Elective	First Teaching Concentration Elective (see below)	3-4
Area F Elective	Second Teaching Concentration Elective	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16-17</b>
<b>Total Program Credit</b>		<b>64-68</b>

**Area of Concentration Electives:** Select two core courses in first teaching concentration area, and select one core course in second teaching concentration area.

**ASSOCIATE OF SCIENCE WITH A CONCENTRATION IN  
TEACHER EDUCATION--SECONDARY EDUCATION**

Contact: Dr. Kent Layton, (912) 279-5843

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
MATH 1001 or 1111	Area A Requirement	3
ENGL 1101	English Composition I	3
COMM 1100	Introduction to Communication	2
Area B Elective	Institutional Options Elective	2-3
Area D Elective	Science Elective (for non-science major)	4
<b>Total</b>		<b>16-17</b>
<b>Second Semester</b>		
ENGL 1102	English Composition II	3
Area C Elective	Humanities Elective	3
Area D Elective	Science Elective (for non-science major)	4
Area D Elective	Mathematics Elective	3-4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>16-17</b>
<b>Third Semester</b>		
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area E Elective	Social Science Elective	3
Area F Elective	Area of Concentration Elective (see below)	3-4
EDUC 2110*	Investigating Critical & Contemporary Issues in Education	3
EDUC 2120*	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16-17</b>
<b>Fourth Semester</b>		
POLS 1101	American Government	3
Area E Elective	Social Science Elective	3
EDUC 2130*	Exploring Teaching and Learning	3
Area F Elective	Area of Concentration Elective (see below)	3-4
Area F Elective	Area of Concentration Elective (see below)	3-4
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>16-18</b>
<b>Total Program Credit</b>		<b>64-69</b>

**Area of Concentration Electives:** Follow Area F guidelines for any area of concentration. Note A-E core requirements vary across areas of concentration (see pages 122-170).

## ASSOCIATE OF SCIENCE WITH A CONCENTRATION IN WILDLIFE

Contact: Patricia Rugaber at (912) 279-5928

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
BIOL 1107	Principles of Biology I	4
ENGL 1101	English Composition I	3
MATH 1113*	Pre-Calculus	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
CCGA 1101	College Success Seminar (Institutional credit)	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
BIOL 1108	Principles of Biology II	4
ENGL 1102	English Composition II	3
MATH 1121	Analytic Geometry & Calculus I	4
ECON 2106	Principles of Microeconomics	3
PHED XXXX	Physical Education Activity Elective	1
COMM 1100	Introduction to Communication	2
<b>Total</b>		<b>17</b>
<b>Third Semester</b>		
CHEM 1211	Principles of Chemistry I	4
ENGL 2111 or 2112	World Literature I or World Literature II	3
Area C Elective	Humanities Restricted Elective (see below)	3
POLS 1101	American Government	3
Area E Elective	Social Science elective	3-4
PHED XXXX	Physical Education Activity Elective	1
<b>Total</b>		<b>17-18</b>
<b>Fourth Semester</b>		
CHEM 1212	Principles of Chemistry II	4
Area B Elective	Institutional Options Elective	2-3
COMM 1110	Fundamentals of Speech Communication	3
MATH 2112	Probability & Statistics	3
Area F Elective	Restricted Elective (see below)	3-4
<b>Total</b>		<b>15-17</b>

\* MATH 1113 (Precalculus) is the minimum level of mathematics accepted for this area of concentration. The sequence of MATH 1111-1112 may be substituted for MATH 1113.

**Area C Restricted Electives:** ARTS 1100, MUSI 1100, PHIL 2004, PHIL 2005, THEA 1100

**Area F Electives (select one 4-hour course):** BIOL 2220, BIOL 2250, CHEM 2211, PHYS 1111, GEOL 1121, or GEOL 1122.

## CAREER PROGRAMS

### PURPOSE, DIPLOMA, AND LISTING

Career Programs are designed to prepare graduates to seek employment in the area of their concentration immediately upon graduation. Students pursuing Career Associate degrees may complete the requirements within a two-year period, provided they are enrolled for a full load (average of 15 semester hours) each semester. Certificates will be awarded to those students who successfully complete the Culinary Arts program. The length of program completion will vary depending upon the student's course load each semester. The Culinary Arts program will be transitioned into an Associate Degree program during the 09-10 academic year. See Program Advisors for planned changes.

Core courses taken by students in career associate degree programs are transferable to a senior college. However, additional courses will be required in one or more areas of the core curriculum if the student chooses to pursue a baccalaureate degree. Students may satisfy the requirements either at the senior college or university or at the College of Coastal Georgia.

### Career Associate Degree Programs

- Clinical Laboratory Technology, Associate of Science
- Dental Hygiene, in cooperation with AASU
- Nursing (RN), Associate of Science
- Radiologic Science, Associate of Science

### Certificate Programs

- Culinary Arts

## ASSOCIATE OF SCIENCE IN CLINICAL LABORATORY TECHNOLOGY

Contact: Robin Bradshaw at (912) 279-5865

The Associate of Science curriculum in Clinical Laboratory Technology (CLT) at the College of Coastal Georgia prepares individuals to perform laboratory procedures in clinical chemistry, hematology, microbiology, immunohematology, urinalysis, and immunodiagnosics. Graduates are usually employed in clinical laboratories, although employment opportunities are not restricted to this environment. A wide variety of non-medical opportunities are also available.

Laboratorians are vital members of the health care team although they have limited direct patient contact. They play a critical role in collecting the information needed to give quality care. Laboratory tests evaluate the makeup of blood, urine, body fluids and tissues for early warning signs of disease. Such tests are crucial to the health and well-being of individuals.

Applicants for the CLT Program should have an interest in health and science and have taken high school or college courses in chemistry and biology. Personal qualifications essential for success as a clinical laboratory technician include a sense of responsibility, an ability to be precise with detail, and a willingness to work in order to reach goals.

There is no formal application process for program admission. An applicant to the CLT Program may begin general education requirements during any semester of the academic year. A minimum grade of "C" is required in all CLT courses for graduation. These requirements are in addition to the general graduation requirements listed in the *Academic Regulations* section of this catalog. The traditional program is 5 semesters in length, and CLT courses are taught on an annual rotation. The clinical component of the curriculum occurs during the last semester and consists of 400 hours of laboratory training in an approved facility. Students have rotations through the departments of clinical chemistry, immunohematology, hematology, microbiology, immunology/serology, and urinalysis. There is a separate clinical rotation for phlebotomy which may be scheduled any semester after successful completion of the first CLT course. Upon successful completion of the CLT program the student is qualified to take a national certifying examination to become a registered Clinical Laboratory Technician.

A CLT student is responsible for providing his/her own transportation to clinical sites. Clinical affiliates include Southeast Georgia Health Systems-Brunswick and Camden Campuses; Wayne Memorial (Jesup), Internal Medicine Associates (Brunswick), Southeastern Pathology Associates (Brunswick), and Memorial Health (Savannah). Vaccination against Hepatitis B is recommended and a TB skin test is required annually for students in the program. Criminal background checks and/or drug testing are required by individual agencies and the cost will be the responsibility of the student. Background checks could result in denial to the clinical site and inability to pass a course.

The CLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631 (773-714-8880).

*Note: If Learning Support classes are required, students must complete Learning Support prior to entering CMLT courses. CMLT courses are given on an annual rotation and must be taken in the sequence outlined.*

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
BIOL 1107 or 2110*	Principles of Biology I or Human Anatomy and Physiology I	4
CHEM 1100	Introductory Chemistry	4
CMLT 1100	Introduction to Clinical Laboratory Techniques	4
CMLT 1101	Intro to Clinical Laboratory Techniques, Lab	2
<b>Total</b>		<b>16</b>
<b>Second Semester</b>		
BIOL 1108 or 2111*	Principles of Biology II or Human Anatomy and Physiology II	4
CMLT 1104	Clinical Laboratory Mathematics and Statistics	3
CMLT 1200	Intermediate Clinical Laboratory Techniques I	4
CMLT 1201	Intermediate Clinical Laboratory Techniques I, Lab	2
Area C Elective	Humanities Elective	3
<b>Total</b>		<b>16</b>
<b>Third Semester</b>		
CMLT 1300	Intermediate Clinical Laboratory Techniques II	4
CMLT 1301	Intermediate Clinical Laboratory Techniques II, Lab	2
BIOL 2215	Microbiology	4
POLS 1101	American Government	3
<b>Total</b>		<b>13</b>
<b>Fourth Semester</b>		
CMLT 1400	Advanced Clinical Laboratory Techniques	4
CMLT 1401	Advanced Clinical Laboratory Techniques Lab	2
ENGL 1101	English Composition I	3
HIST 2111 or 2112	U.S. History I or U.S. History II	3
PSYC 1101 or SOCI 1101	Introduction to General Psychology or Sociology	3
<b>Total</b>		<b>15</b>
<b>Fifth Semester</b>		
CMLT 2101	Directed Clinical Practice in Phlebotomy	3
CMLT 2102	Directed Clinical Practice I	6
CMLT 2103	Directed Clinical Practice II	6
CMLT 2104	Seminar in Clinical Laboratory Science	2
<b>Total</b>		<b>17</b>
<b>Total Program Credit</b>		<b>75-77</b>

\* Note: Students may select either the BIOL 1107/1108 or BIOL 2110/2111 sequence. A sequence is recommended although a combination of two of the four courses is acceptable.

**ASSOCIATE OF SCIENCE IN DENTAL HYGIENE**

Contact: Dr. Mistretta at (912) 279-5860

Armstrong Atlantic State University (AASU) and the College of Coastal Georgia (CCGA) collaborate in offering the Associate of Science degree program in Dental Hygiene. The program has two options: the part time option is structured to permit students to graduate from the Dental Hygiene program at AASU without relocating or traveling to Savannah on a daily basis. Students can take all required core academic courses at the College of Coastal Georgia. Five dental hygiene courses are taught on the CCGA campus via distance learning by faculty at AASU. To complete the dental hygiene program, the student attends Armstrong Atlantic State University on a part time basis. The second option is for the students to complete the core courses at CCGA and then attend AASU on a full time basis to complete the Dental Hygiene Program.

Enrollment is limited in the Dental Hygiene program and admission is a competitive process with an emphasis on grade point average in core courses. While taking the core courses at CCGA, the student may apply to AASU and the Dental Hygiene Program. Students are admitted to the dental hygiene program in the fall semester only. AASU and program application information may be obtained from the Applied Technology and Business Division office. For additional information call 912-279-5822.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>College of Coastal Georgia Courses</b>		
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
BIOL 2110	Human Anatomy & Physiology I *	4
<b>Total</b>		<b>12</b>
<b>2nd Semester</b>		
ENGL 1102	English Composition II	3
BIOL 2111	Human Anatomy & Physiology II*	4
PSYC 1101	Introduction to General Psychology	3
POLS 1101	American Government**	3
<b>Total</b>		<b>13</b>
<b>3rd Semester</b>		
BIOL 2215	Microbiology*	4
SOCI 1101	Introduction to Sociology	3
HIST 2111 or 2112	U.S. History I** or U.S. History II	3
PHED XXXX	Physical Education Activity Electives	2
<b>Total</b>		<b>12</b>

\* The science courses must be successfully completed with a grade of "C" or better prior to entering the 2000 level dental hygiene clinical courses. . No more than two science courses may be repeated and no one course may be repeated more than once. If a student fails to earn a "C" or better in a course a second time, he or she will not be eligible for admission to the dental hygiene program at AASU.

\*\* These courses are offered as a combined course on the AASU campus.

**Distance Learning Courses through AASU on the CCGA Campus (11 hours)**

CHEM 1010	Essentials of Chemistry	3
DHYG 1100	Head and Neck Anatomy	2
DHYG 2230	Applied Nutrition	2
DHYG 1130	General & Oral Pathology & Histology	2
DHYG 1140	Periodontics	2

**Dental Hygiene Courses taken on the AASU Campus (35 hours)**

DHYG 1101	Clinical Dental Hygiene I	4
DHYG 1110	Dental Anatomy	2
DHYG 1102	Clinical Dental Hygiene II	5
DHYG 1120	Dental Roentgenology	3
DHYG 2201	Clinical Dental Hygiene III	6
DHYG 2210	Pharmacology and Emergency Management	2
DHYG 2220	Dental Materials	2
DHYG 2240	Preventive Periodontics	1
DHYG 2202	Clinical Dental Hygiene IV & Ethical Decisions	7
DHYG 2250	Dental Public Health	3

**Total Program Credit** **81**

Enrollment in the Associate Degree Dental Hygiene program is limited. Applications for admission are accepted January through August 1st each year. It is not mandatory that you complete all of the general education and science courses in order to apply. The AASU Dental Hygiene Admission Committee selects the best qualified students based on an Admission Point Index, which includes GPA, Science GPA, number of college credits completed, and certification in dental assisting or dental laboratory technology. Penalty points are incurred for earned D's and F's.

The following are admission criteria:

- 1.) Admission to CCGA and AASU.
- 2.) Eligibility for ENGL 1101 and Math 1111 (or their equivalents).
- 3.) Minimum adjusted college GPA of 2.3.
- 4.) Students must meet all legal requirements for licensure.

Meeting minimal admission requirements does not guarantee admission to the Dental Hygiene program. Students enter the Dental Hygiene program only in the fall semester each year. The student may begin general education core courses in any semester. See the CCGA Dental Hygiene advisor for the application process and deadlines.

**ASSOCIATE OF SCIENCE IN NURSING (RN)**

Contact: Maureen Wagner, Nursing Program Assistant, at (912) 279-5860

The Associate of Science in Nursing curriculum is a 70-72 semester credit hour program which prepares individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the life span in a variety of settings. The purpose of the Associate of Science Nursing Track is to prepare graduates who can successfully enter the practice of professional nursing. Graduates of the ASN Track are prepared to take the national examination (NCLEX-RN) leading to licensure as a Registered Nurse. Refer to the *Accreditation, Approvals, & Membership* in the *General Information* section of this catalog.

Students who are interested in the ASN Track must meet the college admissions requirements listed in the *Admissions* section of this catalog. This track has limited enrollment and may involve meeting deadlines. Anyone interested in the nursing track may call the Department of Nursing and Health Sciences (912) 279-5860 for further information.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar(Institutional credit)	2
ENGL 1101*	English Composition I	3
BIOL 2110*	Human Anatomy and Physiology I	4
PSYC 1101*	Introduction to General Psychology	3
MATH 1001 or 1111	Quantitative Skills & Reasoning or College Algebra	3
<b>Total</b>		<b>13-15</b>
<b>Second Semester (Fall)</b>		
BIOL 2111**	Human Anatomy and Physiology II	4
NURS 1111	Nursing 1	8
<b>Total</b>		<b>12</b>
<b>Third Semester (Spring)</b>		
NURS 1112	Nursing 2	8
PSYC 2103***	Introduction to Human Development	3
<b>Total</b>		<b>11</b>
<b>Fourth Semester (Summer)</b>		
Area C Elective	Humanities Elective	3
BIOL 2215	Microbiology	4
HIST 2111 or 2112	U.S. History I or U.S. History II	3
<b>Total</b>		<b>10</b>
<b>Fifth Semester (Fall)</b>		
NURS 2111	Nursing 3	9
POLS 1101	American Government	3
<b>Total</b>		<b>12</b>

**Sixth Semester (Spring)**

NURS 2112	Nursing 4	12
<b>Total</b>		<b>12</b>
<b>Total Program Credit</b>		<b>70-72</b>

\* Prerequisites for admission consideration; any non-remedial college-level math course will be considered.

\*\* Pre- or Corequisite for Nursing 1

\*\*\* Pre- or Corequisite for Nursing 2

Selective nursing admission considers the number of core courses completed when calculating total points for admission to the nursing program. Therefore, it may not be possible to complete this track in two calendar years. Students are advised to complete as much core as possible prior to entering nursing courses due to the workload inherent in nursing courses.

The nursing courses are offered only during the semesters listed above and must be taken in sequence as outlined. Academic courses do not have to be taken during the semester specified in this outline; however, pre- and corequisite requirements must be met.

**NOTE:** *The Georgia Board of Nursing has the authority to refuse to grant a license to an applicant upon a finding by the board that the applicant has been convicted of any felony, crime involving moral turpitude, or crime violating a federal or state law relating to controlled substances or dangerous drugs in the courts of this state, any other state, territory, or country, or in the courts of the United States, including, but not limited to, a plea of nolo contendere entered to the charge; or any licensing board or agency in Georgia or any other state denied the applicant's license application, renewal or reinstatement; or revoked, suspended, restricted, or prohibited the applicant's license; or requested or accepted surrender of the applicant's license, or reprimanded, fined or disciplined the applicant. If you have questions you may contact the Georgia Board of Nursing at (478) 207-1640.*

*The Georgia Board of Nursing requires a social security number and criminal background check to apply for licensure as a registered nurse in the State of Georgia.*

**General Information**

- 1) For consideration the student must assure that all required documents (Nursing Program application, unofficial transcripts) are in the Nursing Office.
- 2) Students are strongly encouraged to complete all non-nursing academic courses prior to entering the nursing sequence.
- 3) Classes, laboratory, and clinical practice experiences in the ASN Track require a commitment of approximately 20-30 hours per week; therefore, it may be difficult for a student to work, other than on weekends.
- 4) Students with two failures in nursing courses will not be considered for admission unless the failures occurred 5 or more years ago. Such students will be considered on an individual basis.
- 6) The ASN Track sequence begins every fall semester.



**Admission Requirements**

Applicants must meet specific requirements to be considered for admission to the ASN Track. Enrollment is limited. **Applications for early consideration are due January 15.** No applications will be accepted for the current year after April 15. Applications will be considered based on qualifications and space availability (if there are more qualified applicants than spaces in the ASN Track, a point system based on required academic courses and grades in those courses may be utilized in final admissions decisions). For questions regarding admission decisions, the student should contact the Chair for Nursing. If the issue is not resolved, the student may appeal in writing to the supervisor of the Chair for Nursing. Meeting minimal admission requirements does not guarantee admission to the ASN Track. Applicants must:

- 1) Complete the CCGA admissions application, available at [www.ccgga.edu](http://www.ccgga.edu). Please include transcripts, testing, immunization records, and a declared pre-nursing major. Submit these items to Admissions and Office of the Registrar.
- 2) Complete the ASN application, available at [www.ccgga.edu](http://www.ccgga.edu). Include all of the requested materials and submit to the Department of Nursing and Health Sciences.
- 3) Meet/performance the Core Performance Standards for nursing as listed below (see Disability Services information on page 72):
  - a) Critical thinking -- Critical-thinking ability sufficient for clinical judgment
  - b) Interpersonal -- Interpersonal abilities sufficient for interaction with individuals, families and groups, from various social, emotional, cultural and intellectual backgrounds.
  - c) Communication -- Communications abilities sufficient for verbal and written interaction with others.
  - d) Mobility -- Physical abilities sufficient for movement from room to room in small spaces.
  - e) Motor Skills -- Gross and fine motor abilities sufficient for providing safe, effective nursing care.
  - f) Hearing -- Auditory ability sufficient for monitoring and assessing health needs.
  - g) Visual -- Visual ability sufficient for observation and assessment necessary in nursing care.
  - h) Tactile -- Tactile ability sufficient for physical assessment.
- 4) Update application yearly.
- 5) Learning Support courses, if required, must be completed prior to applying for the ASN Track.
- 6) Be evaluated on an individual basis by the Nursing Admission/Readmission Committee if applicant ever received a "D" or "F" in a nursing course in any nursing program.
- 7) Provide proof of passing the Regents' Reading and Writing Competency Exam to be considered for admission.
- 8) TEAS test required for all applicants to the Associate of Science in Nursing (ASN) Program at the College of Coastal Georgia. See the college web site (<http://www.ccgga.edu/divisions/HealthSciences/RN/>) for test instructions.
- 9) Complete Biology 2110, English 1101 and Psychology 1101 to be considered for admission.
- 10) Have a minimum grade of "C" in all biology and English courses.
- 11) Have a minimum of a 2.5 grade point average (GPA) in all academic courses required for nursing.

CCGA does not discriminate on the basis of disability. Students who would like to receive accommodations on the basis of disability under the Americans with Disabilities Act of 1990 and Rehabilitation Act of 1973, must self-identify, must provide documentation of the disability, and must request accommodations through the Disability Service Director on campus.

**Additional Program Requirements**

Once accepted in the Associate of Science Nursing Track, students are required to:

- 1) Submit proof (form provided upon acceptance) of the following prior to August 1:
  - a) Yearly TB skin (PPD) test or TB screening;
  - b) Current physical and emotional health examination by a physician or nurse practitioner;
  - c) As well as the immunizations required by CCGA, additional inoculations may be required by the ASN Track;
  - d) American Heart Association Healthcare Provider CPR Certification (it is the student's responsibility to keep current throughout the program);
  - e) Personal health insurance is strongly recommended and may be purchased through the college;
  - f) Professional liability insurance (included in tuition and fees).
- 2) Adhere to the student guidelines specific to the ASN Track as outlined in the nursing student handbook.
- 3) Travel at own expense to clinical sites. *Note: Some clinical experiences may be distances up to 100 miles.*
- 4) Plan for clinical practice experiences that may be scheduled during days, evenings/nights and weekends.
- 5) Undergo criminal background checks and/or drug testing as required by individual agencies. The cost will be the responsibility of the student. Background checks could result in denial to the clinical site and inability to pass a course.
- 6) Purchase nursing student uniform (addressed in nursing orientation) to wear at clinical sites unless otherwise directed.

**Continuation and Progression in the ASN Track**

- 1) Continuation in the ASN Track requires a minimum grade of "C" in all Nursing, Biology and English courses.
- 2) A 2.0 overall Grade Point Average (GPA) must be maintained in all courses required in the nursing curriculum.
- 3) All non-nursing academic courses should be completed before the student enters NURS 2112.
- 4) All nursing courses include a medication calculation requirement that must be satisfied to progress to the next semester.
- 5) All nursing courses must be completed within four years of the date of entry into the first nursing course.
- 6) Academic misconduct may result in removal from nursing.
- 7) All pre-licensure nursing students will be required to participate in comprehensive testing while enrolled in the nursing program of study. Additional fees per semester will be applicable.
- 8) Additional laboratory fees may be applied.

**Leave of Absence**

Under catastrophic circumstances, a student may request from the Chair a Leave of Absence from the Nursing program. See Nursing Student Handbook for specific guidelines.

**Grading in the ASN Track**

Letter grades for nursing courses are computed as follows:

- |                  |           |
|------------------|-----------|
| A = 90-100       | B = 80-89 |
| C = 75-79        | D = 66-74 |
| F = 65 and below |           |

**Readmission to the ASN Track**

A student seeking to return to the ASN Track after any period of non-attendance must apply to be readmitted. A student may be re-admitted only once. Students who have been terminated (see Nursing Student Handbook) are ineligible for readmission. Readmission is not guaranteed and is contingent upon space available and the professional judgment of the Nursing Faculty. The applicant will be required to meet the current admissions and curriculum requirements in effect at the time of re-admission. Readmission application packages are available from the nursing faculty and the Department of Nursing and Health Sciences Office. Readmission decisions are based on the following:

- 1) All core courses must be completed prior to re-entering nursing courses.
- 2) The applicant must have an overall GPA of 2.0 with a GPA of 2.5 in required non-nursing academic courses.
- 3) All nursing courses must be completed within four years of the date of entry into the first nursing course.

**Readmission Procedure**

To be considered for readmission the individual must:

- 1) Apply for College re-admission in the Registrar's Office.
- 2) Submit a completed ASN Track Readmission Application by:
  - a) March 15 for readmission to the Fall Semester
  - b) July 15 for readmission to the Spring Semester

**Advanced Placement Option (APO) for Licensed Practical Nurses (LPNs)**

This option is designed to provide educational advancement opportunities for LPNs. The applicant must have graduated from an LPN program within the past 5 years, be licensed or eligible for licensure in the state of Georgia as an LPN and must have work experience within the past 5 years in a structured health care setting (acute care, nursing home). Students who graduated more than 5 years ago will be evaluated by the Admission/Readmission committee to determine eligibility.

Applicants who are accepted into the ASN Track and successfully complete the validation requirements (listed below) will be eligible to enter the second semester of the first year (spring semester) of the nursing curriculum. Escrow credit will be awarded for Nursing 1111 upon completion of the program. Admission Requirements for Advanced Placement are:

- 1) An LPN applicant must apply to the ASN Track and meet the same admission requirements as for generic nursing students (See ASN Track admission Requirements).
- 2) Applicants must submit documentation of required work experience.
- 3) Applicants will be required to validate cognitive and clinical competency through written and demonstration testing processes.
- 4) Qualified LPN applicants will be allowed to take APO written and skills competency testing one time only.
- 5) A student passing the APO placement testing must enter Nursing 2 the January (spring semester) following the testing.
- 6) A student may request a one-year admission extension in catastrophic circumstances. The Admission/Re-admission Committee will consider documented requests for extension on an individual basis.

**ASSOCIATE OF SCIENCE IN RADIOLOGIC SCIENCE**

Contact: Tonda Highsmith at (912) 279-5857

The Radiologic Science program is a two-year curriculum leading to an Associate of Science degree in Radiologic Science. The program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT.org). All radiologic courses follow the recommendations set forth in The Professional Curriculum for Radiography, published by the American Society of Radiologic Technologists (ASRT.org). In fulfillment of the College of Coastal Georgia mission to provide equal emphasis on career programs and university parallel programs, the mission of the Radiologic Sciences program is to develop skills which enable the student to enter employment in the field of radiography as an entry-level radiographer. Upon completion of the program, the student is eligible to take the American Registry of Radiologic Technologists (ARRT.org) national registry examination for certification as a Registered Radiologic Technologist. Students who matriculate from our program and pass the ARRT exam are allowed to use the initials A.S., R.T.(R)(ARRT) after their name. Example: Jane Smith, A.S., R.T.(R)(ARRT). Many four-year institutions offer elective credit for successful completion of the ARRT examination. This allows program graduates an increased opportunity to pursue a baccalaureate degree.

