



Student Handbook & Academic Planner 2005 - 2006





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Name: _____ **Phone #** _____

Special Thanks to University Relations for providing the cover photo and many of the photographs included in the Handbook.



Student Handbook & Calendar

2005-2006

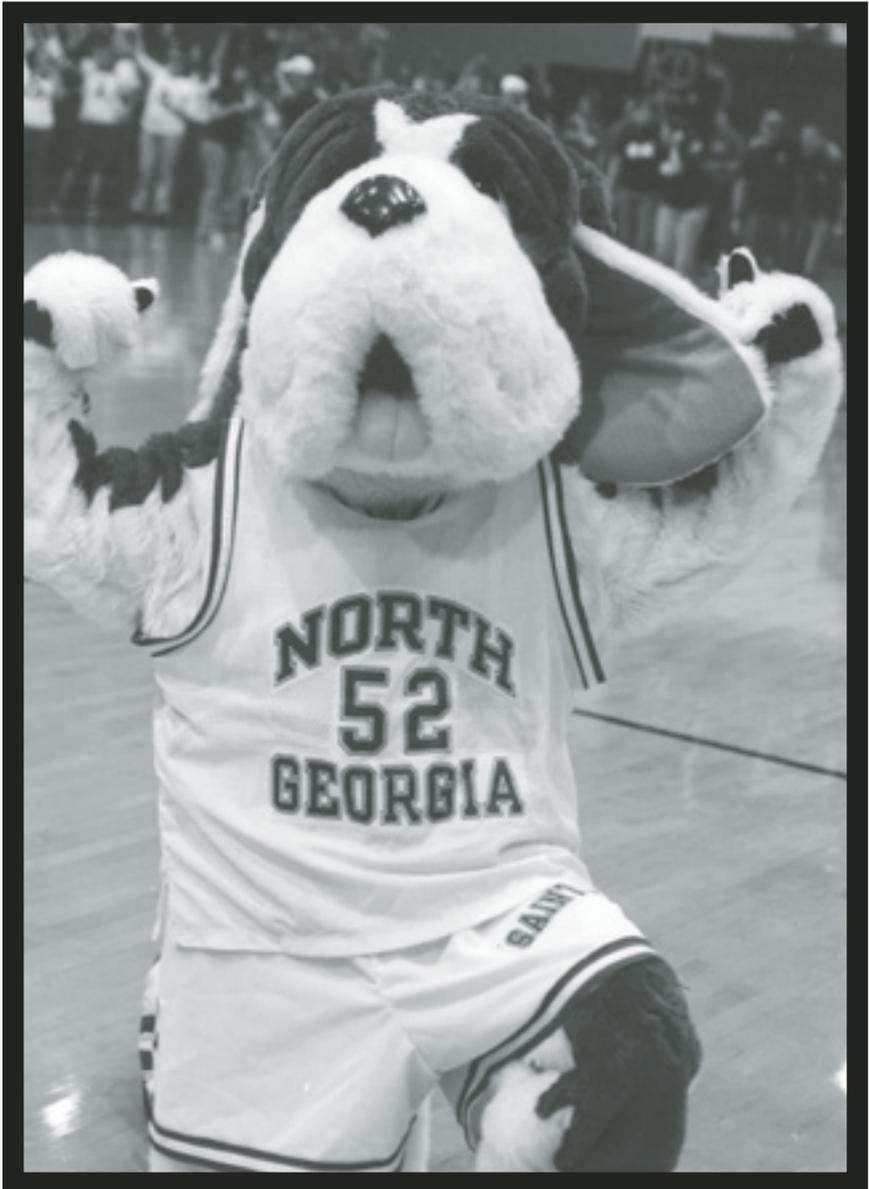


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Dear Students,

This book contains a daily planner for your use. I hope at the end of the year you can look back and see days filled with challenging and rewarding activities, both inside the classroom and outside the classroom. I hope the entries include study group meetings, advising appointments, paper and project deadlines, and other academic activities. But I also hope that your days here are filled with social opportunities, cultural events, recreational sports activities, and special events. The quality of your experience will be proportional to the effort you make to be involved. Faculty and staff members will work with you to maximize your success. Don't hesitate to ask for assistance.

This book also contains important policies and general information on activities and services available to you. Don't overlook the deadlines for pre-registration, final exams, and deadlines for withdrawing from classes. Use these notes as a tangible reminder to get on the Banner student information system and prepare yourself for your academic commitments.

The Office of Student Affairs is available to assist you. Please contact us at 864-1818 to get clarification on any issue you encounter. The staff will help you identify the people best qualified to help resolve the matter. We also appreciate feedback on the North Georgia experience from your perspective. Stop by Hoag 330 to chat or to pick up additional copies of this handbook for your friends.

And finally, a reminder from the Board of Regents that this handbook is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with these policies, the Bylaws and Policies of the Board of Regents shall prevail.

Best wishes for a productive and enjoyable year,

A handwritten signature in cursive script that reads "Judi Bryant".

Judi Bryant, Ph.D.
Vice President for Student Affairs

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

Hoag Student Center, Dahlonega, Georgia 30597 ★ (706) 864-1818 ★ FAX (706) 864-1503

The University System of Georgia

The Military College of Georgia

An Affirmative Action/Equal Opportunity Institution

Where to Go—Whom to See

FOR:

Academic Information

Adding/Dropping a Course
Apply for Graduation
Assignment of Advisors

Attendance Regulations
Auditing a Course
Change of Major
Honors Program
Transcripts

Transient Permission
Withdrawal / Graduation
Off Campus Classes

Gainesville College Campus

Forsyth County

Academic Assistance & Tutoring:

Honors Program Tutor Service
Language Lab
Math / CS Tutorial Center
Writing Center
Student Disability Resources

Admissions

Undergraduate Admissions
Graduate Admissions

Re-Admissions
Transfer Credits

Cadet Recruiting

Alumni Affairs

Athletics

Books and Supplies

Class Absences

Commuter Concerns

Commuter Lockers

Commuter Status

SEE:

Registrar, 221 Price Memorial, 864-1760
Registrar, 221 Price Memorial, 864-1760
Online in BANNER or Registrar, 221 Price Memorial,
864-1760

Student Handbook, Undergraduate Bulletin

Registrar, 221 Price Memorial, 864-1760
Online in BANNER or Academic Advisor, Registrar
202A Dunlap Hall, 864-1890
Online in BANNER or Registrar, 221 Price Memorial,
864-1760

Online in BANNER or Academic Advisor, Registrar
Registrar, 221 Price Memorial, 864-1760
Graduate Studies & External Programs,
202 Price Memorial, 864-1543

Gainesville College University Center, 101 Dunlap/
Mathis Building. 770/718-3875
www.gc.peachnet.edu/admin/gcuc

North Forsyth High School, Info at 864-1543

202A Dunlap Hall, 864-1890

317 Dunlap, 864-1682

211 Oakes, 864-1805

111 Dunlap Hall, 867-2979

122 Barnes Hall, 867-2782

Admissions Office, 211 Price Memorial, 864-1800

Graduate Studies & External Programs,
202 Price Memorial, 864-1543

Admissions Office, 211 Price Memorial, 864-1800

Online in BANNER or Registrar,
221 Price Memorial, 864-1760

Cadet Recruiting Center, Main & Sunset,
1-888-413-9366

Alumni Center, 864-1547

Athletic Director, 111 Memorial Hall, 867-2755

Campus Connection, 226 Student Center, 864-1635

Instructor

Commuter Council, 402 Student Center, 864-1361
Coordinator Of Commuter Services, 317 Student
Center, 864-1643

312 Student Center, 864-1643

Vice President for Student Affairs,
330 Student Center, 864-1818

Counseling

Academic
 Personal & Career

Advisor
 Student Counseling , 210 Barnes Hall,
 864-1819

Disability

Student Disability Resources, Barnes Hall 122,
 867-2782

Employment

Work Study Jobs
 Summer, part-time, postgraduate,
 Cooperative Education

Financial Aid Office, 112 Barnes Hall, 864-1412
 Career Services Office, 114 Barnes Hall, 864-1951

Financial

Fee payment, Parking Fines,
 Commuter Meal Plans, etc.

Business Office, 104 Price Memorial, 864-1407

Financial Assistance

Student loans, scholarships, &
 V.A. benefits

Financial Aid Office, 112 Barnes Hall, 864-1412

Fraternalities

Student Center Assistant Director,
 314 Student Center, 864-1643

Health Concerns

Student Health Services, 864-1948

Housing

Room reservations and
 cancellations

Commandant of Cadets (Cadets),
 118 Military Leadership Ctr., 864-1793
 Director of Residence Life, (Civilian Women)
 204 Barnes Hall, 864-1902

Owen Hall (Apartments)

Ambling Management - Resident Manager,
 867-3000

Identification Cards

Student Center Director, 312 Student Ctr. 864-1643

Intramural Sports

Recreational Sports, 022 Memorial Hall, 864-1622

Leadership Minor

Military Track, 131 Military Leadership Center,
 864-1787
 Citizen Track, 209 Barnes Hall, 867-2794

Library Privileges

Circulation Desk, Stewart Library, 864-1889
 (Must have Student Identification Card)
 (Library Fines paid in Business Office –
 see Financial)

Lost and Found

V.P. for Student Affairs, 330 Student Center, 864-1818

Mail and Packages

Post Office, 206 Student Center, 864-1634

Meal Plans

Dining Hall Director's Office, 864-1770

Military Information

Military Science Department (ROTC)

Professor of Military Science,
 103 Military Leadership Ctr., 864-1776

Corps of Cadets

Commandant of Cadets,
 102 Military Leadership Ctr., 864-1786

Music Ensembles

Fine Arts Department, 214 Nix Center, 864-1423

Placement

Career Services, 114 Barnes Hall, 864-1951

Printing & Copies

Transparencies, lamination,
course packets, printing, etc.

Print Services, 106 Student Center, 864-1631

Recreation

Wellness Center, Pool, Ropes Course,
& Outdoor Recreation.

Recreational Sports, 022 Memorial Hall, 864-1622

Sororities

Student Center Assistant Director,
313 Student Center, 864-1643

Student Activities Board (SAB)

403 Student Center, 864-1648

Student Government (SGA)

408 Student Center, 864-1463

Student Organizations

Recognition & Registration
General information & Development

V.P. for Student Affairs, 330 Student Center, 864-1818
Student Center Director,
312 Student Center, 864-1643

Reserving Meeting Rooms & Areas:
Student Center

Student Center Director, 312 Student Center,
864-1643

Pool, Rec. Field & Ropes Course
Drill Field

Recreational Sports, 022 Memorial Hall, 864-1622
Operations Office, 119 Military Leadership Ctr.,
864-1796

Pine Valley
Dining Hall

V.P. for Student Affairs, 330 Student Center, 864-1818
Foodservice Director, Dining Hall Office, 864-1770
Office, 204 Continuing Education Center,
864-1918

Continuing Education Center

Shott Performance Hall
Gym & PE Classrooms
Oakes Classrooms
HNS Auditorium
Other Classrooms & Areas

Fine Arts Office, 214 Nix Center, 864-1423
HPE Department, 002 Memorial Hall, 864-1758
Business & Government, 124 Oakes, 864-1459
Natural & Health Sciences, 403 HNS, 864-1340
Send request to: jngrizzle@ngcsu.edu

Check Existing Reservations at:
https://eagle1.ngcsu.edu:2001/pls/prod/ems_000_pkg.ems040

Testing

Testing Office, 214 Barnes Hall, 867-2857

Vehicle Registration

Ticket Appeals

Welcome Center, 246 S. Chestatee St.,
867-3238

Wellness Center

Aerobic & strength equipment

028 Memorial Hall, 864-1458

Student Rights and Responsibilities

Purpose

North Georgia College and State University exists to educate its students; to advance, preserve and disseminate knowledge through superior scholarship; and to advance public interest and society as a whole through service; to develop leaders for community, state, and national service. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, North Georgia College and State University as an institution and each member of the University community has reciprocal rights and responsibilities. It is the responsibility of the University, as an institution, to ensure orderly operation, preserve academic freedom, protect the rights of all members of the University community, prohibit acts that materially and substantially interfere with legitimate educational objectives, or interfere with the rights of others, and to institute disciplinary action where conduct adversely affects the University community's pursuit of its educational objectives.

Notice

As a student, your membership in the University community confers upon you certain rights and requires certain responsibilities that are defined below. It is expected that you will understand and exercise your own rights, fulfill your responsibilities and respect the rights of others. The University is expected to enforce these responsibilities, and it is expected to afford you these rights. Knowledge of your rights can help you enjoy them. Knowledge of your responsibilities can help you to avoid the sanctions prescribed for a breach of your responsibilities. But more important, it can help you to help North Georgia College and State University and the University community preserve a climate in which you can develop your own identity without denying to others the same opportunity. Unfamiliarity with the following is not an excuse for failure to carry out your responsibilities as a student member of the University.

Student Rights

Students have a collective right through the Student Government Association to participate in the formulation of standards of conduct and preparation of rules of student activities and affairs. This right is exercised through the Student Life Committee, which is empowered by the President of the University through the Board of Regents of the University System of Georgia, to make such regulations, subject to the approval of the Chancellor and of the Regents.

Students, upon their request, have a collective right through the Student Government Association to be heard in the making of other institutional policy that affects their rights and well being. Students serve as members on most standing University committees.

Students have the right to take stands on issues, to examine and discuss questions of interest, and to support causes by orderly means that do not disrupt normal University operation or interfere with the rights of others.

Students have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the University or with the rights of others. This right of expression does not protect lewd, indecent or obscene conduct and/or expression which are harassing, demeaning or offensive.

Student Expression

Student publications and communications are guaranteed the rights inherent in the concept of “freedom of the press.” Individual students and organizations have the right to publish, distribute and broadcast material on the University campus provided that the materials are identified by the name of the student and organization and are done in accordance with the rules and regulations adopted by the Student Life Committee. All publications are subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

All student organizations approved by the Student Life Committee may meet on the University premises provided that they make reservations through the Office of Student Affairs or the Director of the Student Center. Students and/or student groups may not make reservations in their names for outside groups or organizations to use University space.

Recognition

Only student organizations approved by the Student Life Committee have the right to invite and hear persons of their own choosing and for the purpose of hearing his or her ideas and opinions. Scheduling of such events shall be made through the Office of the Director of the Student Center. The President of the University or his authorized representative may cancel a speaker’s reservation when there is clear and present danger that the appearance would threaten the orderly operation of the University. Such cancellation shall be communicated to the sponsoring organization through the Vice President and Dean of Student Affairs.

The Regents’ Statement

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System. The rights, responsibilities and prohibitions contained in this statement are incorporated as a part of these regulations.

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Boards’ existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty, which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protected period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus

have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board of Regents is deeply concerned by this problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

Of equal or even greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on College and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

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

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April 1968, by the Association of American Colleges in January 1968, and by the Executive Committee of the Association for Higher Education in March 1968, condemning actions taken to disrupt the operations of institutions of higher education. (Minutes 1968-69, pp. 166-169)



Student Code of Conduct

Laws, regulations, and rules represent human's best efforts to create a livable society and to induce socially acceptable behavior. Students at North Georgia College and State University are expected to be mature, law-abiding, and responsible in their general behavior. Accordingly, they are expected to obey national, state, and local laws; respect the rights and privileges of others; be forthright and honest in all their social and academic conduct; and in general conduct themselves in a manner which brings credit to themselves and North Georgia College and State University.

In addition to national, state, and local laws, students are expected to obey University regulations. These regulations state clearly some things which students must do and some specific things which they must not do if they wish to remain associated with the institution. THE UNIVERSITY, HOWEVER, DOES NOT ATTEMPT TO DEFINE BY FORMAL RULES EVERY ACTION THAT IS FORBIDDEN.

Students may also be sanctioned for conduct that constitutes a hazard to the health, safety, or well being of members of the University community or which is detrimental to the university's interest whether such conduct occurs on campus, off campus, or at university-sponsored events. Students attending classes at satellite facilities may find additional regulations specific to that locale also apply. In situations not covered by specific regulations, a student should be sure that their conduct is always consistent with that expected of a mature, responsible individual.

North Georgia College and State University is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive and responsible young adults. It seeks to achieve these goals through a sound educational program and policies governing student conduct that encourage independent thinking and maturity. Each student, as a citizen of the North Georgia community, assumes an obligation to obey all rules and regulations made by properly constituted authorities.

Article I. Academic Irregularity

North Georgia College and State University recognizes honesty and integrity as being necessary to the academic functioning of the University. The following regulations are promulgated in the interest of protecting the equity and validity of the University's grades and degrees, and to assist students in developing standards and attitudes appropriate to intellectual life.

- Section 1.** No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory report, examination or other assignment included in an academic course.
- Section 2.** No student shall take or attempt to take, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
- Section 3.** No student shall sell, give, lend or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the instructor.
- Section 4.** Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting

them. When direct quotations are used, they must be indicated and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

Section 5. No student shall use his/her work from other courses, or from previous assignments, for current assignment without permission of the instructor.

Section 6. No student shall sign class rolls for another student.

Article II. Alcoholic Beverages

The use, possession, or distribution of alcoholic beverages on the University campus is prohibited.

Article III. Damage to Property

Damage or destruction of property belonging to the University, a member of the University community, or to a visitor to the campus, is prohibited.

Article IV. Disorderly Assembly

Section 1. No student shall assemble on campus for the purpose of creating a riot, or destruction, or disorderly diversion that interferes with the normal operation of the University. This section should not be construed so as to deny any students the right of peaceful, non-disruptive assembly.

Section 2. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of University facilities, or materially interfere with the normal operation of the University.

Section 3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited. (Any use of sound amplification equipment must be cleared through the Student Affairs' Office.)

Article V. Disorderly Conduct

Section 1. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by the University, is prohibited.

Section 2. Physical abuse, verbal abuse, threats, intimidation, harassment, and coercion are prohibited.

Section 3. No student shall push, strike or physically (including sexual) assault any member of the faculty, administration, staff, or student body or any visitor to the campus.

Section 4. Conduct on University property, or at functions sponsored or supervised by the University or any recognized University organization, which materially interferes with the normal operation of the University or the requirements of appropriate discipline, is prohibited.

Section 5. No student shall enter or attempt to enter any dance, social, athletic or any other event sponsored or supervised by the University or any recognized University organization without credentials for admission, i.e., ticket, identification card, invitation, etc. or in violation of any reasonable qualifications established for attendance. At University

functions a student must present proper credentials to properly identified University faculty and staff upon their request.

- Section 6.** Conduct and/or expressions that harass, demean, or degrade any individual or group of individuals are prohibited.
- Section 7.** No student shall interfere with, or give false name to, or fail to cooperate with, any properly identified University faculty, administration, or staff personnel while these persons are in the performance of their duties.
- Section 8.** No student shall deliberately fail to heed the summons, oral or written, to report to an administrative official or to an instructor's office.
- Section 9.** Abusive language or gestures to University officials in the performance of their duties is prohibited.
- Section 10.** Unauthorized visits to or visits in the campus living quarters of the opposite sex are prohibited.
- Section 11.** Verbal, physical or sexual harassment which is hostile, intimidating, or offensive is prohibited.
- Section 12.** Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry into or use of University premises is prohibited.
- Section 13.** Sexual Misconduct is prohibited. See the Policy on Sexual Misconduct for definition and explanation.

Article VI. Drugs

- Section 1.** The possession or use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited.
- Section 2.** The possession of drug paraphernalia is prohibited.

Article VII. Tobacco

The use of tobacco in any form is restricted on the University campus and at the Pine Valley recreation area. Smoking is permitted only in designated areas.

Article VIII. Falsification of Records or False Statements

- Section 1.** No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form or document used by the University.
- Section 2.** No student shall furnish false information to the University on any record, form, document, or report used by the University.
- Section 3.** No student shall make a false statement or give false information to any University official.
- Section 4.** No member of the Corps of Cadets shall violate the "Cadet Honor Code". The Honor Code of the NGCSU Corps of Cadets is based on the principle that a cadet will not lie, cheat, steal, evade the truth, conspire to deceive, nor tolerate those who do.

Article IX. Explosives

No student shall possess, furnish, sell or use, explosives of any kind on University property or at functions sponsored or supervised by the University or any recognized University organization.

Article X. Fire Safety

Section 1. No student shall tamper with fire safety equipment.

Section 2. The unauthorized possession, sale, furnishing or use of any incendiary device is prohibited.

Section 3. No student shall set or cause to be set any unauthorized fire on University property.

Section 4. The possession or use of fireworks on University property or at events sponsored or supervised by the University or any recognized University organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

Section 5. No student shall make, or cause to be made, a false fire alarm.

Section 6. No student shall fail to participate and/or cooperate in any authorized fire drill.

Article XI. Weapons

Students are prohibited from possession of firearms on University property or at events sponsored or supervised by the University or any recognized University organization. The possession or use of any other offensive weapons is prohibited.” (Knives with blades longer than 2.5” are considered offensive weapons.)

Article XII. Hazing

No student shall haze, direct the hazing, or participate in the hazing of any individual or group of individuals regardless of that person’s, or group’s willingness to participate in such activity.

Hazing is defined as causing individuals or groups of individuals to perform meaningless, difficult, or humiliating tasks. It is further defined as initiating or disciplining fellow students by means of horseplay, practical jokes, and tricks often in the nature of humiliating or painful ordeals. Practices such as “Smoking” fellow cadets are expressly prohibited.

Article XIII. Joint Responsibility for Infractions

Students who knowingly act in concert to violate University regulations have individual and joint responsibility for such violation and such concerted acts are prohibited.

Article XIV. Student Identification Cards

Section 1. Lending, selling or otherwise transferring a student identification card is prohibited.

Section 2. The use of a student identification card by anyone other than its original holder is prohibited.

Article XV. Theft

Section 1. No student shall sell a textbook which is not his own without permission of the owner.

Section 2. No student shall take, attempt to take, or keep in his possession, items of University property, or items belonging to students, faculty, staff, student groups or visitors to the campus without proper authorization.