The goals of the program are:

- 1) to develop psychomotor and professional knowledge and skills required for job acquisition, retention, and advancement;
- 2) to develop critical thinking related to patient care concepts and procedures in the related radiologic science field;
- 3) to provide a combination of didactic and clinical instruction necessary for successful employment;
- 4) to develop collaborative relationships with imaging departments and related businesses and industries to provide learning experiences in the field of radiologic services; and,
- 5) to participate in professional development activities for both faculty and students.

An applicant must complete the College of Coastal Georgia application and the Radiologic Science application (these may be obtained from the Division of Health Sciences office or from the Radiologic Science faculty).

Individuals who have been involved in a criminal proceeding or who have been charged with or convicted of a crime must file a request for pre-application review with the ARRT. As mentioned previously, this is the credentialing agency for radiologic technologists. Per the ARRT, "A charge or conviction, a plea of guilty, or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication, suspended or stay of sentence, or where the individual enters into a pre-trial diversion activity. Military courts-martial must also be reported. The Ethics Pre-Application Review applies only to crimes specified on the pre-application form and does not apply to any crimes occurring after submission of the pre-application or otherwise not reported on the pre-application form. The Ethics Pre-Application Review fee is \$75 and the fee is not refundable."

The pre-application process can be found at the ARRT web site (<http://arrt.org/index.html?content=ethics/preapp.htm>) or by calling the ARRT (651) 687-

0048. The ARRT Ethics Committee will contact the student in regard to the Pre-Application Review decision. A copy of the final decision from the ARRT must be presented to program officials no later than the first day of enrollment in the radiologic science program. Students who do not possess a final ARRT Pre-Application Review decision on the first day of enrollment in the radiologic science program will be immediately dismissed from the program. Students are advised that the ARRT Pre-Application Review process can take up to 12 weeks to be completed.

Program enrollment is limited and applicants will be accepted according to the following criteria: 1) date of completed application packet, 2) amount of general education course work completed, and 3) grade point average received in required courses attempted and/or completed at the time the applicant's file is evaluated. Points will be given for each required course grade as well as overall grade point average.

**Application deadline each year is January 15.** Letters of program status (acceptance or denial) will be mailed to all candidates in June. Please do not call our offices in regard to individual status as officials do not discuss this matter over the phone prior to the sending of letters.

An applicant may enroll in the required general education courses during any semester of the academic year; however, the Radiologic Science courses begin only in the fall semester of each year and are taught on an annual rotation basis. Students must be accepted into the Radiologic Science program prior to enrollment in the Radiologic Science classes.

In order to assure student success and timely completion of all program requirements, all general education courses must be completed by the end of the first semester for which the student is formally enrolled in the radiologic science program and radiologic science (RADT) courses.

The following are pre-requisites for the radiologic science program:

- 1) a 2.0 cumulative grade point average;
- 2) completion of BIOL 2110 or its equivalent with a grade of "C" or better;
- 3) a minimum grade of "C" in all English and Biology courses;
- 4) positive proof of passing the Regents' Reading and Writing Competency Exams.

Letter grades for Radiologic Science (RADT) courses are computed as follows:

A = 90-100	B = 80-89
C = 75-79	D = 66-74
F = 65 and below	

Once formally admitted to the program, students must earn a minimum grade of "C" in all radiologic science (RADT) courses to ensure continuance in the program and progression to the next semester.

**Additional Program Requirements**

Once accepted in the Radiologic Science program, students are required to submit proof (form provided upon acceptance) of the following prior to beginning the first clinical radiologic science course. Due to the time-sensitive nature of these tests, students must first contact program officials for specific instructions and deadlines.

- a) Current physical and emotional health examination by a physician or nurse practitioner;
- b) Annual TB skin (PPD) or TB screening;
- c) In addition to the immunizations required by CCGA, additional inoculations may be required by the Radiologic Science program;
- d) Due to the risks involved while attending the clinical aspects of the program, the student

is strongly encouraged to purchase health and accident insurance. A waiver may be signed should the student choose not to purchase health and accident insurance;

- e) Purchase professional liability insurance annually (purchased through the college);
- f) Undergo criminal background checks and/or drug testing as required by individual agencies. The cost will be the responsibility of the student. Background checks could result in denial to the clinical site and inability to pass a course;
- g) Purchase radiologic science uniform to wear at all clinical sites. Additional costs for the program will be addressed in the syllabus;
- h) Annual CPR certification.

**General Information**

- 1) Classes, laboratory, and clinical practice experiences in the Radiologic Science program require a commitment of approximately 20-30 hours per week; therefore, it may be difficult for a student to work, other than on weekends. Clinical rotations may vary in assignment ranging from 7 am until 9 pm M-F.
- 2) Travel at own expense to clinical sites. Note: Some clinical experiences may be distances up to 100 miles.
- 3) All Radiologic Science courses must be completed within three years of the date of entry into the first radiologic science course.
- 4) A student may be terminated from a course and/or the radiology program prior to completion if, in the judgment of the program faculty or the clinical administration, the student's clinical practice jeopardizes the client and/or violates policies or professional standards of the program. A student who has been terminated from a course and/or the radiologic science program is not eligible for readmission.
- 5) A student may be readmitted to the program only once. Readmission is not guaranteed and is contingent upon space available and the professional judgment of the Radiologic Science faculty. Students who have been out of the program for over 1 year must reapply for admission and repeat all radiologic science courses. The applicant will be required to meet the current admissions and curriculum requirements in effect at the time of re-admission. Students who are reapplying for admission within one year must:
  - 1) Apply for readmission.
  - 2) Complete the following prior to joining a cohort already in sequence:
    - a. repeat all general education and RADT courses (for which a grade of less than "C" was earned) with a grade of "C" or better;
    - b. audit the last RADT didactic and clinical courses that were successfully completed immediately preceding program withdrawal;
    - c. re-take didactic and clinical tests for all RADT courses that were successfully completed but not audited. A student who earns an average of less than 75 percent on these tests will not be readmitted to the program.

Questions in regard to the transfer of radiologic science professional courses should be addressed with the program director.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
ENGL 1101	English Composition I	3
MATH 1001 or 1111*	Quantitative Skills & Reasoning or College Algebra	3

BIOL 2110	Human Anatomy & Physiology I	4
HIST 2111 or 2112**	U.S. History I or U.S. History II	3
<b>Total</b>		<b>15</b>
<b>Second Semester</b>		
BIOL 2111	Human Anatomy & Physiology II	4
POLS 1101**	American Government	3
Area C Elective	Humanities Restricted Elective (see below)	3
PSYC 1101	Introduction to General Psychology	3
<b>Total</b>		<b>13</b>
<b>Third Semester</b>		
RADT 1001	Patient Care & Ethics	3
RADT 1002	Radiographic Positioning I	4
RADT 1004	Fundamentals of Radiographic Imaging	4
<b>Total</b>		<b>11</b>
<b>Fourth Semester</b>		
RADT 1003	Radiographic Positioning II	4
RADT 1112	Intro to Clinical Radiology	4
<b>Total</b>		<b>8</b>
<b>Fifth Semester</b>		
RADT 1005	Radiobiology/Radiation Safety	3
RADT 1113	Clinical Procedures and Techniques I	4
<b>Total</b>		<b>7</b>
<b>Sixth Semester</b>		
RADT 2001	Radiologic Science	4
RADT 2221	Clinical Procedures and Techniques	4
<b>Total</b>		<b>8</b>
<b>Seventh Semester</b>		
RADT 2002	Pathophysiology	3
RADT 2231	Intermediate Clinical Procedures & Tech	5
<b>Total</b>		<b>8</b>
<b>Eighth Semester</b>		
RADT 2003	Certification Fundamentals	3
RADT 2241	Advanced Clinical Procedures & Tech	5
<b>Total</b>		<b>8</b>
<b>Total Program Credit</b>		<b>78</b>

\* MATH 1111 if you plan on pursuing a Bachelor's Degree in Radiologic Science.

\*\* Students may take the college exemption exam instead of the class.

**Humanities Electives:** ARTS 1100, MUSI 1100, PHIL 2004, PHIL 2005, THEA 1100.

**CERTIFICATE IN CULINARY ARTS**

Contact: Walter D. Wright at (912) 279-5930

Career opportunities in hospitality industry are many and varied, particularly in the Golden Isles. Positions are available in resorts, hotels and restaurants. The Culinary Arts certificate program is accredited by the American Culinary Federation (ACF) and is designed to provide students the educational opportunities to meet the learning objectives of the ACF, which certifies Chefs. The course work in the Culinary Arts certificate program includes but is not limited to theory and skill development in food preparation, hospitality management, purchasing and receiving, menu planning/design, food and beverage management, and sanitation. Successful completion of this program along with various work experiences in the culinary field will make the student eligible for ACF certification. The program emphasizes not only skills in Culinary Arts but in management as well.

The mission of the culinary program is to prepare students to perform effectively in the culinary specialty, with the ability to advance into a satisfying hospitality career. The program objectives are to:

1. Prepare students to competently perform in an entry-level position as a cook, pastry cook, or food service management trainee.
2. Provide knowledge and skills that will allow graduates to advance in the hospitality industry and recognize that learning is a lifelong process.
3. Ensure that students acquire the knowledge and are able to apply professional work ethics (attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect) in the professional work environment.
4. Expose students to many different aspects of the industry, including but not limited to internship, community and college events.
5. Provide skilled graduates with career opportunities to match the community employers' needs.
6. Provide students with the knowledge and self-confidence needed to pass various national certification exams.

A minimum grade of "C" or better in all Culinary and Hospitality courses is required for graduation.

<u>Course #</u>	<u>Title</u>	<u>Credit Hours</u>
<b>First Semester</b>		
CCGA 1101	College Success Seminar (Institutional credit)	2
BUOT 1600*	Business Mathematics*	3
CULN 1110	Culinary Cost Control	3
HOSP 1104 or 1106	Hospitality Law or Introduction to Hospitality	3
HOSP 1107	Food Service Sanitation	2
HOSP 1108	Hotel/Motel Management	3
<b>Total</b>		<b>14-16</b>
<b>Second Semester</b>		
CITP 1011**	Basic Computer Skills**	2
CULN 1107	Menu Planning and Design	3
CULN 1109	Purchasing and Receiving	3
HOSP 1109	Nutrition	3
<b>Total</b>		<b>11</b>
<b>Third Semester</b>		
CULN 1105	Basic Food Preparation	5
CULN 1106	Garde Manger	2
BUOT 1140***	Business English***	3
CULN 1108	Basic Baking	4
<b>Total</b>		<b>14</b>
<b>Fourth Semester</b>		
CULN 2108	Catering and Events Management	4
CULN 2111	Advanced Food Preparation & Dining Room Management	5
CULN 2901	Culinary Arts Internship	4-7
<b>Total</b>		<b>13-16</b>
<b>Total Program Credit</b>		<b>52-57</b>

\* BUOT 1600, Business Mathematics, is no longer offered by CCGA. Students may substitute MATH 1001, Quantitative Skills and Reasoning.

\*\* CITP 1011, Basic Computer Skills, is no longer offered by CCGA. Students may substitute CSCI 1201.

\*\*\* BUOT 1140, Business English, is no longer offered by CCGA. Students may substitute ENGL 1101, English Composition I.

## COURSE DESCRIPTIONS

Courses with the designation \*\* are only offered if sufficient demand warrants. Course descriptions in this catalog must necessarily be brief. If a student desires additional information, each Dean/Department Chair will provide on request detailed information concerning the purpose, objectives, scope, requirements, and methods of evaluation for each course.

### ACCOUNTING (ACCT)

**ACCT 2101 Principles of Accounting I** **Fall, Spring**  
**3 class hours** **3 Credits**

An introduction to the principles and practices of accounting. Topics include the construction and interpretation of accounting statements and the theory of debits and credits as applied business transactions and records.

**ACCT 2102 Principles of Accounting II** **Fall, Spring**  
**3 class hours** **3 Credits**

**Prerequisite:** ACCT 2101 with a "C" grade or better

A continuation of ACCT 2101, with emphasis on the detailed application of accounting principles to corporation accounting, cost accounting and accounting as a tool for business decisions.

**ACCT 2110 Financial Accounting** **Fall**  
**3 class hours** **3 Credits**

**Prerequisite:** Office Accounting (BUOT 1170) or Principles of Accounting I (ACCT 2101) with a "C" grade or better.

**Pre- or Corequisite:** Business Mathematics (BUOT 1600)

This course gives students the skills necessary to record and process accounting information and to prepare accounting statements and reports. Topics include: review of the accounting cycle, special journals, ledgers, merchandising transactions, bank reconciliations, adjustments, the closing process, receivables and payables, inventory and plant assets.

**ACCT 2115 Payroll Accounting** **Fall**  
**3 class hours** **3 Credits**

This course provides current practices in payroll accounting and tax reporting. Includes laws affecting payroll and computation of gross earnings and withholding taxes. Also includes computerized payroll systems.

**ACCT 2120 Computerized Accounting** **Fall**  
**3 Class Hours** **3 Credits**

**Prerequisite:** ACCT 2110 with a "C" grade or better, BUOT 1170.

This course is designed to incorporate manual accounting knowledge and apply it to computerized accounting by balancing "real world" tasks with hands-on computer activities. The course provides a practical method of processing basic accounting transactions, receivables and payables, general ledger, payroll, and inventory management.

**ACCT 2130 Capstone Accounting Course** **Fall**  
**3 class hours** **3 Credits**

**Prerequisite:** Computerized Accounting (ACCT 2120) with a grade of "C" or better

This course places the student in a simulated work environment. Case studies and practice sets will be used. This course is the final preparation for work in the accounting environment.

**ACCT 3100 Cost Accounting I** **Fall**  
**3 class hours** **3 Credits**

**Prerequisite:** Junior standing in BBA program

A study of cost concepts and cost flows, cost behavior and cost estimation, job order costing, process costing, activity based costing, and joint product and byproduct costing.

**ACCT 4100 Financial Statement Analysis** **Fall**  
**3 class hours** **3 Credits**

**Prerequisite:** Senior standing in BBA program

The study of financial statements and their related footnotes, as well as tools and procedures common to financial statement analysis.

### ANTHROPOLOGY (ANTH)

**ANTH 1102 Introduction to Anthropology** **\*\***  
**3 class hours** **3 Credits**

**Prerequisite:** None

This is a survey of general anthropology, the comparative study of humankind as a whole, including its major sub-disciplines: Cultural anthropology, archaeology, linguistics, and physical anthropology.

**ART (ARTS)**

- ARTS 1010 Drawing I** **Fall**  
**1 class hour, 4 studio hours** **3 Credits**  
**Prerequisite:** None  
 Introduction to techniques, materials, and strategies of drawing including linear and atmospheric perspective, figure/ground, gesture, contour, and value--using ink, charcoal, and graphite.
- ARTS 1011 Drawing II** **Fall**  
**1 class hour, 4 studio hours** **3 Credits**  
**Prerequisite:** ARTS 1010  
 A continuation of Drawing I with emphasis on advanced visual problem solving including a practical survey of contemporary issues and practices in drawing.
- ARTS 1020 Two-Dimensional Design** **Fall**  
**1 class hour, 4 studio hours** **3 credits**  
**Prerequisite:** None  
 A project-based survey of the various elements and principles of two-dimensional design with a section on the main principles of color theory. The course includes an introduction to computer art and one project each using vector and raster desktop publishing programs.
- ARTS 1030 Three-Dimensional Design** **\*\***  
**1 class hour, 4 studio hours** **3 Credits**  
**Prerequisite:** None  
 A project-based survey of the materials, techniques, and strategies involved in three-dimensional design including additive and subtractive modeling, as well as casting and construction of various forms. The course includes an introduction to computer animation programs and one animation project.
- ARTS 1100 Art Appreciation** **Fall, Spring, Summer**  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 A survey of the history and significance of world visual arts for non-majors. This course includes a hands-on component of six small studio projects.
- ARTS 2003 Art History I** **Fall**  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 An overview of art history from pre-historic times to the Renaissance and a study of the influence of art of the past on that of today.

- ARTS 2004 Art History II** **Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 An overview of art history from the Renaissance to modern times and a study of the influence of art of the past on that of today.
- ARTS 2020 Introduction to Painting** **Spring**  
**1 class hour, 4 studio hours** **3 Credits**  
**Prerequisites:** None, ARTS 1010 and ARTS 1020 recommended  
 An introductory studio course in painting using acrylics. Topics include grisaille, glazing, underpainting, portraiture, still life, landscape, and abstraction.
- ARTS 2030 Introduction to Ceramics** **Spring**  
**1 class hour, 4 studio hours** **3 Credits**  
**Prerequisite:** None, ARTS 1030 recommended  
 An introductory studio course in ceramics using stoneware. Topics include coil building, slab construction, slip casting, throwing, firing, and glazing.
- ASTRONOMY (ASTR)**
- ASTR 1010 Astronomy of the Solar system** **Fall**  
**3 class hours, 3 laboratory hours** **4 Credits**  
 Astronomical concepts, methods of observation, and a study of the solar system.
- ASTR 1020 Stellar and Galactic Astronomy** **Spring**  
**3 class hours, 3 laboratory hours** **4 Credits**  
 Fundamental principles of stellar and galactic astronomy, stellar evolution, and cosmology.
- ASTR 3000 Introduction to the Universe** **4 Credits**  
**3 class hours, 2 laboratory hours**  
**Prerequisite:** Completion of Area A Math requirement and Area D Science requirements.  
 This course is a survey of the universe. It examines the historical origins of astronomy, the motions and physical properties of the sun, moon, and planets; the formation, evolution and death of stars; the structure of galaxies; the expansion of the universe. (Students may not receive credit for ASTR 3000 if they receive credit for ASTR 1010 and ASTR 1020)

**BIOLOGY (BIOL)**

**BIOL 1107 Principles of Biology I** **Fall, Spring**  
**3 class hours, 2 laboratory hours** **4 Credits**

This is a general biology course which begins with the scientific method and the chemistry needed to understand basic biological principles. The course then covers the structure and function of cells, genetics, gene expression and regulation, and evolution.

**BIOL 1108 Principles of Biology II** **Fall, Spring**  
**3 class hours, 2 laboratory hours** **4 Credits**  
**Prerequisite: BIOL 1107**

This is the second course in a general biology sequence. This course begins with a review of the diversity in all the kingdoms. The second part of this course covers the functional anatomy and physiology of representative plants and animals. The third part of the course explores some basic behavior patterns and ecology.

**BIOL 1120 Introduction to Environmental Science** **Fall, Spring**  
**3 class hours, 2 laboratory hours** **4 Credits**

A one-semester course for students in non-science areas of concentration. This course is an introductory, interdisciplinary course that examines current local and global environmental issues and explores possible solutions. Specific topics include human population; industrial systems; air, terrestrial and water pollution; global warming; conventional and alternative energy; agriculture and food production; waste management.

**BIOL 1140 Plants and the Environment** **Fall, Spring**  
**3 class hours, 2 laboratory hours** **4 Credits**

A one-semester course for students in non-science areas of concentration. This course covers plant organization and growth, plant reproduction, diversity and ecology, and the impact of plants on society.

**BIOL 2110 Human Anatomy and Physiology I** **Fall, Spring**  
**3 class hours, 2 laboratory hours** **4 Credits**

This course is the first half of a two-semester course covering the structure and function of the human body. The emphasis is on chemistry, cells, tissues, bones, muscles, and the nervous system and cannot be taken if the student has a CPC deficiency in science.

**BIOL 2111 Human Anatomy and Physiology II** **Fall, Spring**  
**3 class hours, 2 laboratory hours** **4 Credits**  
**Prerequisite: BIOL 2110**

This course is the second half of a two-semester course covering the structure and function of the human body. Body systems included are cardiovascular, respiratory, digestive, urinary, reproductive and endocrine.

**BIOL 2215 Microbiology** **Fall, Spring**  
**3 class hours, 3 laboratory hours** **4 Credits**

**Prerequisite: BIOL 1107 or BIOL 2110**

This course is a survey of microorganisms with emphasis on bacteria and their relationships to man. This course covers microbial growth, metabolism, genetics, and classification. It is strongly recommended that the student have two years of high school biology, some high school chemistry or have taken BIOL 1107. Cannot be used in Area D.

**BIOL 2220 Botany** **\*\***  
**3 class hours, 3 laboratory hours** **4 Credits**

**Prerequisite: BIOL 1107 or 8 semester hours of biology**

A general survey of the plant kingdom with emphasis on biological processes, life histories, and phylogenetic relationships of plants. Laboratories will focus on plant form and function as well as classification and identification of local flora. Additional field trips may be required.

**BIOL 2250 Marine Biology** **\*\***  
**3 class hours, 3 laboratory hours** **4 Credits**

**Prerequisites: BIOL 1107 and 1108 or Permission of Instructor**

This course is an introduction to the marine environment and includes a survey of the general marine habitats and the organisms that occupy those habitats. Field trips are an integral part of this course and most are required.

**BIOL 2900 Field Studies in Biology** **\*\***  
**Minimum of 30 hours of Field or Laboratory Work** **1 to 3 Credits**

**Prerequisites: BIOL 1108 and CHEM 1212 or Permission of Department**

This course will apply to internships, and domestic or international field studies programs sponsored by other institutions of higher education. Students must apply for this course in writing to the Natural Sciences and Mathematics Department head stating the name of the course or internship, who will be supervising, the sponsoring institution, the student's objectives for taking the course, where the field study or internship is being conducted and when the field trip or internship begins and ends.

**BIOL 3300 Ecology** **4 Credits**  
**3 class hours, 2 laboratory hours**

**Prerequisite: Completion of Area A Math requirements and Area D Science requirements. BIOL 1107 is strongly recommended.**

A one-semester course that is a survey of the primary ecological principles and processes and their applications. Lecture and laboratory activities will focus on ecosystem dynamics, system sustainability and its importance to humans and will include some field trips.



**BIOL 3410 Human Pathophysiology**  
**3 class hours** **3 Credits**  
**Prerequisites:** BIOL 2110, BIOL 2111, BIOL 2215  
**Corequisite:** NURS 3102

This course focuses on a study of the pathophysiology of the major organ systems of the body. Emphasis will be placed on alterations and adaptations of body systems in relationship to disease.

## **BUSINESS ADMINISTRATION (BUSA)**

**BUSA 1105 Introduction to Business**  
**3 class hours** **3 Credits**

A study of the principles and practices of business in a system of private enterprise. Examines the functions of finance, accounting, marketing and management in the operation of a business.

**BUSA 2105 Communicating in the Business Environment**  
**3 class hours** **3 Credits**

A course emphasizing both interpersonal and organizational communications; includes written and oral exercises appropriate to business practice.

**BUSA 2106 The Environment of Business**  
**3 class hours** **3 Credits**

An introduction to the legal, regulatory, political, social and cultural environment of private enterprise. Includes an overview of how demographic diversity affects business firms.

**BUSA 4900 Internship**  
**3 class hours** **3 Credits**

**Prerequisite:** Senior standing in BBA program

This course provides the student with work experience in a professional business setting. Students are supervised by Business Administration program faculty and the person or persons designated to coordinate the internship at the place of business.

## **COLLEGE SUCCESS SEMINAR (CCGA)**

**CCGA 1101 College Success Seminar** **Fall, Spring, Summer**  
**2 class hours** **2 Credits**

This is a two-hour credit course designed to present the incoming student with strategies for developing personal, academic, and career-directed goals. The course helps students understand the purpose of higher education and introduces them to the available resources and programs of the college and encourages them to participate in such programs. CCGA 1101 emphasizes the management and improvement of reading, writing, and critical thinking skills. In addition, the course aids students in making career decisions and developing good interpersonal relationships with students and college faculty and staff. Although the primary intention is to equip students to succeed in college, CCGA 1101 encourages students to examine their personal goals and to develop skills that are necessary for success in college and beyond.

## **CHEMISTRY (CHEM)**

**CHEM 1100 Introductory Chemistry** **Spring, Fall**  
**3 class hours, 2 laboratory hours** **4 Credits**

A one-semester course covering some basic concepts and applications of chemistry for non-science majors. Laboratory exercises supplement the lecture material.

**CHEM 1151 Survey of Chemistry I** **\*\***  
**3 class hours, 3 laboratory hours** **4 Credits**

First course in a two-semester sequence covering elementary principles of general, organic, and biochemistry for Allied Health and non-science majors. Topics to be covered include elements and compounds, chemical equations, organic nomenclature, and molecular structure. Laboratory exercises supplement the lecture material.

**CHEM 1152 Survey of Chemistry II** **\*\***  
**3 class hours, 3 laboratory hours** **4 Credits**

**Prerequisite:** CHEM 1151

Second course in a two-semester sequence covering elementary principles of general, organic, and biochemistry for Allied Health and non-science majors. Laboratory exercises supplement the lecture material.

**CHEM 1211 Principles of Chemistry I** **Spring, Fall**  
**3 class hours, 3 laboratory hours** **4 Credits**

**Prerequisite/Corequisite:** MATH 1111 or MATH 1113.

**Note:** Students who have any CPC requirements in mathematics or science should not take CHEM 1211.

First course in a two-semester sequence covering the fundamental principles and applications of chemistry for science majors. Topics to be covered include composition of matter, stoichiometry, periodic relations, and nomenclature. Laboratory exercises supplement the lecture material.

**CHEM 1212 Principles of Chemistry II** **Spring**  
**3 class hours, 3 laboratory hours** **4 Credits**  
**Prerequisite:** CHEM 1211  
 Second course in a two-semester sequence covering the fundamental principles and applications of chemistry for science majors. Laboratory exercises supplement the lecture material.