Article XVI. Unauthorized Access and Improper Use of Computers

Conduct which violates NGCSU's Computer and Network Usage Policy includes, but is not limited to the activities in the list shown below:

- Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming," "flooding," or "bombing."
- Initiating or propagating electronic chain letters.
- Using NGCSU Network resources for personal gain, political gain, or proselytizing.
- Use of programs like BackOrifice and Netbus is strictly prohibited.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted e-mail to another user.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
- Unauthorized attempts to circumvent data protection schemes or uncover security loop holes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Violating copyright laws and their fair use provisions through inappropriate reproduction and/or distribution of music (especially MP3 files), movies, computer software, copyrighted text, images, etc.
- Deliberately wasting/overloading computing resources, such as printing too many copies of a document or using excessive bandwidth on the network.
- Violating terms of applicable software licensing agreements or copyright laws.
- Unauthorized use of a computer account.
- Using the Campus Network to gain unauthorized access to any computer systems.
- Connecting unauthorized equipment to the campus network (this includes personal hubs in residence hall rooms).
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Forging the identity of a user or machine in an electronic communication.
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or University regulations.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

Consequences of Violating the Computer and Network Usage Policy

Failure to comply with any of the NGCSU Computer and Network Usage Policy may result in termination of your NGCSU network services, University disciplinary action, and/or criminal prosecution.

NGCSU reserves the right to terminate any network connection **without notice** if it is determined that any portion of the Computer and Network Usage Policy is being violated.

Article XVII. Unauthorized Entry or Use of University Facilities

Section 1. No student shall make unauthorized entry into or onto any University

building, office or other facility nor shall any person remain without authorization in or on any building after normal closing hours.

Section 2. No student shall make unauthorized use of any University facility.

Section 3. No student shall make unauthorized use of keys nor tamper with locks or locking devices.

Article XVIII. Gambling

The playing of cards or any other game of skill or chance for money or items of value is prohibited.

Article XIX. Repeated Violations

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

Article XX. Violation of Disciplinary Probation or Restriction

The violation of disciplinary probation or a disciplinary restriction is prohibited. Said violation may result in immediate suspension or expulsion.

Article XXI. Violation of University Residency Regulations

Violation of the campus residency (commuter) policy through lying, false documentation, and/or evading detection is prohibited.

Article XXII. Violation of Outside Law

Violation of local, state or federal law, on or off the campus, which violate act constitutes a clear and present danger of material interference with the normal, orderly operation and processes of the University, or with the requirements of appropriate discipline, is prohibited.

Disciplinary Procedures

When a student is charged with violation of the foregoing conduct regulations, disposition of the student's case shall be afforded according to Constitutional requirements, due process and in keeping with the procedures outlined below. Any member of the University community may file charges against any student for misconduct.

1. All complaints of alleged violation by students shall be made in writing to the Vice President for Student Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct, and shall state each regulation which the student is alleged to have violated. Any charge should be submitted as soon as possible after the event takes place, preferably within 48 hours.
2. The student shall be notified in writing by the Vice President for Student Affairs that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint.
3. During periods between the fall and spring semester and the spring and fall semester it may be necessary to convene an interim discipline committee. On these occasions, the Vice President for Student Affairs shall have the right to appoint interim replacement members to hear cases, so long as there are at least two students and two faculty members, along with a faculty chair to break a tie.
4. At the above mentioned conference, the student shall be advised that:
 - He/she may, in writing, admit or deny the alleged violation, waive all further hearing, and request that the University take appropriate action.

- He/she may be referred, or ask to be referred, to the University Discipline Committee for a hearing and full disposition of the case.
4. In cases referred to the Discipline Committee, the Office of the Vice President for Student Affairs shall, at least 5 days, but not more than fifteen (15) calendar days, in advance of the hearing, notify the student, in writing, by hand delivery if reasonably possible, and otherwise by registered mail, to the last local address of the student within the reasonable knowledge of the Office of the Vice President for Student Affairs, concerning the following:
 5. The student is expected to notify his or her parents or guardian of the charges and outcome of the hearing. Parents of students guilty of underage drinking will be notified by the Vice President for Student Affairs.
 6. The decision reached at the hearing will be communicated verbally, and in writing, to the student and, if the student is a minor, or if he/she so requests, to his or her parents, or guardian. It will specify the action taken by the hearing body and the interest of the University which has been adversely affected by the conduct which necessitated the disciplinary action. Upon the request of the student, a summary of the evidence will be communicated.
 7. The student shall be notified in writing of his/her right to appeal the decision of the hearing body. In cases of appeal, any action assessed by the hearing body shall be suspended pending the outcome of the appeal process at the campus level. A copy of the final decision shall be mailed to the student and, if the student is a minor or if he/she so requests, to his/her parents or guardian.

Due Process

Students have the right to due process when accused of any violation of University regulations or rules of conduct. This right includes the following:

1. Right to a notice in writing of any charges.
2. Right to admit or deny the alleged violation, waive a hearing and accept the University's action.
3. Right to admit the alleged violation but request a hearing.
4. Right to deny the alleged violation and request a hearing.
5. Right to remain silent and not have silence construed as guilt.
6. Right to a fair hearing before a tribunal, not including those who brought the charges.
7. Right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be construed as indicative of guilt.
8. Right to select an adviser of his or her choice from the faculty, staff, or student body.
9. Right to call witnesses and to present evidence in his/her behalf.
10. Right, upon request, to a list of witnesses who will appear against him/her.
11. Right to confront and cross-examine witnesses and/or accusers.
12. Right to request a copy of the record or the tape recording of a hearing.
13. Right to appeal to the President if the result of the hearing is suspension or expulsion.

Rights of Student Defendant Before the Discipline Committee

To insure students' rights, the Discipline Committee hearing is a closed hearing. The only persons allowed to be present are the Discipline Committee members, pertinent witnesses, the defendant's advisor, if he/she elects to have one, the Vice President for Student Affairs, and a representative from the Associate Dean of Students' Office and/or from the Commandant of Cadets' Office. At the hearings of the Discipline Committee, the student defendant shall be afforded all rights required by due process including:

1. The right to present evidence in his/her behalf.
2. The right to question the complainant.
3. The right to call witnesses in his/her behalf.
4. The right to cross-examination.
5. The right to an advisor of his/her choice, chosen by him/her from the North Georgia College and State University full-time faculty, staff, or student body. The advisor may speak for the student but may not cross-examine witnesses or answer questions directed to the student.
6. The right to remain silent and have no inference of guilt drawn from such silence.
7. The right to appeal if the Discipline Committee imposes suspension or expulsion.
8. The right to receive a copy of the summary transcription of his/her hearing upon request.
9. The right to be advised of his/her right to appeal the decision of the Discipline Committee.
10. The right to attend classes and attend University functions until a hearing is held, a decision is rendered, and an appeal, if any, is exhausted at the campus level. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operation and processes or the requirements of appropriate discipline at the University.

The Discipline Committee

The Discipline Committee serves an academic function. Its purpose is educative rather than punitive. When the Committee finds a student to be guilty of a violation (or violations) of the Conduct Regulations of the University, it shall endeavor to construct a disciplinary measure which is instructive for the student and consistent with the interests of the institution.

1. The Discipline Committee of the University shall consist of faculty members, the President of the Student Government Association (or his/her designee), and at least two other regularly enrolled students chosen from a pool of students representative of the student body as a whole and appointed by the President of the University. The Vice President for Academic Affairs shall serve as an ex-officio member of the Committee.
2. The members of the Discipline Committee shall select each year one of their own members to act as presiding officer. The Office of the Vice President for Student Affairs shall be responsible for providing to the Discipline Committee a member of its staff to perform recording functions.
3. The Discipline Committee shall hear cases involving alleged violations of the

Student Code of Conduct which shall be referred to it by the Vice President for Student Affairs.

4. A student may be referred, with the consent of the Vice President for Student Affairs and the person alleging the complaint, to the Campus Mediators for resolution of the matter.
5. Preliminary investigations of charges against student shall be made by the Office of the Vice President for Student Affairs or by the appropriate designee. Cases are referred to the Discipline Committee through its chairperson. The chairperson shall set the time and place for a hearing and shall notify other members and from that point all summoning of defendant(s) and witnesses shall be done by the office of the Vice President for Student Affairs.
6. Decisions of the Discipline Committee shall be by majority vote.
7. Any member of the Discipline Committee shall disqualify himself/herself if his/her personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or the institution. Any member of the Discipline Committee may be disqualified by a vote of the remaining members of the committee present.
8. All hearings of the Discipline Committee will be closed. Only committee members, representatives from the Office of Student Affairs, the accused student(s), and the advisor to the accused may attend.
9. The Discipline Committee shall make a tape recording and/or summary transcription of the proceedings.
10. The Discipline Committee shall provide a brief written summary of each case to the Vice President for Student Affairs and to the student involved (copy home if the student is a minor). Upon request of the student, his/her parent or guardian if he/she is a minor, a summary of the testimony and the committee's adjudication will be provided.

Disciplinary Measures

The following are possible disciplinary measures which may be imposed upon a student for an infraction of the Student Code of Conduct. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

1. **Expulsion—Permanent**, forced withdrawal from the University constitutes the maximum disciplinary penalty. Although expulsion may be imposed on the first offense, it is usually administered after other methods of discipline have been exhausted. Expulsion from the University is indicated on the student's transcript, and he/she may not re-enter or visit the University.
2. **Disciplinary Suspension**—Forced withdrawal from the University for a specified time. Suspension is for a period of not less than one full semester.
During any period of suspension or withdrawal associated with disciplinary reasons, a student may not visit the campus for reasons other than clarification of academic or behavior record. No transfer credit from another institution which is earned, while the student is under suspension from North Georgia College and State University, will be accepted for credit toward a degree at North Georgia College and State University.
3. **Disciplinary Probation**—Notice to the student that any further disciplinary violation may result in suspension or expulsion. Disciplinary probation might also

include one or more the following: the setting of restriction, the issuing of a reprimand, or restitution.

4. **Reprimand**

- a. **Oral Reprimand**—an oral disapproval issued to the student.
- b. **Letter Reprimand**—a written statement of disapproval to the student.

5. **Restrictions**—Exclusion from participating in:

- a. Social activities
- b. Identification card privileges

6. **Restitution**—Reimbursement for damages to or misappropriation of property, this may take the form of appropriate service or other compensation.

7. **Discretionary Sanctions**—Work assignments, service to the University or other related discretionary assignments.

8. **Forced Withdrawal**—From the academic course within which the offense occurred without credit for the course.

Interim Suspension

- 1. The Vice President for Student Affairs or a designee may suspend a student for an interim period pending a judicial hearing or psychiatric evaluation.
- 2. The interim suspension may become immediately effective without prior notice whenever there is evidence that the continued presence of the respondent student on the University campus, poses a substantial threat to themselves or to others or to the stability and continuance of normal University functions.
- 3. A student suspended on an interim basis shall be given an opportunity to have a hearing within a reasonable time, depending upon the availability of a hearing body.
- 4. In cases where there is an appeal following a hearing concerning interim suspension, the respondent student's appeal shall be directed to the President.
- 5. A student suspended on an interim basis may not withdraw from the University before the conclusion of his/her judicial case.

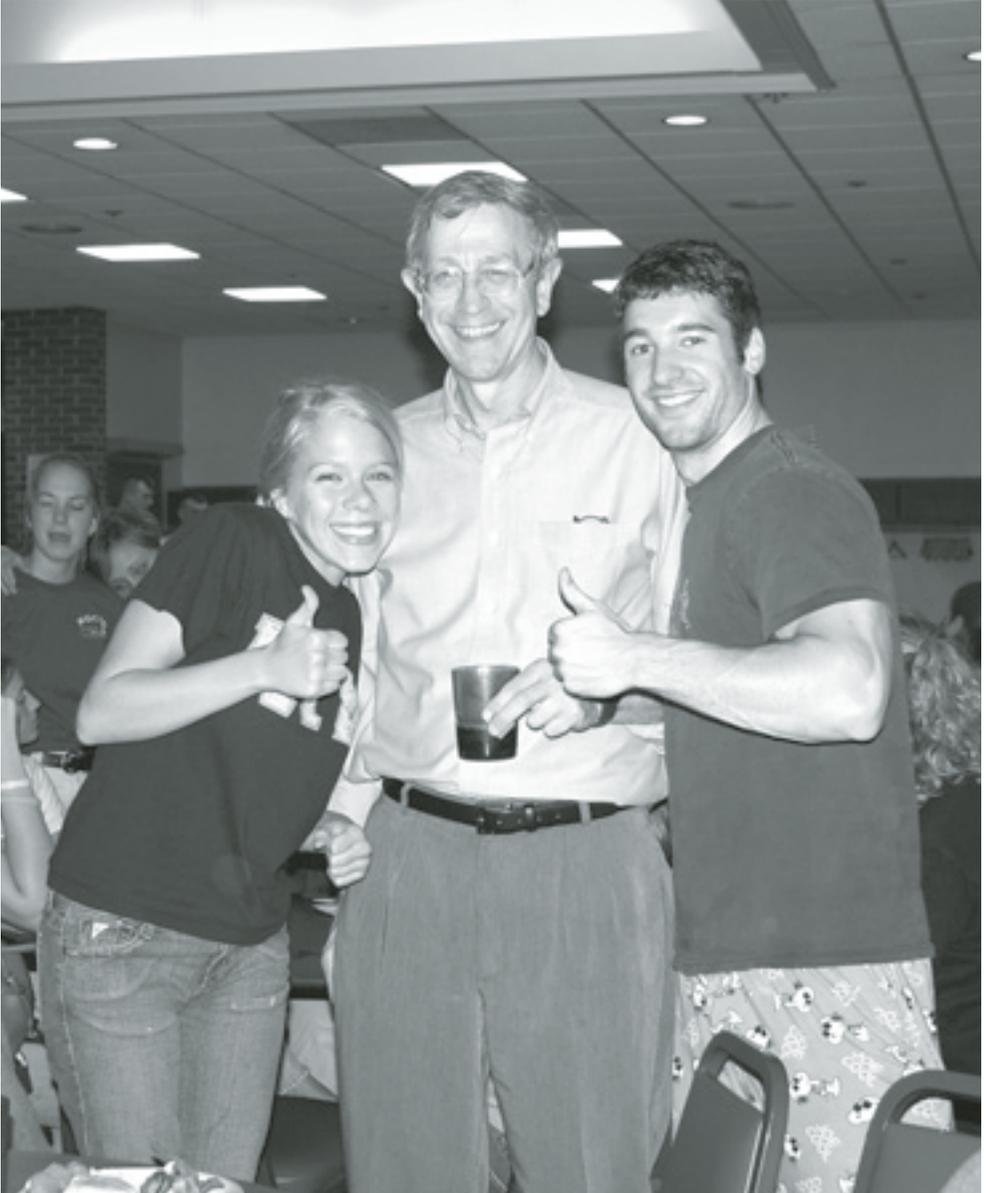
Appellate Procedure

When a student shall be expelled or suspended by action of the University, such student shall have the right to appeal in accordance with the following procedures:

- 1. The person aggrieved shall appeal in writing to the President of the institution within five days after the action of which the person complains. The President shall within ten days make a decision which shall be final so far as the institution is concerned. Until the time that the decision is rendered, the student who is appealing has the right to attend classes and attend University functions. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operation and processes or the requirements of appropriate discipline at the University.
- 2. A student may appeal on grounds that the evidence was not sufficient to find him/her guilty or other specified relevant grounds such as procedural error, new evidence, committee bias, or disproportionate sanction for the offense. In either case he/she shall clearly state his/her grounds for appeal in his/her written statement to the President.
- 3. The President shall be given a tape recording and/or a written summary of the proceedings in the original hearing by the Discipline Committee.
- 4. When the President of the University has rendered his decision in writing on any

appeal, the student will be considered to have exhausted his/her remedies on the local level.

5. Should the aggrieved person be dissatisfied with the decision of the President, he/she shall have the right to appeal in writing to the Board of Regents. An appeal to the Board of Regents shall be submitted in writing to the Executive Secretary of the Board within a period of ten days after the President's decision and shall cite all reasons for dissatisfaction with the previous decision.



Other Policies

Public Display of Affection

A couple should refrain from inappropriate public display of affection because it is offensive to others.

Policy on Student Attire

North Georgia College and State University prides itself not only on the quality of its graduates, but also on students' neat and professional appearance, consistent with the student's field(s) of study, whether the student is military or non-military. All members of the campus community are responsible for adhering to and enforcing this policy.

Appropriate attire for non-military students includes long pants, jeans, athletic shorts or pants, or shorts of mid thigh length or longer; sports shirts, jerseys, T-shirts, skirts and dresses.

Unacceptable attire on campus includes halter-tops, any shirt that exposes bare midriff or bare back, T-shirts with obscene or offensive language, gestures, or slogans.

Students must wear appropriate outer garments en route to the swimming pool and sunbathing areas. Sunbathing is permitted behind Donovan Hall and Lewis Annex only.

Policy on Sportsmanship

North Georgia College and State University supports the core values of the NCAA, which are respect, integrity, responsibility, servant leadership and sportsmanship.

Everyone in attendance of any sporting event is expected to conduct himself or herself with civility, respect for officials, and opponents, and in a manner that is consistent with these values. Behavior language (spoken or written), or attire that is disorderly, rude, obscene, or vulgar will not be tolerated and the offending person(s) will be removed from the premises and may be subject to disciplinary action.

Public Forum Policy

Anyone who desires to speak on campus may reserve the designated Public Forum Area between the hours of Noon -1:00 p.m. and/or from 5:00 - 6:00 p.m. on weekdays.

The first priority for the use of University Facilities will be given to student, academic, or administrative functions at the University. Community use of University facilities must have an educational or cultural purpose.

To avoid conflicts in scheduling, reservations for the Public Forum Area must be made through the office of the Vice President for Student Affairs (Student Center Room 330) at least 48 hours in advance. This deadline will not be waived.

Policy on Discrimination and Harassment

I. GENERAL

It is the policy of North Georgia College and State University that all employees and students should be able to enjoy and work in an educational environment free from discrimination and harassment. Whether directed against individuals or groups, and whether consciously malicious, thoughtlessly unkind, or even in jest; such behavior threatens the integrity of our social and intellectual environment.

II. DISCRIMINATION

University policy and the laws of Georgia and the United States of America prohibit discrimination on the basis of race, creed, color, sex, national origin, disability, or veteran's status. Similar protection is given to persons regardless of sexual orientation.

III. HARASSMENT

Harassment includes conduct—whether verbal, written, or physical—which has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for any individual or group. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm. Any employee, student, student organization, or person privileged to work or study in the NGCSU community who violates this policy will be subject to swift and certain disciplinary action.

IV. SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a nature constitutes sexual harassment when:

- a. Submission of such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- b. Submission to or rejection of, such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
- c. Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile or offensive working or academic environment.

V. COMPLAINTS

Any employee who has a discrimination or harassment complaint and is unable or unwilling to discuss the issue with the offending party may discuss the problem with their manager, a higher-level manager, or the Director of Human Resources. Students may contact a Resident Assistant, Cadet Officer or NCO, member of the Commandant's Staff or an appropriate member of the Department of Student Affairs, an instructor, or any member of the NGCSU management team. Both employees and students may attempt mediation by contacting the Chair of the Campus Conflict Resolution Committee. If all other efforts fail, a formal grievance may be filed.

VI. GRIEVANCE PROCEDURE

A. STUDENT BOARD OF REVIEW AND GRIEVANCE PANEL

1. The Student Board of Review shall be composed of five tenured faculty, five

staff, and five students enrolled at NGCSU. Members are selected as follows to serve a one-year term from August 1 to July 31:

- a. Five non-faculty employees shall be elected by the Staff Council.
 - b. Five tenured faculty shall be elected by the Faculty.
 - c. Five students shall be elected by the Student Government Association.
2. Vacancies on the board of review shall be monitored by the Vice-President for Student Affairs.
 3. Grievances shall be heard by a Grievance Panel composed of five members of the Board of Review who are selected as follows:
 - a. The complaining party and the respondent may each strike up to two names from the Board of Review.
 - b. Five names are selected at random by the Vice President for Student Affairs from the remaining members of the Board of Review, two from the student members and at least one each from faculty and staff.
 - c. A Grievance Panel Chair, either faculty or staff, is elected by Grievance Panel members.
 4. If any person selected as a member of a Grievance Panel believes that his or her impartiality or ability to render an objective judgment might be in question, he or she may ask to be excused from service. In addition, persons may be excused from service because of illness, scheduled travel, or other acceptable circumstances which, in the sole discretion of the Vice-President for Student Affairs, would delay the completion of the process.

B. PROCEDURE

1. This grievance procedure is available to address student complaints against non-students that cannot be resolved through direct discussions between the disputants, escalation to management, discussion with Student Affairs, or mediation.
2. A student wishing to file a formal grievance must do so in writing to the VPSA within ninety days of the event in dispute (or within thirty days of the end of unsuccessful mediation). The written grievance must include:
 - a. The name of a respondent
 - b. A detailed description of the complaint, including dates
 - c. The names of possible witnesses
 - d. A description of the evidence offered in support of the complaint
 - e. The redress sought
 - f. Description of attempts to settle the issue by direct discussions, escalation to management, discussion with SA, and mediation; and explanations as to why the attempts were unsuccessful.
3. Within three working days of receiving a written grievance, the VPSA shall send a current list of the members of the Board of Review to the complainant and the respondent, with instructions for them to strike two names each, within two working days of receiving the list.
4. The remainder of the Grievance Panel shall be chosen, within two working days, as described in II.E.1.C.above.
5. The Office of VPSA shall:
 - a. Schedule the grievance hearing not less than five and not more than ten working days of the final selection of the Grievance Panel.
 - b. Notify the complainant, the respondent, the Grievance Panel members,

and the VPSA in writing of the hearing date and time, and also of the final makeup of the Grievance Panel. Provide copies of the written grievance and this policy to the respondent and the Panel members.

6. The Grievance Panel Chair shall:
 - a. Preside over the Grievance Panel hearing.
 - b. Appoint a Grievance Panel member to serve as Recording Secretary.
 - c. Forward the Panel's written Findings and Recommendations to the President (with copy to the VPSA) within ten working days after the conclusion of the hearing.
 - d. Ensure that reports and records are kept in a confidential manner until the process is complete, at which time they are taken to Student Affairs.
7. Hearing
 - a. The hearing before the Grievance Panel shall be conducted in private.
 - b. The complainant and respondent may each select one person to attend as an advisor, who must be a member of the faculty, staff or student body. The advisor may not address the Panel or directly participate in the hearing.
 - c. The Recording Secretary shall make an audio recording of the hearing.
 - d. The complainant and the respondent shall be afforded reasonable opportunity to obtain and present witnesses and evidence. Witnesses will be excluded from the hearing except when testifying.
 - e. The complainant and respondent shall have the right to cross-examine witnesses against them.
 - f. An oath of affirmation shall be administered to the grievant, the respondent, and all witnesses by a notary public.
 - g. The Grievance Panel shall not be bound by strict rules of evidence. All procedural matters or questions regarding the admissibility of evidence shall be decided by the Chair of the Grievance panel.
 - h. Within five days after the conclusion of the hearing, the Grievance Panel shall forward its Findings and Recommendations to the President (with a copy to the VPSA).
 - i. Public statements and publicity about the grievance shall be avoided and the confidentiality of the hearing shall be preserved.
8. The President shall make a decision on the grievance within five working days after receiving the Grievance Panel's written Findings and Recommendations and communicate that decision in writing to the complainant, the respondent, and the VPSA.
9. Sanctions to be imposed on the respondent, as part of the President's decision, can include, but are not limited to, the following:
 - a. Reprimand—oral or written
 - b. Probation
 - c. Teaching reassignment
 - d. Leave without pay
 - e. Non-renewal of contract
 - f. Termination

C. APPEAL TO THE BOARD OF REGENTS

The President's decision in a formal grievance matter may be appealed to the

Board of Regents in accordance with Section IX of the Bylaws of the Board of Regents of the University System of Georgia.

Policy on Sexual Misconduct

The University is a community of trust whose existence depends on strict adherence to standards of conduct set by its members. Sexual misconduct is a serious violation of these standards and will not be tolerated.

The University encourages all members of the University community to be aware of both the consequences of sexual misconduct and the options available to survivors. The University urges survivors to seek assistance using any appropriate resources.

A student or employee charged with sexual misconduct can be disciplined under the University 's Code of Conduct and may be prosecuted under Georgia criminal statutes. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action. This disciplinary action could result in dismissal from the University.

Sexual misconduct is defined as sexual contact without consent and includes: intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. To constitute lack of consent, the acts must be committed either by force, coercion, intimidation, or through use of the victim's mental incapacity or physical helplessness (including intoxication).

Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual misconduct. Verbal misconduct may constitute sexual harassment, which is also prohibited under University regulations and is specifically addressed elsewhere in university policy.

The University has an obligation to uphold the laws of the community of which it is a part. While activities covered by the laws of the community and those covered by the University 's rules may overlap, the community's laws and the University's rules operate independently and do not substitute for each other. The University may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether university rules have been broken. The University will make no attempt to shield members in the University community from the law, nor would it intervene in legal proceedings on behalf of a member of the community. Membership in the University community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the university's regulations.

Sexual Assault Victim's Bill of Rights

The following rights shall be accorded by all campus officers, administrators, and employees of North Georgia College and State University, to victims of campus-related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental

entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

3. The right to be free from any kind of pressure from campus personnel that victims not report crimes committed against them to civil and criminal authorities or to campus enforcement and disciplinary officials; or report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because:
 - a. Victims are somehow responsible for the commission of crimes against them;
 - b. Victims were contributory negligent or assumed the risk of being assaulted; or
 - c. By reporting crimes they would incur unwanted personal publicity.
5. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.
6. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
7. The right to be made aware of, and assisted in exercising any options, as provided by State and Federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
8. The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
9. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions, reasonably feasible, to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes, if requested, by the victims.
10. In addition to the above rights, students, whether sexual assault victims or not, have a right to habitability in campus housing and in campus accommodations for which the university receives any compensation, direct or indirect.

DEFINITION — For purposes of this subparagraph, “habitability” shall mean an environment free from sexual or physical intimidation, or any other continuing disruptive behavior by persons sharing rooms or their guests, that is of such a serious nature as would prevent a reasonable person from attaining their educational goals. Substantiated violations of the above-listed habitability provisions shall be corrected by campus personnel by relocation of the complainant to acceptable, safe and secure alternative housing as soon as practicable, unless the conditions of non-habitability demonstrate the necessity of immediate action by campus personnel.

Solicitation on Campus

Canvassing or solicitation for funds, sales or subscriptions are prohibited on the University campus or in University buildings unless written permission has been granted by the Office of the Vice President for Student Affairs for student organizations, the Office of the Vice President for Business Office for commercial vendors, and the Athletic Director for athletic fundraising. Student Organizations can complete a request in Room 330 of the Hoag Student Center.

The distribution of merchandise of any kind whatsoever, or publications or services upon University property, other than by regularly authorized auxiliary enterprises, is likewise prohibited except upon written permission of the Office of the Vice President for Student Affairs. Student Organizations can complete a request in Room 330 of the Hoag Student Center.

Inspection, Search, & Seizure

Although students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable searches and seizures, the courts have recognized the right of University's to conduct reasonable inspections, searches and seizures in order to enforce University regulations. North Georgia College and State University reserves the right to conduct such inspections, searches and seizures within the limits of the law.

Inspections

1. The University reserves the right to inspect rooms for cleanliness and possible damage. Further, it reserves the right to enter rooms or other facilities at reasonable hours in order to effect any necessary inspection or repairs of equipment and/or facilities.
2. The University reserves the right to enter rooms or other facilities at any time it has reason to suspect a violation of University regulations is occurring.

Search

1. The University reserves the right to conduct searches of individual rooms and lockers in a residence hall or other facility on the campus if there is reason to believe that a University regulation has been violated. Prior authorization for such a search must be secured from the Vice President for Student Affairs or his designee and must be conducted under the supervision of a professional staff member in the Vice President for Student Affairs' Office.
2. Law enforcement officials may search facilities with or without authorization from the University by means of a search warrant.
3. Efforts will be made to have the student available when a facility is searched.
4. Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant had been issued authorizing the search. However, such evidence can be used in disciplinary procedures concerning the violation of University regulations.

Seizure

1. Property confiscated during a search will be returned to the owner unless it is an illegal item such as drugs, drug paraphernalia or alcohol if student is under 21 years of age.

2. Students desirous of more detailed information may contact the Vice President for Student Affairs.

Policy on Alcoholic Beverages and Drugs

I. Philosophy

NGCSU condemns the abuse of alcoholic beverages and prohibits the possession or use of illegal drugs and drug paraphernalia by members of its community and/or their visitors. NGCSU also condemns inappropriate behavior resulting from alcohol beverages and drug use or abuse by the same. Alcohol and drug abuse is characterized by uncontrollable behavior which infringes upon the rights of others, potential danger to self or others, or use of alcohol outside the parameters of state and/or University policy. NGCSU neither encourages nor discourages the use of alcoholic beverages in general but does prohibit its possession and consumption on campus. The institution recognizes the rights of each member of the NGCSU community to make appropriate, sensible, and responsible decisions about its use within the parameters of state and University policy. The possession or use of illegal drugs and/or controlled drugs without valid medical prescription is prohibited on campus.

NGCSU states, as part of its purpose, "to provide for and encourage the total development of the individual." In so doing it recognizes its role in promoting appropriate decision-making behavior regarding the responsible use or non-use of alcoholic beverages through educational programs and appropriate guidelines.

II. The Law

- A. It is illegal for persons under 21 years of age to possess, consume or purchase alcoholic beverages.
- B. It is illegal for any person to furnish alcoholic beverages to persons under 21 years of age.
- C. It is illegal to furnish, sell, or provide alcoholic beverages to a person who is in a state of noticeable intoxication.
- D. It is illegal to charge admission to events where alcohol is provided, unless a license for sale of alcoholic beverages has been obtained.
- E. It is illegal for persons under the age of 21 to misrepresent (fake I.D.) themselves for the purpose of obtaining an alcoholic beverage illegally.
- F. It is illegal in the City of Dahlenega to carry an open container of an alcoholic beverage.

III. Penalties for Alcohol - Georgia

- A. Alcohol possession and selling violations
 1. 30 days imprisonment
 2. \$300 fine
- B. Driving under the influence
 1. One day to one year's imprisonment
 2. \$100 to \$1000 fine
 3. Suspension of license for a minimum of six months and up to one year
 4. Perform 20 to 40 hours of community service
- C. Open-container - Dahlenega
\$250 fine

- D. Underage drinking - Dahunega**
1. \$55 to \$250 fine
 2. Public service work

IV. Penalties for Possession of Marijuana and Other Illegal Drugs - Georgia

- A. Possession of Marijuana—one ounce or less (Misdemeanor).**
1. Imprisonment not to exceed 12 months
 2. or fine not to exceed \$1000
 3. or both
- B. Possession of Marijuana—more than one ounce (Felony)**
1. Imprisonment for not less than one year nor more than 10 years
- C. Other illegal drugs**
1. Imprisonment up to 30 years
 2. Imprisonment from one to 10 years to possess, manufacture, deliver, sell, etc. a counterfeit of such drugs

FEDERAL LAWS ALSO PROVIDE STIFF PENALTIES FOR VIOLATIONS OF ALCOHOL AND DRUG LAWS.

V. Civil Liability

Persons who furnish alcohol or drugs in violation of Georgia law may be held liable to compensate third parties for injuries caused by the intoxicated user.

VI. University Regulations

- A.** The possession or consumption of alcoholic beverages on campus, or at open events sponsored by the University is prohibited.
- B.** Each student is liable for his/her actions at all times regardless of his/her mental state, even if altered by alcoholic beverages.
- C.** Policies for student organizations, who sponsor events where alcohol is present, are listed in the STUDENT ORGANIZATION REGULATIONS section of this Handbook.
- D.** Violators of this policy will be adjudicated through the Office of Student Affairs.

VII. Drugs and Their Effects

Addictive, dependence-producing drugs activate the pleasure centers of the brain and influence the desire to repeat the same experience. Brain circuitry and chemicals are affected, changing behavior, thinking, awareness, judgment, and arousal, and impairing psychological and psychomotor performances. Emotional and bodily changes such as nausea, irritability, uneasiness, anxiety, diarrhea, and sweating occur. Finally, the need for larger more frequent doses, in order to achieve the initial effect, increases due to biochemical changes in the brain.

VIII. General Health Risks of Drugs and Alcohol

- Increased risk of heart disease and heart attack
- Increased risk of cancer
- Impaired lung, reproduction, and brain function
- Loss of motivation, interest, alertness, speed of reaction
- Violent behavior
- Loss of coordination leading to accidents

- Associated with accidental deaths, suicide
- Hallucinations
- Damage to fetus
- Chronic mental or physical deterioration
- Changes in blood pressure
- Brain and liver damage
- Change in personality
- Acute or prolonged psychosis
- Severe mental disturbance
- Depression
- Flashbacks or reoccurrence of experience
- “Bad Trips”
- Damage to nervous system, kidneys, blood and bone marrow, liver
- Shock
- AIDS and hepatitis infection due to dirty needles
- Acute panic
- Confusion
- Ruptured blood vessels in the brain
- Convulsions
- SUDDEN DEATH

OVERDOSE

- Panic reaction
- Toxic psychosis
- Loss of consciousness
- Convulsions
- Respiratory collapse
- Heart attack
- DEATH

IX. Treatment

Services available through the Office of Student Development (864-1819):

1. Personal Counseling
2. Referral to community AA, ACOA, AI-Non, NA groups
3. Referral to community, local, and state treatment centers
4. Referral to family physician

X. Steroids

Anabolic steroids are synthetic drugs that act, in some ways, like the male hormone, testosterone.

DANGEROUS EFFECTS

- Personality changes - including some symptoms of mania
- Severe behavioral disturbances (“roid rage”)
- Addiction
- Acne and oily skin
- Arthritis
- Irreversible hairiness in women
- Baldness
- Hives
- Stunted growth
- Abdominal and stomach pain
- Insomnia
- Muscle cramps
- Unexplained weight loss
- Bone pain
- Chills
- Diarrhea
- Rash
- Bad breath
- Sore tongue
- Frequent urination
- Marked increases or decreases in sex drive
- Depression
- Psychotic episodes
- High blood pressure
- Overgrown heart muscle may close off blood flow inside the heart
- Elevated cholesterol
- Heart attack
- Stroke
- Liver tumor
- Impotence
- Sterility
- Cancer of the liver, prostate and testicles
- Kidney stones and/or kidney disease.



Academic Policies

Academic Rights and Responsibilities

In all academic matters, a student of North Georgia College and State University has the right to be governed by reasonable and just regulations.

1. The student shall be free to take reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion, without fear of penalty.
2. The student has the right to a course grade that represents the instructor's professional judgment of his/her performance in the course, and to protection from improper disclosure of information concerning his/her grades, views, beliefs, political associations, health, or character, which an instructor acquires in the course of his/her professional relationship with the student.
3. The student shall have a right to accurately and clearly stated information, which would enable him/her to determine:
 - a. The general requirements for establishing and maintaining an acceptable academic standing.
 - b. His/her own academic relationship with the University and any special conditions, which apply.
 - c. The graduation requirements for a particular curriculum and major.
4. The student is responsible for classroom behavior that is conducive to the teaching/learning process for all concerned and for meeting requirements of a course of study according to the standards of performance established by the faculty.
5. The faculty shall have final authority and responsibility for course content, classroom procedure, and grading.
6. No committee or judicial body established under this document shall have any power to change or direct a change in any individual grade, which represents the instructor's professional judgment of the student's performance in the class. In view of this, it is incumbent upon the faculty member to keep each student informed of his/her progress or lack of progress in each course.
7. In the event that a specific complaint cannot be resolved through informal conferences with the faculty member involved, any student who believes that his/her academic rights as defined herein have been violated may seek redress by the following, in the order stated below:
 - a. The aggrieved student may direct his/her complaint in writing to the head of the department in which the alleged violation occurred. If the department head and the instructor be one and the same, the complaint shall be directed to the Dean of the School.
 - b. If the student is dissatisfied with the results of (a) above, and has not already done so, he/she may direct his/her complaint in writing to the Associate Vice President for Academic Affairs.
 - c. In the event that the student is dissatisfied with the results of (a) and (b) above, he/she may direct his/her complaint in writing to the President. The decision of the President shall be final and binding.

Schedule Changes

Drop/Add: Students may drop classes, without receiving a grade, and add new classes the five days following registration day, except in the summer term; specific dates are given for each summer session.

Class Withdrawal: Students must withdraw if they wish to drop a class after the drop/add period. Students whose class withdrawal form is received after the drop/add period will have a “W” or “WF” recorded on their transcript as assigned by the class instructor. Students who withdraw after mid-term will have a “WF” recorded on their transcript as required by Board of Regents policy. A grade of “W” could be approved by the Associate Vice President for Academic Affairs if there are appropriate extenuating circumstances related to withdrawal after mid-term.

Refund of Fees: Students who withdraw from class are not eligible for a refund of any fees. Students who withdraw from the University may be eligible for a refund of fees as determined by the Business Office.

Class Attendance Policy

The university expects students to attend all regularly scheduled classes for instruction and examination. When a student is compelled for any reason to be absent from class, the student should immediately convey the reason for the absence directly to the instructor. The student is responsible for all material presented in class and for all announcements and assignments. The decision to permit students to make up work that is required in any missed class resides with the instructor. The unexcused absence or “cut” is not regarded as a student privilege.

If a student’s total number of absences exceeds 14% of the scheduled classes, it shall become the prerogative of the instructor to drop the student from the class roll with a W or WF or to continue the student in class. Individual instructors or departments may have attendance policies stricter than that of the university, as long as the policies are stated in the class syllabus. Instructors who do have stricter policies must refrain from giving students a WF when excessive absences result solely from extenuating circumstances such as hazardous weather conditions, personal hardship, extended illness or hospitalization, family emergencies, or death in the immediate family. Instructors may request documentation to verify the extenuating circumstances. Students who are absent because of university-sponsored activities that are approved by the Vice President for Academic Affairs or the Vice President for Student Affairs will be permitted to make up any work missed during the absence. Approval of such absences will be granted only if the instructor receives advance notice in writing from the faculty member sponsoring the activity. Any absence problems which cannot be resolved between the instructor and the student are referred immediately to the appropriate department head and, if necessary, to the dean of the appropriate school. The dean of the appropriate school is the final arbiter in all absence disputes.

Discontinuance of class attendance without officially withdrawing from a course is sufficient cause for receiving a failing grade in the course. In such instances, it is the prerogative of the instructor to award a grade of W or WF before the midpoint of the term, or a WF after the midpoint of the term, according to the Board of Regents’ policy.

Non-traditional students must obtain permission of the instructor in order to bring a child to class.

Pre-registration

Students have the opportunity to pre-register for the next semester’s courses near the middle of each semester. To pre-register, see your advisor on the designated date and prepare a schedule of classes. Then have your schedule input via

computer terminal in various assigned locations or you may register via NGCSU BANNER 2000 Web.

Pre-registering has several advantages. Primarily, it gives you an opportunity to register for the courses that you really need, and avoid the rush and confusion that comes with registering at the beginning of the semester.

Military Science Requirements

All cadets living in University residence halls are required to successfully complete a Military Science class each semester. Graduation requires 12 hours of Military Science. Cadets having transferred from another institution are required to successfully complete one course in Military Science for each semester that they reside on campus.

Student Grade Complaints

The procedure for student complaints concerning faculty-grading practices will be as follows:

1. Students are encouraged to attempt to resolve grade complaints directly with the instructor. If this attempt fails, student complaints are directed through the department head and, if necessary, through the appropriate academic dean to the faculty member involved.
2. In instances that cannot be resolved at the departmental or school level, the complaint will be forwarded to the Associate Vice President for Academic Affairs for consideration.
3. Students must notify the Office of Academic Affairs in writing of the intention to appeal grades. This notification must be received within 30 days of the issuance of the grade(s), or the right to appeal is forfeited.
4. The faculty pool for the Student Grade Appeal Committee will be chosen in the following manner:
 - a. Each year, a pool of faculty members with representation from each academic department will be randomly selected. When a student grade appeal is submitted to the Vice President for Academic Affairs, three faculty members will be selected to serve as a Student Grade Appeal Committee for that particular appeal. A committee chair and a recording secretary will be designated.
 - b. Faculty from the same school as the instructor(s) involved in the appeal will not serve on the committee. Faculty from the department of the student's academic major will not serve on the committee.
 - c. Faculty who are potentially biased against or in favor of the student or the involved instructor(s) will not serve on the committee.
 - d. The aggrieved student and each involved instructor may strike one member from the panel without prejudice.
5. The committee functions in the following manner:
 - a. The committee investigates the circumstances of the appeal, allowing both the student and the involved instructor(s) to present their cases. The student and the instructor have the option of addressing the committee in person or providing the committee with a written statement of appeal in lieu of appearing in person. Both the student and the instructor(s) may name other individuals with relevant, first-hand information to address the panel in person or in writing. If the student chooses to address the committee in person, he/she

has the privilege of bringing one advisor to the meeting; however, the advisor is not allowed to address the committee or to ask questions of committee members during the meeting. The student is allowed, during the meeting, to confer privately with the advisor. The student and the instructor(s) have the right to remain in the room while testimony is being given. All oral testimony will be tape-recorded. If the student chooses to provide the committee with a written statement of appeal in lieu of appearing in person, the student will be required to submit a signed statement indicating that he/she has chosen not to meet with the committee. If there are follow-up questions from the committee, they will be mailed to the student, along with a request that they be answered in writing.

- b. After considering all information relating to the appeal, the committee will formulate recommendations based on the decision of the majority.
 - c. The committee will forward a record of the hearing and a recommendation to the Office of the Vice President for Academic Affairs.
6. The Vice President for Academic Affairs will review the recommendation. It will be the responsibility of the Vice President for Academic Affairs to render a decision in the case, whereupon the student, the department head and the faculty member shall be advised in writing. If circumstances warrant, the Vice President for Academic Affairs shall have the authority to change a student's grade upon recommendation of the committee.
7. In the event the student wishes to appeal the decision of the Vice President for Academic Affairs (VPAA), he/she may direct his/her appeal *in writing* to the President within five business days from the receipt of the letter sent by the VPAA. The decision of the President shall be final and binding.

Special Arrangements for Final Examinations

The final examination is a scheduled part of the class. When a student registers for a class, he or she is registering for the scheduled final examination as well. It is the student's responsibility to be available to take examinations at the times scheduled. Students are required to report for each final examination as scheduled except when special arrangements are approved by the instructor and the department head.

No student is required to take three final examinations on the same day. Any student with three scheduled examinations on the same day should contact her/his instructor to make arrangements to have one of the examinations rescheduled.

Course Load

A normal or average course load is 15-18 semester hours exclusive of military science and basic physical education. Except for seniors who must take an overload in order to meet an anticipated graduation date, no overloads are permitted for students who do not have at least a 2.0 grade point average without the written consent of the Vice President for Academic Affairs. Consent of the Associate Vice President for Academic Affairs is required for any student who wishes to register for more than 21 semester hours (exclusive of military science and physical education.)

Computer Security Policy

North Georgia College and State University maintains computing resources designed specifically to support instruction and academic and administrative support for its students, faculty, and staff. The use of these resources is a privilege, not a right.

Abuse of this privilege can lead to denial of access, suspension through the University's disciplinary procedures and/or prosecution to the fullest extent of the law.

The Georgia Computer Systems Protection Act of 1991 provides for criminal liability and penalties for violations. Penalties for computer related crimes include fines up to \$50,000 and imprisonment up to fifteen years.

Abuse of computing resources includes copyright violations; unauthorized access; invasion of privacy; use for individual profit; intentional waste; vandalism; manipulation of data or programs for deliberate sabotage; destruction of data, programs or hardware; theft; computer trespass; computer forgery; and computer password disclosure.

At the most general level, the principles of responsible and ethical behavior in regard to computing are no different than those related to other aspects of work and class behavior.

Fee Waiver Policy

At the end of each term, on the day the Academic Review Committee meets, a fee-waiver committee will meet to review lists of students who received fee waivers for the term just completed. This committee shall consist of representatives from the Office of Academic Affairs, the Office of Admissions, the Office of the Commandant, the Office of the Comptroller, the Office of the Registrar and the Office of Student Affairs. The committee will review the following fee-waiver lists: Athlete Waivers, Cadet Waivers, International Student Waivers and Presidential Waivers. Students determined by the committee to be ineligible for waivers will be notified in writing by the Office of Academic Affairs that the fee waiver no longer applies.

For recipients of waivers, determination of continued eligibility shall include the following criteria:

1. The student must enroll in at least 12 semester hours each fall semester and each spring semester. There is no minimum number of hours which must be attempted during the summer term
2. When the student has attempted 24 semester hours, he/she must have an overall grade point average of at least 2.0.
3. For each subsequent term, the overall grade point average must be at least a 2.0.
4. For cadet waivers, the following additional criteria must be met:
 - a. The cadet must participate in scheduled activities of the Corps of Cadets as determined by the Commandant.
 - b. The cadet must enroll in and earn grades of C or above in appropriate military science classes.