**CHEM 2211 Organic Chemistry I** **Fall**  
**3 class hours, 3 laboratory hours** **4 Credits**  
**Prerequisite:** CHEM 1212  
 This course introduces the student to the general principles of organic chemistry through problem solving and laboratory work. Major emphasis is given to the structure, bonding, properties, reactivity, and synthesis of hydrocarbons and alkyl halides. Other major topics include stereochemistry and spectroscopy.

**CHEM 2212 Organic Chemistry II** **Spring**  
**3 class hours, 3 laboratory hours** **4 Credits**  
**Prerequisite:** CHEM 2211  
 This course is a continuation of Organic Chemistry I. Major emphasis is given to aromaticity and the structure, properties, synthesis, and reactivity of organic derivatives including alcohol, thiols, ethers, epoxides, aldehyde, ketones, carboxylic acids and its derivatives, amines, and phenols. A brief introduction to the biomolecules is also included.

### CLINICAL LABORATORY TECHNOLOGY (CMLT)

**CMLT 1100 Introduction to Clinical Laboratory Techniques** **Fall**  
**4 class hours** **4 Credits**  
 This course is designed for the beginning CLT student and provides basic didactic instruction in the major areas of clinical laboratory science and also includes laboratory safety, OSHA requirements related to bloodborne pathogens, professionalism, medical ethics, medical terminology, introductory laboratory calculations, and basic phlebotomy.

**CMLT 1101 Introduction to Clinical Laboratory Techniques Lab** **Fall**  
**4 laboratory hours** **2 Credits**  
**Prerequisite or Corequisite:** CMLT 1100  
 Student practice in the performance of basic skills required in the various departments of a clinical laboratory.

**CMLT 1104 Clinical Laboratory Mathematics and Statistics** **Fall or Spring**  
**3 class hours** **3 Credits**  
 This course is designed to place emphasis on the mathematical concepts utilized in the clinical laboratory and to provide the student with math skills which provide mastery in laboratory calculations. This course also provides advanced instruction in quality control procedures, parallel testing, other statistical parameters, instrumentation comparisons, and cost analysis.

**CMLT 1200 Intermediate Clinical Laboratory Techniques I** **Spring**  
**4 class hours** **4 Credits**  
 This course provides didactic instruction in hematology, urinalysis, immunohematology and serology.

**CMLT 1201 Intermediate Clinical Laboratory Techniques I, Lab** **Spring**  
**4 laboratory hours** **2 Credits**  
**Prerequisite or Corequisite:** CMLT 1200  
 Student practice in the performance of entry level skills in the areas of hematology, urinalysis, immunohematology and serology.

**CMLT 1300 Intermediate Clinical Laboratory Techniques II** **Spring**  
**4 class hours** **4 Credits**  
**Prerequisite or Corequisite:** CMLT 1100 or CMLT 1200  
 This course provides didactic instruction in the areas of clinical chemistry, clinical microbiology, body fluid analysis, and immunodiagnostics.

**CMLT 1301 Intermediate Clinical Laboratory Techniques II, Lab** **Spring**  
**4 laboratory hours** **2 Credits**  
**Prerequisite or Corequisite:** CMLT 1300  
 Student practice in the performance of entry level skills in clinical chemistry, clinical microbiology, body fluid analysis, and immunodiagnostics.

**CMLT 1400 Advanced Clinical Laboratory Techniques** **Fall**  
**4 class hours** **4 Credits**  
**Prerequisite or Corequisite:** CMLT 1100 or CMLT 1200  
 Additional didactic instruction in hematology, clinical microbiology, clinical chemistry, and immunohematology to prepare students with the theoretical concepts of high complexity testing in today's clinical environment.

**CMLT 1401 Advanced Clinical Laboratory Techniques Lab** **Fall**  
**4 laboratory hours** **2 Credits**  
**Prerequisite or Corequisite:** CMLT 1100, CMLT 1200, and CMLT 1400  
 Students practice in the performance of high complexity testing in hematology, microbiology, clinical chemistry, and immunohematology.

**CMLT 2101 Directed Clinical Practice in Phlebotomy** Fall, Spring, Summer  
**6 laboratory hours** **3 Credits**

This course is designed to provide clinical training and practice in the collection of blood samples for laboratory testing. It includes all aspects of phlebotomy in health care. Students complete 50 hours of phlebotomy training at Southeast Georgia Regional Medical Center. This practicum may be taken any semester after successful completion of a CMLT techniques course with a grade of "C" or better.

**CMLT 2102 Directed Clinical Practice I** Fall, Spring, Summer  
**30 laboratory hours** **6 Credits**

**Prerequisites:** CMLT 1100, CMLT 1104, CMLT 1200, and CMLT 1400

This course provides a clinical rotation at an approved clinical affiliate through the departments of Hematology, Urinalysis, Serology/Immunology. It is taken after completion of all didactic CMLT courses with a grade of "C" or better.

**CMLT 2103 Directed Clinical Practice II** Fall, Spring, Summer  
**30 laboratory hours** **6 Credits**

**Prerequisites:** CMLT 1100, CMLT 1104, CMLT 1200, and CMLT 1400

This course provides a clinical rotation at an approved clinical affiliate through the departments of Clinical Chemistry, Clinical Microbiology, and Blood Banking. It is taken after completion of all didactic CMLT courses with a grade of "C" or better.

**CMLT 2104 Seminar in Clinical Laboratory Science** Fall, Spring, Summer  
**2 class hours** **2 Credits**

**Prerequisites or Corequisites:** CMLT 2102 and CMLT 2103

This course is designed for classroom/group discussion and presentation of case studies for students in directed clinical practice.

## COMMUNICATION (COMM)

**COMM 1100 Introduction to Communication** Fall, Spring, Summer  
**2 class hours** **2 Credits**

**Prerequisite:** None

This critical thinking-based course offers a broad approach to the elements of effective human communication. Students learn a variety of strategies that can be used to improve both professional and personal communication skills. Special emphasis is placed on interpersonal and intrapersonal communication, listening techniques, language use, nonverbal communication, cultural and gender diversity, and current communication technology. Students also gain experience in small group discussion and public speaking.

**COMM 1110 Fundamentals of Speech Communication** **3 Credits**  
**3 class hours**

**Prerequisite:** ENGL 1101

This course presents the fundamentals of oral communication through public speaking and critical listening. Essential principles include research techniques, the reasoning process, creative speech analysis, organization, audience adaptation, supporting materials, ethical practices, and recognition of cultural diversity. Students will practice effective delivery of original speeches to a class audience.

**COMM 2100 Survey of Mass Communication** **3 Credits**  
**3 class hours**

**Prerequisite:** COMM 1100

This course provides an introductory overview of mass communication, including the evolution of modern communication techniques in print and electronic media (for example -- radio, television, film, newspapers, and Internet). Current controversies are examined, stressing strengths and weaknesses of various forms of media. Students will develop analytic tools that will enhance their ability to evaluate and make judgments concerning messages they receive, and they will become more discriminating and critical viewers, listeners, and readers. Additionally, the course will explore media in a broader context -- that is, in relation to economic, political, social, and cultural aspects and issues.

**COMM 2200 Intercultural Communication** **3 Credits**  
**3 class hours**

**Prerequisite:** COMM 1100

This course examines the process of communication among individuals from different cultures and subcultures. It focuses on the development of cultural awareness of self and others, knowledge, appreciation, skills development, and factors that facilitate or impede effective communication competence. Students study the effects of differing world views, value systems, language, nonverbal codes, and relational norms. Students also explore race, class, and gender to understand how these cultural and social constructs shape our sense of identity, beliefs, actions, and relationships with each other. Students are offered ample opportunities for thinking critically about the intellectual and political issues in cross-cultural encounters.

## CRIMINAL JUSTICE (CRJU)

**CRJU 1020 Introduction to Corrections** **3 Credits**  
**3 class hours**

**Prerequisite/Corequisite:** CRJU 1100 or Permission of Instructor

This survey course provides an overview of the American correctional system and correctional practices. The course includes field trips to correctional institutions when logistically possible.

**CRJU 1100 Introduction to Criminal Justice**  
**3 class hours** **3 Credits**  
 This survey course examines the emergence of formal institutions established within the American experience to deal with criminal behavior. The philosophical and cultural origins of the criminal justice system and current trends in criminal justice are emphasized.

**CRJU 1540 Police Officer Survival**  
**3 Class Hours** **3 Credits**  
**Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**  
 This course examines the critical issues involved in the survival of a police officer. Emphasis is placed on conducting enforcement raids, managing hostage situations, controlling hazardous materials spills, search techniques, mechanics of arrest, and levels of force. Topics include: hazardous duty, public safety, and self-protection.

**CRJU 1560 Police Traffic Control and Accident Investigation**  
**3 Class Hours** **3 Credits**  
**Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**  
 This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

**CRJU 1580 Fundamental Issues in Policing**  
**3 Class Hours** **3 Credits**  
**Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**  
 This course examines the fundamental issues within the occupation of policing. Emphasis is placed on ethics and professionalism, civil liability, interpersonal communications, mental health, substance abuse, health and wellness, equipment preparation, vehicle pullovers, and emergency vehicle operation. Topics include: occupational standards, health related hazards, and daily preparedness.

**CRJU 1630 Investigation and Presentation of Evidence**  
**1 Class Hour, 2 Laboratory Hours** **2 Credits**  
**Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**  
**Prerequisite: CRJU 2160**  
 This course presents students with practical exercises dealing with investigations and gathering of evidence. Emphasis is placed on crime scene search, fingerprinting, cast molding, and practical exercises. Topics include: crime scene management, specialized investigation techniques, and homicide and suicide investigation.

**CRJU 1650 Community-Oriented Policing**  
**3 Class Hours** **3 Credits**  
**Prerequisite: CRJU 2000**  
 This course presents the fundamentals for the community-oriented policing philosophy. Topics include: comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors, and line personnel; organizational mental and physical restructuring; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies.

**CRJU 1750 Introduction to Incident and Report Writing**  
**1 class hour** **1 Credit**  
**Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**  
 This course is designed to provide skills training in the critical area of report writing as it pertains to the front line security officer. In this course, students will learn why accurate reports are necessary, how to write basic reports, and how to communicate these reports. Students will be introduced to the Georgia Private and Security Detective and Security Agencies Act Rules and Regulations.

**CRJU 2000 Introduction to Law Enforcement**  
**3 class hours** **3 Credits**  
**Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**  
 A study of the organization and administration of local, state, and federal law enforcement agencies with emphasis on police departments. Includes an introduction to the history and philosophy of law enforcement.

**CRJU 2070 Introduction to Criminal Law**  
**3 class hours** **3 Credits**  
**Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**  
 This course offers a study of the source and development of criminal law, its application, interpretation, and enforcement, and an analysis of Supreme Court decisions to emphasize problems in due process.

**CRJU 2080 Introduction to Constitutional Law**  
**3 class hours** **3 Credits**  
**Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**  
 This course offers a survey level examination of the U.S. Constitution, the original Bill of Rights, and other ratified amendments. Emphasis is placed upon the Supreme Court decisions, which apply Constitutional standards to all elements of the Criminal Justice System, and impact daily life in the United States.

**CRJU 2150 Introduction to Criminology****3 class hours****3 Credits****Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**

A survey of the scope and varieties of crime, the societal and psychological causes of crime, the criminal subculture and society's reaction, the behavior of criminals in penal and correctional institutions and the problems of rehabilitating the convicted criminal.

**CRJU 2160 Introduction to Criminal Investigations****3 class hours****3 Credits****Prerequisite/Corequisite: CRJU 1100 or Permission of Instructor**

A survey provides an introduction to modern investigation methodologies used such as crime scene searches, the use of informants, and surveillance. Presentation of police cases in court will be used.

**CRJU 2900 Criminal Justice Internship****1-6 class hours****1-6 Credits****Prerequisite: Completion of 15 hours of Criminal Justice courses or Permission of Instructor**

This course is designed to allow the student to participate in conducting directed research in a specific area of criminal justice, or to gain practical experience with a criminal justice agency. Credits awarded are variable depending on the number of contact hours (approximately 30 contact hours per credit) and the scope of the project.

**COMPUTER SCIENCE (CSCI)****CSCI 1201 Computer Concepts****2 class hours, 2 laboratory hours****3 Credits**

A survey of computer information systems and equipment. The course introduces the student to hardware, software, data procedures, and human resources and examines their integration and application in the business setting. Students will experience the use of word processing, spreadsheet, and database management.

**CSCI 1301 Computer Science I****3 class hours, 2 laboratory hours****4 Credits****Prerequisite: MATH 1111 or MATH 1113**

The course includes an overview of computers and programming, problem-solving and algorithm development, simple data types, arithmetic and logical operators, selection structure, repetition structure, text files, arrays (one and two dimensional), procedural abstraction and software design, modular programming (including subprograms or the equivalent) programs. The programming language for this course is C++ or an alternate modern computer language.

**CSCI 1302 Computer Science II****3 class hours, 2 laboratory hours****4 Credits****Prerequisite: CSCI 1301**

This course is an extension of CSCI 1301. This course includes an overview of abstract data types (ADTs), arrays (multi-dimensional) and records, sets and strings, binary files, searching and sorting, introductory algorithm analysis (including Big-O), recursion, pointers and linked lists, software engineering concepts, dynamic data structures (stacks, queues, trees).

**CSCI 1320 Introduction to Windows Programming Using Microsoft Visual Basic****3 class hours, 2 laboratory hours****4 Credits****Prerequisite: CSCI 1201**

Introduces Microsoft Windows event-driven programming. Along with this new method of programming, common elements of Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual Basic development environment. Topics include: Windows applications, user interface design, capturing and validating input, event-driven design, conditional processing, file processing, and incorporating graphics.

**CULINARY ARTS (CULN)****CULN 1105 Basic Food Preparation****2 class hours, 6 laboratory hours****5 Credits****Prerequisite: HOSP 1107**

This course is designed to develop skills in knife, tool and equipment handling, and to apply principles of food preparation to produce a variety of food products. The course stresses the proper and safe operation of equipment, as well as the importance of sanitation.

**CULN 1106 Garde Manger****1 class hour, 2 laboratory hours****2 Credits****Prerequisite: HOSP 1107**

This course is designed to develop skills in producing a variety of cold food products, including items appropriate for buffet presentations. Decorative pieces will also be addressed.

**CULN 1107 Menu Planning and Design****3 class hours****3 Credits**

This course is designed to develop skills in menu planning and the development of menus for a variety of facilities and services.

**CULN 1108 Basic Baking**  
**2 class hours, 4 laboratory hours** **4 Credits**  
**Prerequisite: HOSP 1107, CULN 1110 or Permission of instructor**  
 This course is designed to develop the fundamentals of baking science in the preparation of a variety of products. The use and care of baking equipment is stressed.

**CULN 1109 Purchasing and Receiving**  
**3 class hours** **3 Credits**  
 This course is designed to develop skills in the purchasing and receiving operations as they relate to food preparation. Students will learn and apply the quality standards and regulations that govern food products and will learn to receive and store food and non-food items properly.

**CULN 1110 Culinary Cost Control**  
**3 class hours** **3 Credits**  
 The purpose of this course is to provide an overview of cost control functions in the management of a “dining room” operation. It will provide hospitality (culinary) industry standards, terminology, flow and control of food and beverages through an operation. It will also include sales and marketing, labor costs and performance and other peripheral expenses that impact the culinary operation.

**CULN 2108 Catering and Events Management**  
**2 class hours, 4 laboratory hours** **4 Credits**  
**Prerequisites: CULN 1105, HOSP 1107 or Permission of instructor**  
 This course is designed to add balance and relevance to the preparation for a culinary career. Catering is more than creating a great meal. In this course, the student will learn the business aspects of both on premise and off premise catering, including menu planning, customer service, marketing and profitability. Students will continue to apply sanitation and proper cooking skills in the labs and/or on site endeavors.

**CULN 2111 Advanced Cooking and Dining Room Management**  
**3 class hours, 6 laboratory hours** **5 Credits**  
**Prerequisites: CULN 1105, HOSP 1107**  
 This course will provide the students with classroom and lab skills in dining room and event management, including preparation, serving, and cleanup. It will be combined with advanced preparation of a variety of foods to further develop the knowledge and skills in food preparation. Safe operation of equipment, sanitation and kitchen management will be included. The combination of preparing the food and serving the guests will provide the students with the knowledge and skills needed in restaurant or catering operations.

**CULN 2900 Culinary Arts Internship**  
**3 Credits**  
**Prerequisites: CULN 1108, CULN 1105, CULN 1106, CULN 2111, CULN 2108, HOSP 1107 or Permission of Instructor.**

This course will provide the culinary students with needed “hands-on” exposure and experience in culinary settings. The students will be able to experience actual kitchen situations and will have the opportunity to have a chef grade and critique their abilities in all areas. Days and times of internship will vary. Students with extensive previous industry “hands-on” experience may be permitted to challenge this course for credit up to seven (7) hours upon the satisfactory completion of a written test and a mystery basket preparation. Permission of faculty is required.

**CULN 2901 Culinary Arts Internship**  
**4-7 Credit hours**  
**Prerequisites: CULN 1108, CULN 1105, CULN 1106, CULN 2111, CULN 2108, HOSP 1107 or Permission of Instructor.**

This course will provide the culinary students with needed “hands-on” exposure and experience in a culinary setting. The student will be able to experience actual kitchen situations and will have the opportunity to have a chef grade and critique their abilities in all areas. Days and times of internship will vary. Students with extensive previous industry “hands-on” experience may be permitted to challenge this course for credit up to seven (7) hours upon the satisfactory completion of a written test and a mystery basket preparation. Permission of faculty is required.

## **EARLY CHILDHOOD EDUCATION (ECED)**

**ECED 3310 Curriculum, Planning , and Organization**  
**2 class hours** **2 Credits**  
**Prerequisites: SPED 3110 and Admission to Teacher Education cohort**  
 This course provides teacher candidates an opportunity to learn and use the best practices associated with the design of curriculum, the planning and implementation of instruction, as well as appropriate use of visual literacies to enhance instruction.

**ECED 3320 Nature, Needs, and Development of Children in Grades PK-5**  
**2 class hours** **2 Credits**  
**Prerequisites: SPED 3110 and Admission to Teacher Education cohort**  
 This course provides teacher candidates an opportunity to explore a comprehensive overview of developmental processes and cognitive learning theories appropriate for children in grades pre-school through grade five.

**ECED 3330 Social Studies and Science Methods for Teachers** **2 Credits**  
**3 class hours**  
**Prerequisites:** ECED 3310 and Admission to Teacher Education cohort  
 This course provides teacher candidates an opportunity to learn and understand how to teach concepts and principles through inquiry based methods as related to history, geography, civics, and economics. In addition, integration of appropriate technologies for social studies and science will be explored.

**ECED 4310 Integrating Art and Music into the Curriculum** **2 Credits**  
**2 class hours**  
**Prerequisites:** ECED 3310, ECED 3330, Admission to Teacher Education cohort  
 This course provides teacher candidates an opportunity to design and integrate meaningful activities and programs in art, music, and theatre across the curriculum.

### ECONOMICS (ECON)

**ECON 2100 The Global Economy** **Fall, Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 The Global Economy introduces students to the basic elements of the global economy. The course examines global markets, international trade, international finance, balance of payments, the foreign exchange market, and global money and banking. The course also examines current issues in the global economy. This course is intended for students of any major who are interested in learning about the global economy; a background in economics is not required.

**ECON 2105 Principles of Macroeconomics** **Fall, Spring, Summer**  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 An introduction to macroeconomics, the study of how an economy as a whole functions. Students will learn about factors which affect aggregate production, employment and the general price level. Students will also study the Federal Reserve System and the role of the federal government in the economy.

**ECON 2106 Principles of Microeconomics** **Fall, Spring, Summer**  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 Microeconomics is the study of economic factors that affect the choices people make. Students will study the economic approach to value, the function of prices, how markets work, competition, and market structures.

**ECON 3110 Money and Financial Markets** **Fall**  
**3 class hours** **3 Credits**  
**Prerequisite:** Junior standing in BBA program  
 This course examines monetary and financial instruments, institutions, and markets. Topics include money and capital markets, the foreign exchange market, the banking system, the Federal Reserve System, and monetary policy.

**ECON 3120 Managerial Economics** **Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** Junior standing in BBA program  
 Managerial Economics is the study and application of microeconomic theory for decision-making in business. Topics include demand estimation and forecasting, production and cost estimation, and pricing strategies in different types of markets.

**ECON 3315 U.S. Economic History** **Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** ECON 2105, ECON 2106  
 This course explores the growth and development of the U.S. economy from colonial times to the present. The course emphasizes the structural change in key sectors, such as agriculture, transportation, and manufacturing, as well as crucial events, such as the Civil War and the Great Depression, that shaped the pace and pattern of U.S. economic development.

### EARLY CHILDHOOD/SPECIAL EDUCATION (ECSP)

**ECSP 3100 Professional Seminar I**  
**0 class hours** **- Credits**  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** ECSP 3190  
 Professional Seminars represent three-hour workshops held at the beginning of the semester. These workshops provide an overview of the semester, the courses to be completed, the connections between courses, the overall course outcomes, dispositional expectations, technology skill development relative to the courses, and connection with the conceptual framework as candidates develop their knowledge, skills, and dispositions. (No credit is awarded until the completion of ECSP 4101.)

**ECSP 3101 Professional Seminar II**  
**0 class hours** - Credits  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** ECSP 3191

Professional Seminars represent three-hour workshops held at the beginning of the semester. These workshops provide an overview of the semester, the courses to be completed, the connections between courses, the overall course outcomes, dispositional expectations, technology skill development relative to the courses, and connection with the conceptual framework as candidates develop their knowledge, skills, and dispositions. (No credit is awarded until the completion of ECSP 4101.)

**ECSP 3110 Language for all Learners**  
**3 class hours** 3 Credits  
**Prerequisites:** SPED 3110, Admission to Teacher Education cohort

This course provides background in language development for all learners, critical issues for ESOL instruction, and attention to development of critical language skills in Spanish.

**ECSP 3120 Assessment and Evaluation of Learning and Learners**  
**3 class hours** 3 Credits  
**Prerequisites:** RDNG 3410, ECED 3320, Admission to Teacher Education cohort

The course provides teacher candidates with instruction in informal and formal assessment techniques and instruments appropriate for use in assessing all students including students with disabilities. Included will be information about the pre-referral and referral processes, eligibility criteria for services, due process and development of individual educational plans as well as appropriate technologies for maintenance of data.

**ECSP 3190 Integrated Practicum I**  
**1 class hour** 1 Credit  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** ECSP 3100

This course provides teacher education candidates with directed field experiences in the public schools with assignments and activities commensurate to their level and course work.

**ECSP 3191 Integrated Practicum II**  
**1 class hour** 1 Credit  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** ECSP 3101

This course provides teacher education candidates with directed field experiences in the public schools with assignments and activities commensurate to their level and course work.

**ECSP 4100 Professional Seminar III**  
**0 class hours** - Credits  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** ECSP 4190

Professional Seminars represent three-hour workshops held at the beginning of the semester. These workshops provide an overview of the semester, the courses to be completed, the connections between courses, the overall course outcomes, dispositional expectations, technology skill development relative to the courses, and connection with the conceptual framework as candidates develop their knowledge, skills, and dispositions. (No credit is awarded until the completion of ECSP 4101.)

**ECSP 4101 Professional Seminar IV**  
**1 class hours** 1 Credits  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** ECSP 4191

Professional Seminars represent three-hour workshops held at the beginning of the semester. These workshops provide an overview of the semester, the courses to be completed, the connections between courses, the overall course outcomes, dispositional expectations, technology skill development relative to the courses, and connection with the conceptual framework as candidates develop their knowledge, skills, and dispositions.

**ECSP 4110 Behavior and Classroom Management**  
**3 class hours** 3 Credits  
**Prerequisites:** ECSP 3120, SPED 3220, Admission to Teacher Education cohort

This course provides teacher candidates an opportunity to create a well managed classroom and guide the behavior of all children in grades P-5.

**ECSP 4120 Professional Development Seminars**  
**2 class hours** 2 Credits  
**Corequisites:** ECSP 4100, ECSP 4190

Candidates are required to participate in a minimum of five Noon Seminars during the three semesters prior to their final semester. Noon seminars are coordinated by faculty in collaboration with local public schools. Following the Noon Seminar, candidates complete an on-line module and assessment. Noon Seminar topics include, but are not limited to these areas: children & poverty, teacher as leader, improving followership, making sense of UBD and GPS, ESOL and ESL instructional issues, critical conversational Spanish for an elementary school setting, content area reading strategies, and preschool curriculum.



**ECSP 4190 Integrated Practicum III** **1 Credits**  
**1 class hours**  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** ECSP 4100

This course provides teacher education candidates with directed field experiences in the public schools with assignments and activities commensurate to their level and course work.

**ECSP 4191 Capstone Integrated Professional Internship** **6 Credits**  
**6 class hours**  
**Prerequisite:** Completion of all professional education coursework

This course provides teacher candidates an opportunity for full-time classroom teaching experience under the direction of an experienced mentor teacher and a college faculty supervisor. Placements must be in the public school setting grades 1-5 as well as a public school setting in an interrelated or inclusionary classroom.

## EDUCATION (EDUC)

**EDUC 2110 Investigating Critical and Contemporary Issues in Education** **Fall, Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** None

This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture, and examine the moral and ethical responsibilities of teaching in a democracy. This course includes an additional ten (10) hours of observation by the student in various elementary, middle, and/or secondary school classrooms.

**EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts** **Fall, Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** None

Given the rapidly changing demographics in our state and country, this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity; and 4) the influences of culture on learning, development, and pedagogy. This course includes an additional ten (10) hours of observation by the student in various elementary, middle, and/or secondary school classrooms.