Each student receiving a waiver will sign a statement indicating an understanding of the criteria for maintaining waiver status. The responsibility for the securing and filing of such signed statements shall be as follows:

1. Athletic Waivers: Athletics Director
2. Cadet Waivers: Commandant of Cadets
3. International Student Waivers: Office of Admissions
4. Presidential Waivers: Office of Admissions

The Office of Business and Finance shall ensure that each fee-waiver student who pre-registers will receive a bill stating that the waiver for the next term is contingent on the student continuing to meet the established criteria for the waiver.

Fee waivers shall be for a maximum of nine terms, with the summer session counting as half a term toward this maximum.

Access to Student Records

Any student, regardless of age, who is or has been in attendance at North Georgia College and State University, has the right to inspect and review his education records within a reasonable period of time (not to exceed 45 days) after making a request. The following policy applies to student access to educational records:

Definitions:

Student - any person who attends, or has attended, North Georgia College and State University.

Education Records - any record (in handwriting, print, tapes, film, or other medium) maintained by North Georgia College and State University or an agent of the University which is directly related to a student, except:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who makes the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by the North Georgia College and State University's Department of Public Safety, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the Department of Public Safety does not have access to education records maintained by the University.
4. Records maintained by the Health Services Facility if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records that contain information about a student after he or she is no longer in attendance at the University and the records do not relate to the person as a student.

Annual Notification

Students will be notified of their FERPA (Family Educational Rights and Privacy Act) rights annually by publication in the [Student Handbook](#).

Procedure to Inspect Educational Records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate University staff person a written request, which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records, which relate to him.

Right of North Georgia College and State University to Refuse Access

North Georgia College and State University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend North Georgia College and State University if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies

North Georgia College and State University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the University.
2. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

The fee for copies will be \$.15 per page.

Types and Custodians of Education Records

The following is a list of the types of records that the University maintains and their custodians.

1. Grades and Academic.....Registrar
2. Financial Aid..... Student Aid Director
3. Academic Integrity..... Vice President for Academic Affairs
4. Disciplinary (Non-Academic).....Vice President for Student Affairs
5. Cadet Conduct..... Commandant of Cadets
6. Placement..... Director of Career Services
7. Military.....Professor of Military Science
8. Student Accounts.....Vice President for Business/Finance
9. Testing..... Director of Testing

Disclosure of Education Records

North Georgia College and State University will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the University in an administrative, supervisor, academic or research, or support staff position.
- A person employed by or under contract to the University to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

2. To officials of another school, upon request, in which a student seeks to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for a receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the University.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

Record of Requests for Disclosure

North Georgia College and State University will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Directory Information

North Georgia College and State University designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The University may disclose any of those items without prior written consent, unless the student submits a written request to the Registrar's Office to suppress directory information by October 1 of each year.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the appropriate official of North Georgia College and State University to amend a record. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights.
2. North Georgia College and State University may comply with the request or it may decide not to comply. If it decides not to comply, North Georgia College and State University will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, North Georgia College and State University will arrange for a hearing, and notify the student within 48 hours of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party;

however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

5. North Georgia College and State University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If North Georgia College and State University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record, a statement commenting on the challenged information, and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If North Georgia College and State University discloses the contested portion of the record, it must also disclose the statement.
8. If North Georgia College and State University decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Financial Responsibility

As a member of the University community, each student is expected to act responsibly with regard to his/her financial obligations. A student, who is delinquent in his/her financial obligations to the University, or to any facet of the University community, shall not be allowed to register for the next semester, to transfer his/her credits to another school, or to graduate from the University. Additionally, all grades and transcripts will be withheld.

In some instances, the appropriate University official from attending classes for which he/she is enrolled and/or from taking final examinations may enjoin the financially delinquent student. Before this action is taken, the student will be notified in writing.

Each student is expected to exercise financial responsibility in his/her dealings with non-University connected agencies, businesses, organizations and individuals. The University will not, however, act as a collection agency in these areas.

Class Cancellation - Inclement Weather

On rare occasions, the University will close due to inclement weather. The decision to close the University will be made as soon as practicable, but no later than 6 a.m., and will be announced on radio and television stations covering Atlanta and the northern portion of the state and will be posted on the NGCSU Home Page (<http://www.ngcsu.edu>). While the University may remain open, surrounding counties may have unsafe road conditions. Please use good judgment regarding travel to the University in inclement weather. In most cases, students will be allowed to make up work missed if weather conditions prohibit safe travel.

Withdrawal from University

If you are a registered or pre-registered student and decide not to attend classes for the coming semester or drop out of school during a semester, you **must withdraw** from the University. Withdrawal forms may be obtained from the Registrar's Office,

Price Memorial. These forms must be cleared through various offices/departments and must be signed prior to returning, to the Registrar's Office by mail or in person. The withdrawal becomes effective on the date that the form is received by the Registrar's Office. This date will affect the amount of money refunded to you if you withdraw from the institution.

A student who reduces his/her load to fewer than five hours after the semester has begun, exclusive of military science and physical education, will be withdrawn from the institution.

Graduating students are required to process a withdrawal form through the Office of the Registrar.

Medical Withdrawal

A student may be administratively withdrawn from the University when, in the judgment of the Vice President for Student Affairs and the University physician, and after consultation with the student's parents and personal physician, if the student is a minor, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which: (a) poses a significant danger or threat of physical harm to the student or to the person or property of others or (b) causes the student to interfere with the rights of other members of the University community or with the exercise of any proper activities or functions of the University or its personnel.

Except in emergency situations, a student shall, upon request, be accorded a hearing prior to final decision concerning his/her continued enrollment at the University. The President of the University shall appoint a hearing body, consisting of students and faculty.

A student may apply for a hardship withdrawal from classes when the student has experienced a significant event after the deadline for withdrawing with a W has passed. The student must submit a letter requesting the withdrawal to the Dean of Students. The compelling reason for the withdrawal must be specified and documented.

Residence Policy & Commuter Status

All current students desiring exemption from the requirement to live on campus must apply by submitting an application for commuter status to the Student Affairs Office no later than **30 days prior to the beginning of the semester during which the student anticipates living off-campus**. All off-campus moves must be completed before the first day of class. The student will be notified in writing of the decision on their request. Applications are available in 330 Hoag Student Center.

The Residence Policy allows students to apply for commuter status if they meet one of the following criteria:

- Living with and commuting daily from the permanent legal residence of parent(s), grandparents(s), legal guardian (legal documents required) within a 50 mile radius of Dahlonaga (25 mile radius for Cadets)
- Married and living with spouse
- Completed 90 institutional semester hours of passing work (Cadets must obtain approval from the Commandant of Cadets) Note: Cadets with more than 90 hours of passing work (academic seniors) who request to commute will receive a favorable endorsement from the Commandant only if they have completed all requirements of MS IV. Specifically, these cadets will continue to live in on-campus residence halls until they complete MS 4000 and MS 4100.

- Over 23 years of age
- Student-teaching or internship
- Been honorably discharged after two (2) full years of military service (Copy of DD214 required)
- Taking six (6) semester hours or less per semester
- Graduated with an Associates' degree from an accredited institution (Copy of diploma required)

Requests for exemptions to the residence policy must be made, in writing, to the Chairman of the Residency Appeals Committee c/o Office of Student Affairs, North Georgia College & State University no later than 30 days prior to the beginning of the semester during which the student anticipates living off-campus. The student will be notified in writing of the Committee's decision. Request for appeal of the Committee's decision can be made in writing to the President's Office.

Students should be granted commuter status before canceling their housing contract with the Commandant's Office or Residence Life Office. Applying for commuter status does not cancel a housing contract.

Students found to be commuting without approval or falsifying commuter affidavit will be suspended from the University for the remainder of the semester in which the violation occurs plus one additional semester.

Regents' Testing Program

All students planning to graduate from a University System of Georgia school are required to pass the Regents' Test. The test, consisting of a writing exercise and a reading comprehension section, is administered once each semester. It is recommended that students first complete English 1101, as this course provides good preparation for the test. Students must satisfy this requirement by the time they have acquired 45 semester credit hours. Failure to do so results in the administrative enrollment of students in Regents' skills classes until the requirement is met. It is possible for students to exempt both or part of the Regents' Test as follows:

Writing:

- A score of 650 (or higher) on the SAT II English Writing Test
- A score of 3 (or higher) on the AP English Language & Composition Test
- A score of 3 (or higher) on the AP English Literature & Composition Test
- A score of 4 (or higher) on the International Baccalaureate (IB) higher-level English Test
- A score of 530 (or higher) on the SAT I Verbal AND earned a grade of A in ENGL 1101
- A score of 590 (or higher) on the SAT I Verbal AND earned a grade of B in ENGL 1101
- A score of 23 (or higher) on the ACT English AND earned a grade of A in ENGL 1101
- A score of 26 (or higher) on the ACT English AND earned a grade of B in ENGL 1101

Reading:

- A score of 510 SAT Verbal National Testing
- A score of 23 (or higher) on the ACT Reading

Students with 30 or more semester credit hours transferring from outside of the System or from a System program that does not require the Regents' Skills courses must take the courses if they have not passed or exempted the courses before their third semester of enrollment.

Academic Integrity

North Georgia College and State University is dedicated to providing an educational climate characterized by integrity. Academic integrity, in particular, must be the cornerstone of an institution of higher learning and must pervade all segments of the University community. Furthermore, academic integrity is the mutual responsibility of the various constituencies (students, faculty, staff, and administration), which comprise the University.

Academic Integrity Defined

The following regulations define the concept of academic integrity and should be useful in determining standards and attitudes appropriate for optimal intellectual functioning.

1. No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course.
2. No student shall take or attempt to take, or otherwise procure in an unauthorized manner, any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll book.
3. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material, which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the university, without authorization from the instructor.
4. No student shall plagiarize. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be so indicated and when ideas of another are incorporated in the paper, they must be appropriately acknowledged.
5. No student shall resubmit her/his graded material from other courses or from previous assignments for a current assignment without permission of the instructor.
6. No student shall sign class rolls for another student.

Integrity Code

The integrity code, on my honor, "I will not lie, cheat, steal, plagiarize, evade the truth or tolerate those that do," symbolizes NGCSU's commitment to academic integrity.

Academic Integrity Council

Administration of the Academic Integrity Policy will be the responsibility of the Academic Integrity Council (AIC). This council will be under the jurisdiction of the Vice President for Academic Affairs. The Associate Vice President for Academic Affairs will serve as the permanent chair of the AIC.

Membership of the AIC will be drawn from both the faculty and the student body. In addition to the chair, the AIC will consist of ten faculty members and twelve student members appointed for two-year terms, which will be staggered to ensure continuity

of membership. The faculty members will be appointed by the Faculty Senate's Committee on Committees and will be representative of the various academic programs (undergraduate / graduate / clinical). The student members will be appointed by the Vice President for Student Affairs and will be representative of the various constituencies which comprise the NGCSU student body.

Hearings conducted by the AIC will be chaired by a member (Faculty or student) of the council selected by the Associate Vice President for Academic Affairs. The chair will serve in a non-voting capacity. The adjudicating body will consist of three student members and two faculty members of the AIC selected by the Associate Vice President for Academic Affairs. Any AIC panel that is established to hear a case involving a graduate student or clinical student will have a representative who is involved in graduate or clinical education respectively. Any member of the AIC will disqualify her/himself if her/his personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or the institution.

If a quorum of Academic Integrity Council members is not available, the Associate Vice President for Academic Affairs may convene an ad hoc panel chosen from current and/or previous Academic Integrity Council members. If the Associate Vice President for Academic Affairs is unable to convene an ad hoc panel with the required number of students and faculty, the hearing will be postponed until a quorum is available, unless the defendant authorizes the Associate Vice President for Academic Affairs, *in writing*, to convene a modified ad hoc panel.

All six AIC members assigned to a particular case must be present to hear all of the evidence. Neither party in the case carries the full burden of proof. The standard of proof will be "preponderance of evidence" rather than "beyond a reasonable doubt." All five voting members must vote "innocent" or "guilty." Abstentions will not be allowed. A student's prior record will not be considered by the AIC during its deliberations concerning guilt or innocence. The group decision will be by simple majority. If a decision of guilt is reached, the prior record of the student will be considered for the purpose of determining sanctions to be recommended to the Vice President for Academic Affairs. If the defendant is found not guilty, the case will be considered closed and no further proceedings against the charged party regarding the alleged violation will be permitted. **In all instances where there is more than one Incident Report filed for a student, a hearing may be held by the AIC to determine if additional sanctions are warranted.**

Sanctions and Other Recommendations

Following a decision by the AIC, the council will make its recommendation to the Vice President for Academic Affairs. The council could recommend modification of an instructor-imposed penalty or could recommend additional sanctions. It is the responsibility of the Vice President for Academic Affairs to mete out sanctions. Sanctions will be communicated to the aggrieved parties in the case and made a part of the public record of the university. Possible sanctions include, but will not be limited to:

1. Expulsion: Permanent, forced withdrawal from the university and the maximum disciplinary penalty. A student who has been expelled from the university may not re-enter.
2. Suspension: Forced withdrawal from the university for a specified time. Suspension is for a period of not less than one full term.
3. Probation: Notice to the student that any further major violation may result in suspension or expulsion. Probation might also include the setting of restrictions

- or the issuing of a reprimand.
- 4. Reprimand (oral or written).
- 5. Forced withdrawal from a course.
- 6. Change in a course grade.

General Procedures

When a student is charged with violation of an academic integrity regulation, disposition of the case shall be afforded according to Constitutional requirements and due process; and shall be in keeping with the procedures outlined below.

1. Alleged violation(s) of the Academic Integrity Policy will be referred by students to the instructor of the course in which the alleged violation occurred. If an instructor concludes that a violation of the Academic Integrity Policy has occurred, the instructor will file an incident report with the Academic Integrity Council. The instructor will review the completed report with the student and will request that the student sign the report as an indication that the student was made aware of the contents of the report. Nothing in this policy otherwise precludes the instructor from penalizing the student. Certain graduate and/or professional programs have Professional Codes of Ethics and Conduct and/or accreditation requirements in which standards of integrity and behavior may exceed those of the process described here. These programs have a parallel process for addressing Violations of the Academic Integrity Policy. In each such incidence, the parallel process has been evaluated for appropriate attention to “due process” and other standards and has been approved by the Office of Academic Affairs for operation within that particular program. Students of these programs are referred to their departmental office for the appropriate publication (programmatic Student Handbook, graduate bulletin, etc.) that addresses these issues.
2. Following an allegation of violation, the Associate Vice President for Academic Affairs will conduct a preliminary investigation to determine if the charges warrant further consideration. If the Associate Vice President for Academic Affairs deems that they do, the individual bringing the charges will be asked to provide a written statement of facts outlining the alleged violations and stating each regulation which the student is alleged to have violated.
3. Incident reports will be reviewed by the Academic Integrity Council. The council may choose to conduct a formal hearing for the purpose of determining appropriate sanctions (if any) beyond those applied by the instructor(s) in the individual class(es). Upon the filing of an incident report, the instructor or the student involved in the alleged violation may request that the Academic Integrity Council conduct a hearing and make a recommendation, if appropriate, to the Vice President for Academic Affairs. A student wishing to appeal an instructor’s conclusions or penalties has seven calendar days from the date the incident report is received by the student to notify the Office of Academic Affairs. In a situation justifying a formal hearing, the Academic Integrity Council will hear the case as soon as it is reasonable to do so. Hearings will not be held for the purpose of reducing the penalty imposed by the faculty member if a student admits guilt in the incident.
4. In cases referred to the AIC for hearings, the Office of the Vice President for Academic Affairs will, at least 48 hours in advance of the hearing, notify the student in writing, by hand delivery if reasonably possible, and otherwise by registered mail to the last local address of the student within the reasonable knowledge of

the Office of the Vice President for Academic Affairs, concerning the following:

- a) The date, time, and place of the hearing;
 - b) A statement of the specific charges and grounds which, if proven, would justify sanctions;
 - c) The names of witnesses scheduled to appear.
5. If the student is a minor, the Office of the Vice President for Academic Affairs will notify her/his parents or guardian of the charges and, ultimately, of the outcome of the hearing. If the student is not a minor, the student has the responsibility to notify her/his parents or guardian of the charges.
6. The party filing the incident report should:
- a) Determine if witnesses are to appear who support the allegation and notify them of the date and time of the hearing;
 - b) Send the Associate Vice President for Academic Affairs a list of all witnesses;
 - c) Notify the witnesses to be available by telephone or send a written statement to the Associate Vice President for Academic Affairs if unable to attend the hearing. This information should be sent to the Office of Academic Affairs at least 48 hours in advance of the hearing.
 - d) Hearings will be conducted according to the written procedures under the section The Academic Integrity Council.
 - e) The decision reached at the hearing will be communicated in writing to the student and, if the student is a minor or if he/she so requests in writing, to his parents or guardian. The communication will specify the decision and recommendation of the hearing body.
 - f) Following a decision of guilty, the AIC will recommend sanctions for the violation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will have the responsibility for meting out sanctions. The student will be notified in writing of the sanctions and of her/his right to appeal the decision of the hearing body. In cases of appeal, any sanctions will be suspended pending the outcome of the appeal process at the campus level. A copy of the final decision shall be mailed to the student and, if the student is a minor or if he/she so requests, to her/his parents or guardian.

Rights of Student Defendant Before the Academic Integrity Council

To ensure students' rights, the AIC hearing is a closed hearing. The only persons allowed to be present are the AIC members selected to hear the case, pertinent witnesses and the defendant's advisor. At the hearing, the student defendant will be afforded all rights required by due process including:

1. The right to a notice in writing of any charges;
2. The right to admit or deny the alleged violation, waive a hearing and accept the university's action.
3. The right to deny the alleged violation and request a hearing;
4. The right to remain silent and not have silence construed as guilt;
5. The right to a fair hearing;
6. The right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be construed as indicative of guilt;
7. The right to select one advisor of her/his choice from the faculty, staff or student body. The advisor shall not speak to the Hearing Panel, but may advise the student;

8. The right to call witnesses and to present evidence in her/his behalf; in no case shall the advisor serve in the role of a character witness.
9. The right, upon request, of a list of witnesses who will appear against her/him;
10. The right to confront and cross-examine witnesses and accusers;
11. The right to request a copy of the record or the tape recording of the hearing;
12. The right to be advised of her/his right to appeal;
13. The right to appeal;
14. The right to attend classes and university functions until a hearing is held, a decision is rendered and an appeal, if any, is exhausted at the campus level. (Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operations and processes of the university.)

Student Rights

At hearings of the AIC, the student defendant shall be afforded all rights required by due process as they appear in the Student Code of Conduct.

Appellate Procedures

When a student is found guilty by the AIC and is sanctioned by the Vice President for Academic Affairs, he/she will have the right to appeal to the President of the University and subsequently to the Board of Regents. Procedures for appeals are specified in the Student Code of Conduct Appellate Procedures, numbers 1-5, and are not limited to cases involving suspension or expulsion.

Student appeals of instructor-imposed grade penalties related to issues of academic integrity shall be heard by the Academic Integrity Council. Hearings for such appeals shall be conducted as described above.



Student Services

Vice President for Student Affairs

Dr. Judith Bryant 330 Student Center
Phone: 706/864-1818 Fax: 706/864-1503
jabryant@ngcsu.edu

Located in Hoag Student Center, the Office of Student Affairs has primary responsibility for student life outside of the classroom. In addition to supervising many of the student services listed in this section, the Office of Student Affairs conducts the new student orientation program (INTRO), coordinates the use of Pine Valley, supervises student organizational activities, advises the Student Government Association, schedules fund raising projects, publishes and disseminates the Student Handbook, operates the Lost and Found, processes Commuter Affidavits and provides information and advice to students. The VP of Student Affairs is also responsible for enforcing the Student Code of Conduct.

Career Services

Beverly Kirchner 114 Barnes Hall
706/864-1951 Fax: 706/864-1667
bkirchner@ngcsu.edu

The Office of Career Services at North Georgia College and State University provides career related services to undergraduate and graduate students, alumni, faculty, and the regional employing community. Students and graduates are offered programs which assist in the preparation and search for meaningful employment, either as an undergraduate, or a permanent career opportunity. These programs and services have been developed to promote the transition from education to the world of work through instruction and assistance in the technical aspects of the job search process. In addition, listings of opportunities and referrals are available for students, and opportunities in experiential education through part-time, summer, seasonal or temporary full time in a cooperative education arrangement with companies and agencies.

Specific services within the Office of Career Services include the following:

- Listings of employment opportunities may be hard copy or electronic means for which a student or graduate may use to contact a potential employer directly.
- Listings of part-time, summer, seasonal and fulltime positions, as well as internships and other experiential education assignments. (Note: there are a *limited* number of on-campus employment opportunities.)
- Career and Employment Forums with regional employers providing students with the opportunity to explore actual occupations in Business, Industry, Education, Health Sciences, Social Sciences, Natural Sciences, Liberal Arts and Local, State and Federal Governments as well as the Non-Profit sector.
- Individual and group training sessions through seminars, workshops and one-on-one on job search techniques, hiring trends, resume and credentials preparation, business etiquette, business communications, self-presentation and work ethics.

- Assistance to new graduates and alumni in conducting self-directed employment searches through use of both traditional and electronics means. Internet access to numerous job bulletins in the public and private sector, plus the use of corporate and agency web sites keep listings up-to-the-minute. In addition, access is readily available to Georgia Department of Labor listings, as well as all other State Labor Departments nationwide through America's Job Bank.
- Computers are available to students and graduates for the job exploration and search process. Programs include the GeorgiaHire program, JobWeb through the National Association of Colleges and Employers, and the Georgia Career Information System. This program provides information about specific occupations within Georgia: qualifications, salaries, required educational background, and projected growth (or decline) for each occupation. Software programs also provide valuable career planning information as well as information about advanced education opportunities (and financial aid) within the state.
- The Office of Career Services is a member in Good Standing with the National Association of Colleges and Employers, the Southeastern Association of Colleges and Employers, the Southeastern Federal Recruiting Council, the National Society for Experiential Education and the Georgia Association of Colleges and Employers

University Career Center

The Career Center houses resources on company and agency profiles, applications for local, state and federal employment, job strategy training videos, Georgia School System applicant procedures, and a variety of print resources on developing strong career employment skills. In addition, numerous periodicals are available for review, including *The Journal of Career Planning and Placement*, *the Georgia Labor Market Quarterly* and *the U.S. Department of Labor Bureau of Labor Statistics Quarterly Occupational Outlook Reports*.

Many of these resources are available for student checkout on a short-term basis.

Experiential Education

North Georgia College and State University offers off-campus work-and-learning experiences through cooperative education and internship programs. The Cooperative education program is a long-term work and study arrangement with a company or agency, whereby the student works full time for a term, returns to campus to study full time, then rotates back to the work site on a continuing basis until the program is complete. These work experiences are designed to incorporate a student's academic studies with a planned and structured off-campus work setting.

Internships are designed to be a completed planned experience during a single term. Either way students are selected on a competitive basis, must meet requirements as set forth by the sponsoring academic department, and agree to abide by the university and departmental rules and regulations stated in the Work Agreement.

In addition the Office of Career Services participates in the Governor's Intern Program, the Georgia Legislative Intern Program, and the U.S. Congressional and Senate Intern Programs. The Office of Career Services administers the programs; however, academic credit for these programs and final approval for a student's participation must come from the student's academic department.

Interested students should register with the Office of Career Services early in the sophomore year to be considered for these programs.

Student Counseling Office

Phone: 706/864-1819 210 Barnes Hall
Fax: 706/864-1819 E-Mail: studev@ngcsu.edu
Dr. Mac Martin, Director

Feeling homesick? Can't choose a major? Having roommate troubles? Feeling depressed? Having trouble in a class? Counseling Services may be the answer for you. Our staff offers a variety of programs and services to all North Georgia College & State University students. The services are behaviorally oriented and are designed to help students work through issues and conflicts and enhance innate abilities and talents. To inquire about services, stop by Room 210, Barnes Hall or telephone 864-1819. Contacts with the center are strictly confidential, unless harm is threatened towards oneself or others. Office hours are daily 8:00 a.m. - 5:00 p.m.

Personal Counseling Service

Students struggling with a wide variety of personal issues seek therapy from Student Counseling. Respect for the individual, his or her values, and unique circumstances underlies our work with students. Most concerns can be dealt with through short-term individual counseling. Referrals to community resources are made when necessary. Periodically, support groups are formed according to students' needs. Group programs and workshops are offered as requested by students, faculty, or staff.

Career Development Service

Conversations with a counselor can help a student in the selection of a major and a satisfying career. Interest surveys to evaluate and explore vocational ability, achievement, aptitude, and interest are available to students. In addition, an interactive computer program is available to help students learn about themselves and explore a wide range of career options. A library of career books and college and university catalogues are also available for students to check out.

Academic Services

Tutors are available for students wanting additional help outside the classroom. The Tutorial Assistance Program offers tutors in many core and some advanced subjects. Students meet with tutors on an individual basis and are charged a small fee. Students interested in providing or receiving tutoring should call Student Counseling at 864-1819.

Students seeking assistance in learning study skills or time management can receive help through our office. In addition, an interactive computer program is available to aid students in acquiring and improving academic skills.

Health Services

Phone: 706/864-1948 J.G. Woodward Student Health Clinic
Fax: 706/864-1448 E-Mail: schafin@ngcsu.edu
Sonja Chafin – Director

What should you know about Student Health Services?

It is the goal of Student Health Services to provide basic health care services as well as to teach prevention and self-help skills to the students.

Student Health Services is located in the Woodward Clinic across the street from the Education building and Sanford Hall. The street address is 280 West Main Street. All currently enrolled students taking 6 hours of classes or more on campus who pay the Student Health Fee are eligible for care at Student Health Services. If the student is taking less than 6 hours, the health fee is optional. Paying the fee allows the student to take advantage of the services while school is in session.

Student Health Services is a nurse operated medical facility. A nurse will evaluate your symptoms and deliver over-the-counter treatment. A full-time Nurse Practitioner is available for prescriptions. A college physician is available by appointment only. The clinic stocks many over-the-counter medications, first-aid supplies, and prescription medications. Referrals to specialists or other private physicians are made when necessary.

Clinic Hours:

Fall and Spring Semester: Monday-Friday, 8:00 a.m. - 5:00 p.m.

Occasionally, these hours are subject to change, but a notice will be posted. The clinic hours are reduced in the summer semester.

What if I get sick after these hours? When medical treatment is needed after clinic hours or during the weekends, there is a hospital located nearby (Chestatee Regional Hospital: (706) 864-6136). The 911 Emergency number is also available.

Services:

Appointments are available and walk-ins are welcome, but all situations the nurse deems an emergency will be taken first. Among the services provided are general health information, acute illness care, and routine blood pressure screening. Over-the-counter non-prescription medicines are available in the clinic. A selection of prescription medications is available. A visit and diagnosis by the Nurse Practitioner or College Physician is required for prescription medications. A self-care center is available with basic medical supplies.

Screening tests include CLIA-waved test such as Strep A, Accu-checks, hemoglobin, urine dip screening, and urine pregnancy testing are also available. X-rays are not available at the clinic.

Injections available include antibiotic, anti-inflammatory, and steroids. Immunizations and vaccinations are also available.

When patients need more specialized care after our evaluation, they are generally referred to an off-campus specialist or to their own physician based on the student's insurance policy.

Pre-existing conditions are not treated at the clinic. The student's home physician should monitor a pre-existing condition.

Psychological problems, drug and alcohol problems are referred to the school counselor. A licensed mental health therapist is available in an off-campus setting by referral and appointment only through the school counselor.

Women's and Men's Health Services will be offered on Mondays and Wednesdays during Fall and Spring Semesters by appointment only. A minimum fee at cost will be charged for laboratory tests and medications.

Student Disability Resources

Contact: Mrs. Elizabeth McIntosh, CRC 122 Barnes Hall

Phone: (706) 867-2782

FAX: (706) 867-2882

E-mail: emcintosh@ngcsu.edu.

North Georgia College & State University (NGCSU) is committed to the full inclusion of individuals with disabilities and to the principle of individual rights and responsibilities. To that end, the policies and procedures of NGCSU reasonably ensure that a person with a disability has equal access to academic programs and co-curricular activities.

These procedures are clearly outlined in the publication *Academic Program Access for Students with Disabilities*, which is posted on the North Georgia College and State University home page; key search words, Disability Services.

PROCEDURES FOR REQUESTING ACCOMMODATIONS

A student has the legal responsibility to request necessary accommodations in a timely manner and to provide the institution with appropriate, current documentation of the disabling condition. Sufficient advanced notice of a request for accommodation is required in order to give the Office of Student Disability Resources a reasonable period of time to evaluate the request and documentation. A student may submit a request and documentation any time during his/her enrollment at North Georgia College & State University, but no action based on the request and documentation is retroactive.

To receive disability accommodations at North Georgia College & State University, a student should first be officially admitted to the University and then the following should be submitted:

- Voluntary Disclosure of Disability* form. Forms are available in Barnes Hall, 122.
- Request for Services and Accommodations* form.
- Current, written documentation from appropriate professional personnel, which is subject to verification by North Georgia College & State University.

Approval of reasonable accommodations will be made on a case-by-case basis on the justification contained in the written documentation provided by the student.

Students who believe they have experienced discrimination on the basis of a disability can seek resolution through grievance procedures established by North Georgia College & State University. These procedures are clearly outlined in the publication *Academic Program Access for Students with Disabilities*, which is posted on the North Georgia College & State University home page under Disability Services. Students may also contact Mrs. Elizabeth McIntosh at (706) 867-2782.

Testing Office

Contact: Ms. Kathy Rich 214 Barnes Hall

Phone: (706) 864-1799 FAX: (706) 864-1404

E-mail: testing@ngcsu.edu

krich@ngcsu.edu

Students interested in taking the Institutional SAT, CLEP, Regents' Test, Praxis I,

Praxis II, COMPASS, MAT, MFT, and placement tests in German, French, and Spanish may call this office or visit www.ngcsu.edu/testing for additional information. On-line registration is available for some of these tests. Otherwise, appointments may be made through the Testing Office.

Students can earn a maximum of 30 credit hours by examination which includes CLEP, AP, and departmental exams. CLEP exams provide a student the opportunity to shorten the time it takes to earn a degree by demonstrating acquired content knowledge of various college courses.

All students planning to graduate from a University System of Georgia school are required to pass the Regents' Test. Students must satisfy this requirement by the time they have acquired 45 semester credit hours. Failure to do so will result in students being administratively placed in Regents' remedial classes until the requirement is met.

Office of Student Financial Aid (OSFA)

Phone: 706/864-1412

112A Barnes Hall

Fax: 706/864-1411

E-Mail: finaid@ngcsu.edu

Deborah Barbone, Director

The North Georgia College and State University financial aid program is administered in conjunction with a nationally established policy and philosophy of financial aid for education. The basis of this policy is the belief that parents are the primary and responsible resource for helping a student to meet educational costs. Student financial aid is available only for meeting the difference between potential resources (such as parents' contribution, student earnings, outside scholarship and awards, etc.) and expenses. The family's financial strength is taken into consideration on the basis of net income, number of dependents, allowable expenses, and net assets.

The primary purpose of the NGCSU financial aid program is to provide assistance to students who, without such aid, would be unable to attend the University. Financial aid may include scholarships, grants, loans, and part-time jobs. These types of assistance are extended either singularly or in combination. The type of combination or "package" offered depends upon a student's academic record and need for assistance. The package method enables the University to assist more students, therefore increasing the possibilities for each applicant to receive assistance. A formal award may be comprised of a single type of assistance or a "package" award.

Application for Student Aid

All students desiring financial assistance of any type must complete the Free Application for Federal Student Aid (FAFSA) and NGCSU packet. To finish the financial aid application process by the May 1st priority consideration deadline, students should complete the financial aid packet by early March. Although all completed applications will be processed, late applicants may not have funds available to pay Fall Semester expenses. Funding for most programs is limited.

Students must maintain Standards for Satisfactory Academic Progress (SSAP) in order to receive any financial aid.

TYPES OF AID

Additional information regarding the following programs and additional programs is available in the Office of Student Financial Aid in Barnes Hall or visit our website.

HOPE Scholarship

The HOPE Scholarship is funded by Georgia Lottery proceeds. **Only** Georgia residents may qualify. HOPE Scholarships are equal to the exact cost of tuition and most fees. In addition, HOPE Scholarships include a semester book allowance of \$150 (maximum) for all eligible students.

HOPE Scholarships are for freshmen who:

- Graduated from a Georgia high school in 1993 or later
- Graduated with at least a “B” average (college prep)

Students may continue to receive the HOPE Scholarship if they have a cumulative GPA of 3.0+ at the 30th, 60th, and 90th enrolled hour.

Upon request Georgia resident students are reviewed for HOPE Scholarship eligibility at the 30th, 60th, and 90th enrolled hour to determine eligibility to “jump into” the program (Second Chance/Non-Traditional HOPE Scholarship).

Once eligible, students may continue to receive the HOPE Scholarship if they have a cumulative 3.0 + GPA at the next checkpoint. HOPE funds are not awarded once the student has attempted 127 semester hours.

Students must maintain Standards for Satisfactory Academic Progress. Other specific HOPE Scholarship requirements are available in the Financial Aid Office.

NGCSU Academic Scholarships

Awarded on the basis of demonstrated academic excellence in high school and/or University. Entering students are automatically screened for eligibility. Enrolled students must apply through the Office of Admissions.

NGCSU Leadership Scholarships

Awarded to incoming students who have demonstrated outstanding leadership ability and potential and recommended by the high school counselor. Enrolled students must apply through the Office of Admissions.

Military Scholarships

Interested cadets should discuss their career/military interests with the Commandant to determine available scholarships based on academic, leadership, and/or career interests.

Federal Pell Grant*

Open to all students and is a federal aid program. Any citizen of the United States who has never received an undergraduate degree is eligible to apply for this entitlement. Awards are based on expected family contributions, the amount of funds appropriated by Congress and the cost of individual’s education.

Federal Supplemental Educational Opportunity Grant*

Available to Pell eligible students who show evidence of exceptional financial need according to federal regulations.

ROTC Grant

Any full-time student who is a Georgia resident and who fully participates in the ROTC Program will be eligible for a grant. The amount of the grant is set annually by the Georgia Legislature through its budget process. Applications may be picked up in the OSFA. Completed applications must be in the OSFA no later than the 15th

day of the term. A STUDENT MUST BE PURSUING AT LEAST 12 SEMESTER HOURS, BE IN GOOD STANDING AND MAINTAIN STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS IN ORDER TO RECEIVE THIS GRANT. You must be in military uniform to pick up your check.

Federal Work Study Program*

On-campus, part-time employment for students, with an upper limit of 20 hours work per week at federal minimum wage rates.

Federal Perkins Loan*

Loan is low interest, long-term loan made through NGCSU to help needy students. The school must give priority to students with exceptional financial need. Annual maximum amount depends on grade level, outstanding balance, and established financial need.

Federal Stafford Loan (Subsidized)*

A need-based loan made to students. Basically interest free until after graduation (or withdrawal from the University). First payment is due the 7th month after graduation/withdrawal from the University. Interest rate is variable (for new borrowers) but will not exceed 8.25%.

Federal Unsubsidized Stafford Loan

A loan to students, not based on “need”. Same as Federal Stafford Loan (subsidized), except this loan is interest accruing (not interest free) all during University enrollment.

*Need-Based program based on federal application results

Standards for Satisfactory Academic Progress (SSAP)

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education establish minimum standards of “satisfactory academic progress” of students receiving financial aid from Title IV Federal Programs. In definition, satisfactory academic progress means that the student is proceeding in a positive manner toward fulfilling degree/certification requirements. It can be further explained in qualitative and quantitative (includes time frame) components. These standards apply to all federal, State, and Institutional programs, including: grants, scholarships, loans, employment, HOPE, etc.

Qualitative Progress (Students without a Bachelor’s Degree)

NGCSU has defined qualitative academic progress as those students who have a overall GPA of 2.00 or better after attempting at least 22 semester (equivalent) enrollment hours. This includes hours attempted at NGCSU or hours accepted by NGCSU from any post-secondary institution. Any student who does not meet the minimum standards each semester will be placed on Financial Aid Suspension.

In addition, students who are dismissed for academic reasons or are placed on academic probation, and who are later readmitted will not be considered to be maintaining satisfactory progress until completion of a semester of twelve degree credit hours or more and removal from academic probation.

Reinstatement: Once placed on suspension, a student must reapply for financial

aid after they have acquired the necessary cumulative 2.00 GPA. Upon reinstatement, awards will be made only if funds are available.

Quantitative Progress (Students without a Bachelor's Degree)

Student financial aid recipients must show measurable progress toward degree completion by earning a required minimum number of hours for the total number of enrollment hours: Students must always complete and maintain a minimum of 70% of all hours attempted upon reaching 22 semester hours of enrollment and beyond. For financial aid, an Academic Support non-credit course will be considered the same as a credit course. The standard number of cumulative semester hours earned for a bachelor's degree is 127. Due to mitigating circumstances, a student may require additional hours to complete their first degree. To provide for such extraordinary conditions, financial aid funds may be awarded for a maximum of 167 cumulative hours attempted for a student's first bachelor's degree, regardless of whether or not the student received prior financial aid.

Reinstatement: Eligibility for financial aid can be restored after successful completion of at least 70% of all hours attempted. Students must reapply for financial aid. Upon reinstatement, awards will be made only if funds are available.

Students with a Bachelor's Degree

Graduate programs of study offer considerable flexibility for tailoring the program of study to meet individual needs. Therefore, maximum enrollment hours for financial aid eligibility have not been set for the graduate student. Graduate aid recipients will be handled on an individual basis.

Students working on a second/additional bachelor's degree must adhere to enrollment in required degree courses only. Admitted/enrollment in "pre" programs (pre-nursing, pre-dentistry, etc.) as a second/additional degree, are not considered eligible for financial assistance.

Review Policies

At the end of each semester the credits earned by financial aid recipients will be reviewed. Courses in which the following grades are received constitute credits completed:

"A" through "D"

"C" or better for Learning Support

"IP" for Learning Support

Courses in which the following grades are recorded, but do not constitute credits completed: "F" "W" "WF" "I" "V"

Dining Services (ARAMARK Services)

Phone: 706/864-1770

Dining Hall Office

Fax: 706/864-1685

E-Mail: jnmiller@ngcsu.edu

Neal Miller- Director

Welcome to NGCSU Dining Services. We are proud to offer one of the best university dining programs around. Our quality, variety, convenience and flexibility all help make your program dynamic. We strive to keep up with the ever-changing trends in dining-offering you traditional American cuisine, ethnic dishes, and low fat options.

Through our World Class Service Program, we guarantee that our entire dining

staff is committed to making your dining experiences enjoyable and satisfying. Recognizing that you have a very hectic and demanding schedule, with that in mind we have planned a lot of exciting special events, five star monthly specials and holiday festivities to help make your dining experiences fun and enjoyable.

We have designed Meal Memberships keeping your lifestyle in mind. Resident Students have the option of choosing from The Unlimited Access Plan (Unlimited Meals/week with \$60 C-wik Bucks, The Social Light (15 Meals/ week with \$ 90 C-wik Bucks) or the Master Mix (10 Meals / week with \$110 C-wik Bucks).

Commuting Students and Owen Hall Residents can choose from the above meal plan option or from the following: The Any 80 (Any 80 meals/semester) or The Any 50 (Any 50 meals per semester).

All meal plans can be supplemented with Gold Dollars. Gold Dollars work on the same principle as an ATM Card and are used at all dining facilities.

For further Information please call 706-864-1770 or e-mail us jnmiller@ngcsu.edu

We look forward to serving you and trust that your dining experiences this academic year will be both exciting and rewarding.

Information & Instructional Technology

Phone: 706/864-1922

104 Education Building

Fax: 706/864-1684

studenthelp@ngcsu.edu

Jay Steed, Chief Information Officer

Use of computers and related technology has become an integral part of a college education. NGCSU recognizes the importance of technology and its role in today's society and makes every effort to ensure that its students receive the opportunity to acquire knowledge and skills that will enable them to compete in a world that increasingly relies on technology.

Upon acceptance to NGCSU, each student is assigned an e-mail address and a Novell network login ID. These accounts are active as long as the student remains enrolled at NGCSU. Each student is also assigned an ngcsuID# and an initial Banner PIN that is used for registration, drop/add classes, accessing academic transcripts, schedules, fee assessment, account summary, grades, financial aid and HOPE information. The Banner account will remain active after graduation or withdrawal from the university.

NGCSU has several fully equipped computer labs available for student use throughout the daytime and evening hours. The lab computers are connected to the NGCSU network, which allows the student to register for classes via Banner, conduct research via the Internet, complete class assignments and projects, and utilize e-mail services.

Additionally, NGCSU has established a wireless network for students who bring laptop computers to the campus and wish to connect to the Internet. Currently, access to the wireless network is limited to the Hoag Student Center, Stewart Library and Dining Hall. Students who wish to utilize the wireless network must have a laptop that is WiFi IEEE 802.11 b/g compatible.

The Computer Hub, formerly the Student Help Desk Center, is available to assist students with their privately owned computers. The hub, funded by the student technology fee, is located in Dunlap Hall room 108A. The services provided at the hub include virus, worm and trojan spyware removal; software installation; hardware

diagnostics and installation; wireless configuration and training. Students may contact the hub to schedule an appointment for service.

All currently enrolled students may get a free NGCSU PC Security Kit, which includes McAfee anti-virus software and other security software. To obtain the kit, simply bring a blank CD-R to the Computer Hub.

Every room in the NGCSU residence halls is wired for Internet access. Students who bring their personal computers to school have the capability to connect to the Internet from their residence hall room. In summer 2005, IIT began implementing a new system to help protect students' computers. This system, Cisco's CleanAccess, will help to ensure that all personal computers connected to the NGCSU Residential Network are adequately protected. CleanAccess prevents unprotected or already infected/compromised computers from accessing the Internet. If a student's computer lacks a particular security application or configuration, then he/she should use the NGCSU PC Security Kit CD. Technical assistance for using CleanAccess is available at the Computer Hub.

Required for PCs	Required for Macintosh
Windows 2000/XP operating system with CDs 10/100 PCI Ethernet card (or Ethernet 10/100 PC card for laptops) with RJ45 port 10' RJ45 to RJ45 straight through patch cable	Operating system 9.2/10.3 with CDs Built in 10/100 Ethernet card with RJ45 port 10' RJ45 to RJ 45 straight patch cable
Recommended for PCs (minimum)	Recommended for Macintosh
800 MHz Intel or AMD chipset 256 MB RAM – 512 MB RAM is strongly recommended 10 GB hard drive USB drive Video card Mozilla Firefox Internet browser (www.mozilla.org) CD-ROM drive Sound card with speakers	Power PC G4 processor (minimum) 256 MB RAM 10 GB hard drive Internet browser of your choice

Who should I contact?	
IIT Help Desk	The Computer Hub
Phone: 706-864-1922 E-mail: studenthelp@ngcsu.edu Web: www.ngcsu.edu/helpdesk Location: Education Bldg. Room 104 Hours: Monday - Friday, 8 a.m. - 5 p.m.	Phone: 706-867-2828 E-mail: thehub@ngcsu.edu Web: www.ngcsu.edu/thehub Location: Dunlap Hall Room 108 A Hours: Monday - Thursday, 10 a.m. - 7 p.m. Friday, 10 a.m. - 2 p.m.
Questions, problems, assistance with: Novell (network) account E-mail Account Banner Account	Questions, problems, assistance with: Personal Computers Residence Hall Configurations Anti-Virus Software Wireless Configurations (WiFi) File/Disk Recovery

Students who wish to connect to the Internet from their residence hall should bring computers that meet the minimum specifications listed in the chart below. Any deviation from these specifications regarding larger hard drives and/or more recent versions of processors, operating systems, etc. are allowed and encouraged. Any computer store may configure your computer to meet these specifications.

When a student is ready to connect his/her computer to the network, he/she should access Configuring Residence Hall Computers instructions under “Information & Instructional Technology” on the NGCSU Web page. An instruction booklet also may be picked up at the IIT Office in the Education Building room 104 or at the Computer Hub in Dunlap Hall 108A.

Public Safety

Phone: 706/864-1500 Pubic Safety Building
Fax: 706/867-2763 publicsafety@ngcsu.edu
Mike Stapleton, Director/Chief of Police

The Public Safety Department is responsible for the enforcement of the Criminal Code of Georgia and University regulations on and within 500 yards of the campus. Campus Police Officers patrol and provide security to the campus 24 hours a day, and are certified law enforcement officers with full power of arrest. The office, located at the main entrance to the campus, is operational 24 hours daily, and any suspicious person or activity should be reported to Public Safety immediately at 864-1500 or for emergencies call 911.