**EDUC 2130 Exploring Teaching and Learning** **Fall, Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** None

This course will explore key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all students in a variety of educational settings and contexts. This course includes an additional ten (10) hours of observation by the student in various elementary, middle, and/or secondary school classrooms.

## ENGLISH (ENGL)

**ENGL 0098 The Fundamentals of English** **Fall, Spring, Summer**  
**4 class hours** **4 Credits**  
**Prerequisite:** None

This introductory course offers a survey of grammar, usage, mechanics, and spelling. The course is designed to improve the student's knowledge of standard English and to sharpen the student's sentence and paragraph writing skills. Entry into ENGL 0098 is either by choice or placement. Learning support, institutional credit only.

**ENGL 0099 Introduction to Composition** **Fall, Spring, Summer**  
**4 class hours** **4 Credits**  
**Prerequisite:** ENGL 0098 (or by COMPASS placement)

This course is designed for the student who needs careful instruction in the fundamentals of writing. The course emphasizes the process of writing as it relates to the construction of coherent, well-developed paragraphs and essays. Entry into ENGL 0099 is either by choice or placement. Institutional credit only.

**ENGL 1101 English Composition I** **Fall, Spring, Summer**  
**3 class hours** **3 Credits**  
**Prerequisite:** None

This course is designed to help students learn the mechanics of English through the exercise of critical thinking in the writing of themes. The course may be taught in conjunction with a computerized learning lab. To have ENGL 1101 credit applied toward meeting the requirements of a degree, a student must earn a grade of "C" or better.

**ENGL 1102 English Composition II** **Fall, Spring, Summer**  
**3 class hours** **3 Credits**  
**Prerequisite:** ENGL 1101 with a "C" or better

This course is a literature-based approach to composition. It relates the reading of literature to the art of writing in an effort to develop the ability to perceive and express abstract thought relationships. It also teaches the basics of literary research. To have ENGL 1102 credit applied toward meeting the requirements of a degree, a student must earn a grade of "C" or better.

**ENGL 2111 World Literature I** Fall, Spring, Summer  
**3 class hours** 3 Credits  
**Prerequisites:** ENGL 1102  
 This course is a survey of world literature from its ancient foundations to the seventeenth century.

**ENGL 2112 World Literature II** Fall, Spring, Summer  
**3 class hours** 3 Credits  
**Prerequisites:** ENGL 1102  
 This course is a survey of world literature from the seventeenth century to the present.

**ENGL 3101 Survey of British Literature**  
**3 class hours** 3 Credits  
**Prerequisites:** ENGL 2111 or ENGL 2112  
 This course is a survey of British Literature from the Medieval to the Victorian periods. Specific works covered may vary with Instructor.

**ENGL 3102 Survey of American Literature**  
**3 class hours** 3 Credits  
**Prerequisites:** ENGL 2111 or ENGL 2112  
 This course is a survey of American Literature from the pre-colonial period through the 19th century. Specific works covered may vary with Instructor.

**ENGL 3201 Survey of 20th Century Literature**  
**3 class hours** 3 Credits  
**Prerequisites:** ENGL 2111 or ENGL 2112  
 This course is a survey of literature that defines the 20th Century, based on writings influenced by major historical and cultural events, new technology, environmental issues, and the changing representation of the self. Specific works covered may vary with Instructor.

**ENGL 3202 African American Literature**  
**3 class hours** 3 Credits  
**Prerequisites:** ENGL 2111 or ENGL 2112  
 This course is a focused study of African American literature beginning with the earliest known examples, continuing with slave narratives from the nineteenth century, works from the Harlem Renaissance, the Civil Rights Era and modern classics. Specific works covered may vary with Instructor.

**ENGL 3203 Women's Literature**  
**3 class hours** 3 Credits  
**Prerequisites:** ENGL 2111 or ENGL 2112  
 This course is a focused study of women writers, examining themes of power, culture, class, ethnicity, and sexuality. Specific works covered may vary with Instructor.

**ENGL 3204 Literature of the American South**  
**3 class hours** 3 Credits  
**Prerequisites:** ENGL 2111 or ENGL 2112  
 This course is a survey of works by Southern writers, with emphasis on nineteenth and twentieth-century fiction, poetry and drama. Specific works covered may vary with Instructor.

**ENGL 3205 Survey of Children's Literature**  
**3 class hours** 3 Credits  
**Prerequisites:** ENGL 2111 or ENGL 2112  
 This course is a survey of the literature for children and adolescents, from both the traditional canon and more recent works with particular emphasis on cultural diversity. Texts will include poetry, picture books, fiction and non-fiction. Specific works covered may vary with Instructor.

**ENGL 3301 Environmental Writing**  
**3 class hours** 3 Credits  
**Prerequisites:** ENGL 2111 or ENGL 2112  
 This course is an examination of the views of nature and the environment presented by writers, poets, and essayists beginning with Thoreau's Walden. Emphasis is placed on environmental writing as a form of civic action--on how various types of environmental writing function as "work" in our society and on a global scale.

## FINANCE (FINC)

**FINC 3100 Business Finance**  
**3 class hours** 3 Credits  
**Prerequisite:** Junior standing in BBA program  
 This is an introductory course in finance, an understanding of basic financial concepts and techniques, and an ability to apply them in arriving at management decisions within the context of specific business situations.

**FINC 3200 Principles of Banking**  
**3 class hours** 3 Credits  
**Prerequisite:** FINC 3100  
 This course introduces the students to basic principles of banking governing loans, investments, deposits, liabilities, and capital. Consideration is given to the areas of liquidity, profitability, and capital adequacy as they relate to regulatory standards. Additional topics include bank organization, performance, and scope of services.

**FINC 3250 Bank Regulation** **3 Credits**  
**3 class hours**  
**Prerequisite:** FINC 3200  
 The regulations imposed upon the banking industry are examined at several levels: state, federal, and global. Both the historical development of banking regulation as well as current issues/controversies are discussed. In addition, the banker's perspective of regulatory compliance is explored.

### FRENCH (FREN)

**FREN 1001 Elementary French I** **\*\***  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 This course is an introduction to French culture, grammar, reading and conversation through the use of a computerized electronic language laboratory and traditional linguistic skills methods. The course requires extra lab attendance each week.

**FREN 1002 Elementary French II** **\*\***  
**3 class hours** **3 Credits**  
**Prerequisite:** FREN 1001 or at least one year of French in high school  
 This course is a continuation of FREN 1001. Language laboratory attendance is required.

**FREN 2001 Intermediate French I** **\*\***  
**3 class hours** **3 Credits**  
**Prerequisite:** FREN 1002 or at least two years of French in high school  
 This course is a review of the essentials of French with a primary endeavor to develop the ability to read and converse automatically. It also involves continued study of French culture. Language laboratory attendance is required.

**FREN 2002 Intermediate French II** **\*\***  
**3 class hours** **3 Credits**  
**Prerequisite:** FREN 2001 or at least three years of French in high school  
 This course is a continuation of FREN 2001. It also involves continued study of French culture. Language laboratory attendance is required.

### GEOGRAPHY (GEOG)

**GEOG 1101 Introduction to Human Geography** **\*\***  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 This course is a survey of global patterns of resources, population, culture, and economic systems. Emphasis is placed upon the factors contributing to these patterns and the distinctions between the technologically advanced and less advanced regions of the world.

**GEOG 3101 World Geography** **\*\***  
**3 class hours** **3 Credits**  
**Prerequisite:** GEOG 1101  
 This course is a study of the earth, including basic geology and the cartographic investigation of climate, topography, natural resources, and socio-cultural and political variables.

### GEOLOGY (GEOL)

**GEOL 1121 Physical Geology** **Fall**  
**3 class hours, 2 laboratory hours** **4 Credits**  
 This course covers Earth materials and processes.

**GEOL 1122 Historical Geology** **Spring**  
**3 class hours, 2 laboratory hours** **4 Credits**  
 This course covers geological time, sedimentary environments, fossils, and Earth history.

### GLOBAL ISSUES (GLOB)

**GLOB 1001 Global Issues** **Fall, Spring, and Summer**  
**2 class hours** **2 Credits**  
**Prerequisite:** None  
 This course is an introduction to issues and ideas of international significance as they relate to U.S. culture (e.g., physical environment, status of women, the family, crime/terrorism, and economic development).

### GERMAN (GRMN)

**GRMN 1001 Elementary German I** **\*\***  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 This course is an introduction to German language and culture, with emphasis placed upon German grammar, reading, writing, and conversation. Students will work extensively outside of class with interactive audio-visual materials which they can access at home, in the language laboratory, and in the campus libraries. Elementary German I introduces college students to the basics of the German language as spoken and written within contemporary German-speaking countries. This course will focus on the elements of spoken and written communication: vocabulary, pronunciation, grammar, etc. In addition, the course will begin to familiarize students with contemporary German life and culture.

**GRMN 1002 Elementary German II** \*\*  
**3 class hours** **3 Credits**  
**Prerequisite:** **GRMN 1001 or at least one year of German in high school.**  
 This course is a continuation of GRMN 1001. Instruction in German language and culture with emphasis placed upon German grammar, reading, writing, and conversation. Students will also work extensively outside of class with interactive audio-visual materials which they can access at home, in the language laboratory, and in campus libraries. Elementary German II continues instruction in the basics of the German language as spoken and written within contemporary German-speaking countries. This course will focus on the elements of spoken and written communication: vocabulary, pronunciation, grammar, etc. In addition, the course will continue to familiarize students with contemporary German life and culture.

**GRMN 2001 Intermediate German I** \*\*  
**3 class hours** **3 Credits**  
**Prerequisite:** **GRMN 1002 or at least two years of German in high school.**  
 This course is a review of the essentials of German with a primary endeavor to develop the ability to think, read and converse automatically in the language. There is a continued emphasis on the study of German culture. Students will also work extensively outside of class with interactive audio-visual materials which they can access at home, in the language laboratory, and in campus libraries.

**GRMN 2002 Intermediate German II** \*\*  
**3 class hours** **3 Credits**  
**Prerequisite:** **GRMN 2001 or at least three years of German in high school.**  
 This course is a continuation of GRMN 2001. There is a continued emphasis on the study of German culture. Students will also work extensively outside of class with interactive audio-visual materials which they can access at home, in the language laboratory, and in campus libraries.

## HISTORY (HIST)

**HIST 1001 World Civilization I** **Fall, Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** **None**  
 This course is a study of the development of human civilization from its origins in various regions of the world to about 1500 A.D. The political, social, cultural, and religious practices of various world cultures will be studied.

**HIST 1002 World Civilization II** **Fall, Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** **None**  
 This course is a survey of Modern World History from 1500 A.D. to present. Social, economic, religious, and cultural issues along with political developments of various world cultures will be studied.

**HIST 2111 U.S. History I** **Fall, Spring, Summer**  
**3 class hours** **3 Credits**  
**Prerequisite:** **None**  
 This course is a survey of American history covering the period 1492-1865 with the most emphasis placed upon the period after 1763. Satisfactory completion of this course fulfills the graduation requirement of proficient knowledge of the history of the United States and Georgia.

**HIST 2112 U.S. History II** **Fall, Spring, Summer**  
**3 class hours** **3 Credits**  
**Prerequisite:** **None**  
 This course is designed to be a brief survey of the major developments in the history of the United States since 1865. Special emphasis will be given to the significance of the State of Georgia at various stages in its development. Satisfactory completion of this course fulfills the graduation requirement of proficient knowledge of the history of the United States and Georgia.

**HIST 3101 History of Georgia** **3 Credits**  
**3 class hours**  
**Prerequisite:** **HIST 2111 or HIST 2112**  
 This course is a study of the history of Georgia focusing on pre-colonial, state and local history and the connection with national events. This course fulfills the legislative requirement for Georgia history

**HIST 3201 History of Women in the United States** **3 Credits**  
**3 class hours**  
**Prerequisite:** **HIST 2111 or HIST 2112**  
 This course is a study of women and their central role in U.S. history with particular attention to race, religion and class.

**HIST 3315 U.S. Economic History** **Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** **ECON 2105, ECON 2106**  
 This course explores the growth and development of the U.S. economy from colonial times to the present. The course emphasizes the structural change in key sectors, such as agriculture, transportation, and manufacturing, as well as crucial events, such as the Civil War and the Great Depression, that shaped the pace and pattern of U.S. economic development.

**HOSPITALITY (HOSP)****HOSP 1104 Hospitality Law****3 class hours****3 Credits**

This course is the study of legal issues that are an integral part of every hotel organization from hiring and firing employees to guest safety and tax regulations. Topics covered include basic legal principles governing hospitality operations, laws that affect a hotel's dealing with employees, and how building codes and public health regulations apply to hotels.

**HOSP 1106 Introduction to Hospitality****3 class hours****3 Credits**

An introductory course which gives the student an overview of the hospitality industry and its characteristics.

**HOSP 1107 Food Service Sanitation****2 class hours****2 Credits**

Studies of the principles of sanitation and dining room management for institutional and hospitality food service facilities. Food service sanitation includes material on food spoilage and food borne illness, maintenance of sanitary food facilities, equipment and supplies, and sanitation standards and regulations.

**HOSP 1108 Hotel-Motel Management****3 class hours****3 Credits**

The study of organization, planning, leadership and controlling of hotels and motels. Also investigated will be the interdependence of the housekeeping, engineering, security, food and beverage, marketing and human resource departments in successful hotel operations.

**HOSP 1109 Nutrition****3 class hours****3 Credits**

The basic principles of nutrition are discussed from the standpoint of how the food service industry must assume some responsibility for providing a healthy, nutritional food supply. The life cycle of a human being is also studied from a nutritional needs standpoint. How to write menus from this varying viewpoint is discussed.

**HOSP 2105 Practicum****6 laboratory hours****3 Credits**

**Prerequisite: Completion of all other hospitality courses or Permission of Instructor**

This course provides students with the opportunity to utilize the skills learned in a "hands on" situation.

**INTERNATIONAL STUDY (INST)****INST 1000 International Perspectives****1-6 Credits****Prerequisite: None**

This course is designed to enhance and enrich the educational experience of students who travel abroad in a program sanctioned by the College of Coastal Georgia. It will provide students with an introduction to the culture(s) to be visited, an understanding and appreciation of the importance of the specific sites on the itinerary, and practical advice for the inexperienced traveler. The course will require classroom attendance, travel to the country studied, and necessary expenses.

**INST 2000 International Study****\*\*****3 (or 6 or 9) class hours****3 (or 6 or 9) Credits****Prerequisite: None**

International Study 2000 is used for students studying abroad in University System sanctioned foreign study opportunities operated by units of the University System of Georgia. The course content will be determined by the title assigned by the office of the Registrar.

**INTEGRATED SCIENCE (ISCI)****ISCI 2001 Life/Earth Science****2 class hours, 2 laboratory hours****3 Credits****Prerequisite: Completion of all CPC and Learning Support Requirements**

This is an activity-based and inquiry-based Area F content course for early childhood education majors. This course will emphasize the characteristics of life, biodiversity/heredity, energy flow, the interdependence of life, the cell, earth systems, and the lithosphere, hydrosphere and biosphere. These topics are in direct correlation with the Georgia Performance Standards (GPS) K-5.

**ISCI 2002 Physical Science****2 class hours, 2 laboratory hours****3 Credits****Prerequisite: Completion of all CPC and Learning Support Requirements**

This is an activity-based and inquiry-based Area F content course for early childhood education majors. This course will emphasize the concepts of matter, energy, force and fields. These topics are in direct correlation with the Georgia Performance Standards (GPS) for K-5.

**INFORMATION TECHNOLOGY (ITEC)**

**ITEC 1300 Introduction to Information Technology**  
**3 class hours, 3 laboratory hours** **3 Credits**

**Prerequisite:** MATH 1111

This course focuses on the three components of fluency in information technology; intellectual capabilities involving reasoning; complexity management; organization and communication; concepts involving computers; information systems; networks; digital representation of information; and algorithmic thinking skills involving setting up a PC, using an operating system, the Internet and instructional methods for new applications is also included.

**ITEC 1310 Introduction to the Internet and Wide Area Networks**  
**3 class hours** **3 Credits**

**Prerequisite:** CSCI 1201

This course introduces the Internet, a nationwide computer network that links colleges, businesses and government agencies. Provides an excellent opportunity to understand, investigate and explore the Internet as well as how to use communications software to access the many resources available on the network. Topics include network fundamentals, Internet concepts, electronic mail, file transfer protocol (FTP), Telnet, Internet gophers, and information servers.

**ITEC 3100 Computer Applications for Business**  
**3 class hours** **3 Credits**

**Prerequisite:** Junior standing in BBA program

This course introduces the student to computer applications most commonly used in the business world. Coverage focuses predominately on the use of the MS Word, Excel, and PowerPoint. Introduction to MS Access, Application used in Accounting, and statistical analysis will also be covered.

**ITEC 3110 Business Analysis using Computer Applications**  
**3 class hours** **3 Credits**

**Prerequisite:** ITEC 3100

This course introduces the student to decision making and business analysis using Excel tools and utilities. Course topics include logic, expression and formula building as well as statistical, what-if, and financial analysis.

**JOURNALISM (JOUR)**

**JOUR 1000 Journalism Practicum** **Fall, Spring**  
**2 (or 4) laboratory hours** **1 (or 2) Credits**

**Prerequisite:** Permission of Instructor

This course is a practical application of the principles of reporting, interviewing, writing, photography, editing, art, and layout and design through production of a college publication. It is open to all students who are members of the staff of a campus publication. The course may be taken for one or two hours credit. Credit does not apply toward degree requirements.

**MATHEMATICS (MATH)**

**MATH 0097 Elementary Algebra** **Fall, Spring, Summer**  
**4 class hours** **4 Credits**

This course provides an introduction to algebraic concepts and techniques. The purpose of this course is to prepare the student for entry into Intermediate Algebra (MATH 0099). The topics covered include performing basic operations with rational and real numbers, solving linear equations, and inequalities, simplifying polynomials, solving applications of linear equations, graphing points and lines in a coordinate plane, and writing equations of a line. Entry into MATH 0097 is either by choice or placement. Institutional credit only.

**MATH 0099 Intermediate Algebra** **Fall, Spring, Summer**  
**4 class hours** **4 Credits**

**Prerequisite:** MATH 0097 or Placement. Institutional credit only

This course emphasizes intermediate algebra concepts. The purpose of this course is to prepare students for entry into Quantitative Skills and Reasoning (MATH 1001), Introduction into Mathematical Modeling (MATH 1101), or College Algebra (MATH 1111). The topics covered include factoring polynomials, simplifying rational expressions, solving rational and quadratic equations, recognizing functions and their graphs, solving systems of inequalities, and simplifying radical expressions.

**MATH 1001 Quantitative Skills and Reasoning** Fall, Spring  
**3 class hours** 3 Credits  
**Prerequisites:** Two years of high school algebra, acceptable CPE or SAT score, or successful completion of MATH 0098 or MATH 0099

This course is an alternative in Area A of the Core curriculum and is not intended to supply sufficient algebraic background for students who intend to take Precalculus or the calculus sequence for mathematics and science majors. This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students cannot receive credit for both MATH 1001 and MATH 1111.

**MATH 1111 College Algebra** Fall, Spring, Summer  
**3 class hours** 3 Credits  
**Prerequisites:** Two years of high school algebra, acceptable CPE or SAT score, or successful completion of MATH 0098 or MATH 0099

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included. Note: Students cannot receive credit for both MATH 1111 and MATH 1113 or credit for both MATH 1111 and MATH 1101 or credit for both MATH 1111 and MATH 1001.

**MATH 1112 Trigonometry** Fall, Spring, Summer  
**3 class hours** 3 Credits  
**Prerequisite:** MATH 1111 or Permission of Department

This course includes trigonometric functions of numbers and of angles, graphs of trigonometric functions, analysis of right and oblique triangles, analytic trigonometry, and complex numbers. Credit will not be given for both MATH 1112 and MATH 1113.

**MATH 1113 Precalculus** Fall  
**4 class hours** 4 Credits  
**Prerequisites:** Four years of college prep math or Permission of Department

This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. Note: Students can receive Area A credit for either MATH 1111 or MATH 1113 but **not both**.

**MATH 1120 Survey of Calculus** Fall, Spring  
**4 class hours** 4 Credits  
**Prerequisites:** MATH 1111 or MATH 1113 or Permission of Department

Designed primarily for business administration and social science majors, this course includes a review of algebra skills for calculus, problem-solving and mathematical modeling, differential calculus, applications of derivatives and integral calculus.

**MATH 1121 Analytic Geometry and Calculus I** Fall, Spring, Summer  
**4 class hours** 4 Credits  
**Prerequisites:** MATH 1112 or MATH 1113 or Permission of Department

This course consists of fundamentals of analytic geometry and introductory calculus including functions and their graphs, limits, continuity, derivatives, differentiation of algebraic and trigonometric functions; applications of derivatives, antiderivatives, differentials, Riemann sums, numerical integration, and integration by substitution.

**MATH 1122 Analytic Geometry and Calculus II** Fall, Spring  
**4 class hours** 4 Credits  
**Prerequisite:** MATH 1121 or Permission of Department

The course includes the definite integral with applications; derivatives and integrals of logarithmic, exponential, and inverse trigonometric functions; techniques of integration; disk and shell methods; areas between curves; L'Hopital's Rule; improper integrals; infinite series; and introduction to differential equations.

**MATH 2008 Foundations of Numbers and Operations**  
**3 class hours** 3 Credits  
**Prerequisites:** MATH 1001 or MATH 1101 or MATH 1111 or MATH 1113

This course is an Area F introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of the major concepts of numbers and operations. As a general theme, strategies of problem-solving will be used and discussed in the context of various topics.

**MATH 2009 Real Numbers and their Operations** Fall, Spring, Summer  
**3 class hours** 3 Credits  
**Prerequisites:** MATH 1112 or MATH 1113

This course is an Area F introductory Mathematics course for middle grades education majors. This course will emphasize the understanding and use of the major concepts of real numbers and their operations. Strategies of problem-solving will be used and discussed in context of various topics throughout the course.

**MATH 2110 Logic** Spring  
**3 class hours** 3 Credits  
**Prerequisites:** MATH 1101 or MATH 1111 or MATH 1113

The major emphasis of the course is deductive reasoning. It includes recognizing arguments, symbolizing and checking the validity of arguments, use of truth tables, modified truth tables, rules of inference, propositional and predicate logic, fallacies, categorical propositions, categorical syllogisms, symbolic logic, methods of deduction, set theory, and probability theory.

**MATH 2112 Probability and Statistics** **Fall, Spring**  
**3 class hours** **3 Credits**  
**Prerequisites:** MATH 1001 or MATH 1101 or MATH 1111 or MATH 1113  
 Topics covered include introduction to statistics (data, vocabulary, uses and abuses of statistics, sampling, and statistical computing), descriptive statistics (graphical techniques and numerical techniques), probability distributions (discrete and continuous distributions), normal distribution (standard normal, nonstandard normal, z scores, and central limit theorem), estimation (point/interval), hypothesis testing (1 sample, 2 sample, ANOVA and correlational/regression), and MINITAB (or other statistical software) laboratory.

**MATH 2123 Analytic Geometry and Calculus III** **Spring**  
**4 class hours** **4 Credits**  
**Prerequisite:** MATH 1122  
 Topics in the course include power series, Taylor polynomials, parametric and polar equations, conic sections, vectors in the plane and space, partial differentiation, multiple integration, and further discussion of differential equations.

**MATH 2124 Linear Algebra** **\*\***  
**3 class hours** **3 Credits**  
**Prerequisite:** MATH 1122 or Permission of Department  
 An introduction to linear algebra including vector spaces, linear transformations, determinants & eigenvalues, matrices, geometric vectors, systems of linear equations and applications.

**MATH 3510 Explorations in Geometry and Measurement** **Fall, Summer**  
**3 class hours** **3 Credits**  
**Prerequisites:** MATH 2008 or MATH 2009  
 This is a mathematics course for Early Childhood Education and Middle Grades Education majors. This course will emphasize the understanding and use of fundamental concepts of geometry and methods and materials of instruction. Topics covered may include polygons, angles, geometry in space, constructions, measurement, transformations and tessellations. This course may not be used to satisfy degree requirements for students majoring in Mathematics nor for those majoring in secondary education.

**MATH 3520 Algebra and Proportionality** **Spring**  
**3 class hours** **3 Credits**  
**Prerequisites:** MATH 2008 or MATH 2009  
 This is a mathematics course for Early Childhood Education and Middle Grades Education majors. This course will emphasize the deep understanding and the use of the fundamental concepts of algebra, as well as the methods and materials of instruction. Students will gain a better perspective of how the topics and concepts they will eventually teach fit into the broader mathematical framework. Topics covered may include linear, quadratic, and exponential functions and their graphs; patterns, especially arithmetic and geometric sequences and the Binomial Theorem; solving equations; and ratios and proportions. This course may not be used to satisfy degree requirements for students majoring in Mathematics nor for those majoring in Secondary Education.

**MATH 4510 Foundations of Statistics and Probability** **3 Credits**  
**3 class hours**  
**Prerequisite:** Admission to Teacher Education cohort  
 This course focuses on recognizing, using, and learning about mathematics in the context of real-world situations and problems. Deliberate connection to the sciences, social sciences, and fine arts incorporate mathematical topics drawn from algebraic and non-algebraic functions, probability, and discrete mathematics. This course is intended for teacher education majors only.

### MIDDLE GRADES EDUCATION (MGED)

**MGED 3000 Professional Seminar I** **- Credits**  
**0 class hours**  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** MGED 3090  
 Professional Seminars represent three-hour workshops held at the beginning of the semester. These workshops provide an overview of the semester, the courses to be completed, the connections between courses, the overall course outcomes, dispositional expectations, technology skill development relative to the courses, and connection with the conceptual framework as candidates develop their knowledge, skills, and dispositions. (No credit is awarded until the completion of MGED 4001.)