NGCSU is primarily a pedestrian campus and pedestrians have the right of way at all times. Parking on the campus is very limited and is controlled by the use of parking permits and regular patrol. Each registered vehicle must be parked in the assigned parking zone. A limited number of 30-minute parking spaces are available for transient use while loading or unloading. In the interest of fairness to others, please move your vehicle within this time period. Public Safety is charged with the enforcement of the Uniform Traffic Code of Georgia and the University’s Traffic Code. A copy of the NGCSU Traffic Code can be found on the NGCSU website under Public Safety. It is your responsibility to become knowledgeable of and abide by the provisions of the University’s code. (Reminder, the campus speed limit is 15 MPH.) Should you have any doubts as to its provisions, please do not hesitate to contact or call Public Safety.

As a courtesy to students, Public Safety offers assistance, based on officer availability, for battery boost and escorting residents from parking lots to residence halls when safety is deemed a factor.

Recreational Sports & Facilities

Phone: 706/864-1622 022 Memorial Hall
Fax: 706/867-2865 E-Mail: mjbruce@ngcsu.edu
Mindy Bruce – Interim Director

Facilities

North Georgia College and State University has many modern recreational facilities for students to use during their leisure time. In addition to a very adequate Student Center, the University has an outstanding fitness center, gymnasium, swimming pool, track, soccer field, tennis courts, softball diamonds, outdoor basketball court, sand

volleyball court, and a recreation area at Pine Valley, complete with pavilion and recreation field on the Etowah River. All of these facilities are available for use by students enrolled at North Georgia who pay the student activity fee. Students who do not pay the student activity fee may use all of the above-mentioned facilities with the exception of the Wellness Center and the swimming pool. These facilities are supported through the student activity fee and use is limited to those students who pay this fee. The use of any facility is subject to availability and governed by posted regulations.

Intramural and Recreation Programs

The Recreational Sports Program at North Georgia College and State University is considered to be a most important aspect of student life, providing an opportunity for all students to participate in a wide variety of activities that include intramural sports, outdoor pursuits, and wellness & fitness activities.

The Intramural Sports Program offers students a chance to compete with other students in a fun, safe environment. Organizational teams such as military companies, fraternities, sororities, commuters, and residence halls provide the basis for the Intramural Sports Program at North Georgia College and State University. Non-affiliated teams may also be formed by any group of students that wish to compete. Students can obtain more information by contacting the Recreational Sports Office at 864-1622.

The Intramural Sports program includes sports such as flag football, basketball, volleyball, tennis, soccer, ultimate Frisbee, and softball. There are also individual tournaments such as 3 on 3 outdoor basketball, table tennis, and a Punt, Pass & Kick Competition. All upcoming events will be posted on the Recreational Sports bulletin board located outside the Recreational Sports Office in Memorial Hall Room 22 and online at http://www.ngcsu.edu/stu_lif/recsport/index.shtml. The Intramural Sports program provides students an opportunity to share in the spirit of competition and sportsmanship.

The Outdoor Pursuits program is available to NGCSU students. Guided trips include hiking, camping, canoeing, snow skiing and white water rafting. Check the Recreational Sports bulletin boards for information concerning Outdoor Pursuits trips.

The Wellness & Fitness program includes step aerobics, water aerobics, fitness center, and weight training orientations, fitness competitions, and personal fitness assessments. The Wellness Center is available to students, faculty, staff, and continuing education members. The 5,000 square foot facility features cardiovascular equipment, free weights, and machine weights. Check the Wellness & Fitness bulletin board outside the Wellness Center (Memorial Hall Room 28) for hours of operation and programs.

The Olympic size pool located in Memorial Hall and is open to students, faculty, staff, and continuing education members. Located adjacent to the locker rooms, the pool is open for lap swim and open swim and also features a diving board.

For further information contact the Recreational Sports office at 864-1622 or http://www.ngcsu.edu/stu_lif/recsport/index.shtml.

Stewart Library

Phone: 706 864-1420
Email: refdesk@ngcsu.edu
FAX: 706 864-1867

Stewart Library is located in the heart of the campus at North Georgia College & State University. The library collection contains over 135,000 circulating titles, newspaper subscriptions, magazines and journals, educational videos and CD-ROM/DVD titles. Facilities include individual study carrels, study rooms, copy machines, Internet access, and a campus computer lab. Wheelchair access is provided via an entrance ramp and a wide-entrance elevator.

During academic terms, the Library is open every day of the week; hours are reduced during the summer. The library provides an environment for studying, for collaborating on group projects, for pursuing on-line or in-house research in print, mediated, or electronic resources.

In order to check materials out of the building, a user needs to obtain a current university ID card. Library staff will place an identifying bar code on this ID so that library materials, both here and in all other University System Libraries, may be borrowed by the user. The coded ID card is required for accessing GALILEO databases from off-campus, for taking materials from the libraries, and for requesting materials on reserve.

Our Interlibrary Loan service allows the user to request materials which are not available in Stewart Library. Books and journal articles can, often, be obtained from other libraries throughout the country.

Come to Stewart Library to consult newspapers and journals, to research particular class assignments, or to fill personal information needs. We are here to help you!

Student Center & Student Activities

Phone: 706/864-1643 312 Student Center
Fax: 706/864-1647 E-Mail: wthomas@ngcsu.edu

Wesley Thomas – Director

Amanda Lammers – Assistant Director

Stacie Morgan – Coordinator of Student Leadership and Commuter Services

The Student Center is the community center of the University for all members of the University family; students, faculty, staff, administration, alumni, and guests. As the “Living Room” or “hearthstone” of the University community, the Student Center provides the services, conveniences, and amenities the members of the University family need for getting to know and understand one another through informal association outside the classroom. To accomplish these goals the Student Center houses the bookstore, uniform store, post office, snack bar, Cyber Cafe, print services, theater, art gallery, TV lounge, meeting rooms and the offices of the Student Activities Board, Commuter Council and the Student Government Association.

Reservations

To reserve space in the Student Center, please report to the Director’s Office in Room 312. The Auditorium, Great Room, meeting rooms, and tables in the Canteen Lobby can be reserved.

Recognized Organizations

1. Organizations officially recognized by North Georgia College and State University shall have first priority in all facilities at the Student Center.
2. Weekly or monthly meetings shall be made by the completion of a “series reservation” form at the Director’s Office. These reservations shall be in effect for one semester only, and must be renewed at the beginning of each term.
3. Seating, room arrangements, or other special arrangements must be designated at the time a reservation is made.
4. Room reservations will not be accepted by phone. Reservations and cancellations must be made IN PERSON at the Director’s Office.
5. Any food or beverage required for meetings or functions held in the Student Center must be arranged through the NGCSU Dining Hall unless an exception is approved by the Student Center Director.

Outside Groups

1. Outside groups (groups not officially recognized by North Georgia College and State University) shall not be accommodated unless previously approved through the office of the Director of Public Service
2. Any food or beverage required for meetings or functions held in the Student Center must be arranged through the NGCSU Dining Hall.
3. Any outside groups requesting accommodations in the Student Center shall make reservations not more than 60 days in advance of the anticipated event.

Tables in Student Center Lobby

Recognized student organizations may reserve a table in the lobby outside the Canteen for sales, recruiting, elections, etc. Reservations should be made in the Student Center Director’s Office. Only three spaces are available so reservations should be made as far in advance as possible.

Sales, Raffles, or Collections

1. All sales or collections of any kind must be approved through the Office of Student Affairs.
 - a. In the event that a sale has been approved, only organizations recognized by the Student Life Committee of North Georgia College and State University or approved by the Vice President for Student Affairs will be allowed space.
 - b. The sale or collection shall not last more than one week.
 - c. The only area that sales or collections shall be allowed is at the front entrance to the Snack Bar.
 - d. Sales or collections shall be conducted only from the table or tables designated—no soliciting sales or pressure sales shall be allowed. Purchases must be voluntary on the part of the potential consumer.
2. The sale of items in direct competition with the Canteen or Bookstore is prohibited.

Poster and Banners

Recognized student organizations may post signs and banners in the Student Center under the following guidelines:

1. Signs may not be placed on glass or on sheet rock (smooth) walls.

2. Signs may not be attached to ceiling tiles or support track.
3. Signs may be hung only with masking tape. Other tapes (scotch, plastic and duct) are prohibited due to damage to walls and surfaces.
4. Signs in the Post Office lobby and hall must be placed on bulletin boards.
5. All signs must include the name of the sponsoring organization.
6. Signs may not include references to alcoholic beverages.
7. Signs must be of unquestionable good taste.
8. Commercial advertising is not permitted unless specifically approved in advance.
9. Signs may not be hung for more than one week unless they promote a specific upcoming campus event.
10. Signs should be carefully removed immediately following the event.

Fraternity & Sorority Composites

Space has been allocated in the Student Center for the display of framed composites of officially recognized fraternities and sororities. Due to the highly public nature of the area, the Student Center Assistant Director must individually approve composites, prior to being hung. Specific guidelines are available from the Director of the Student Center.

Identification Cards

Each student at North Georgia College and State University is required to obtain and carry an Official University I.D. Card. This card demonstrates (or proves) an individual's right to use University facilities and attend various University events. It must be shown when asked for by any University official.

The I.D. Card is non-transferable, and any student who allows another person to use their I.D. Card is subject to disciplinary action.

I.D. Cards are made at registration and distributed free of charge. Replacement for lost or damaged cards may be obtained through the Director of the Hoag Student Center at a nominal charge. Lost or stolen I.D. Cards should be reported immediately to the Director of the Student Center and any I.D. Card found should be turned in to that office.

Meal plan students must present their Student I.D. Card for admission to the Dining Hall or to access their Gold Dollar account in the Canteen.

Academic Advisement Center

The Advisement Center serves pre-education and open-option students*i.e.*, those who have not chosen a major. During designated advising periods, Advisement Center personnel assist students in scheduling appointments with volunteer faculty advisors. Students receive notices about this procedure in their campus mailboxes. Throughout the academic year, the Advisement Center personnel are available to help its assigned students with academic concerns, problems, or procedures.

Campus Connection (Bookstore)

The University Bookstore, located on the main level of the Student Center, provides students with a convenient place to obtain books and supplies necessary for academic courses offered by the University. It is also the place to obtain military uniforms for the Corps of Cadets. The Bookstore also offers a complete line of greeting cards; NGCSU clothing and gift items; fraternity and sorority items; health and beauty aids; computer hardware and software, Best Sellers and reference books. Additionally, the "Foxhole",

the military section of the store, provides a vast selection of uniform and field accessories. VISA, MASTERCARD and DISCOVER are accepted for purchases.

Canteen

The snack bar is located on the second floor of the Student Center. The Canteen serves a fine line of short order meals, homemade biscuits, pizza, and various snack items while providing a friendly atmosphere for friends to meet.

Cyber Cafe

The Cyber Café is located on the first level of the Student Center. The area is designed as an informal computing environment where music, food, and conversation are allowed. The area was recommended by the Student Government Association and is funded through the Student Technology Fee. Twenty-four computers and a laser printer are provided. Tables and comfortable study chairs are also provided.

Commuter Lounge (Keg)

The Keg is located on the first floor of the Student Center and provides a central location for commuters and other students to study or relax between and after classes. Amenities include a color TV with cable, commuter lockers, study room, vending machines, microwave oven, refrigerator, and a phone for local and credit card calls.

Post Office

The campus post office provides mail and U.P.S. service for students, faculty, and staff. The Post Office is located on the main level of the Student Center and is open on weekdays when the college is in operation. Post Office boxes are available free of charge to all resident students and on a first come basis to commuter students.

Print Services

Print Services is located on the first level of the Student Center. Services are available to University departments, faculty, staff, students, and student organizations. Special services available to students and student organizations include color and black & white copies, transparencies, laminating, FAX service, course packets, graduation invitations, and printing fliers, invitations, stationery, etc.

Recreational Equipment

Two pool tables and two table tennis tables are provided. This equipment has been purchased with student activity fees and is available for student use without charge.

Student Organizations & Activities

Campus Activities

Campus activities and student groups are a very important part of your life at NGCSU. If you are interested in joining or forming an organization, or if your organization needs help planning a special program, the Office of Student Affairs is the place to go. The Vice President for Student Affairs, Associate Dean of Students, and Director of Student Activities will gladly assist you.

NGCSU has more than 80 chartered student organizations on campus. Through these organizations, students are given an opportunity to become involved in planning activities, to make new friends, and to develop leadership skills. Included are governmental organizations, academic organizations, religious organizations, social organizations, military clubs, honor societies, and recreational groups.

Eligibility for Participation in Activities

Except where required as part of class work in a course in which he/she is registered for credit, a student on academic probation is not eligible to participate in any extra-curricular activity in which he/she would represent North Georgia College and State University.

Representative activities include: intercollegiate sports; staff work on campus publications; musical performances; dramatics; rifle team; drill teams; and cheerleading.



Clubs and Organizations

Honor Societies:

Alpha Kappa Delta (Sociology)
Alpha Phi Sigma (Criminal Justice)
Alpha Upsilon Alpha (Reading)
Council of Honor Societies
Delta Mu Delta (Business Adm.)
Iota Tau Alpha (Physical Therapy)
Kappa Delta Pi (Education)
Mu Delta (French)
Mu Epsilon Delta (Health Fields)
Omicron Delta Kappa (Leadership)
Phi Alpha Theta (History)
Phi Beta Lambda (Business)
Phi Eta Sigma (Freshman)
Phi Kappa Phi (Academic)
Pi Gamma Mu (Social Science)
Pi Sigma Alpha (Political Science)
Psi Chi (Psychology)
Rho Tau (Physical Therapy)
Scabbard and Blade (Military)
Sigma Delta Phi (Spanish)
Sigma Delta Pi (Hispanic)
Sigma Pi Sigma (Physics)
Sigma Tau Delta (English)
Sigma Theta Tau (Nursing)

Academic Organizations:

American Marketing Association
Assoc. for Computer Machinery
Collegiate Middle Level
Education Assoc.
Criminal Justice Society
Finance Society
Foreign Languages Club
Georgia Art Education Assoc.
GA Assoc. of Nursing Students
GA Assoc. of Education Student
Program
GA Student Education Assoc.
German Club
Health & Physical Ed. Majors
History Students Association
MPA Student Assoc.
Math Club
Music Educators National
Conference (Collegiate)
Political Science Student Assoc.
Psychology Club
Society of Chemistry Students
Society of Physics Students
Sociology Club
Student Council for Exceptional
Children

Student Professional Assoc. of
GA Educators

Greeks:

Interfraternity Council
Panhellenic Council
Alpha Gamma Delta Sorority
Alpha Phi Alpha Fraternity
Delta Zeta Sorority
Kappa Delta Sorority
Kappa Sigma Fraternity
Phi Mu Sorority
Pi Kappa Alpha Fraternity
Pi Kappa Phi Fraternity
Sigma Alpha Epsilon Fraternity
Sigma Chi Fraternity
Sigma Kappa Sorority
Sigma Nu Fraternity
Sigma Omega Fraternity
Sigma Theta Fraternity

Religious Organizations:

Baptist Student Union
Campus Outreach
Canterbury Club (Episcopal)
Eccumenical Council
Latter Day Saints Student Association
Muslim Student Association
Newman Club (Catholic)
Our Generation*
Praise Choir
Wesley Foundation (Methodist)
Westminster Club (Presbyterian)
World Religions Studies

Military Organizations:

A.U.S.A.
Aggressor Platoon
Blue Ridge Rifles
Color Guard
Combatives Club
Golden Eagle Band
Mountain Order of Colombo
NCO Club
Officers Club
Patriot Choir
Ranger Challenge
Cadet Companies:
Alpha, Bravo, Charlie,
Delta, Echo, Foxtrot,
and Headquarters

General Interest Organizations

Alpha Phi Omega (Service)
Amateur Radio Club
Ambassadors
Boundless Expressions (Poetry)
Chess Club
College Republicans
Community Leadership
Connection
Commuter Council
Concert Band
Cycling Club
CYCLOPS Staff (Yearbook)
Dance Team
Dead Poets Society
Democrats' Club
Determined Young Minds for
Multicultural Empowerment
ECHO Magazine
Environmental Awareness Club
Equestrian Club
Film Society
Gamma Sigma Sigma (Service)
Gay Straight Alliance
German Club
Graduate Student Senate
Habitat for Humanity
Human Rights Association
International Student Association
Jazz Band
Karate Club*
Model United Nations
MOUNTAIN LAURELS Staff
(Literary Magazine)
Nontraditional Student Assoc.
Project Dignity
Resident Student Association
Rifle Team (Marksmanship)
Rowing Club
Saints of Anime Karubu
Service Rifle Team*
Singers (Chorus)
Step Team
Student Activities Board
Student Government Association
Student Theatre Guild
Students for Life
Students for Social Awareness
Students in Free Enterprise
Symphonic Band
Utopian Society
VOICE Staff (Newspaper)
Wrestling Club*

* Application for Recognition in
Progress



STUDENT GOVERNMENT ASSOCIATION

North Georgia College & State University • NGCSU Box 6714 • Dahlonega, Georgia 30597

Fall 2005

Fellow Students; Old and New:

I would like to be the first to welcome back a student body so actively involved in maintaining NGCSU's many traditions and customs. I would also like to be the first in welcoming the new additions. The student voice is what makes this university great in leadership and discipline; therefore I encourage each of you to get involved in the many activities offered.

The student population may be growing and the future endeavors of our university may seem a little overwhelming, but you will quickly find that professors and students alike will do everything possible to ensure that your experiences on campus are memorable and enriching. The memories you make here will carry on throughout all aspects of your personal and professional life. I encourage you to make the best of your college years.

It is the pleasure of the Student Government Association to make each student's voice heard, and ensure that our college years are the best possible. We support the many student organizations and represent the wide spectrum of our student body. We take great pride in our diverse campus, which consist of cadets, commuters, resident, graduate, and non-traditional students. As a unified student body, help us help you by taking the first step towards officially meeting the students that represent you. Come to the SGA Meet and Greet on September 29, 2005 in the chow hall. Again, I look forward to working with all of you in the future as we come together to uphold a strong respect for the traditions and customs that have been set by those who have come before us.

Please contact your SGA with any comments or suggestions by email at SGA@ngcsu.edu or by mail at PO Box 6714.

Best Wishes,

Bernex E. Richardson
President
Student Government Association

Scholarship and Integrity

Student Government Association

Executive Officers

President Bernex Richardson
Vice-President Tinsley Lamb
Comptroller Dan Brown
Secretary Missy Terry

Representatives

Seniors

Jana Dover
Nicole Johnson
Katie Lambert
Brandon Lowell
Sara Nelson
Anna Rau
Josh Sprayberry

Juniors

Chris Churchill
Garrett Churchill
Tommy Couch
Robert Murray
Emily Ragole
Joseph Register
Ashley Wilkes

Sophomores

Josh Cleavland
Neely Cline
Jessica Jordan
Natalie Knight
Priscilla Reed
Vacant
Vacant

Commuter

John Cochran

Graduate

TBA
TBA

Corps of Cadets

TBA

Freshmen Representatives to be Elected Fall Semester



Fall Semester

Dear Fellow Students:

Welcome to a new year at North Georgia College and State University!

I hope that you will accept this invitation to become actively involved in one of the largest and most productive organizations on campus – the Student Activities Board (S.A.B) All of our meetings are open to everyone and they are held every Tuesday at 5:00 p.m. in Meeting Room B of the Student Center.

The S.A.B. is a student organization whose purpose is to complement your academic experience with a wide variety of co-curricular activities. Programs presented include movies, dances, concerts, lectures, cultural events, comedy shows, trips, outdoor recreation, holiday activities, and much more.

Upcoming special events include: Fall Jam, outdoor movies, Spirit Night, Homecoming Week, the Sweetheart Ball, and Spring Jam. Please be on the lookout for publicity with specific dates and times.

The Student Activities Board's office is located on the fourth floor of the Student Center by the ABC Meeting Rooms. Please stop by or call 864-1648 to get involved. Our e-mail address is SAB@ncgsu.edu.

I hope to see you at a meeting or event in the near future.

Sincerely,

A handwritten signature in black ink that reads "Brandon Lowell".

**Brandon Lowell, President
Student Activities Board**

Student Activities Board

Executive Board

President – Brandon Lowell
Vice President – Eric Owings
Secretary – Tyler Woodard
Treasurer – Danielle Brannon

Committee Directors

Cultural Affairs -- Emily Ragole
Ideas and Issues – Josh Sprayberry
Movie Crew – Lauren Lowell
Publicity – Sarah Slack
Recreation – Mikhail Bondarew
Social Activities – Erin Westmoreland

Representatives

Senior - Chris Breen
Senior - Nick Fitzpatrick
Junior – Elected in Fall
Junior – Elected in Fall
Sophomore - Melissa Kane
Sophomore - Christina Payne
Freshman – Elected in Fall
Freshman – Elected in Fall

Special Representatives

Commuter Rep. – Clayton Hester
SGA Rep. – Appointed in Fall

Student Activities Board Committees

All students are encouraged to join any of the following committees. To get more information, please see Wesley Thomas in Room 312 of the Student Center. Committees are as follows:

The **MOVIE CREW**, as the title implies, is the committee responsible for entertainment through film. The Movie Crew provides enjoyable entertainment with various motion picture programs. Drill field showings, Jaws in the pool, and cartoons for study breaks are a few of the things this committee has done. If movies are your thing, this crew is for you.

The **SOCIAL ACTIVITIES COMMITTEE** works to bring a wide variety of entertainment to NGCSU. From dances to comedy acts and concerts, the Social Activities committee searches far and wide for exciting entertainment for our students. Do you like music and comedy? If the answer is yes, check out the Social Activities Committee

The **CULTURAL AFFAIRS COMMITTEE** brings the world to Dahlongega. Dance, art, and music inspire this committee to seek out acts and trips that not only entertain but also inspire one's creative side. If you enjoy entertainment with class, this committee is worth looking into. Additionally, this committee represents the student body on the University's Cultural Events Committee.

The **IDEAS AND ISSUES COMMITTEE** provides professional speakers who examine contemporary ideas, attitudes, and issues that may affect the students of NGCSU, as well as our state and nation. This is the place where education and entertainment meet. If you find that intriguing, get involved with Ideas and Issues

The **PUBLICITY COMMITTEE** is responsible for ensuring that the University community is informed of upcoming S.A.B. events. This committee prepares and distributes S.A.B. publications such as the widely popular Flush Flash. Using various forms of media coverage, this Committee creatively attempts to make S.A.B. activities known to one and all! If you have creative ideas, enjoy layout and design, or can hang a poster the Publicity Committee is waiting for you.

The **RECREATION COMMITTEE** provides programs that involve active student participation through tournaments, contests and events. Literally, the sky is the limit when it comes to recreation. This committee is meant to help students enjoy the outdoor activities the local mountains have to offer. Additionally, this Committee sponsors bus trips to out-of-town athletic events.