**MGED 3001 Professional Seminar II**  
**0 class hours** - Credits  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** MGED 3091  
 Professional Seminars represent three-hour workshops held at the beginning of the semester. These workshops provide an overview of the semester, the courses to be completed, the connections between courses, the overall course outcomes, dispositional expectations, technology skill development relative to the courses, and connection with the conceptual framework as candidates develop their knowledge, skills, and dispositions. (No credit is awarded until the completion of MGED 4001.)

**MGED 3010 Middle Grade Schools and Curriculum**  
**3 class hours** 3 Credits  
**Prerequisite:** Admission to Teacher Education cohort  
 This course introduces teacher candidates to middle school theory, the current context of middle level schools, major concepts and principles of middle school curriculum, middle school standards, and strategies for motivating middle school learners.

**MGED 3020 Middle Grades Instruction and Assessment**  
**3 class hours** 3 Credits  
**Prerequisites:** MGED 3010, Admission to Teacher Education cohort  
 This course provides teacher candidates with best practice research on effective instructional techniques for middle grade learners, application and integration of technology, how to connect instruction to assessment, background regarding informal and formal assessment techniques and instruments appropriate for use in assessing middle grade students, and how to use and interpret data.

**MGED 3030 Professional Roles, Ethics, and Collaboration in Middle Schools**  
**2 class hours** 2 Credits  
**Prerequisite:** MGED 3010  
 This course addresses the professional roles, ethical expectations, and collaborative relationships expected of professional educators at the middle school level. Attention to pertinent school law and current cases are included.

**MGED 3040 Language Issues in Today's Middle Schools**  
**3 class hours** 3 Credits  
**Prerequisite:** MGED 3010  
 This course examines language development as it relates to middle school students, critical issues for ESOL instruction, and attention to development of critical language skills in Spanish appropriate for middle school-aged children and their parents.

**MGED 3090 Middle Grades Practicum I**  
**1 class hour** 1 Credit  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** MGED 3000  
 This course provides teacher education candidates with directed field experiences in elementary and middle schools (Grades 4-8) with assignments and activities commensurate to their level and course work.

**MGED 3091 Middle Grades Practicum II**  
**1 class hour** 1 Credit  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** MGED 3001  
 This course provides teacher education candidates with directed field experiences in elementary and middle schools (Grades 4-8) with assignments and activities commensurate to their level and course work.

**MGED 4000 Professional Seminar III**  
**0 class hours** - Credits  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** MGED 4090  
 Professional Seminars represent three-hour workshops held at the beginning of the semester. These workshops provide an overview of the semester, the courses to be completed, the connections between courses, the overall course outcomes, dispositional expectations, technology skill development relative to the courses, and connection with the conceptual framework as candidates develop their knowledge, skills, and dispositions. (No credit is awarded until the completion of MGED 4001.)

**MGED 4001 Professional Seminar IV**  
**0 class hours** 1 Credit  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** MGED 4091  
 Professional Seminars represent three-hour workshops held at the beginning of the semester. These workshops provide an overview of the semester, the courses to be completed, the connections between courses, the overall course outcomes, dispositional expectations, technology skill development relative to the courses, and connection with the conceptual framework as candidates develop their knowledge, skills, and dispositions.

**MGED 4010 Classroom Management in Middle Schools**  
**3 class hours** **3 Credits**  
**Prerequisites:** MGED 3010, MGED 3020  
 This course focuses on dealing effectively with middle grade student behavior and management of middle grades classrooms, dealing effectively with emerging adolescent behavior from a psychological basis, and learning to reflect on teacher actions and environmental conditions that often induce behavior that negates engaged learning and productive social interaction.

**MGED 4030 Effective Instruction: Mathematics and Science**  
**3 class hours** **3 Credits**  
**Prerequisites:** MGED 3010, MGED 3020  
 This course focuses on effective teaching strategies for engaging middle grade students in the learning and exploration of mathematics and the sciences with attention to inquiry learning, standards based instruction, methods and materials, and the integration of appropriate technologies.

**MGED 4032 Effective Instruction: Social Studies and Language Arts**  
**3 class hours** **3 Credits**  
**Prerequisites:** MGED 3010, MGED 3020  
 This course focuses on effective teaching strategies for engaging middle grade students in the learning and exploration of the social sciences and language arts with attention to inquiry learning, standards based instruction, methods and materials, and the integration of appropriate technologies.

**MGED 4090 Middle Grades Practicum III**  
**- class hours** **1 Credit**  
**Prerequisite:** Admission to Teacher Education cohort  
**Corequisite:** MGED 4000  
 This course provides teacher education candidates with directed field experiences in elementary and middle schools (Grades 4-8) with assignments and activities commensurate to their level and course work.

**MGED 4091 Capstone Internship in the Middle School**  
**- class hours** **6 Credits**  
**Prerequisite:** Completion of all professional education coursework  
 This course provides teacher candidates an opportunity for full-time classroom teaching experience under the direction of an experienced mentor teacher and a college faculty supervisor. Placements must be in the public school setting in grades 4-5 and 6-8.

**MGED 4120 Professional Development Seminars**  
**- class hours** **2 Credits**  
**Corequisites:** MGED 4001, MGED 4091  
 Candidates are required to participate in a minimum of five Noon Seminars the three semesters prior to their final semester. Noon seminars are coordinated by faculty in collaboration with local public schools. Following the Noon Seminar, candidates complete an on-line module and assessment. Noon Seminar topics include, but are not limited to these areas: children & poverty, teacher as leader, improving followership, making sense of UBD and GPS, ESOL and ESL instructional issues, critical conversational Spanish for a middle school setting, content area reading strategies, and preschool curriculum.

## MANAGEMENT (MGMT)

**MGMT 3100 Principles of Management**  
**3 class hours** **3 Credits**  
**Prerequisite:** Junior standing in BBA program  
 This is an introduction to the management process emphasizing planning and strategy, organizational theory and structure, and organizational behavior, direction and control including leadership, motivation, team building, management information systems and current managerial issues such as total quality management, multicultural impact and ethical management.

**MGMT 3110 Management of Organizations and Individuals** **Fall**  
**3 class hours** **3 Credits**  
**Prerequisite:** Junior standing in BBA program  
 Management functions and processes as applied to organizations and to individuals in organizations. Topics to be covered include strategy, job and organization design, ethics and social responsibility, diversity, global influences, leadership, motivation, human resource management, and organizational change. Emerging managerial issues will be introduced.

**MGMT 3300 Principles of Operations and Supply Chain Management**  
**3 class hours** **3 Credits**  
**Prerequisite:** MGMT 3100  
 The operations function is concerned with the activities associated with the planning, production and distribution of goods and services. This course surveys operating decisions and practices in both manufacturing- and service-oriented firms. While no attempt is made to cover any particular area in depth, standard terms and concepts required to communicate effectively with operating personnel are introduced. Emphasis is placed on the systems approach to the efficient allocation of resources within the firm, as well as the challenge of managing people, equipment, and materials to achieve organizational objectives.

**MGMT 3350 Business Logistics and Materials Management**  
**3 class hours** **3 Credits**  
**Prerequisite:** MGMT 3100  
 Concepts, strategies, and practices related to demand management, procurement and manufacturing, inventory, transportation infrastructure and operations, warehousing, packaging, material handling and distribution. Prerequisite: Principles of Operations and Supply Chain Management.

**MGMT 3500 Business Law and Ethics**  
**3 class hours** **3 Credits**  
**Prerequisite:** MGMT 3100, MGMT 3110  
 This course addresses the legal and ethical implications of an increasingly complex business world. Covers methods for analyzing and applying personal values, recognizing organizational, environmental, and legal forces that influence ethical behavior, and heightening the student's abilities to recognize legal and ethical issues and engage in effective moral debate in a business setting.

**MGMT 3600 Hospitality Management**  
**3 class hours** **3 Credits**  
**Prerequisite:** MGMT 3100  
 The student examines the issues and strategies of the hospitality industry. The concept of service and linkages to the functional areas of marketing, operations and human resources of hospitality businesses will be discussed. Different strategies for planning and implementing effective customer service will be covered including Six Sigma and utilizing Malcolm Baldrige Quality for Excellence criteria in a variety of hospitality settings including hotels, restaurants, foodservice operations, convention/meeting facilities, venues and clubs.

**MGMT 4100 Entrepreneurship** **Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** FINC 3100, MGMT 3100, MKTG 3100, and Senior standing  
 This is a study of the business formation process. It focuses on characteristics of successful entrepreneurs, creativity, risk taking, and the necessary planning associated with new business ventures. Students will develop an idea for a new business venture, conduct a feasibility analysis, identify resources, and conclude with a comprehensive business plan.

**MGMT 4200 Strategic Management** **Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** ECON 3120, MGMT 3110, MKTG 3120, FINC 3100, ACCT 4100, and Senior standing  
 This is a capstone course designed to integrate knowledge gained in the various functional business areas and to exercise the student's analytical skills in problem identification, strategy formulation, integration and decision implementation, including international and ethical considerations.

**MARKETING (MKTG)**

**MKTG 3100 Principles of Marketing** **Fall**  
**3 class hours** **3 Credits**  
**Prerequisite:** Junior standing in BBA program  
 This is an introduction to the basic principles of marketing and the marketing environment with a focus on development of an understanding of ethical planning, implementing, and controlling marketing activities on a local, national, and international scale.

**MKTG 3110 Sales and Sales Management** **Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** MKTG 3100  
 This course is a study of methods of professional selling and sales management. The focus is on how sales fits into the overall marketing function, including the theory, practice, and current behavioral concepts of personal selling and the elements of managing a successful sales force necessary for meeting marketing objectives.

**MKTG 3120 Business Communication and Personal Professional Development** **Fall**  
**3 class hours** **3 Credits**  
**Prerequisite:** Junior standing in BBA program  
 This is a study and practice of strategies, skills, and principles of effective business communication coupled with a focus on professional development. Major emphasis will be placed on not only understanding business communications and the role of business communication attitudes, values, and behaviors play, but additionally, the simultaneous evolution of the student's professional development.

**MKTG 4100 Marketing Research and Consumer Behavior** **Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** MKTG 3100 and ITEC 3110  
 This is a study of the consumer decision-making process and the factors influencing it. Psychological, sociological, economic, and cultural anthropological factors are examined. Their impact on marketing formulation, both domestic and international, is emphasized.

**MUSIC (MUSI)**

**MUSI 1100 Music Appreciation** **Fall, Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 An introduction to the appreciation of music which relates the development of music to general history and cultural history from the Middle Ages to the present and develops students' ability to listen perceptively. Extensive critical listening to representative works forms a major portion of the course content.

**NURSING (NURS)**

**NURS 1111 Nursing 1** **Fall**  
**5 class hours, 9 laboratory hours** **8 Credits**  
**Prerequisites: BIOL 2110, PSYC 1101, ENGL 1101, and successful completion of Regents' (Reading and Writing competency) Exam**

**Pre- and/or Corequisite: BIOL 2111**

This course introduces students to knowledge and skills basic to beginning nursing practice. Based on the program philosophy and organizing framework, students begin to provide care to clients using a safe, systematic, caring, holistic approach. Students begin the socialization process into the nursing profession by practicing interpersonal skills with faculty, clients, colleagues and health-care providers. Students will begin to apply critical thinking, ethical, legal, teaching/learning, and pharmacological concepts. These concepts are integrated into classroom and clinical learning activities.

The student is introduced to the basic human needs of clients, throughout the life span, with special emphasis on the geriatric client. The student learns to include developmental factors in health assessment and health promotion. The student learns to identify age-related stressors which impact alterations in health. The student learns essential assessment, communication and technical skills in order to provide care to clients with commonly occurring alterations in biopsychosocial health care needs. The student begins basic practice in the role of provider in acute-care and community-based settings. This is an eight credit hour course, placed in the first semester of the first year of the nursing sequence. Students will have five hours of class and an average of nine hours of laboratory or clinical experiences each week.

**NURS 1112 Nursing 2** **Spring**  
**5 class hours, 9 laboratory hours** **8 Credits**  
**Prerequisites: NURS 1111 and all of its pre- and/or corequisites**  
**Pre- and/or Corequisites: PSYC 2103**

This course is designed to focus on the biopsychosocial needs of the child and adult client. Utilizing a safe, systematic, caring, holistic approach, students will provide care for adults and children experiencing physical or mental problems which interfere with the individual's ability to meet human needs. Emphasis is placed on the care and health promotion of clients with commonly occurring physical or mental problems in acute care and community-based settings. Students will practice the nursing roles of teacher, advocate, and team member. The role of provider is emphasized in prevention of illness and maintenance or restoration of physical and mental health. Classroom, clinical, and laboratory activities sensitize students to personal reactions, myths, and social stigma related to physical and mental health issues. Students practice critical thinking skills in these settings and practice therapeutic communication with clients and professional communications with faculty, colleagues, and health-care providers. This is an eight credit hour course in the second semester of the first year of the nursing sequence. Students will have 5 hours of class and an average of 9 hours of laboratory or clinical experiences per week.

**NURS 2111 Nursing 3** **Fall**  
**4 Class Hours, 15 laboratory hours** **9 Credits**  
**Prerequisites: NURS 1111, NURS 1112, and all pre- or corequisites.**  
**Pre- and/or Corequisites: BIOL 2215**

This course integrates concepts from the child-bearing family and adult and child health. Content will focus on the biopsychosocial needs of clients throughout the life span. Utilizing a safe, systematic, caring, holistic approach, students will provide care for the healthy and at-risk adult, child, and child-bearing woman experiencing physical problems which interfere with the individual's ability to meet human needs. Building on previous concepts, students will learn to care for multiple clients with complex health problems in acute-care and community-based settings. Students will assess physical, psychosocial, and developmental needs of the family while fostering family unity. Students will plan and implement care for clients with needs related to family planning, parenting, and congenital alterations in the newborn. The roles of provider, teacher, manager, and advocate are emphasized as well as the essential competencies identified in the program philosophy. Students will utilize critical thinking skills in classroom learning activities, laboratory and in acute- and community-based clinical settings. This is a nine credit course in the first semester of the second year of the nursing program. Students will have 4 hours of class and an average of 15 hours of laboratory or clinical experiences per week.

**NURS 2112 Nursing 4** **Spring**  
**6 class hours, 18 laboratory hours** **12 Credits**  
**Prerequisites: NURS 1111, NURS 1112, and NURS 2111 and all of their pre- and/or corequisites**

This course emphasizes provision of care for adults and children who are unable to meet human needs secondary to multi-system health problems. Utilizing a safe, systematic, caring, holistic approach, students will provide nursing care to clients experiencing physiological crisis. Clinical and college lab activities focus on development and practice of critical care nursing skills within a variety of settings. Students will practice the nursing roles of provider, advocate, teacher, and team member. The role of manager is emphasized. The clinical preceptorship supports transition into professional practice. Students will utilize critical thinking when analyzing data, evaluating outcomes, solving problems, and making decisions in classroom and clinical settings. The course encourages students to explore professional questions, issues, and trends that impact health care, and serves to transition the student from the academic to the professional setting through evaluation of health care system responses to trends, as well as legal, bio-ethical, economic, and professional issues. This is a twelve-credit course in the second semester of the second year of the nursing program. Students will have 6 hours of class and an average of 18 hours of laboratory or clinical experiences per week.

**NURS 2900 Pre-Nursing Elective -- the Role of the Nurse in the Health Care System****3 class hours****3 Credits**

This course is designed to introduce the pre-nursing major to the role of the nurse. Test-taking skills, critical thinking, medical terminology and health care observational experiences will be provided to familiarize students with the nurse's role in the health care system. These teaching strategies are focused on preparation of the student for entry into the nursing program. This course does not count as part of the pre-licensure BSN.

**NURS 3100 Theoretical Foundations of Professional Nursing****3 class hours****3 Credits****Prerequisites: Core Courses and Acceptance into Nursing****Corequisites: NURS 3102, NURS 3103, BIOL 3410**

This course provides the foundation for the theory and practice of professional nursing. Professional standards, the code of ethics and legal issues are discussed as it relates to the nurse's role in the health care setting. An emphasis is placed on the ability of the nurse to think critically and examine issues in nursing. The role of the nurse in the health care systems is discussed with an emphasis on role socialization and implementation of nursing practice.

**NURS 3102 Nursing Practice I: Health Assessment and Promotion****3 class hours, 6 clinical hours****5 Credits****Prerequisites: BIOL 3410****Corequisites: NURS 3100**

This course focuses on health history and physical examination skills, as well as health promotion, restoration, and maintenance activities related to caring for diverse clients. Emphasis is on the cognitive, affective and psychomotor skills necessary to perform a complete head-to-toe physical examination. It also includes clinical variations, developmental tasks, and health promotion, restoration, and maintenance activities related to the infant, child, and older adult, as well as significant cultural variations. Application of clinical assessment and clinical judgment is assessed in the laboratory setting.

**NURS 3103 Holistic Care****2 class hours, 3 clinical hours****3 Credits****Prerequisites: Completion of Area A-F****Corequisites: NURS 3100, NURS 3102**

This course provides the foundation for clinical practice, recognizing the uniqueness of each patient and the importance of continuity of care. The nursing process is the framework for care with attention to the patient's health care needs, nutritional status, culture and their placement on the health/illness continuum. The importance of comprehensive patient care is applied with a focus on assessment, implementation and evaluation of nursing care measures. Cultural and ethnic factors impacting health care beliefs and practices will be explored. Students will be challenged to use introspection and conscious examination of their own belief and value systems to increase their sensitivity, respect, and caring for others.

**NURS 3201 Research and Evidence Based Practice****3 class hours****3 Credits****Prerequisites: NURS 3100, NURS 3102, NURS 3103, MATH 2112**

This course presents an overview of basic nursing research concepts and process, critical analysis of published research and evaluation for applicability to professional nursing evidence based practice. The importance of integrating research findings into nursing practice will be stressed.

**NURS 3203 Nursing Practice II: Care of Adults****4 class hours, 12 clinical hours****8 Credits****Prerequisites: NURS 3100, NURS 3102, NURS 3103**

Medical-surgical concepts are related to physiological and psychological changes experienced by the adult with an alteration in health. Concepts forming the basis for nursing care of these clients include: oxygenation, fluid alternations, and metabolic changes.

**NURS 3204 Pharmacology****4 class hours****4 Credits****Prerequisites: NURS 3101, NURS 3102, NURS 3103**

The basic pathophysiologic concepts are presented that are essential when caring for clients receiving medication for treatment of all body systems. The integration of pharmacokinetics and patient care are applied to clinical settings. Medication administration and calculation are an integral part of this course.

**NURS 3205 Health and Aging**  
**2 class hours** **2 Credits**  
**Prerequisites:** NURS 3102  
 Theories of aging are related to physiological and psychological changes experienced in an aging population. The impact of the economics and delivery of health care and health policies are examined from a national and global perspective.

**NURS 4100 Nursing Practice III: Family and Child Care**  
**3 class hours, 6 clinical hours** **5 Credits**  
**Prerequisites:** NURS 3201, NURS 3203, NURS 3204  
 The focus of this course is the integration of nursing practice concepts to the family, pediatric and mental health client. A developmental framework for understanding the life cycle, physiological and psychosocial changes provides the foundation for care giving.

**NURS 4101 Nursing Practice IV: Community as Client**  
**3 class hours, 6 laboratory hours** **5 Credits**  
**Prerequisites:** NURS 3201, NURS 3203, NURS 3204  
**Corequisites:** NURS 4100  
 This course is designed to develop skills essential to population-based nursing practice and requires integration of prior knowledge and skills. Emphasis is placed on the role of the professional nurse in providing health care to clients/aggregates in a variety of culturally diverse communities. Tools of the trade including epidemiological methods will be examined. The student will learn methods for assessing community health needs, techniques used to restore and maintain the health care of diverse populations, and strategies for promoting wellness. Health care policies and systems will be viewed from their impact on health and wellness and program delivery. The clinical experiences will expose students to a variety of community health environments, health programs and policies and their impact on care. Opportunities to practice health promotion behaviors and critique health care delivery systems will be emphasized. Physical and mental health issues will be studied and interventions will be formulated and applied in the practice of community health nursing.

**NURS 4102 Nursing Practice V: Psychosocial Aspects of Care**  
**3 class hours, 6 clinical hours** **5 Credits**  
**Prerequisites:** NURS 3203, NURS 3204  
 This course focuses on psychosocial aspects of care applied to adults, children, family and aging. A variety of mental health issues and their impact on individuals, groups and society will be presented and care management issues will be analyzed related to the interventions and outcomes of care.

**NURS 4103 Pathopharmacology**  
**2 class hours** **2 Credits**  
**Prerequisites:** None  
 This course examines the pathophysiologic and pharmacokinetic concepts related to nursing practice and disease. Client prototypes are used to analyze the dynamics of pharmacologic therapies and patient outcomes.

**NURS 4201 Management and Leadership**  
**2 class hours, 6 clinical hours** **4 Credits**  
**Prerequisites:** NURS 4100, NURS 4101  
 This course focuses on principles of leadership and management integral to nursing practice. The emphasis is on priority setting, delegation, communication and clinical application of the principles of professional practice roles among groups of patients. Nurses' roles as educator, advocate, consumer of research, leader/ manager, change agent and provider of care within the community are examined. Collaboration with other health care providers to improve evidence-based outcomes of patients is emphasized. The health care system is analyzed to assess the legal, political and socioeconomic aspects of health care access and delivery. Completion of this course is under the guidance of a faculty advisor and a clinical preceptor.

**NURS 4202 Nursing Practicum (Pre-Licensure BSN)**  
**4 class hours, 12 clinical hours** **8 Credits**  
**Prerequisites:** All Nursing courses  
**Corequisites:** NURS 4201  
 This is the capstone course for the baccalaureate student. It is designed to fully integrate the students into the profession of nursing. Students will focus on management of groups of clients in the acute care setting. Focus will be on priority setting, integration of research into clinical practice and evaluating patient care and staff.

**NURS 4203 Nursing Practicum (RN to BSN)**  
**1 seminar hour, 12 clinical hours** **2 Credits**  
**Prerequisites:** All Nursing courses  
 This course focuses on the synthesis of knowledge from past and current learning experiences and facilitates the RN student's transition to professional practice, emphasizing principles of perpetual learning and caring practices. It also focuses on communication and clinical application of the principles of professional practice roles including educator, consumer of research, leader/manager, and provider of care within the community. Current and emerging trends in nursing are analyzed in relation to their impact on nursing practice. Completion of this course is under the guidance of a faculty advisor and a clinical preceptor.

**PHYSICAL EDUCATION (PHED)****PHED 1001 Nutrition and Weight Control** **Fall, Spring, Summer**  
**1 class hour, 1 laboratory hour** **1 Credit**

The student will be introduced to basic principles of nutrition and weight control and their application to health and wellness. This course will allow the student to understand factors that influence their dietary choices and the role of certain essential nutrients that will enhance and allow them to maintain optimal health. It is a behaviorally-based program designed to develop skills and positive eating habits as well as knowledge of proper nutrition. The students will assess their eating behaviors and learn to distinguish fact from fiction about trends in nutrition. They will identify potential risks and the role of nutrition in fighting various diseases.

**PHED 1002 Healthy Decisions** **Fall, Spring, Summer**  
**1 class hour, 1 laboratory hour** **1 Credit**

The student will be introduced to concepts regarding behavioral changes and help them identify areas which can be improved. The course will introduce the importance of a global perspective on health and will focus on current risk factors and how they can impact the student's current and future health. The student will learn how both internal and external factors affect their health and how stress can be a major contributor to poor health decisions. Topics covered will focus on risks from harmful habits such as violence and abuse, and addictive behaviors: drugs, alcohol and tobacco. The course will also focus on ways to improve communication skills and how to create and maintain healthy relationships.

**PHED 1110 Weight Training** **Fall, Spring**  
**3 laboratory hours** **1.5 Credits**

The student will be introduced to the principles of weight training in order to be able to develop muscular strength and/or endurance in all of the major muscle groups of the body. Fitness concepts and functions of muscles will be covered as well as the mechanics of performance for exercises which work the muscle groups. Students will participate in a prescribed program for the first half of the semester. The second half of the semester the student will participate in a personalized program designed by the student to work all of the major muscle groups.

**PHED 1120 Aerobic Conditioning** **Fall, Spring**  
**3 laboratory hours** **1.5 Credits**

The student will participate in aerobic dance, step aerobics and other forms of aerobic conditioning exercise in order to improve the cardiorespiratory system (aerobic capacity). The class will also include muscular conditioning exercises to exercise muscle groups which are used only minimally during the aerobic workout, such as the abdominal muscles. All major muscle groups and their functions will be covered and the student will understand and be able to demonstrate which exercises work which muscle groups.

**PHED 1140 Fitness Walking and Jogging** **Fall, Spring**  
**3 laboratory hours** **1.5 Credits**

The student will participate in an exercise program designed to improve cardiorespiratory endurance (aerobic capacity). Basic fitness concepts and other related health and fitness material will be covered in the classroom. The student will be introduced to the basic principles and mechanics for participation in fitness walking and jogging and will participate in each form of exercise for a prescribed amount of time and then choose (under the guidance of the instructor) which form of exercise in which to participate for the remainder of the semester.

**PHED 1150 Body Conditioning** **Fall, Spring**  
**3 laboratory hours** **1.5 Credits**

The student will learn the fundamental principles underlying physical activity and how to put these principles into practice by participating in an organized, total body, fitness program. Each student will design a personal fitness program to meet his/her individual needs. Other health and related fitness concepts will also be covered.

**PHED 1160 Interval Aerobics** **Fall, Spring**  
**3 laboratory hours** **1.5 Credits**

Students will be introduced to the principles of interval aerobics. Intervals alternate brief periods of high-intensity recovery work with low intensity recovery periods, involving both the aerobic and anaerobic systems. This course utilizes single body station weight machines and aerobic activity stations in alternating succession as well as activities including cycle, gliding, circuit training, and trekking (treadmill intervals). This class is for everyone, at any age, at every level of fitness. Students will strive to improve their level of fitness and performance. There will be an additional fee of \$40 for this course, payable when tuition is paid. This additional fee will be paid to a local gym for the cost of their facility usage and equipment.