Commuter Council

North Georgia College and State University • NGCSU Box #6511 • Dalton, GA 30533

Dear Commuters:

I would like to personally welcome each and every one of you to North Georgia College and State University. Whether this is your first time on campus or you are a senior preparing for your last semester your status as a commuter makes you a part of the largest group of students on campus. The organization responsible for giving you a voice on campus is Commuter Council.

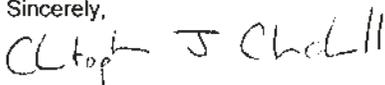
Commuter Council is made up of an executive board of ten members who are responsible for representing the needs of commuter students on campus. We have representatives on Student Government Association, Student Activities Board and representation before the administration. Additionally, as an organization we are granted funds from SGA for a variety of purposes. We put on cookouts, free pizza days, concerts, and other special events specifically for commuters throughout the school year. For the dates and times of these events check postings in the Student Center or check your email. Commuter Council is also responsible for the upkeep and furnishing of the Keg, the commuter student lounge and the pool tables and ping pong tables found throughout the student center.

My primary objective for Commuter Council is to increase our recognition among the commuter body. If you are a commuter you may feel very small and insignificant, but your voice matters! You can make a difference and we want to help you make it. It is up to all of you, however, to take the first step and let us know how we can help you. No problem is too small or large for us to deal with.

The Commuter Council board meets every Tuesday at 12:30 pm in Meeting Room C on the fourth floor of the Student Center. All commuters are welcome at these meetings to voice concerns or to give suggestions or to just listen in on what's affecting commuters around campus. If you can't make it to our meetings but still want to give us your input you can contact me via email at cjchur6440@ngcsu.edu or drop us a letter in box 6511.

Commuter Council is going to be doing exciting things this school year. I want you, as a commuter, to be involved in these events and actively involved in striving to make NGCSU a better and more enjoyable place. I wish you an exceptional school year and look forward to meeting as many of you as possible.

Sincerely,



Christopher J. Churchill
President
Commuter Council

Commuter Council

The Commuter Council voices and responds to the needs and problems of all commuting students at NGCSU. Commuter Council has voting representation on to SGA, SAB and has connections with the University administration. Representatives are selected by members of the student body in campus-wide elections. Commuter Council sponsors numerous free cookouts, concerts, breakfasts, and other fun events throughout the school year in order to provide commuter students with a way to get involved n campus and meet new people. In addition, we oversee the Commuter Lounge and attempt to deal with student concerns about parking and other issues pertaining to commuting. Come talk to us!

Commuter Council Executive Board

- Chris Churchill..... President
- Taylor Truelove..... Vice President
- Garret Churchill..... Secretary
- Robby Kassouf..... Treasurer
- Jana Dover..... Special Events Chair
- Clayton Hester..... Representative to SAB
- John Cochran..... Representative to SGA
- Adam Lee..... Representative to Traffic Appeals
- Sara Nelson..... Publicity Chair
- Andrea Cox..... Food Services Chair
- Appointed in Fall..... Representative from the Non-Traditional Student Association
- Elected in Fall..... Freshman Representative
- Elected in Fall..... Freshman Representative



The Corps of Cadets

North Georgia College and State University, designated by the Department of the Army as a Senior Military College, requires all resident male students to participate in the Corps of Cadets. Similarly, women can participate on a voluntary basis. The Corps of Cadets is founded upon principles of integrity and honor; its cadets live in an atmosphere highly conducive to the development of young men/women for leadership roles in their chosen professions. Since 1873, members of the Corps of Cadets have learned the principles of leadership by serving as cadet leaders in positions of increasing responsibility. The Corps of Cadets' Honor Code states, "a cadet will not lie, cheat, steal, evade the truth, conspire to deceive, nor does he/she tolerate those who do". Hundreds of former North Georgia cadets have earned for themselves and their alma mater an outstanding record in both military service and civilian business/industry. For the student with ability and the willingness to devote the time and effort required for rigorous training, participation in the Corps of Cadets offers an excellent opportunity to acquire a degree in his/her chosen field of study while competing for an officer's commission in the United States Army.

The Corps is organized into a brigade consisting of two battalions of military students. Immediately following a short basic training course known as FROG Week, the new cadet is assigned to a company, which quickly becomes the focal point of his/her life on campus. The company provides the structure around which a spirited intramural sports program has been developed. At the end of each academic semester, the competition between companies of the Corps ends with the designation of Honor Company--that unit receiving the highest combined score in academics, athletics, military training and unit administration.

The "cadet system" of command and control prevailing within the Corps is a specialized system of student government in which there is direct and continuous involvement of the cadets in the management of their own affairs. Cadet officers (seniors) and non-commissioned officers (sophomores and juniors) are responsible for training their subordinates in the principles of leadership and character development. Thus, for all students seeking responsibilities and involvement, the Cadet Corps offers outstanding opportunities. The Corps of Cadets is a fast-paced, long-standing military organization, which teaches its members how to lead others, based upon current doctrine and training methodology of the U. S. Army. Both Active Duty and Retired Army officers and non-commissioned officers are assigned to the University's Office of the Commandant of Cadets and the Department of Military Science (PMS), to coach, mentor, and train cadets in successful leadership techniques. The NGCSU Corps of Cadets is a nationally prominent Army ROTC Program.

Military Organizations

There are a wide variety of extracurricular military organizations that cadets can join. Students who participate in these organizations develop advanced military skills, such as mountaineering, precision rifle drill, light infantry tactics, marksmanship, and more. Tryouts are required for most organizations listed below. Please contact the Office of the Commandant of Cadets for additional information at (706) 864-1786. Extracurricular military organizations include:

Aggressor Platoon (Light Infantry Tactics)	Officers' Club
Blue Ridge Rifles Drill Team	Order of Colombo (Mountaineering)
Color Guard	Patriot Choir

Combatives Club (Martial Arts)
Golden Eagle Band
NCO Club

Ranger Challenge Team
Rifle Team (Marksmanship)

Greek Life

Friendship. Scholarship. Philanthropy. Fun. These four words describe Greek life, or the fraternity and sorority system, at NGCSU. Many students have found lifetime friendships and a home away from home with their fraternity brothers and sorority sisters. In addition to this support system, Greek organizations provide leadership opportunities and scholastic support.

If you're looking for a way to meet tons of new people and have some fun, check out the Greek recruitment process that takes place at the beginning of spring semester. Going through recruitment in no way requires you to join an organization, but offers you the opportunity to see what our sororities and fraternities have to offer. Recently, Greek life has been inaccurately represented by media coverage. Greeks at North Georgia pride themselves on being different. Take a closer look and see if this is what your college career is missing.

Sororities are governed by the Panhellenic Council, which is made up of representatives from each of our four sisterhoods. The Panhellenic Council sponsors formal recruitment, which is a weekend long opportunity to explore sorority life. A Panhellenic Open House is scheduled for August 31, 2005 to answer any questions regarding the sorority system and recruitment.

The Interfraternity Council (IFC) governs the eight fraternities on our campus, and facilitates their formal recruitment process, which is kicked off by a Round robin (a time when each fraternity is briefly introduced) on January 10, 2005.

Participation in the Greek system requires the successful completion of one semester at NGCSU, a minimum of a 2.2 GPA (higher standards for some organizations), and cadets must be off quarters. If you have questions regarding Greek life, contact Amanda Lammers at 867-2750.

Fraternities

Alpha Phi Alpha
Kappa Sigma
Pi Kappa Alpha
Pi Kappa Phi
Sigma Alpha Epsilon
Sigma Kappa

Sigma Chi
Sigma Nu
Sigma Omega
Sigma Theta

Sororities

Alpha Gamma Delta
Delta Zeta
Kappa Delta
Phi Mu

Student Organization Regulations

Student organizations at North Georgia College and State University exist to support the overall objectives of the University. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the University community, and as such are obligated to contribute to the scholastic attainment and general development of the individual student.

Student organizations offer the individual an opportunity to broaden his environment. Skills and experience obtained through membership in student organizations serve as a valuable supplement to the formal curricula. Recognition of a group or organization grants to that group the right to use University facilities and to identify themselves with the University.

Organizations applying for recognition by the University will be evaluated in a manner in which their constitutional objectives support the overall objectives of North Georgia College and State University.

Recognition

- A. To achieve status as a Recognized Student Organization, an organization must follow this procedure.
 1. Consult with the designated representatives in the Office of the Vice President for Student Affairs and obtain forms required for recognition.
 2. Complete these forms; obtain all signatures of persons so indicated on these forms; and attach to the forms a copy of the organization's constitution and by-laws, and a list of the current membership of the organization.
 3. Return all forms, with attachments, to the Office of the Vice President for Student Affairs.
- B. The Vice President for Student Affairs will forward the completed forms and attachments through the Student Government Association to the Student Life Committee, which is composed of representatives of the students, faculty and administration. This Committee will evaluate the request for recognition, and make suitable recommendations to the President. The decision of the President will be communicated back to the applying organization through the Vice President for Student Affairs.
- C. Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the University. Recognition shall be denied if the evidence presented shows that the proposed organization will present a substantial likelihood of material interference or conflict with the educational process of the University, the orderly operation of the University, or the requirements for appropriate discipline.
- D. Following the initial recognition through this procedure, each organization must request an annual renewal of recognition by properly completing the Request of Recognition form in the Office of the Vice President for Student Affairs prior to October 1 of each year.

Privileges of Recognized Student Organizations

Upon receiving University recognition, an organization is eligible:

- A. To use the phrase "North Georgia College and State University" when referring to its chapter or club.

- B. To use University facilities and equipment, subject to the Board of Regents' Policies and to University regulations governing the use of facilities and equipment. Reservations for the use of facilities should be submitted to the Director of the Student Center or the Vice President for Student Affairs.
- C. To apply for and expend student activities monies subject to the Board of Regents' Policies and University regulations governing the allocation of student activity fees.
- D. To request advertising in and coverage by the Cyclops and other campus publications normally open to organizational interests.

Organizational Regulations

- A. Financial Responsibility
 - 1. Use of allocated student activities monies must conform to the purposes and practices approved by the allocating authority.
 - 2. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.
 - 3. Financial aspects of all events sponsored by recognized organizations shall be familiar to and have the approval of the faculty advisor.
 - 4. In the event of disbanding or inactivation of an organization, the primary responsibility for properly providing for closeout of organization accounts and disposition of remaining monies rests with the organization itself. When a disbanded or otherwise defunct organization has failed to discharge its responsibilities in this area, and money remains in its account after satisfying of all debts of the organization, the account shall be cleared by transferring remaining monies to the account of the Student Government Association.
- B. Conformation with Organization Purpose
Activities of an organization must be in conformance with its' stated purposes.
- C. Campus Displays
Displays, including but not limited to posters, notices or banners, which litter the campus or damage the property of the University or of other persons or entities, or which are obscene, or which materially interfere with the regular and orderly operation of the University, are prohibited.
- D. Property Damages
Unauthorized or malicious damage to the property of the University or other persons or entities resulting from organizational activities is prohibited and the student organization shall be responsible for all damages.
- E. Disorderly Conduct
Organizational activities whether on or off campus that encourage or precipitate riots or other disturbances, which materially interfere with the regular and orderly operation of the University or the stated mission of the institution, are prohibited.
- F. Parades, Student Rallies, and Gatherings
 - 1. Parades, student rallies and other such gatherings must be limited to areas designated by published notice for such activities.
 - 2. Outside parades, student rallies and other such gatherings which interfere with pedestrian or vehicular traffic on campus must be cleared with the Vice President for Student Affairs and the Office of Public Safety before they may

be under taken, as well as with the proper civic authorities if held off campus.

G. Sponsorship

Each organization, except religious groups, shall have active and responsible sponsorship by an academic department, regular member of the faculty, or by an approved member of the administrative staff. Each honorary professional or special interest group, if related to a specific academic department, must have secured written approval of the appropriate department head before recognition will be granted.

H. Eligibility for Membership and Officer Status

1. Active membership of recognized organizations shall be limited to registered students in good standing, members of the University faculty and staff, spouses of members, and alumni, unless otherwise provided in the organization's constitution.
2. Organizations will not elect officers who are on academic or disciplinary probation. As stated elsewhere in these regulations, organizations at NGCSU exist to support and extend stated objectives of the University, one of which concerns scholastic attainment.
3. A student must possess and maintain a cumulative 2.0 grade point average to be eligible to serve as an officer of a student organization.
4. No student on academic probation shall be pledged, initiated or permitted to join any recognized student organization.
5. No student on academic probation shall be permitted to represent NGCSU in any intercollegiate or extracurricular activity or to hold office in any recognized student organization.

I. Law Violations

No organization shall commit, encourage, condone or contribute to violations of University statutes and regulations, the Policies of the Board of Regents, or the Laws of Georgia or the United States.

J. Organization Publications

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

Alcohol Regulations

- A. The possession or consumption of alcoholic beverages on campus, or at open events sponsored by the University is prohibited.
- B. Each student is liable for his/her actions at all times regardless of his/her mental state, even if altered by alcoholic beverages.
- C. Public and Private Events Off Campus
 1. Student organizations sponsoring functions off campus where alcoholic beverages will be permitted whether furnished by other organizations or participating individuals, will register said event with the Office of Student Affairs at least one week in advance. The individual(s) responsible for the event, and the advisor will sign a statement indicating an understanding of State Laws regarding service of alcoholic beverages, legal liabilities for irresponsible service, and care of an intoxicated person. If the event is not located at an establishment licensed to serve alcohol, the group will adhere to the BYOB

guidelines on page 68 of the handbook.

2. All Fraternities and Sororities - and other student groups that hold events where alcohol is consumed – are required to maintain a minimum \$1,000,000 liability insurance policy.
3. Any event - where alcohol is consumed - will be considered a chapter/organization activity if:
 - a. the event is planned or discussed at a chapter/organization meeting, or...
 - b. any chapter/organization funds are used to sponsor the event, or...
 - c. the event is advertised by the chapter/organization, or...
 - d. the general consensus of students is that the chapter/organization is sponsoring the event, or...
 - e. more than 50% of the chapter/organization attends the event.

It is possible that an event may, by this definition, be considered to be a chapter or organization event for more than one group. In this case, each group shall be responsible for assuring that Alcohol Policies - and any National Risk Management Guidelines - **are enforced or that all chapter/organization members immediately leave the event.**

4. The sponsoring organization and its officers may be held legally accountable for incidents arising from misuse of alcoholic beverages, including consumption by persons under twenty-one years of age or serving alcoholic beverages to intoxicated individuals.
- D. The following guidelines must be followed when an organization permits alcoholic beverages to be served or brought to a function away from the campus.
1. Events utilizing alcoholic beverages must be in accordance with all laws. The officers of the organization sponsoring the event are responsible for seeing that all members and guests comply with applicable laws and University policies.
 2. No alcoholic beverages may be purchased through organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization i.e. "passing the hat".
 3. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.
 4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
 5. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
 6. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
 7. All recruitment activities associated with any organization will be DRY.
 8. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the organization.
 9. The organization must emphasize that participants should not drink and drive.
 10. Non-alcoholic beverages must be made available. Food must always be served when alcohol is present. These must be high protein items (cheese

and crackers, hot dogs, pizza, etc.). If popcorn and peanuts are served, they should be unsalted.

11. Intoxicated individuals must not be served. Non-drinking individuals must be in attendance to monitor the consumption of alcoholic beverages.
 12. Alternatives to drinking must be offered. Diversions must be available (dancing, games, etc.).
 13. The organization should stop serving/use of alcoholic beverages at least one hour before the function ends.
 14. No contest involving alcohol will be allowed (funneling, chugging, quarters, etc.). No member shall permit, tolerate, encourage or participate in “drinking games.”
 15. Open parties, meaning those with unrestricted access, where alcoholic beverages are being consumed, are prohibited.
 16. A driver’s license or other official identification must be checked to verify that participants are of legal age to consume alcohol.
 17. Security guard(s) must be hired and in attendance for events involving more than 100 persons.
 18. Student organizations should develop and support programs that seek to educate members on alcohol awareness.
- E. Posters and/or publicity announcing parties will not include references to alcohol.
- F. Any violation of these policies should be reported to the Panhellenic Advisor for Sororities, the IFC Advisor for Fraternities, or to the Vice President for Student Affairs for other student organizations. The complaint must be in writing and should include date, time, location, and description of violation, names of individuals involved, and a list of any witnesses.
- G. The President of the appropriate group will investigate incidents with the assistance of their advisor. The charges will then be heard by the Judicial Committee of Panhellenic or IFC for Greek organizations or by a hearing body designated by the Vice President for Student Affairs for other student organizations. These bodies shall determine responsibility and designate fines or other penalties for infractions.
- H. Decisions of the hearing committees are subject to review and appeal to the Vice President for Student Affairs and/or the Student Life Committee. Where appropriate, the Headquarters of Fraternities and Sororities will be notified of infractions.

BYOB Policy for Student Organizations

Entrance:

- One well-lit entrance controlled and monitored by security officers and designated, sober chapter members.
- Monitors check to see if those seeking entry are members or are on the guest list.
- Members and guests with alcohol are required to show proof of legal drinking age.
- All member and guests are subject to Breathalyzer check at the officer’s discretion. Visibly intoxicated individuals and underage students who have consumed

alcohol prior to arrival will not be admitted and will be subject to disciplinary action.

Guest Lists:

- Alphabetical guest lists with specific names of all members and guests who have been invited should be generated for each function.
- A copy of the guest list must be turned in to the Office of Student Affairs at least 24 hours before the function.
- Attendance is to be limited to three guests per member – unless national guidelines further limit the number of guests allowed. Requests for larger attendance at events must be approved by the Vice President for Student Affairs.

Wristbands:

- Members and guests who are of-age and dropped off alcohol for the event shall receive a non-adjustable wristband.
- Wristbands are to be punched with a hole punch (provided by the chapter) every time a drink is served.
- Wristbands will have a maximum number of six punches. If a guest checks in less than six drinks, the wristband should be adjusted appropriately at the door. (For instance, if a guest only checks two beers, four punches will be made to the wristband at the door.)
- Members and guests without wristbands are not to consume alcoholic beverages.
- Of-age guests and members who do not check in alcohol DO NOT receive a wristband (only those who check in alcoholic beverages are allowed to consume alcoholic beverages).

Types and amounts of alcohol:

- The following stipulations apply per person, for a typical four to five hour function:
- Six (6), twelve (12) ounce cans of beer.
- Or, four (4), ten (10) ounce wine coolers.
- No hard alcohol is permitted.
- No squeeze bottles, kegs, beer bong, party balls, pitchers, tumblers or other containers are permitted.
- No bottles (except wine coolers that are poured into plastic cups before being redistributed).
- No shots, drinking games or other activities that encourage inappropriate drinking behaviors.
- During the last 45 minutes of an event, alcohol service should stop.

Food and non-alcoholic beverages:

- The amount of non-alcoholic beverages should at least equal the number of underage members and guests at the event.
- Breads, meats, cheeses, vegetables, brownies, cookies, subs, pizzas, fruits and dips are considered appropriate foods.
- Food, and non-alcoholic and alcoholic beverages should be contained within one centralized location.
- Non-alcoholic beverages would be served from closed containers (cans, plastic bottles or fountain-dispensing machines).

Party monitors & security:

- A minimum of two off-duty officers (Public Safety of Deputy Sheriff) shall be hired to provide security at events. These officers shall verify the age of attendees and affix wristbands to those who are checking in alcohol. These officers shall also supervise administration of the guest list, patrol the function, and breathalyze all drivers leaving the event.
- Breathalyzer tests shall be used, at the officer's discretion, to identify intoxicated individuals and underage attendees who have consumed alcohol. Intoxicated individuals and underage students who have consumed alcohol will not be admitted, and will be referred to University personnel for possible disciplinary action.
- If more than 200 attendees are invited, three off-duty officers are required. If more than 300 attendees are invited, four off-duty officers are required, etc.
- Party Monitors are charged with verification that all attendees are on the guest list and with maintaining university and chapter risk management policies.
- One monitor for every twenty-five (25) attendees is required. Monitors must remain sober and shall assure that any underage drinkers and obviously intoxicated attendees are removed from the function.
- Chapter presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained.
- Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list.

Service distribution center:

- All alcohol must be dropped off at an approved designated location. Two 21-year old members of the sponsoring organization will take custody of the alcohol and will transport it to the distribution center. A wristband will be available when the attendee arrives at the function for alcohol that was dropped off.
- Alcohol may not be brought directly into the function and alcohol may not be present in vehicles.
- One centralized location shall be established for the distribution of all food, non-alcoholic beverages and for the distribution of all alcoholic beverages.
- Anyone who wishes to acquire an alcoholic beverage that s/he dropped off for the event show the wristband and return an empty can if this is not their first request.
- Only one beer or wine cooler may be acquired at a time.
- Leftover alcohol can be picked up the following day; otherwise it is to be discarded.
- The servers are to be hired by the sponsoring group(s), must be at least 21 years old, and may not be affiliated with the sponsoring group(s).
- The Servers must not serve anyone who appears intoxicated, even if the person has alcohol remaining.

Hazing Policy for Student Organizations

No student organization, chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may

include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

Guidelines for Utilizing Academic Space

The following guidelines apply to student organizations utilizing academic (classroom) space for meetings and other activities. Failure to comply with the guidelines may result in the cancellation of any existing reservations, prohibition from use of academic space in the future, and/or monetary penalties to pay for damage incurred.

- Conduct and activities occurring during the use of academic space must conform to all NGCSU policies and regulations, and federal, state and local laws.
- Student groups must have a copy of their reservation confirmation with them during usage of the space and post a copy of the reservation on the door of the room being utilized.
- Any group found using any space without proper authorization will be removed from the space and may be prohibited from using that space in the future.
- Doors to rooms and buildings must remain operational. Use of chains, bars, and locking devices beyond the standard door locks to prevent entry or exit is strictly prohibited.
- Organizations must permit access to Public Safety officers and the Department Head of the department whose space is being used.
- Use of candles, incendiary devices, and/or any open flame is prohibited.
- Gluing or tacking items to the walls and/or taping, gluing or tacking items to light fixtures, fans, projectors, or screens is prohibited.
- Computer carts, ceiling projectors, smart boards, VCR’s, projectors and/or remote controls are not to be used or disturbed in any manner unless specific approval is received from the IIT Department and the individual is trained to properly operate the equipment.
- Any rules regarding the prohibition of food and drink in the space during classes also apply to organizations using the space for non-academic purposes.
- If windows are covered during meetings, they are to be uncovered at the end of the meeting.
- The room is to be returned to its standard seating configuration after each meeting. Departments are to provide or post floor charts indicating the location of desks, tables, chairs, etc.
- All trash and garbage is to be placed in the appropriate receptacles upon leaving the room after the meeting. Any food items and related trash should be removed from the classroom to prevent odors or attracting pests.