**PHED 1210 Golf** **Fall, Spring, Summer**  
**2 laboratory hours** **1 Credit**

The student will be introduced to the basics of golf including the grip, stance, swing, putting, chipping, terminology, scoring and etiquette. Students will progress to being able to play a round of golf. The course will be conducted at the Coastal Pines Golf Center and a fee of \$40.00 will be charged. Golf balls and clubs will be provided or students may use their own clubs.

**PHED 1221 Bowling** **Fall, Spring, Summer**  
**2 laboratory hours** **1 Credit**

The fundamentals of bowling (grip, stance, approach, release, scoring, etiquette) will be covered and students will practice these skills in order to attain sufficient skill with which to participate in bowling as a recreational activity. Students will use these skills in game situations throughout the semester and participate in a class bowling tournament during the last two weeks of the semester. The class will be held at the Bowlarena across from the campus and there will be a fee (\$40.00) required to be paid to the Bowlarena which will include all games, shoes and ball use.

**PHED 1231 Volleyball** **Fall**  
**2 laboratory hours** **1 Credit**  
 The student will be introduced to the fundamentals of volleyball including different serves, set, dig, spike, terminology, rules, scoring and court etiquette. The class will emphasize skill development through the use of drills designed to develop skill and the use of skills in game situations. Sufficient skill will be developed in order that the student will be able to participate successfully in volleyball as a recreational activity. Students will primarily participate in the six-person team volleyball but will also be introduced to two and three-person team play.

**PHED 1242 Badminton** **\*\***  
**2 laboratory hours** **1 Credit**  
 The fundamentals of badminton (grip, serve, clears, drop, smash, rules, scoring and etiquette) will be covered. Students will practice the skills of badminton through drills and game situations in order to attain sufficient skill with which to participate in badminton as a recreational activity.

**PHED 1250 Tennis** **Fall, Spring**  
**2 laboratory hours** **1 Credit**  
 The student will be introduced to the basic skills of tennis (grip, stance, serve, forehand, backhand, volley, half volley, lob, and overhead) as well as rules, scoring, strategy and etiquette of the game. Students will practice skills during various drills and will use the skills in game situations of singles and doubles.

**PHED 1430 Outdoor Challenges** **Fall, Spring**  
**0.5 class hour, 1 laboratory hour** **1 Credit**  
 Students will participate in various challenges, cooperative games, and other forms of adventure programming in an outdoor setting. This course develops leadership skills, stimulates group interaction and team building, and improves self-reliance and problem solving skills. It will meet on two Friday afternoons at the CCGA gymnasium, followed by an all day Saturday class, and Sunday afternoon at an off-campus facility. 100% attendance is required in the class. There will be an additional fee (\$30) for this course, payable when tuition is paid.

**PHED 1440 Camping and Hiking** **Fall, Spring, Summer**  
**2 laboratory hours** **1 Credit**  
 Students will learn fundamental elements of recreational camping and hiking. The first class will be one afternoon, on campus to cover basic materials needed for camping and hiking, selected camping skills and planning for the overnight camping trip. The remainder of the class will be conducted at a public campground within four hours or less driving time from campus. At the campground more concepts will be covered and participated in. On the second day of the campout, camping skills will be tested and a written test will also be given. There will be an additional fee (\$25.00) for this course payable when tuition is paid.

**PHED 1450 Snow Skiing/Boarding I** **Spring**  
**0.5 class hour, 2 laboratory hours** **1.5 Credits**  
 Students will develop basic skills of snow skiing as well as skiing concepts related to safety, conditioning, etiquette, clothing, equipment, etc. The course will begin with a four-hour session on campus prior to a trip to a specified ski facility for the remainder of the class sessions. There will be an additional fee for this course, payable when tuition is paid. The additional fee will cover ski equipment, lift tickets and lodging.

**PHED 1455 Snow Skiing/Boarding II** **Spring**  
**0.5 class hour, 2 laboratory hours** **1.5 Credits**  
**Prerequisite: PHED 1450 or Permission of Instructor**  
 Students will develop an intermediate level of Snow Skiing and Snow Boarding skills. Those students already skilled in the basics of snow skiing/boarding, will be allowed to further their skill and increase their level of expertise. The course will begin with a four-hour session on campus prior to a trip to Appalachian Ski Mountain for the remainder of the class sessions. There will be an additional fee for the course, payable when tuition is paid. This additional fee will cover ski equipment, lift tickets and lodging.

**PHED 1460 Martial Arts** **Fall, Spring**  
**3 laboratory hours** **1.5 Credits**  
 Students will participate in Shotokan Karate. The three components of karate practice will be covered: 1) "kihon" (blocks, punches, kicks and stances), 2) "katas" (pre-arranged movements simulating combat situations) and 3) sparring "kumite" with an opponent. Training will concentrate on both the physical and mental aspects of martial arts practice. Skill and written tests will be given at the end of the semester. Students will be required to purchase a uniform ("gi") for this course during the first week of the semester. The cost is approximately \$25.00.

**PHED 1610 Dance-Social/Country-Western/ Line** **Spring**  
**3 laboratory hours** **1.5 Credits**  
 The student will be introduced to various dance steps (such as grapevine, hustle, two-step, waltz, cha-cha) and will learn to use and sequence these basic steps in various dance situations. Basic line dances will be learned which may include the Electric Slide, Slappin' Leather, and Boot Scootin Boogie. Dances performed specifically to Country Western music will be learned; the Two-Step, waltz, Shag, Sweetheart Cha-Cha and others will be covered. Social dances to music other than Country Western will also be performed to other music styles: Shag, Swing, waltz, Fox-Trot, Cha-Cha and others. Students will become proficient in basic dance styles in order to participate in dance as a recreational activity.



**PHED 1710 Individual Physical Education I** **Fall, Spring**  
**2 laboratory hours** **1 Credit**  
**Prerequisite: Permission of Instructor**  
 This course is designed for the student who cannot fulfill the physical education graduation requirements in any other physical education class because of a physical or medical disability. An individual program is designed to fit the students' needs and to give maximum flexibility and benefits. An emphasis is placed on being a physically educated person.

**PHED 1720 Individual Physical Education II** **1 Credit**  
**2 laboratory hours**  
**Prerequisite: Successful completion of PHED 1710 and Permission of Instructor**  
 This course is the second session designed for the student who cannot fulfill the physical education graduation requirements in any other physical education class because of a physical or medical disability. The student will research his/her physical disability and will continue to implement an individual fitness program to meet his/her needs. The student will also receive information on sound nutrition and how to implement a food diary designed to track and enhance their food choices. Emphasis will be placed on wellness so that the student can continue to enhance their fitness knowledge.

**PHED 1721 Intercollegiate Athletics I** **Spring**  
**2 laboratory hours** **1 Credit**  
 Full-time students who are participating in their first year of the College of Coastal Georgia intercollegiate program may register for this course and receive one hour of physical education credit.

**PHED 1722 Intercollegiate Athletics II** **Spring**  
**2 laboratory hours** **1 Credit**  
 Full-time students who are participating in their second year of the College of Coastal Georgia intercollegiate program may register for PHED 1722 for institutional credit only. This course will not satisfy the physical education requirement for graduation.

**PHED 1800 Introduction to Yoga** **\*\***  
**3 laboratory hours** **1.5 Credits**  
 This is an activity course that provides an introduction to the general history, basic training principals, and the five different types of Yoga.

**PHED 2011 Health and Physical Education Practicum** **\*\***  
**0.5 class hour, 1 laboratory hour** **1 Credit**  
**Corequisite: EDUC 2000**  
 Any student majoring in Health and Physical Education must enroll in PHED 2011 when taking EDUC 2000 (Introduction to Education) as part of the Area F requirement for additional field experience in health and physical education. Students will participate and assist in public school based physical education classes, college physical education classes, or health and fitness centers or medically based health and fitness programs.

**PHED 2012 Recreation Practicum** **\*\***  
**0.5 class hour, 1 laboratory hour** **1 Credit**  
 This course is based on field experience for students majoring in recreation. Students will participate and assist in a public recreation program through the city, county, Boys and Girls Club, YWCA, or other public agencies.

**PHED 2610 Health, Movement and Physical Education** **2 Credits**  
**2 class hours**  
 This course examines the context for health, movement, and physical education from the standpoint of a self-contained classroom teacher. Issues germane to health, movement, and physical education of elementary-aged children are explored. Integration of health, movement, and physical education across the K-5 curriculum also is provided.

### PHILOSOPHY (PHIL)

**PHIL 2004 Introduction to Philosophy** **Fall, Spring, Summer**  
**3 class hours** **3 Credits**  
**Prerequisite: None**  
 This course is an introduction to the fundamentals of philosophy, its meaning and functions, its vocabulary and problems. It offers students an opportunity to become more aware of themselves and the world around them.

**PHIL 2005 Introduction to Ethics** **Fall, Spring, Summer**  
**3 class hours** **3 Credits**  
**Prerequisite: None**  
 This course is an introduction to the principles and problems of ethics in relation to a variety of contemporary issues. The course will engage students in critical thinking about the major philosophical positions concerning right and wrong, moral values, and moral responsibility.

**PHYSICAL SCIENCE (PHSC)**

**PHSC 3000 Principals of Physical Science** **4 Credits**  
**3 class hours, 3 laboratory hours**  
**Prerequisite: Completion of Area A Math requirements and Area D Science requirements. PHYS 1011 or 1111 and CHEM 1100, 1151, or 1211 are strongly recommended.**

This course reinforces the basic concepts of the fundamental behavior of matter and energy. It provides greater depth on topics such as motion, heat, sound, electricity, light, periodic properties, chemical and nuclear reactions, solutions and organic chemistry. The laboratory exercises supplement the lecture material.

**PHYSICS (PHYS)**

**PHYS 1011 Survey of Physics** **\*\***  
**4 class hours, 2 laboratory hours** **5 Credits**  
**Prerequisite: MATH 1111**

This course covers some basic concepts and applications of physics. Topics to be covered include mechanics, heat, electricity, light and sound. Laboratory exercises supplement the lecture material. *Note: this course could also be used by Associate of Science or Associate of Art non-science majors (only) to partially satisfy their Area D science requirements. This course can not be substituted for PHYS 1111, PHYS 1112, PHYS 2211, or PHYS 2212.*

**PHYS 1111 Introductory Physics I** **Fall**  
**3 class hours, 2 laboratory hours** **4 Credits**  
**Prerequisites: MATH 1111 and MATH 1112 or MATH 1113**

An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used.  
*(Note: A student may not receive credit for both PHYS 1111 & PHYS 2211)*

**PHYS 1112 Introductory Physics II** **Spring**  
**3 class hours, 2 laboratory hours** **4 Credits**  
**Prerequisite: PHYS 1111**

An introductory course which will include material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry will be used.

**PHYS 2211 Principles of Physics I** **Fall**  
**3 class hours, 3 laboratory hours** **4 Credits**  
**Prerequisite: MATH 1121**

An introductory course which will include material from mechanics, thermodynamics, and waves. Elementary differential calculus will be used.  
*(Note: A student may not receive credit for both PHYS 1111 & PHYS 2211)*

**PHYS 2212 Principles of Physics II** **Spring**  
**3 class hours, 3 laboratory hours** **4 Credits**  
**Prerequisites: PHYS 2211 and MATH 1122**  
 An introductory course which will include material from electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used.

**POLITICAL SCIENCE (POLS)**

**POLS 1101 American Government** **Fall, Spring, Summer**  
**3 class hours** **3 Credits**  
**Prerequisite: None**

An introductory course in American government covering the organization, functions, and processes of federal, state, and local governments, with emphasis on the federal. Satisfies the Georgia requirement for proficiency in studies of the United States and Georgia Constitutions.

**POLS 2302 Introduction to International Relations** **\*\***  
**3 class hours** **3 Credits**  
**Prerequisite: POLS 1101**

Introduction to International Relations examines the interaction of nation-states in the world system. The course will focus on three areas: the conduct of International Relations, issues in International Relations, and theoretical approaches to International Relations.

**POLS 3201 Constitutional Law and the Federal System**  
**3 class hours** **3 Credits**  
**Prerequisite: POLS 1101**

This course is a study of the U.S. Supreme Court opinions on the Constitution, with emphasis on powers of the national government, judicial review, federalism, commerce power, separation of powers, power to tax and spend, and state regulation.

**POLS 3202 Constitutional Civil Liberties**  
**3 class hours** **3 Credits**  
**Prerequisite: POLS 1101**

This course is a study of the U.S. Supreme Court opinions on the Constitution, with emphasis on individual rights, nationalization, the Bill of Rights, substantive and procedural due process, freedom of expression, association, religion, privacy and equal protection.

**PSYCHOLOGY (PSYC)**

**PSYC 1101 Introduction to General Psychology** Fall, Spring, Summer  
3 class hours 3 Credits

**Prerequisite:** None

This course is an introduction to the basic concepts and theories related to contemporary psychology. It introduces the application of the scientific method in the study of human behavior and examines how biological, psychological and social factors affect behavior. Major units of study include history, research methods, biological bases of behavior, learning, motivation, personality, stress, consciousness, and psychopathology.

**PSYC 2103 Introduction to Human Development** Fall, Spring, Summer  
3 class hours 3 Credits

**Prerequisite:** PSYC 1101

This course is an introduction to the dynamics of human development across the life span. Emphasis is placed on physical, cognitive, social, and emotional development, and their respective theories and applications.

**PSYC 3010 Adolescent Psychology**  
3 class hours 3 Credits

**Prerequisites:** PSYC 1101, PSYC 2103 or EDUC 2130

This course is an introduction to behavior and development from early adolescence to adulthood, which will focus on the empirical study of biological, psychological, cognitive, emotional, personality, and social development that occur during adolescence. Topics addressed include: physical development, sexual maturation, social cognitions, identity development, peer relationships, family, socio-cultural context, adjustment and links between adolescent development and educational practice.

**RADIOLOGIC SCIENCE (RADT)**

**RADT 1001 Patient Care and Ethics** Fall  
3 class hours 3 Credits

**Prerequisite:** Acceptance into Radiologic Science Program

Introductory course to the field of Radiologic Science with a concentration on patient care and ethics. Emphasis is placed on medicolegal issues, medical terminology, basic pharmacology, venipuncture, charting, basic radiation protection, interpersonal relationships, and methods of patient care.

**RADT 1002 Radiographic Positioning I** Fall  
3 class hours, 2 laboratory hours 4 Credits

**Prerequisite:** Acceptance into Radiologic Science Program

A study of radiographic positioning procedures covering the upper and lower extremities, thoracic cavity, shoulder girdle, abdomen, and pelvic girdle. Concepts include radiographic anatomy, positioning, and film analysis. Radiographic protection is stressed.

**RADT 1003 Radiologic Positioning II** Spring  
3 class hours, 2 laboratory hours 4 Credits

**Prerequisites:** RADT 1001, RADT 1002

A study of radiographic positioning procedures covering the gastrointestinal, biliary, and genitourinary systems, vertebral column, and skull.

**RADT 1004 Fundamentals of Radiographic Imaging** Spring  
3 class hours, 2 laboratory hours 4 Credits

**Prerequisites:** RADT 1002

A course designed to build a basic understanding of the theory and practical application of radiographic techniques. The course provides the learner with concepts related to radiographic film, processing, intensifying screens, quality factors, and exposure conversion techniques.

**RADT 1005 Radiobiology/Radiation Safety** Summer  
4.5 class hours 3 Credits

**Prerequisite:** RADT 1004

A lecture course designed to give a basic understanding of the manner in which radiation interacts with the biological system. Emphasis is given to concepts that increase one's awareness of the responsibility to protect the patient, public, and self from unnecessary radiation dose.

**RADT 1112 Introduction to Clinical Radiology** Spring  
1 class hour, 18 laboratory hours 4 Credits

**Prerequisites:** RADT 1001, RADT 1002

The student is introduced to work experience in clinical sites with supervision by the college Radiologic Science clinical instructor and designated members of the staff of the facility. Students will observe the clinical radiology environment and begin performing basic procedures which involve radiography of the chest, upper and lower extremities, and abdominal cavity under direct supervision as well as observe darkroom techniques, and file room process.

**RADT 1113 Clinical Procedures and Techniques I** **Summer**  
**1.5 class hours, 18 laboratory hours** **4 Credits**  
**Prerequisites:** RADT 1003, RADT 1004, RADT 1112  
 A continuation of Radiology 1112, the student observes and performs radiographic procedures and techniques previously learned. Additionally, the student will begin performing radiography of the spinal column and cranium under direct supervision. An introduction/observation to surgical radiographic procedures will also be completed. An in-depth study of the components of a radiographic panel/room is included.

**RADT 2001 Radiologic Science** **Fall**  
**3 class hours, 2 laboratory hours** **4 Credits**  
**Prerequisite:** RADT 1005  
 Introduces the concepts of basic physics and emphasizes the fundamentals of x-ray generating equipment. Topics include units of measurement, atomic structure, structure of matter, electrostatics, magnetism and electromagnetism, electrodynamics, control of high voltage, rectification, x-ray circuitry, radiographic equipment, image intensified fluoroscopy, recording media and techniques, and computer literacy.

**RADT 2002 Pathophysiology** **Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** RADT 2001  
 This course will provide the student with an introduction to the concept of disease. Pathology and disease, as it relates to various radiographic procedures, will be discussed. Special procedures to demonstrate pathology will also be a focus of this course.

**RADT 2003 Certification Fundamentals** **Summer**  
**4.5 class hours** **3 Credits**  
**Prerequisite:** All other didactic Radiologic Science courses  
 A final, comprehensive course that reviews and interrelates concepts previously covered in the curriculum. It provides the student with a meaningful approach to evaluate previous learning and to investigate areas of needed preparation for employment and credentialing. The course also includes employment interview skills and related concepts such as resume preparation.

**RADT 2221 Clinical Procedures and Techniques II** **Fall**  
**1 class hour, 18 laboratory hours** **4 Credits**  
**Prerequisites:** RADT 1005, RADT 1113  
 This course involves the assignment of students to clinical sites for training and performance of procedures previously learned. In addition, radiographic surgical procedures and tomography will be incorporated in the unit. An in-depth study of the components of a radiographic fluoroscopic unit will be included as well as composition of image receptor types and classifications.

**RADT 2231 Intermediate Clinical Procedures and Techniques II** **Spring**  
**1 class hour, 24 laboratory hours** **5 Credits**  
**Prerequisites:** RADT 2001, RADT 2221  
 A continuation of RADT 2221, the student continues to work in all areas and perform previously learned procedures. Major and minor special procedures will be incorporated.

**RADT 2241 Advanced Clinical Procedures and Techniques** **Summer**  
**1.5 class hours, 24 laboratory hours** **5 Credits**  
**Prerequisites:** RADT 2002, RADT 2231  
 Continuation of clinical training and performance of procedures from previous clinical courses. An in-depth study of Quality Control/Quality Assurance practices for the general radiology department will be included as well as a processing/image analysis unit. "Spot" evaluations, written and practicum, will also be performed periodically throughout the course to prepare students for the National Registry upon program completion.

### READING (RDNG)

**RDNG 3410 Teaching Reading in Grades K-2** **3 Credits**  
**3 class hours**  
**Prerequisites:** SPED 3110, Admission to Teacher Education cohort  
 This course provides teacher candidates an opportunity to learn and practice developmentally appropriate reading instructional strategies with an emphasis on phonemic awareness, phonics, and fluency as well as appropriate uses of visual literacy to enhance instruction.

**RDNG 3420 Teaching Reading in Grades 3-5** **3 Credits**  
**3 class hours**  
**Prerequisites:** RDNG 3410, Admission to Teacher Education cohort  
 This course provides teacher candidates an opportunity to learn and practice developmentally appropriate reading programs with an emphasis on fluency, vocabulary study, and comprehension including appropriate uses of visual literacy to enhance instruction.

**RDNG 4020 Reading, Writing, and Literature in the Middle School** **3 Credits**  
**3 class hours**  
**Prerequisites:** MGED 3010, Admission to Teacher Education cohort  
 This course introduces teacher candidates to reading to learn, writing to learn, writing across the curriculum, and an introduction to adolescent literature appropriate for middle school instruction and learning as well as opportunities for integration of appropriate technologies across these areas.

**RDNG 4410 Teaching Writing, Language Arts, and Literature**  
**3 class hours** **3 Credits**  
**Prerequisites:** RDNG 3410, RDNG 3420, Admission to Teacher Education cohort

Emergence of reading/writing processes in P-5 years and the methods of teaching language arts and integrating children's literature in the curriculum as well as aspects of visual literacy that positively impact instruction.

**RDNG 4420 Prescriptive Literacy Instruction**  
**3 class hours** **3 Credits**  
**Prerequisite:** RDNG 4020 (MGED majors)  
**Corequisite:** ECSP 4191 (ECSP majors), MGED 4091 (MGED majors)

This course provides teacher candidates an opportunity to collect and analyze student data and then prescribe the principles underlying assessment and correction of learning difficulties related to reading during the completion of their capstone professional internship.

## READING (READ)

**READ 0099 Reading Improvement II** **Fall, Winter, Spring**  
**4 class hours** **4 Credits**

This course continues the introduction to college-level reading begun in READ 0098 but focuses more on application of advanced reading strategies and vocabulary. Students acquire skills needed for advanced levels of Literal, Inferential, and Analytical comprehension. Vocabulary enrichment is also advanced with the use of college-level texts. Test-taking strategies are introduced to enable students to meet the requirements of the University System of Georgia College Placement Exit Exam. Entry into READ 0099 is either by choice, or placement. Institutional credit only.

## REGENTS' TEST PREPARATION (RGTE)

**RGTE 0199 Regents' Writing Skills** **Fall, Spring, Summer**  
**3 class hours** **Institutional credit only**  
**Prerequisite:** None

The Regents' Writing Skills course is intended to ensure that all graduates of USG institutions possess certain minimum skills in writing. Students learn to evaluate their own writing strengths and weaknesses and work on improving their writing skills so that they are able to write an essay meeting the Regents' criteria. Instruction for this course varies, depending on the need of the student.

**RGTR 0198 Regents' Reading Skills** **Fall, Spring, Summer**  
**3 class hours** **Institutional credit only**  
**Prerequisite:** None

The Regents' Reading Skills course is intended to ensure that all graduates of USG institutions possess certain minimum skills in reading. Students learn to evaluate their own reading strengths and weaknesses and work on improving their reading skills so that they are able to read well enough to meet the Regents' criteria. Instruction for this course will vary, depending on the need of the student.

## SCIENCE (SCIE)

**SCIE 1000 Experiential Learning in Science**  
**6 laboratory hours** **2 Credits**  
**Prerequisite:** Permission of Division (Application required)

This course is designed to foster and nurture an interest in teaching science at all K-12 levels. Students are expected to work closely with science college faculty and local K-12 teachers to assist in planning and designing activities and lessons that are relevant to the state-mandated science curriculum for that grade and are meaningful to the students. Students will be selected to participate in this course by an application process and will be placed in K-12 classrooms based on their abilities and interests.

## SOCIOLOGY (SOCI)

**SOCI 1101 Introduction to Sociology** **Fall, Spring**  
**3 class hours** **3 Credits**  
**Prerequisite:** None

This course is an introduction to the study of organized social life in America and the world community. Emphasis is placed upon the nature and study of sociology as a science; the biological, psychological, and hereditary characteristics of the individual as they relate to the student's social nature; physical environment; groups and culture as instruments of socialization; and the more important social relationships such as marriage and family life, race relations, etc.

**SOCI 1160 Introduction to Social Problems** **\*\***  
**3 class hours** **3 Credits**  
**Prerequisite:** None

This course is an introduction to the study of the major problems of individuals, families, and communities which emphasizes the social forces tending to disorganize basic groups in American society and the adaptive efforts undertaken to restore effective social order.

**SOCI 2293 Introduction to Marriage and Family** \*\*  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 This course is an introduction to the study of the organization, functions, and present status of the family, primarily in the United States. Problems of mate selection and marital adjustment are treated on the basis of recent and current research in the field.

### SPANISH (SPAN)

**SPAN 1001 Elementary Spanish I** \*\*  
**3 class hours** **3 Credits**  
**Prerequisite:** None  
 Introduction to Hispanic culture, Spanish grammar, reading and conversation through the use of a computerized electronic language laboratory and modern linguistic skills methods. Extra attendance in the language laboratory will be required weekly.

**SPAN 1002 Elementary Spanish II** \*\*  
**3 class hours** **3 Credits**  
**Prerequisite:** SPAN 1001 or at least one year of Spanish in high school  
 A continuation of SPAN 1001. Continued study of Hispanic culture. Continued requirement of language lab attendance.

**SPAN 2001 Intermediate Spanish I** \*\*  
**3 class hours** **3 Credits**  
**Prerequisite:** SPAN 1002 or at least two years of Spanish in high school  
 A review of the essentials of Spanish with a primary endeavor to develop the ability to think, read and converse automatically in the language. Continued study of Hispanic culture. Continued requirement of language laboratory attendance.

**SPAN 2002 Intermediate Spanish II** \*\*  
**3 class hours** **3 Credits**  
**Prerequisite:** SPAN 2001 or at least three years of Spanish in high school  
 A continuation of SPAN 2001. Continued emphasis on the study of Hispanic culture. Continued requirement of language laboratory attendance.

### SPECIAL EDUCATION (SPED)

**SPED 3110 Survey of Children with Exceptionalities**  
**2 class hours** **2 Credits**  
**Prerequisite:** EDUC 2110 or EDUC 2120 or EDUC 2130  
 The course provides the teacher candidates an opportunity to survey the specific disabilities and the impact they have on learning for students in grades PK-8. Strategies for academic refinement and modification, social skill development, assistive technologies, and behavior management as well as federal and state legislation will be presented. This course meets the certification requirements for H.B. 671. Guided field experiences required in interrelated and inclusionary classrooms.

**SPED 3210 Ethics, Policies, and Procedures in Special Education**  
**3 class hours** **2 Credits**  
**Prerequisites:** SPED 3110, Admission to Teacher Education cohort  
 This course includes the study of policies and procedures, ethical guidelines pertinent to teachers providing special education services, including current laws, ethical standards, federal and state regulations, and individualized education programs.

**SPED 3220 Curriculum and Methods for Children with Mild Disabilities**  
**3 class hours** **2 Credits**  
**Prerequisites:** RDNG 3410, SPED 3210, Admission to Teacher Education cohort  
 This course is designed to provide teacher candidates with practical applications of research-based curriculum and methodology utilized in the teaching of students from diverse populations with mild disabilities in the interrelated and inclusionary classroom. Appropriate planning, lesson implementation, and monitoring of student progress in collaborative situations are addressed as well as use of assistive technologies for instruction.

**SPED 4210 Collaboration and Inclusion in the Regular Classroom**  
**3 class hours** **2 Credits**  
**Prerequisites:** SPED 3210, SPED 3220, ECSP 3120  
 A course designed to provide teacher candidates with knowledge about the collaborative roles required of various service providers in education, with an emphasis on team interaction and meeting the needs of students with special needs in inclusion settings.

**STUDY SKILLS (STSK)****STSK 0010 Study Skills****2 class hours****2 Credits****Prerequisite: None**

This course emphasizes many of the techniques students need for being successful in their college careers. Topics include time management, note taking, test taking, reading and library usage. The course focus is also oriented around comprehensive critical thinking skills and strategies useful in Humanities, Social Sciences, Natural Sciences, and Mathematics. Entry into STSK 0010 is by choice or placement. Learning support, institutional credit only.

**THEATRE (THEA)****THEA 1100 Theatre Appreciation****3 class hours****Fall, Spring****3 Credits****Prerequisite: None**

This course is an introduction to various forms of theatrical expression on stage, screen, and television. The course will emphasize the role of the audience as well as the artist. It will focus on the reading of dramatic literature, along with an introduction to play writing, theatre stages, and acting.

**FACULTY AND STAFF****OFFICE OF THE PRESIDENT**

Dr. Valerie A. Hepburn .....President

Paula Porter .....Administrative Assistant

**ACADEMIC AFFAIRS UNITS****Administration**

Dr. Philip Mason .....Vice President

Kay Hampton .....Associate Vice President

Kim Leggett.....Administrative Assistant

**Camden Center**

Holly Christensen .....Director

Linda Amos.....Student Services Coordinator

L. W. Bruce.....Client Support Specialist

Lisa Driver .....Support Services Clerk

Lamar H. Douglas.....Skilled Trades Worker

Michael Ellerson .....Campus Police Sergeant

Ray Glendenning .....Campus Police Officer

Nancy Clark Gonzalez .....Administrative Services Clerk

Stephanie Hamilton .....Environmental Services Tech I

John Kissinger .....Public Services Librarian

Brian Lloyd .....Campus Police Officer

Roxanne Skipper .....Bookstore Clerk

Patricia A. Smith .....Library Assistant

Troy Strickland .....Environmental Services Tech I

Stacy Ward.....Camden Operations Assistant

Betty Weth .....Environmental Services Foreman I

Vacant .....Cashier

**Department of Business and Public Affairs**

Dr. Craig Fleisher .....Department Chair

Betty Johnson .....Department Coordinator

**Department of Education and Teacher Preparation**

Dr. Kent Layton .....Department Chair

Kathleen Halliwell.....Department Coordinator

**Department of Nursing and Health Sciences**

Dr. Jean Mistretta .....Southeast Georgia Health System Distinguished Chair  
of Nursing and Health Sciences,  
Professor and Dean of Professional Studies,  
Chair of Nursing and Health Sciences

Judith A. Gift.....Assistant Chair for Nursing

Maureen McCarthy-Wagner .....Nursing Program Assistant

Carol A. Middleton .....Department Coordinator

Jennifer Ray .....Part-Time Secretary

**School of Arts, Humanities and Social Science**

Dr. M. Karen Hambricht .....Dean  
 Ricky Weaver.....Learning Support Program Coordinator  
 Valeska M. Carter .....Learning Support Program Assistant  
 Mary A. Fowler .....Department Coordinator

**School of Mathematics and Natural Sciences**

Dr. Keith E. Belcher .....Dean  
 Ricky Weaver.....Learning Support Program Coordinator  
 Valeska M. Carter .....Learning Support Program Assistant  
 Christina Mason .....Science Lab Coordinator  
 Jennifer McDonald .....Science Lab Coordinator  
 Joan Mary Rozmarynoski .....Department Coordinator

**TRIO Student Support Services Program**

Cheryl M. VanDyke.....Director  
 Isaac (Junior) Davis, Jr. ....Program Advisor  
 Sheila Galloway.....Program Assistant  
 Barbara J. Howard .....Academic/Tutor Coordinator

**Information Commons**

Duessa Pujat .....Interim Director  
 Emily Abercrombie .....Library Assistant  
 Heather A. Brown.....Public Services Librarian  
 Calvin DeWeese.....Director of Media Services  
 Lynda L. Kennedy .....Public Services Librarian  
 John L. Kissinger.....Public Services Librarian, Camden Center  
 Duessa Pujat .....Public Services Librarian  
 Nicolette (Niki) J. Schmauch .....Learning Center Coordinator  
 Patricia A. Smith.....Library Assistant, Camden Center  
 Vacant .....Media Services Specialist  
 Donna H. Sumler .....Department Coordinator

**Center for Professional Development and Lifelong Learning**

Dr. Douglas Anne Taylor.....Director  
 Cristle Bray .....Clerk  
 Deborah Clark.....Program Coordinator  
 Roshonda Grovner .....Administrative Coordinator  
 Bruce Whitmore .....Computer Support Specialist

**University Center**

Brenda Taylor .....Director  
 Cathy Brock.....Department Coordinator  
 Stacy Howe .....Academic Advising

**TECHNOLOGY SERVICES**

Geri Chapman Culbreath.....Chief Information Officer  
 Tom Bell .....Network Services/Technical Support Specialist  
 Ed Grueser .....Database Specialist  
 Brian L. McLeod.....Systems Support Specialist II  
 Maira E. Perdomo.....Application Systems Analyst  
 Susan Lee Todd.....Computer Support Specialist

**BUSINESS AFFAIRS****Administration**

C. Tom Saunders .....Vice President

**Bookstore**

Brelynn DuMortier.....Bookstore Supervisor  
 April A. Kelly .....Bookstore Clerk  
 Deliah Bryant .....Bookstore Cashier

**Business Services**

Jeffrey H. Preston .....Comptroller  
 Tawanna Battle .....Cashier/Accounting Clerk  
 Chastity Knowles .....Accountant I  
 Karen O. Martin.....Grants Accountant/Purchasing Officer  
 Mary Nevill.....Payroll Specialist  
 Jennifer Page.....Accounting Assistant  
 Kathy Price .....Accountant II  
 Donna Smith .....Buyer II Central Stores Supervisor  
 Christine Strickland .....Coordinator of Events and Design  
 Mary F. Tankersley.....Central Receiving/Inventory Control Clerk I

**Central Duplicating**

Regina Cruz .....Duplicating Equipment Operator II

**Plant Operations**

Gary Strickland .....Director  
 Jay Alkire.....Landscape Supervisor  
 Ricky Barr.....Skilled Trades Worker/Painter  
 Giles Boyette .....Environmental Services Tech I  
 Evelyn L. Bradley .....Environmental Services Tech I  
 Riley L. Brown, Jr. ....Electrician I  
 Harold Day .....Maintenance Foreman  
 Martha F. Dominey-Powell .....Plant Operations Assistant  
 Caesar Grovner .....Landscape Tech I  
 Elaine Holness .....Environmental Services Tech I  
 Ulysses Jackson .....Environmental Services Tech I  
 Karen Johnson .....Environmental Services Tech I  
 Paul C. Melchor .....Air Conditioning Mechanic II  
 Fernando Mendoza .....Landscape Tech I  
 Minnie P. Ramsey .....Environmental Services Tech I



**Plant Operations, cont'd.**

Louis Rhett.....	Utility Technician
William Riddle .....	Skilled Trades Worker
Yvonne Smart.....	Environmental Services Foreman I
Lee Stallings .....	Landscape Tech I
Troy Strickland .....	Environmental Services Tech I
Brian Tankersley .....	Utility Technician
Mikey Thomas .....	Environmental Services Tech I
Patsy Thomas.....	Environmental Services Tech I
Arlean Walker .....	Environmental Services Tech I
Elizabeth Waye .....	Environmental Services Tech I
Betty Weth.....	Environmental Services Foreman I

**Campus Safety**

Brian D. Sipe .....	Chief of Police/Director
Christopher M. Dixon .....	Campus Police Officer
Michael Ellerson .....	Campus Police Sergeant
Jason Fell .....	Campus Police Sergeant
Ray Glendenning, Jr. ....	Campus Police Officer
Matthew Lane.....	Campus Police Officer
Brian Lloyd .....	Campus Police Officer
Clayton F. Patrick.....	Campus Police Officer

**HUMAN RESOURCES**

Kathleen S. Morris .....	Director
Vacant .....	Human Resources Coordinator
Angela G. Tucker .....	Human Resources Assistant I

**INSTITUTIONAL ADVANCEMENT**

Elizabeth K. Weatherly .....	Director
Robin Flores .....	Department Assistant
Vacant .....	Development Coordinator
Vacant.....	Marketing and Public Relations Coordinator

**INSTITUTIONAL RESEARCH AND PLANNING**

Jim Lynch .....	Director
Gerald Moody .....	Operations Analyst
Heather Ringwald .....	Project Assistant

**STUDENT AFFAIRS****Administration and Counseling**

Dr. Gerald Kiel .....	Vice President
Sharon Bartkovich .....	Student Publications Advisor
Jean Fleming.....	Director of Counseling and Student Support Services
Deborah Browning .....	Administrative Assistant
Monique Green .....	Community Relations & Information Specialist
Zerelda Jackson .....	Testing Coordinator
Kasey Knight.....	Student Recruitment Specialist
David A. Leenhouts .....	Director of Student Life
Floyd E. Phoenix .....	Coordinator of Recruitment
M. Lanelle Rogers .....	Department Assistant

**Admissions and Student Records**

Lisa Lesseig.....	Registrar and Director of Admissions
Jordan Hernandez.....	Admissions/Records Clerk II
Beverly James .....	Admissions/Records Clerk II
Laurel Neace.....	Assistant Registrar
Leslie Spires .....	Admissions/Records Clerk III
Cindy Toler .....	Admissions/Records Clerk III
Connie Toler .....	Admissions/Records Clerk III

**Athletics**

Gerald F. Cox .....	Director of Athletics and Basketball Coach
Vanessa Bell .....	Department Assistant

**Financial Aid**

Rodney Clements .....	Director
Myisha DeNose .....	Financial Aid Counselor I
John Aaron Dunham, Jr. ....	Financial Aid Operations Specialist
Suzanne Shaw .....	Financial Aid Counselor I
Cynthia M. Worthy-Abray.....	Financial Aid Clerk
Vacant .....	Financial Aid Counselor I

## FACULTY

- TYLER BAGWELL**, Instructor of Speech Communication  
B.S., Georgia Southern University; M.A., University of South Florida
- SHARON L. BARTKOVICH**, Associate Professor of English  
B.A., M.A., Virginia Polytechnic Institute
- KEITH E. BELCHER**, Chair of the School of Mathematics, Technology and Natural Sciences and Professor of Microbiology  
A.S., South Georgia College; B.S., Auburn University-Montgomery; B.S., M.S., Georgia Southern College; Ph.D., Medical College of Georgia; Postdoctoral Residency and Fellowship, Medical College of Virginia
- ANTHONY A. BELL**, Instructor of Psychology  
B.A., Columbia College; M.S., Troy State University
- KATHERINE BERHOW**, Associate Professor of Mathematics  
B.A., M.S., University of Florida
- CARLA BLUHM**, Assistant Professor of Psychology  
B.A., University of Massachusetts; M.A., M.Ed., M.Phil., Ph.D., Columbia University
- WILBUR WAYNE BOSCHÉ**, Professor of Mathematics  
B.S., M.S., Nicholls State University; PhD., Georgia State University
- L. ROBIN BRADSHAW**, Instructor of Clinical Laboratory Technology  
A.S., College of Coastal Georgia; B.S. Medical Technology, Armstrong Atlantic State University
- KIM R. BREWER**, Assistant Professor of English  
B.J. University of Missouri-Columbia; M.A. University of North Texas
- HEATHER A. BROWN**, Public Services Librarian/Instructor  
B.A., Valdosta State University; M.L.S., University of Southern Mississippi
- SHIRLEY M. CANADY**, Assistant Professor of Mathematics  
B.S., M.Ed. EdS., Georgia Southern University
- JAMES R. CARPENTER**, Assistant Professor of Biology  
B.A., Oberlin College; M.S., University of Maryland
- YOUNG DOO CHO**, Instructor of Mathematics  
B.E., Korea University; M.A., State University of New York at Buffalo; M.S., Molloy College

- JEAN M. CHOATE**, Professor of History  
B.A., Alma College; M.S., University of Wisconsin-Madison; M.A., St. Cloud State University; Ph.D., Iowa State University
- HOLLY A. CHRISTENSEN**, Director of Camden Center  
B.A., M.S., State University of New York at Albany
- GAIL COWAN**, Retention and Advising Specialist for Nursing  
B.S.N., Florida State University; M.S., University of Maryland; Ed.D., University of Georgia
- GERALD F. COX**, Assistant Professor of Physical Education and Men's Basketball Coach  
B.S., M.A., Appalachian State University
- JESSICA COX**, Clinical Instructor of Radiologic Technology  
A.S., College of Coastal Georgia
- DIANE DENTON**, Assistant Professor of Nursing  
A.D.N., Jefferson Community College; B.S.N., Western Kentucky University; M.S.N., Spalding University
- ANNA C. DEWART**, Assistant Professor of English  
B.A., Armstrong Atlantic State University; M.A., University of North Carolina - Charlotte
- CALVIN DEWEESE**, Director of Media Services  
B.A., Virginia Polytechnic Institute and State University; M.S., Radford College
- DOROTHY S. EDWARDS**, Instructor of English and Reading  
B.S., Savannah State College; M.Ed., Valdosta State University
- MERIBETH FELL**, Instructor of English  
A.A., Brunswick College; B.A., University of Georgia; M.A., Georgia State University
- CRAIG S. FLEISHER**, Chair of the Department of Business and Public Affairs, Professor of Management  
B.S.B.A., University of Florida; M.B.A., Vanderbilt University; Ph.D., University of Pittsburg
- ELLEN FLOURNOY**, Assistant Professor of English  
B.A., University of Georgia; M.A., University of St. Andrews; Ph.D., University of South Florida
- LEON C. GARDNER**, Assistant Professor of Chemistry  
B.S., M.S., The Pennsylvania State University; Ph.D., Kent State University

**SUZANNE G. GENINS**, Assistant Professor of Nursing  
A.D.N, R.N., Waycross College/South Georgia College; B.S.N., M.S.N, Valdosta State University

**DAWANA G. GIBBS**, Associate Professor of Nursing  
A.S., Brunswick College; B.S.N., Armstrong State College; M.S.N., Georgia Southern University

**JUDITH A. GIFT**, Assistant Chair for Nursing, Associate Professor of Nursing  
B.S.N., Mankato State University; M.S.N., University of Tennessee-Chattanooga

**TIMOTHY GOODALE**, Assistant Professor of Education  
B.S., M.S., Old Dominion University

**M. KAREN HAMBRIGHT**, Chair of the School of Arts, Humanities and Social Sciences and Professor of Psychology  
B.A., University of North Carolina at Charlotte; M.S., Ph.D., University of Georgia

**KAY S. HAMPTON**, Associate Vice President of Academic Affairs and Associate Professor of Nursing  
Diploma, Orange Memorial Hospital School of Nursing; B.S.N., Georgia Southwestern College; M.S.N., Georgia Southern University

**RICHARD HAMPTON**, Assistant Professor of Computer Science and Computer Information Technology  
B.S., University of Missouri-Rolla; M.S., Salve Regina University

**JAMES MICHAEL HANNAFORD**, Associate Professor of English  
B.A., Mercer University; M.A., (German) University of Kentucky; M.A., (English) University of Kentucky

**DANIEL F. HARRISON**, Assistant Professor of Psychology  
B.A., M.Ed., Mercer University; M.A., University of West Georgia; Ed.S., Georgia Southern University

**JENNIFER M. HATCHEL**, Assistant Professor of Biology  
B.S., University of Tennessee-Martin; M.S., Austin Peay State University

**VALERIE A. HEPBURN**, President  
B.A., Agnes Scott College; M.P.A., Georgia State University; Ph.D., University of Georgia

**TONDA O. HIGHSMITH**, Clinical Instructor of Radiologic Technology  
A.S., Brunswick College

**CLAIRE E. HUGHES**, Associate Professor of Education  
B.B.A., M.A.Ed., University of New Mexico; Ed.S., Ph.D., College of William and Mary

**STEVEN L. INGERSOLL**, Assistant Professor of Culinary Arts  
Associates of Occupational Studies in Culinary Arts, New England Culinary Institute

**LAWRENCE E. JOHNSON**, Assistant Professor of Criminal Justice  
B.A., M.S., Michigan State University

**LYNDA L. KENNEDY**, Public Services Librarian/Assistant Professor  
B.A., Valdosta State University; M.L.S., University of South Carolina

**GERALD W. KIEL**, Vice President of Student Affairs  
B.S.Ed., B.A., Kent State University; M.A. Bowling Green State University; Ph.D., The Ohio State University

**JOHN L. KISSINGER**, Public Service Librarian/Assistant Professor  
B.A., M.L.S., State University of New York; M.A., Florida State University

**KENT LAYTON**, Chair of the Department of Education and Teacher Preparation, Professor of Education  
B.S.Ed., M.Ed., Missouri State University; Ph.D., University of Georgia

**SHEILA M. LEDFORD**, Assistant Professor of Mathematics  
B.S.Ed., Georgia Southern University; M.Ed., Armstrong Atlantic State University

**LISA LESSEIG**, Registrar and Director of Admissions  
B.S., B.A., Truman State University; M.A., University of Mississippi

**JEFFREY A. LEMIEUX**, Assistant Professor of Art  
B.F.A., B.S., University of Wisconsin-Oshkosh; M.A., M.F.A., University of Wisconsin-Madison

**JAMES S. LYNCH**, Director of Institutional Planning and Research  
B.S., Boston University; M.F.A., Columbia University in the City of New York; M.S., Miami University of Ohio; Ed.D., College of William and Mary

**NTUNGWA MAASHA**, Professor of Physics and Geology  
B.S., University of East Africa; M.A., University of Rochester; Ph.D., Columbia University

**PHILIP J. MASON**, Vice President of Academic Affairs, Professor of Biology  
B.S., University of Massachusetts; M.S., Ph.D., Auburn University

**DON H. MATHEWS**, Professor of Economics  
B.A., University of Illinois; M.A., DePaul University; Ph.D., Georgia State University

**K. VICTORIA MCLAIN**, Professor of Education  
B.S., Indiana University; M.A., Ph.D., Ball State University

**ELIZABETH MISTRETTA**, Southeast Georgia Health System Distinguished Chair of Nursing and Health Sciences, Professor and Dean of Professional Studies, Chair of Nursing and Health Sciences  
Diploma in Nursing, Crawford W. Long Hospital School of Nursing; M.S.N., Emory University; B.S.N., Ph.D., Georgia State University

**KATHLEEN S. MORRIS**, Director of Human Resources  
B.S., Auburn University; M.S., Troy University

**LEO MUNDY**, Assistant Professor of Sociology  
B.S., Indiana University of Pennsylvania; M.A., Ph.D., Temple University

**LISA M. NOETZEL**, Assistant Professor of Spanish  
B.A., Rollins College; M.A. (French), New York University; M.A. (Spanish), Ph.D., The Pennsylvania State University

**JOSEPH C. PEEPLES**, Associate Professor of Physical Education  
A.S., Brunswick Junior College; B.S. Ed., Georgia Southern College; M.Ed., University of Georgia

**TERESA B. PEEPLES**, Assistant Professor of Physical Education  
B.S., Georgia Southern University; M.Ed., University of Georgia

**ALEXEY B. PETRENKO**, Assistant Professor of Mathematics  
M.S., University of Alabama in Huntsville; M.S., Moscow State University

**MARK J. PILGRIM**, Assistant Professor of Biology  
B.S., College of Charleston; Ph.D., Medical University of South Carolina

**A. DURESSA PUJAT**, Public Services Librarian/Instructor  
B.A., George Washington University; M.L.S., Rutgers University

**KATHLEEN C. QUINN**, Assistant Professor of Nursing  
B.A., St. Mary's Dominican College; M.T.S., M.R.E., Notre Dame Seminary; M.Ed., University of New Orleans; M.S.N., Vanderbilt University; Ed.D., St. Louis University

**T. DAVID REESE**, Assistant Professor of Finance and Economics  
A.B., Dartmouth College; M.S., Ph.D., Southern New Hampshire University

**W. LYNN RHYNE**, Associate Professor of Nursing  
Diploma, Good Samaritan School of Nursing; BSN, Georgia State University; M.N., Emory University

**BEVERLY L. ROWE**, Associate Professor of Nursing  
B.S., Medical College of Georgia; M.S., University of South Alabama

**PATRICIA J. RUGABER**, Associate Professor of Biology  
B.S., University of Connecticut; M.S., University of Florida

**C. TOM SAUNDERS**, Vice President for Business Affairs  
B.S., M.B.A., University of Florida

**ELIZABETH A. SCHUSTER-SHOAF**, Instructor of Nursing  
B.S.N., University of Colorado

**REBECCA R. SHARPE**, Assistant Professor of Reading  
A.A., Brewton Parker College; B.A., University of Arkansas; M.A.Ed., Union College (Kentucky)

**LEE D. SOUTHARD**, Associate Professor of Computer Information Technology  
B.S., Cameron University; M.S.C.I.S., Boston University

**MELVIN CURTIS SPIRES**, Assistant Professor of Nursing  
R.T. Diploma, Medical Center of Central Georgia School of Radiologic Technology; A.S.N., South Georgia College; B.S.N., Medical College of Georgia; M.S., Austin Peay State University; M.S.N., University of Alabama

**PATRIZIA A. STAHL**, Assistant Professor of History  
B.A., University of Catania; M.A., University of Southern Mississippi

**PATRICK STEPHENSON**, Instructor of Mathematics  
B.S., Pennsylvania State University; M.S., Youngstown State University

**CHARLES S. STERNER**, Assistant Professor of Mathematics  
B.A., M.A., Michigan State University

**HOLLY C. STERNER**, Instructor of English  
B.A., Wittenburg University; M.A., University of Tennessee

**JOYCE K. TATE**, Clinical Assistant Professor of Nursing  
Diploma, Candler School of Nursing; B.S.N., Armstrong Atlantic State University

**DOUGLAS ANNE TAYLOR**, Director of Continuing Education and Community Service  
B.S., Georgia Southern University; M.Ed., Ph.D., University of Georgia

**SARA L. TRESLER**, Assistant Professor of Nursing  
A.D.N., Coastal Georgia Community College; B.S.N., M.S.N., Armstrong Atlantic State University

**TREG THOMPSON**, Assistant Professor of Mathematics  
B.S., M.S., Purdue University

**GERMAN A. VARGAS**, Assistant Professor of Mathematics  
B.S., Colombia National University; M.S., Ph.D., Wichita State University

**ANDREA W. WALLACE**, Professor of Chemistry  
B.S., University of Tennessee at Chattanooga; M.S., Ph.D., Clemson University

**ELIZABETH WEATHERLY**, Director of Institutional Advancement  
B.S., Auburn University; M.B.A., University of Texas at El Paso

**RICKY ANN WEAVER**, Assistant Professor of English  
B.A., Wilson College; M.A., Shippensburg University

**CARL ANTHONY WEGE**, Professor of Political Science  
B.S., Portland State University; M.S., University of Wyoming

**THOMAS A. WENZKA**, Associate Professor of Nursing  
Diploma, E.J. Meyer Memorial Hospital School of Nursing; B.A., Canisius College;  
M.S.N., State University of New York at Buffalo

**WALTER D. WRIGHT**, Program Coordinator of Hospitality & Culinary Arts and  
Assistant Professor  
B.S., Cornell University

**RETIRED FACULTY**

**GWENDOLYN M. BARBER**, Associate Professor Emerita of Mathematics  
B.S., Florida State University; M.Ed., University of Georgia

**HENRY E. BARBER**, Director of the University Center, Emeritus and Professor of  
History, Emeritus  
B.A., Florida State University; M.A., Ph.D., University of Georgia

**RUTH VIRGINIA BOYD**, Associate Librarian and Assistant Professor Emerita of  
Library Science  
A.B., Georgia College at Milledgeville; M.L.S., George Peabody College for  
Teachers

**CAROLYN CARVER**, Assistant Professor Emerita of Nursing  
Nursing Diploma, Grady Memorial Hospital School of Nursing; B.A., State  
University of Iowa; M.S.N., Medical College of Georgia

**DIANNE T. CASTOR**, Assistant Professor of Radiologic Technology, Retired  
R.T. Diploma, Glynn-Brunswick Memorial Hospital; A.S., Brunswick College; B.S.  
Ed., Georgia Southern College

**LAVERNE B. COOPER**, Associate Professor Emerita of Reading  
B.S., Tuskegee Institute; M.Ed., Ed.S., Georgia Southern College

**RALPH E. DENTY, JR.**, Professor Emeritus of Psychology  
B.A., M.A., Baylor University; Ph.D., Florida State University

**DEBORAH B. DOWDY**, Professor Emerita of Physical Education  
A.S., Gainesville Junior College; B.S., M.Ed., Georgia Southern College; Ed.D.,  
University of Georgia

**LEE D. DYSON**, Associate Professor of Management and Business Studies, Retired  
B.S., Valdosta State University; M.B.A., Brenau University

**JAMES A. EDWARDS, JR.**, Professor Emeritus of Foreign Languages and Philosophy  
B.A., University of Southern Mississippi; M.A., University of Kentucky; M.A.,  
University of Florida; Ph.D., University of Georgia

**REBECCA R. FARROW**, Director of Institutional Research and Planning, Retired  
B.S., University of Tennessee; M.A., Western Carolina University; Certificate of  
Advanced Graduate Studies, Virginia Polytechnic and State University

**MARY G. FREEMAN**, Professor Emerita of English  
B.A., Florida State University; M.A., University of Tennessee; Ph.D., Louisiana  
State University

**ALLEN RANDOLPH GANN**, Associate Professor Emeritus of History  
B.A., Carson Newman College; B.D., Th.M., Southeastern Baptist Theological Seminary

**JOHN WINCHESTER HAMILTON**, Associate Professor Emeritus of Physics  
B.S., Eastern Illinois State College; M.S.T., Illinois Wesleyan University

**WATSON L. HOLLOWAY**, Professor Emeritus of English  
A.A., Fullerton Junior College; B.A., University of California at Los Angeles; M.A., University of Southern California; Ph.D., Emory University

**MARY M. JONES**, Professor Emerita of Mathematics  
B.S., M.S., Georgia Southern University; Ph.D., University of Georgia

**EUGENE P. KEFERL**, Professor Emeritus of Biology  
B.S., University of Dayton; Ph.D., The Ohio State University

**DENEENE T. KNOX**, Assistant Professor Emerita of Nursing  
Diploma, Mobile General Hospital School of Nursing; B.S.N., Armstrong State College; M.S.N., Medical College of Georgia

**DOROTHY L. LORD**, President, Retired  
B.S., M.S., Ph.D., Florida State University

**B. LEWIS MAY**, Instructor of Mathematics, Retired  
B.S., Mississippi State University; M.S., Georgia Southern University

**RONALD H. RIDGLEY**, Professor Emeritus of History and Geography  
A.B., Ph.D., Indiana University - Bloomington; M.A., Indiana State University

**DIANE M. SMITH**, Professor Emerita of Nursing  
B.S., Georgetown University; M.S., Ph.D., Texas Woman's University

**J. ALLEN SPIVEY**, Director of Libraries Emeritus and Assistant Professor Emeritus of Library Science  
B.A., Pfeiffer College; M.L.S., George Peabody College for Teachers

**MORGAN L. STAPLETON**, Vice President for Academic Affairs Emeritus and Professor Emeritus of Mathematics  
B.A., David Lipscomb College; M.A., George Peabody College for Teachers; Ph.D., Georgia Institute of Technology

**BETTY JO STRICKLAND**, Professor Emerita of English  
B.A. Georgia College at Milledgeville; M.Ed., Smith College; Ph.D., University of Georgia

**JOHN W. TEEL**, President Emeritus  
B.S., Auburn University; M.A., Ed.D., George Peabody College for Teachers

**C. DARRYL TOLER**, Instructor of Criminal Justice, Retired  
B.A., Old Dominion; M.A., M.F.S., George Washington University

**H. DOUGLAS TUECH**, Vice President for Academic Affairs, Emeritus and Professor of History, Emeritus  
B.A., Southwestern at Memphis; M.A., University of Illinois; M.Ed, Ed.D., Memphis State University

**KATHLEEN L. UPHAM**, Associate Professor of Nursing, Retired  
Diploma, Sacred Heart Hospital School of Nursing; B.S.N., St. Anselm College; M.S.N., Boston College

**WILLIAM F. WATSON, JR.**, Assistant Professor Emeritus of Business Administration  
B.S., M.B.A., Auburn University

**FAITH WILLIS**, Professor Emerita of Sociology  
A.B., Chatham College; M.A., Ph.D., Emory University

**KATHERINE N. ZELL**, Professor of Medical Laboratory Technology, Retired  
B.S. Medical Technology, M.Ed., EdS. Georgia Southern College

**COLLEGE OF COASTAL GEORGIA  
FOUNDATION MEMBERS  
2009-2010**

**EXECUTIVE BOARD**

William F. Torrey, Jr.  
Chair  
Ron Maulden  
Past Chair  
Rees M. Sumerford  
Vice Chair  
Susan Shipman  
Secretary  
Wayne Johnson  
Treasurer  
Mike Hodges  
At Large  
David Zimmerman  
At Large

**TRUSTEES**

Levi Baisden  
Mel Baxter  
David Bluestein  
Gary R. Colberg  
Fred Coolidge  
LaVerne Cooper  
Pat Cooper  
Emily Davenport  
Dr. Melvin Deese, Jr.  
Jack Dinos  
Bruce Dixon  
Ashley Dukes  
Kenneth R. Farrell  
Bill Gross  
Duane Harris  
Ben Hartman

Michael Hodges  
Con Holland  
Zoe W. Horton  
Michael Johnson  
Wayne Johnson  
Jack Kilgore  
Cheri Leavy  
Rebecca A. Lott  
Ron Maulden  
Laura Cross McKinley  
Al McKinnon  
Randal Morris  
Diana Murphy  
Don Myers  
Brian Parks  
Connie Patrick  
Kathleen W. Russell  
Diane Sapp  
Susan Shipman  
Dave T. Smith  
Tricia Smith  
Willou C. Smith  
Rees M. Sumerford  
David Q. Sweat  
Anita Timmons  
Merry Tipton  
William F. Torrey, Jr.  
Lance Turpin  
David Zimmerman

**EX-OFFICIO MEMBERS**

Regent James A. Bishop, Esq.  
Dr. Valerie A. Hepburn  
Elizabeth K. Weatherly  
C. Tom Saunders

**EMERITI**

Bob E. Bledsoe  
Don E. Carter  
Gracie Compton  
Corbin J. Davis  
Bill Dawson  
Judge Orion L. Douglas, Sr.  
James D. Gould, III  
Jack E. Hartman  
Roosevelt Harris, Jr.  
Alfred W. Jones, III  
Mary Virginia Jones  
John A. Kaufman  
Dr. William J. Laws  
John J. Loughlin  
Jeanne K. Manning  
James R. McCollum  
John W. McDill  
Gilbert C. McLemore, Jr.  
James W. McSwiney  
William Parker  
Cato Rogers  
John J. Rogers  
Ben T. Slade  
Thomas Stafford  
Julia Terrill Thomas  
Reverend E. C. Tillman  
Anita A. Timmons  
Peter A. Vivenzio, Jr.  
James O. Wainright, Jr.  
Susan C. Wainright  
Charles Ray Wells  
Frank Williams, Jr.

**THE UNIVERSITY SYSTEM OF GEORGIA**

The Board oversees 35 institutions: four research universities, two regional universities, 13 state universities, seven state colleges, and nine two-year colleges. These institutions enroll more than 270,000 students and employ approximately 11,000 faculty and 28,600 staff to provide teaching and related services to students and the communities in which they are located.

The University System of Georgia's Board of Regents was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The governor appoints members to the Board, who each serve seven years. Today the Board of Regents is composed of 18 members, five of whom are appointed from the state-at-large, and one from each of the 13 congressional districts. The Board elects a chancellor who serves as its chief executive officer and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction; Public Service/Continuing Education; Research.

**Instruction** consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates.

Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies of the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

**Public Service/Continuing Education** consists of non-degree-credit courses.

The non-degree activities are of several types, including short courses, seminars, conferences, lectures, and consultative and advisory services, in a large number of areas of interest.

Typical college-degree-credit public service/continuing education courses are those offered through extension center programs and teacher education consortiums.

**Research** encompasses investigations conducted primarily for discovery and application of knowledge. These investigations cover matters related to the educational objectives of the institutions and to general social needs. Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges.

The policies of the Board of Regents provide autonomy of high degree for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

## INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

**Abraham Baldwin Agricultural College**  
2802 Moore Highway  
Tifton, GA 31793  
229-391-5000

**Albany State University**  
504 College Drive  
Albany, GA 31705-2717  
229-430-4600

**Armstrong Atlantic State University**  
11935 Abercorn Street  
Savannah, GA 31419-1997  
912-344-2503

**Atlanta Metropolitan College**  
1630 Metropolitan Parkway, SW  
Atlanta, GA 30310-4498  
404-756-4000

**Augusta State University**  
2500 Walton Way  
Augusta, GA 30904-2200  
706-737-1632

**Bainbridge College**  
2500 East Shotwell Street  
Bainbridge, GA 39819  
229-248-2500

**Clayton State University**  
2000 Clayton State Boulevard  
Morrow, GA 30260-0285  
678-466-4000

**College of Coastal Georgia**  
3700 Altama Avenue  
Brunswick, GA 31520  
912-279-5700

**Columbus State University**  
4225 University Avenue  
Columbus, GA 31907-5645  
706-507-8800

**Dalton State College**  
650 College Drive  
Dalton, GA 30720  
706-272-4436

**Darton College**  
2400 Gillionville Road  
Albany, GA 31707-3098  
229-317-6000

**East Georgia College**  
131 College Circle  
Swainsboro, GA 30401-2699  
478-289-2017

**Fort Valley State University**  
1005 State University Drive  
Fort Valley, GA 31030-4313  
478-825-6211

**Gainesville State College**  
P.O. Box 1358  
Gainesville, GA 30503  
678-717-3639

**Georgia College & State University**  
PO Box 23  
Milledgeville, GA 31061  
478-445-5004

**Georgia Gwinnett College**  
1000 University Center Lane  
Lawrenceville, GA 30043  
678-407-5000

**Georgia Highlands College**  
3175 Cedartown Highway, SE  
Rome, GA 30161  
706-802-5000

**Georgia Institute of Technology**  
225 North Avenue, NW  
Atlanta, GA 30332  
404-894-2000

**Georgia Perimeter College**  
3251 Panthersville Road  
Decatur, GA 30034-3897  
678-891-2300

**Georgia Southern University**  
PO Box 8055  
Statesboro, GA 30460  
912-478-4636

**Georgia Southwestern State University**  
800 Georgia Southwestern State Univ.  
Drive  
Americus, GA 31709-4693  
800-338-0082

**Georgia State University**  
PO Box 3965  
Atlanta, GA 30303-3083  
404-413-2000

**Gordon College**  
419 College Drive  
Barnesville, GA 30204-1762  
800-282-6504

**Kennesaw State University**  
1000 Chastain Road  
Kennesaw, GA 30144-5591  
770-423-6000

**Macon State College**  
100 College Station Drive  
Macon, GA 31206  
478-471-2800

**Medical College of Georgia**  
1120 Fifteenth Street  
Augusta, GA 30912  
706-721-0211

**Middle Georgia College**  
1100 Second Street, SE  
Cochran, GA 31014-1599  
478-934-6221

**North Georgia College & State University**  
82 College Circle  
Dahlonega, GA 30597  
706-864-1400

**Savannah State University**  
3219 College Avenue  
Savannah, GA 31404  
912-356-2186

**Skidaway Institute of Oceanography**  
10 Ocean Science Circle  
Savannah, GA 31411  
912-598-2400

**South Georgia College**  
100 West College Park Drive  
Douglas, GA 31533-5098  
912-260-4200

**Southern Polytechnic State University**  
1100 South Marietta Parkway  
Marietta, GA 30060-2896  
678-915-7778

**University of Georgia**  
Athens, GA 30602  
706-542-3000

**University of West Georgia**  
1601 Maple Street  
Carrollton, GA 30118  
678-839-5000

**Valdosta State University**  
1500 North Patterson Street  
Valdosta, GA 31698  
229-333-5800

**Waycross College**  
2001 South Georgia Parkway  
Waycross, GA 31503-9248  
912-449-7600

## MEMBERS OF THE BOARD OF REGENTS

**Kenneth R. Bernard, Jr.**  
Thirteenth District  
Douglasville

**James A. Bishop**  
First District  
Brunswick

**Hugh A. Carter, Jr.**  
At-Large  
Atlanta

**William H. Cleveland**  
At-Large  
Atlanta

**Robert F. Hatcher, VICE CHAIR**  
At-Large  
Macon

**Felton Jenkins**  
At-Large  
Madison

**W. Mansfield Jennings, Jr.**  
Eighth District  
Hawkinsville

**James R. Jolly**  
Ninth District  
Dalton

**Donald M. Leebern, Jr.**  
At-Large  
McDonough

**Elridge McMillan**  
Fifth District  
Atlanta

**William NeSmith, Jr.**  
Tenth District  
Athens

**Doreen Stiles Poitevint**  
Second District  
Bainbridge

**Willis J. Potts, Jr.**  
Eleventh District  
Rome

**Wanda Yancey Rodwell**  
Fourth District  
Stone Mountain

**Kessel Stelling, Jr.**  
Sixth District  
Alpharetta

**Benjamin J. Tarbutton, III**  
Twelfth District  
Sandersville

**Richard L. Tucker, CHAIR**  
Seventh District  
Lawrenceville

**Allan Vigil**  
Third District  
Morrow



**INDEX****A****ACADEMIC**

Appeal Policy .....	67
Class Load .....	57
Classification .....	57
Credit by Examination .....	59
CLEP/DANTES .....	59
Department Administered Exams .....	59
Credit for Military Service .....	63
Grades and Transfer Credits .....	62
Graduation Requirements .....	68
Honesty Policy .....	70
Honors .....	65
Institutional Credit Courses .....	62
Learning Support .....	65
Legislative Requirements .....	60
Quality Points and Grade Point .....	
Average .....	63
Regents' Testing .....	58
Regulations .....	57
Renewal Policy .....	58
Repeating Courses .....	57
Standing .....	65
Uniform Grading System .....	61
<b>ACADEMIC AFFAIRS UNITS</b> .....	73
Center for Professional Development and Lifelong Learning .....	76
Information Commons .....	76
Learning Support Programs .....	75
School of Arts, Humanities and Social Sciences .....	74
Arts and Humanities .....	74
Social Sciences .....	74
School of Mathematics and Natural Sciences .....	74
Mathematics .....	75
Natural Sciences .....	75
School of Professional Education .....	73
Department of Business and Public Affairs .....	73
Department Of Education and Teacher Preparation .....	74
Department Of Nursing And Health Sciences .....	73
University Center .....	77
ACCEL PROGRAM .....	15
ACCREDITATION .....	8
ADMINISTRATIVE STAFF .....	237
ADMISSIONS .....	10
College Preparatory Curriculum (CPC) .....	11
Criteria for: .....	11
Adult Applicants .....	12
Amendment 23 Students .....	14
Auditing Students .....	13
Home-Educated Students .....	12
International Students .....	15
Joint Enrollment/Early Admission .....	14
ACCEL Program .....	15
Admission Requirements .....	14
Early Admission .....	15
Electives .....	15
Joint Enrollment .....	15
New Freshmen .....	11
Non-Degree Students .....	13
Re-admitting Students .....	13
Students with Disabilities .....	16
Transfer Students .....	12
Transient Students .....	13
Freshman Admissions .....	11
Graduates of Non-Accredited High Schools .....	12
Home-Educated Students .....	12
Readmission .....	13
Right to Limit .....	20
Right to Refuse .....	20
Social Security Number .....	20

ALTERNATIVE DISPUTE RESOLUTION .....	70
ATHLETICS .....	52
AUDITING .....	24
AUTOMOBILES .....	9
<b>B</b>	
BOARD OF REGENTS .....	255
<b>C</b>	
CAMDEN CENTER (see Locations) ..	7
CELL PHONES .....	9
and Academic Regulations .....	70
CENTER FOR PROFESSIONAL DEVELOPMENT AND LIFELONG LEARNING .....	76
CHANGE OF MAJOR .....	54
CHANGING/DROPPING CLASSES	24
CHILDREN .....	72
CLASS ATTENDANCE .....	26
COLLEGE FOUNDATION .....	252
CORE CURRICULUM .....	98
COUNSELING SERVICES .....	49
COURSE DESCRIPTIONS .....	170
ACCOUNTING (ACCT) .....	170
ANTHROPOLOGY (ANTH) .....	171
ART (ARTS) .....	172
ASTRONOMY (ASTR) .....	173
BIOLOGY (BIOL) .....	174
BUSINESS ADMINISTRATION (BUSA) .....	176
CHEMISTRY (CHEM) .....	177
CLINICAL LABORATORY TECHNOLOGY (CMLT) ..	178
COLLEGE SUCCESS SEMINAR (CCGA) .....	177
COMMUNICATION (COMM)....	180
COMPUTER SCIENCE (CSCI) ..	184
CRIMINAL JUSTICE (CRJU) ....	181
CULINARY ARTS (CULN) .....	185
EARLY CHILDHOOD EDUCATION (ECED) .....	187
EARLY CHILDHOOD/SPECIAL EDUCATION (ECSP) .....	189
ECONOMICS (ECON) .....	188
EDUCATION (EDUC) .....	192
ENGLISH (ENGL) .....	193
FINANCE (FINC) .....	195
FRENCH (FREN) .....	196
GEOGRAPHY (GEOG) .....	196
GEOLOGY (GEOL) .....	197
GERMAN (GRMN) .....	197
GLOBAL ISSUES (GLOB) .....	197
HISTORY (HIST) .....	198
HOSPITALITY (HOSP) .....	200
INFORMATION TECHNOLOGY (ITEC) .....	202
INTEGRATED SCIENCE (ISCI) ..	201
INTERNATIONAL STUDY (INST) ..	201
JOURNALISM (JOUR) .....	203
MANAGEMENT (MGMT) .....	211
MARKETING (MKTG) .....	213
MATHEMATICS (MATH) .....	203
MIDDLE GRADES EDUCATION (MGED) .....	207
MUSIC (MUSI) .....	213
NURSING (NURS) .....	214
PHILOSOPHY (PHIL) .....	225
PHYSICAL EDUCATION (PHED) ..	220
PHYSICAL SCIENCE (PHSC) ..	226
PHYSICS (PHYS) .....	226
POLITICAL SCIENCE (POLS) ..	227
PSYCHOLOGY (PSYC) .....	228
RADIOLOGIC SCIENCE (RADT) ..	228
READING (RDNG) .....	231
READING (READ) .....	232
REGENTS' TEST PREPARATION (RGTE) .....	232
SCIENCE (SCIE) .....	233

SOCIOLOGY (SOC1) .....	233	Satisfactory Academic Progress Policy .....	34
SPANISH (SPAN) .....	234	Qualitative Satisfactory Progress .....	35
SPECIAL EDUCATION (SPED) .....	235	Quantitative Satisfactory Progress .....	34
STUDY SKILLS (STSK) .....	236	Scholarships .....	36
THEATRE (THEA) .....	236	Special Cases .....	35
<b>D</b>		"Institutional Credit Only" Classes .....	35
DISABILITY SERVICES .....	49	Audit/CLEP Classes .....	35
<b>F</b>		Grade Changes .....	35
FACULTY .....	242	HOPE Scholarship Recipients .....	35
FERPA .....	55	Transfer Students .....	35
FINANCIAL ASSISTANCE .....	27	<b>G</b>	
Appeals .....	36	GENERAL INFORMATION .....	5
Categories of Financial Assistance: .....	27	GRADUATION REQUIREMENTS .....	68
Grants .....	27	<b>H</b>	
FSEOG .....	27	HEALTH SERVICES .....	51
Pell Grants .....	27	HISTORY OF THE COLLEGE .....	6
Policies Governing Pell Grants .....	32	<b>I</b>	
Loans .....	27	INFANTS AND UNDERAGE CHILDREN .....	72
FFELP .....	27	<b>L</b>	
GHCL .....	28	LIBRARY SERVICES .....	51
Policies Governing Loans .....	31	<b>M</b>	
Scholarships .....	28	MISSION STATEMENT .....	5
HOPE .....	28	<b>O</b>	
Other Scholarships .....	28	ORIENTATION .....	21
Policies Governing HOPE Scholarships .....	32	<b>P</b>	
Student Employment .....	29	PAYMENT .....	26
Federal College Work-Study Program .....	29	PROGRAMS OF STUDY .....	80
Policies Governing Work-Study Funds .....	32	Baccalaureate Degrees .....	80
Student Assistant Program .....	29	Bachelor of Business Administration .....	81
Veterans' Benefits .....	29	Bachelor of Science in Education .....	83
Vocational Rehabilitation .....	29		
Ineligibility .....	36		
Policies and Procedures .....	30		
Reinstatement .....	36		

Bachelor of Science in Middle Grades Education .....	86	Medical Records Administration .....	129
Bachelor of Science in Nursing .....	89	Medical Technology .....	130
Pre-Licensure BSN Track .....	89	Modern Foreign Languages .....	108
RN to BSN Track .....	92	Nursing .....	131
Career Programs .....	153	Occupational Therapy .....	132
Clinical Laboratory Technology (AS) .....	154	Philosophy .....	109
Culinary Arts Certificate .....	168	Physical Therapy .....	133
Dental Hygiene (AS) .....	156	Physician Assistant .....	135
Nursing (RN) .....	158	Physics .....	137
Radiologic Science (AS) .....	164	Political Science .....	138
Pre-Baccalaureate/Associate Degree Programs .....	95	Pre-Dentistry .....	139
Agribusiness .....	110	Pre-Engineering .....	140
Agricultural Economics .....	111	Pre-Medicine .....	141
Art .....	105	Pre-Pharmacy .....	142
Biology .....	112	Pre-Veterinary Medicine .....	143
Business Administration .....	113	Psychology .....	144
Chemistry .....	114	Radiologic Sciences .....	145
Communication .....	106	Recreation .....	146
Computer Information Systems .....	115	Respiratory Therapy .....	147
Computer Science .....	116	Sociology .....	148
Criminal Justice .....	117	Teacher Education .....	149
Dental Hygiene .....	118	Early Childhood Education .....	149
English .....	107	Middle Grades Education .....	150
Environmental Economics and Management .....	119	Secondary Education .....	151
Fisheries and Aquaculture .....	120	Wildlife .....	152
Forest Environmental Resources .....	121	<b>R</b>	
Forestry .....	122	RECORDS .....	54
General Studies .....	123	Change of Name, Address or Telephone Number .....	54
Geology .....	124	Change of Program of Study .....	54
Health and Physical Education .....	125	Confidentiality of Student Records .....	55
History .....	126	Requesting a Transcript .....	54
Information Technology .....	127	Transcripts .....	54
Mathematics .....	128	REGENTS' EXAM .....	58
		REGISTRATION .....	21
		Adding Classes .....	24
		Class Cancellations .....	25

COAST Registration Error Resolution .....	23
Dropping Classes .....	24
Enrolling in More Than One College .....	24
Logging in to COAST .....	22
Orientation .....	21
Registering Online .....	21
Registering Using COAST .....	22
Steps to Register .....	21
Withdrawing .....	25
<b>S</b>	
SCHEDULE CHANGES .....	24
SCHOLARSHIPS .....	36
CCGA Scholarships .....	36
Other Scholarships .....	41
Transfer Scholarships .....	41
SMOKING .....	9
STUDENT AFFAIRS .....	49
Counseling Services .....	49
Health Services .....	51
Library Services .....	51
Services for Students With Disabilities .....	49
Student Responsibilities .....	50
TRIO Student Support Services .....	51
Tutoring Services .....	49
STUDENT CONDUCT .....	71
STUDENT LIFE .....	52
Cultural Affairs .....	52
Honor Societies .....	52
Intercollegiate Athletics .....	52
Intramural Programs .....	52
Other Clubs and Organizations .....	52
Publications .....	52
Study Abroad .....	53
Volunteer/Community Service .....	53
STUDY ABROAD .....	53
<b>T</b>	
TRIO STUDENT SUPPORT SERVICES .....	51
TUITION AND FEES .....	45
Application Fee .....	46
Athletic Fee .....	45
Auto Registration Fee .....	46
Credit by Examination Fee .....	47
Financial Obligations .....	47
Graduation Fee .....	46
Identification Cards Replacement Cost .....	47
In-State Tuition .....	45
Late Registration Fee .....	46
Library Fee .....	46
Out-of-State Tuition .....	45
Refunds of Fees .....	47
Returned Checks Fee .....	46
Special Conditions .....	48
Student Activity Fee .....	45
Student Liability Insurance Fee .....	46
Technology Fee .....	45
Testing Fees .....	47
Textbook Refund Policy .....	47
Varied or Special Fees .....	46
TUITION CLASSIFICATION .....	17
Non-citizens .....	17
United States Citizens .....	17
TUTORING SERVICES .....	49
<b>U</b>	
UNIVERSITY CENTER .....	77
UNIVERSITY SYSTEM OF GEORGIA .....	253
<b>V</b>	
VETERANS' BENEFITS .....	29

<b>W</b>	
WAIVERS .....	18
Border County Residents .....	18
Economic Advantage .....	19
Full-Time School Employees .....	18
Georgia National Guard and U.S. Military Reservists .....	18
Georgia-Based Corporations .....	18
International and Domestic Exchange Programs .....	19
International and Superior Out-of-State Students .....	18
Military Personnel .....	18
Non-resident Students .....	19
Recently Separated Military Service Personnel .....	19
University System Employees and Dependents .....	18
WITHDRAWALS .....	25
Administrative Withdrawal .....	26
Military Withdrawal .....	26
Withdrawal After Deadline .....	25
Withdrawal from a Learning Support course .....	26
Withdrawal Prior to Deadline .....	25