Withdrawal of Recognition

- A. Recognition and all privileges thereof may be withdrawn for cause. Withdrawal of recognition will be decided upon by the Vice President for Student Affairs, after suitable recommendation by the Student Life Committee. Initiation of request for withdrawal of recognition may be made by academic department heads, an academic dean, the Student Government Association, or any recognized organization, and will be forwarded to the Student Life Committee through the Vice President for Student Affairs.
- B. Grounds for withdrawal of recognition must include at least one of the following charges: willful or negligent violation of the rules of the University or community; conduct deemed irresponsible or in violation of the University standards of good taste and good citizenship; or the carrying out of a program inconsistent with the aims of the University or the constitutionally stated aims of the organization.



NGCSU Traditions

ARCH

The NGCSU Arch, located at the campus entrance closest to the town square, was built by the class of 1951 in memory of their classmates who died while serving in the Korean War. By tradition, freshmen do not walk under the main arch. Instead, they use the smaller archway in the brick wall.

BUGLE CALLS

Reveille – Each morning at 6:00 a.m. Reveille is played and the U.S. Flag is raised.

By tradition, cadets stand at attention and salute the flag. Civilians are asked to stop and face the flag until the bugle call ends.

Retreat – Each afternoon at 5:00 p.m. the campus comes to a halt as the College pays respect to the American Flag and our country's heritage. By tradition, cadets stand at attention and salute the flag. Civilians are asked to stop, remove their hats, face the flag, and place their right hand over their heart while retreat is played.

Taps – Taps are played each evening at Midnight (2:00 a.m. on Fridays and Saturdays of open weekends) to indicate the end of the day. Cadets are required to be in their dorms at this time.

DRILL FIELD

The Drill Field is located in the heart of the campus. The field serves as the parade grounds for the Corps of the Cadets and is used for drill and ceremonies. Although the Drill Field is also used for recreational activities, the area remains hallowed ground for the Corps and for thousands of alumni. Activities held on the Drill Field must be scheduled through the Commandant's Office. By tradition, students do not walk across the Drill Field or use it a shortcut. Students are also expected to keep the area clean by removing any trash following recreational activities.

MEMORIAL WALL

The Memorial Wall is located in front of Memorial Hall and was built in 1983 to honor NGCSU Alumni who gave their lives in service to our nation. Also recognized are students who lost their lives while attending NGCSU. By tradition, the area is not used as a shortcut and students do not enter the Memorial area unless they are stopping to show honor to those listed on the wall.

RETREAT TRIANGLE

The triangle is located between the Drill Field and Memorial Hall. It holds the original retreat cannon, a 1902 three-inch gun, which was, fired daily for more than 50 years. The cannon was recently restored by the NGCSU Parents Association. By tradition, students do not walk on the triangle or tamper with the cannon.

SOUNDING OFF

Freshmen cadets must recognize the presents of higher-ranking cadets when they see them on campus. In addition to saluting officers, freshmen cadets sound off by greeting upperclassmen with the time of day (morning, afternoon or evening) and reciting their company motto.

AUGUST

MONDAY	TUESDAY	WEDNESDAY
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

2005

THURSDAY	FRIDAY	SAT.	SUN.
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

AUGUST 2005

July 2005

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2005

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2005

S	M	T	W	T	F	S	
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4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

Monday 1

	LeaderShape Pickup of Reserved Fall Textbooks Begins in the Bookstore

Tuesday 2

	SGA - SAC Retreat NCOA Report LeaderShape

Wednesday 3

	FINAL EXAMS Full Session & 2nd Short Session LeaderShape SGA - SAC Retreat NCOA Cadre Report Bookstore - Text Book Buyback

AUGUST 2005

July 2005

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August 2005

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September 2005

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Monday 22

	Registration Begins: Recreational Sports Group Exercise Classes 022 Memorial Hall

Tuesday 23

	Volunteer Expo from Noon - 2:00 p.m. on the Student Center Patio

Wednesday 24

	LAST DAY TO DROP OR ADD CLASSES Recreational Sports Ultimate Frisbee Captains Meeting at 4:30 p.m. Flag Football Captains Meeting at 5:00 p.m. - 204 Memorial Hall

Thursday 25

SAB Outdoor Movie at 9:00 p.m.
on the Drill Field
SGA Faculty Luncheon from
12:30 - 1:30 p.m. in the
Student Center Great Room
Nix Series presents You-Sung Lee
at 7:30 p.m. in Gloria Shott
Performance Hall

Friday 26

Application Deadline: SGA & SAB
Freshman Class Election
(Also to fill any vacancies)
Deadline: Ultimate Frisbee Entries
Due by 2:00 p.m. to 022
Memorial Hall
Deadline: Textbook Returns
to Bookstore
Lady Saints Soccer at Lenoir-Rhyne

Saturday 27

Sunday 28

Lady Saints Soccer at Mars Hill
College

SEPTEMBER

MONDAY	TUESDAY	WEDNESDAY
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2005

THURSDAY	FRIDAY	SAT.	SUN.
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SEPTEMBER 2005

August 2005

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September 2005

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October 2005

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Monday 5

Labor Day

LABOR DAY HOLIDAY
 Residence Halls Remain Open
 SAB & SGA On-Line Election
 Begins at 8:00 a.m. for Freshman
 Reps. & Vacancies
 NGCSU Wellness Center &
 Pool Closed

Tuesday 6

Women's Room Change Forms
 Available
 SAB & SGA On-Line Election for
 Freshman Reps. & Vacancies
 Kappa Delta Open House

Wednesday 7

SAB & SGA On-Line Election for
 Freshman Reps. & Vacancies
 Deadline: Recreational Sports Beach
 Volleyball Entries Due by 2:00 p.m.
 in 022 Memorial Hall

SEPTEMBER 2005

August 2005

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September 2005

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October 2005

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Monday 19

Tuesday 20

	Commuter Council - Commuter Feedback Sessions from 12:30 - 1:30 p.m. Sigma Kappa Open House

Wednesday 21

First Day of Fall

	Habitat for Humanity & Sigma Alpha Epsilon Sponsor Shanty Town on the Drill Field - Begins at 5:45 p.m. Lady Saints Soccer at Columbus State

OCTOBER

MONDAY	TUESDAY	WEDNESDAY
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2005

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Thursday 13

Yom Kippur

SAB Gold Rush Party from
11:30 - 2:00 p.m. on the Student
Center Patio

Friday 14

GOLD RUSH WEEKEND
USAR & GANG Drill
Sigma Nu Snakebite Open
Golf Tournament
Deadline: Faculty Textbook Adoptions
for Spring Semester Due to
Bookstore
Deadline: Cap and Gown Orders for
Fall Commencement at Bookstore
Fine Arts: Senior Recital –
Amy Hopkins and Melissa Durham
at 7:30 p.m. in Gloria Shott
Performance Hall

Saturday 15

GOLD RUSH WEEKEND
Brigade Run
Gold Rush Parade
USAR & GANG Drill
Bookstore Open 2:00 - 4:30 p.m.
Lady Saints Soccer Home vs.
USC Aiken at 1:00 p.m.

Sunday 16

USAR & GANG Drill
GOLD RUSH WEEKEND

OCTOBER 2005

September 2005

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October 2005

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November 2005

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Monday 17

	Cultural Events Presents: Massenkoff Russian Folk Festival at 7:00 p.m. in the Student Center Auditorium Resident Assistant Appreciation Day Advisement & Registration for Spring 2006 Begins

Tuesday 18

	Commuter Council - Commuter Feedback Sessions from 12:30 - 1:30 p.m.

Wednesday 19

	Recreational Sports 8 vs. 8 Co- Rec Soccer Captains Meeting at 4:30 p.m. and Officials Meeting at 5:00 p.m. in 204 Memorial Hall

Thursday 20

Nix Series presents Blue Ridge at
12:30 p.m. & 7:30 p.m. in Hoag
Student Center Auditorium

Friday 21

Ranger Challenge
Aggressor & Colombo FTX
Advisement & Registration for
Spring 2006 Ends

Saturday 22

SGA - SAC
Cross Country Meet at
UNC Pembroke
Ranger Challenge
Aggressor & Colombo FTX

Sunday 23

Ranger Challenge
Aggressor & Colombo FTX
Lady Saints Soccer at
Northwood University

OCTOBER 2005

September 2005

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October 2005

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November 2005

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Monday 24

	Corps of Cadets Faculty & Staff Review at 4:00 p.m. on the Drill Field
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Tuesday 25

	Corps of Cadets Prayer Breakfast Commuter Council Picnic from 12:30 - 1:30 p.m. on the Student Center Patio Lady Saints Soccer at Nova Southeastern Sigma Kappa Open House
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Wednesday 26

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NOVEMBER

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2005

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NOVEMBER 2005

October 2005

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November 2005

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December 2005

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Monday 31

Halloween

SAB Halloween Dance from 8:00 - 11:00 p.m. in the Dining Hall
Residence Life "Trick or Treat" in Donovan Hall from 6:00 - 8:00 p.m.
Bookstore Halloween Sale

Tuesday 1

Deadline: Nominations for Homecoming King & Queen (Mr. & Miss NGCSU)
Deadline: To Cancel Resident Women Spring Housing Contract
Delta Zeta Open House

Wednesday 2

Election Day

NGCSU Theater presents "Picasso at the Lapin Agile" at 7:30 p.m. in the Hoag Student Center Auditorium

NOVEMBER 2005

October 2005

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November 2005

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December 2005

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Monday 7

	Resident Women Room Change Forms Available

Tuesday 8

	Corps of Cadets Prayer Breakfast Alpha Gamma Delta Open House

Wednesday 9

	Sigma Alpha Epsilon's Miss Minerva Pageant at 7:00 p.m. in the Student Center Auditorium

NOVEMBER 2005

October 2005

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November 2005

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December 2005

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Monday 14

Tuesday 15

	Commuter Council - Commuter Feedback Sessions from 12:30 - 1:30 p.m. Fine Arts: Symphonic Band Fall Concert at 7:30 p.m. in the Hoag Student Center Auditorium Kappa Delta Open House

Wednesday 16

NOVEMBER 2005

October 2005

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November 2005

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December 2005

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Monday 21

	Fine Arts: Le Belle Voci & Patriot Choir Fall Concert at 7:30 p.m. in Health & Natural Sciences Auditorium

Tuesday 22

	Civies Day Residence Halls Close at 6:00 p.m. for Thanksgiving Break Commuter Council Thanksgiving Refreshments in the Keg Fine Arts: Le Belle Voci & Patriot Choir Fall Concert at 12:30 p.m. in Health & Natural Sciences Auditorium

Wednesday 23

	No Classes University Open Bookstore Closed Wellness Center and Pool Closed

Thursday 24

Thanksgiving Day

Thanksgiving Day
University Closed
Wellness Center and Pool Closed

Friday 25

Lady Saints Thanksgiving Classic
- Home at 6:00 p.m.
University Closed
Wellness Center and Pool Closed

Saturday 26

Lady Saints Thanksgiving Classic
- Home at 4:00 p.m.
University Closed
Wellness Center and Pool Closed

Sunday 27

Women's Residence Halls
Re-Open at Noon
Wellness Center and Pool Closed

DECEMBER

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2005

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DECEMBER 2005

November 2005

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December 2005

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January 2006

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Monday 5

	Fine Arts: Music Student Recitals at 7:30 p.m. in Gloria Shott Performance Hall Deadline: Commuter Affidavits for current Resident Students applying for Commuter Status for Spring 2006 due to the Student Affairs Office

Tuesday 6

	Fine Arts: Music Student Recitals at 12:30 p.m. in Gloria Shott Performance Hall Fine Arts: North Georgia Chamber Symphony at 7:30 p.m. in Gloria Shott Performance Hall

Wednesday 7

	FINAL DAY OF CLASSES SGA Midnight Breakfast from 10:00 p.m. - Midnight in the Dining Hall

DECEMBER 2005

November 2005

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December 2005

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January 2006

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Monday 12

	Bookstore Textbook Buyback from 8:00 a.m. - 4:30 p.m. FINAL EXAMS Commuter Council Exam Breakfast in Keg from 7:30 - 10:30 a.m. Bookstore Holiday Sale

Tuesday 13

	FINAL EXAMS Commuter Council Exam Breakfast in Keg from 7:30 - 10:30 a.m. Residence Halls Close at 6:00 p.m. Bookstore Textbook Buyback from 8:00 a.m. - 4:30 p.m. Bookstore Holiday Sale

Wednesday 14

DECEMBER 2005

November 2005

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December 2005

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January 2006

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Monday 19

	NGCSU Basketball Home vs. Delta State - Women at 5:30 p.m. and Men at 7:30 p.m.

Tuesday 20

Wednesday 21

First Day of Winter

	Bookstore Closed

DECEMBER 2005

November 2005

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December 2005

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January 2006

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Monday 26

<i>Hanukkah</i>	University Closed
<i>Kwanzaa Begins</i>	

Tuesday 27

	University Closed

Wednesday 28

	University Closed

JANUARY

MONDAY	TUESDAY	WEDNESDAY
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2006

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JANUARY 2006

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January 2006

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February 2006

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Monday 9

	Online Election: Homecoming Court Recreational Sports Group Exercise Registration Begins 022 Memorial Hall Bookstore Open Till 7:00 p.m. Fraternity Rush Sign-ups

Tuesday 10

	Commuter Council Picnic from 12:30 - 1:30 p.m. on the Student Center Patio Bookstore Open Till 7:00 p.m. Online Election: Homecoming Court Fraternity Rush Sign-ups Fraternity Rush Round Robin

Wednesday 11

	SPIRIT NIGHT NGCSU Basketball Home vs. Columbus State - Women at 5:30 p.m. and Men at 7:30 p.m. Bookstore Open Till 7:00 p.m. Online Election: Homecoming Court Pi Kappa Phi Smoker at 5:30 p.m. Sigma Alpha Epsilon Smoker at 7:30 p.m.

JANUARY 2006

December 2005

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January 2006

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February 2006

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Monday 16

Martin Luther King Jr. Day

MLK HOLIDAY University Closed
(Residence Halls Remain Open)
Online Election: Homecoming
King & Queen
(Mr. & Miss NGCSU)
Wellness Center & Pool Closed
Panhellenic Bid Acceptance

Tuesday 17

Commuter Council - Commuter
Feedback Sessions from
12:30 - 1:30 p.m.
Online Election: Homecoming
King & Queen
(Mr. & Miss NGCSU)
Recreational Sports Group Exercise
Classes Begin
Recreational Sports Innertube Water
Polo Captains Meeting at 12:45 p.m.
in 204 Memorial Hall

Wednesday 18

Online Election: Homecoming
King & Queen
(Mr. & Miss NGCSU)
NGCSU Basketball Away at
Clayton State
Kappa Sigma Smoker at 5:30 p.m.
Sigma Nu Smoker at 7:30 p.m.

JANUARY 2006

December 2005

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January 2006

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February 2006

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Monday 23

	NGCSU Basketball Away at Francis Marion

Tuesday 24

	Corps of Cadets Prayer Breakfast Recreational Sports Basketball Captains Meeting at 12:45 p.m. and Officials Meeting at 1:00 p.m. in 204 Memorial Hall

Wednesday 25

	NGCSU Basketball Away at Augusta State INTRO Leader Applications Available in the Student Affairs Office

Thursday 26

Civies Day

Friday 27

Deadline: Recreational Sports
Basketball Entries Due by 2:00 p.m.
in 022 Memorial Hall

Saturday 28

NGCSU Basketball Home vs. USC
Aiken - Women at 3:00 p.m. and
Men at 5:00 p.m.

Sunday 29

FEBRUARY

MONDAY	TUESDAY	WEDNESDAY
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2006

THURSDAY	FRIDAY	SAT.	SUN.
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Thursday 2

Groundhog Day

Deadline: SGA Budget Requests
Student Counseling Office: National
Eating Disorder Screening at
12:30 p.m. in Oakes 019
NGCSU Baseball Home vs.
Clafin University at 3:00 p.m.

Friday 3

NGCSU Baseball Home vs.
Clafin University at 2:00 p.m.
USAR Drill
Deadline: Resident Women Room
Change Forms Due by 5:00 p.m.
Deadline: Recreational Sports
Ping Pong Entries Due by 2:00 p.m.
in 022 Memorial Hall

Saturday 4

SGA - SAC Conference
NGCSU Basketball Away at
UNC Pembroke
NGCSU Baseball Home vs.
Clafin University at 1:00 p.m.
USAR Drill

Sunday 5

USAR Drill

FEBRUARY 2006

January 2006

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February 2006

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March 2006

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26	27	28	29	30	31	

Monday 6

Tuesday 7

Wednesday 8

	NGCSU Basketball Home vs. Lander - Women at 5:30 p.m. and Men at 7:30 p.m.

MARCH

MONDAY	TUESDAY	WEDNESDAY
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6	7	8
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27	28	29

2006

THURSDAY	FRIDAY	SAT.	SUN.
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MARCH 2006

February 2006

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March 2006

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April 2006

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Monday 27

Tuesday 28

Wednesday 1

	NGCSU Baseball at West Georgia Fine Arts: Golden Eagle Band and Patriot Choir at 7:30 p.m. in Hoag Student Center Auditorium

Thursday 2

Recreational Sports Softball Captains Meeting at 12:45 p.m. and Officials Meeting at 1:00 p.m. in 204 Memorial Hall

Friday 3

USAR & GANG Drill
Deadline: Resident Women Housing Contracts for 2006/07 Due by 5:00 p.m.

Saturday 4

NGCSU Baseball at Alabama - Huntsville
USAR & GANG Drill

Sunday 5

USAR & GANG Drill
NGCSU Baseball at Alabama - Huntsville

Thursday 9

Deadline: Applications for SGA
Exec. Positions and SAB
Representatives
Student Counseling Office: Conflict
Resolution Workshop at 12:30 p.m.
in Oakes 019

Friday 10

Residence Halls Close at 6:00 p.m.
for Spring Break
Deadline: Cap and Gown Orders
for Spring Commencement in the
Bookstore
Deadlines: Recreational Sports
Softball and Tennis Entries Due by
2:00 p.m. in 022 Memorial Hall
NGCSU Baseball Home vs. Barton
College at 6:00 p.m.

Saturday 11

Wellness Center & Pool Closed
NGCSU Baseball Home vs.
Barton College at 3:00 p.m.

Sunday 12

NGCSU Baseball Home vs.
Barton College at 1:00 p.m.
Wellness Center & Pool Closed

MARCH 2006

February 2006

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March 2006

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April 2006

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Monday 13

	SPRING BREAK Bookstore Open from 7:30 a.m. - 4:30 p.m. Wellness Center & Pool Closed

Tuesday 14

	SPRING BREAK Wellness Center & Pool Closed Bookstore Open from 7:30 a.m. - 4:30 p.m.

Wednesday 15

	SPRING BREAK Wellness Center & Pool Closed Bookstore Open from 7:30 a.m. - 4:30 p.m. NGCSU Baseball at West Alabama

MARCH 2006

February 2006

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March 2006

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April 2006

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Monday 20

First Day of Spring

Commuter Council - Commuter Feedback Sessions from 12:30 - 1:30 p.m.
 Corps of Cadets Prayer Breakfast
 Recreational Sports 7 vs. 7 Soccer
 Captains Meeting at 12:45 p.m. in 204 Memorial Hall

Tuesday 21

Wednesday 22

NGCSU Baseball Home vs. Emory University at 7:00 p.m.

MARCH 2006

February 2006

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March 2006

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April 2006

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Monday 27

	ADVISEMENT & REGISTRATION FOR FALL Online Election - SGA Exec. and SAB Senior Women's Residence Hall Room Preference Forms Available

Tuesday 28

	Commuter Council Lunch 12:30 - 1:30 p.m. - Student Center Patio - Application Deadline for Commuter Council NGCSU Baseball Home vs. Southern Wesleyan at 6:00 p.m. ADVISEMENT & REGISTRATION FOR FALL Online Election - SGA Exec. and SAB

Wednesday 29

	NGCSU Theater Production: THE GLASS MENAGERIE at 7:30 p.m. in the Student Center Auditorium ADVISEMENT & REGISTRATION FOR FALL Online Election - SGA Exec. and SAB Junior Women's Residence Hall Room Preference Forms Available

APRIL

MONDAY	TUESDAY	WEDNESDAY
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2006

THURSDAY	FRIDAY	SAT.	SUN.
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APRIL 2006

March 2006

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April 2006

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May 2006

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28	29	30	31			

Monday 3

	Online Election - SGA Class Reps Deadline: Women's Residence Hall Room Cancellations for Fall 2007 are Due by 5:00 p.m.

Tuesday 4

	Commuter Council Lunch & Election Forum from 12:30 - 1:30 p.m. on the Student Center Patio NGCSU Baseball at Montevallo Online Election - SGA Class Reps Freshman Women's Residence Hall Room Preference Forms Available

Wednesday 5

	Sigma Alpha Epsilon's North Georgia Idol at 7:00 p.m. in the Student Center Auditorium NGCSU Baseball Home vs. Anderson College at 6:00 p.m. Online Election - SGA Class Reps

MAY

MONDAY	TUESDAY	WEDNESDAY
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2006

THURSDAY	FRIDAY	SAT.	SUN.
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11	12	13	14
18	19	20	21
25	26	27	28

MAY 2006

April 2006

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May 2006

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June 2006

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18	19	20	21	22	23	24	
25	26	27	28	29	30		

Monday 1

	ACADEMIC REVIEW DAY

Tuesday 2

	FINAL EXAMS Bookstore - Textbook Buyback from 8:00 a.m. - 4:30 p.m. Commuter Council Exam Breakfast in Keg from 7:30 - 10:30 a.m.

Wednesday 3

	FINAL EXAMS Commuter Council Exam Breakfast in Keg from 7:30 - 10:30 a.m. Bookstore - Textbook Buyback from 8:00 a.m. - 4:30 p.m. Unclaimed Commencement Ticket Distribution Begins @ 8:30 a.m. in the Student Center Great Room

MAY 2006

April 2006

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May 2006

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June 2006

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Monday 15

Tuesday 16

Wednesday 17

MAY 2006

April 2006

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May 2006

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June 2006

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Monday 22

Tuesday 23

Wednesday 24

JUNE

MONDAY	TUESDAY	WEDNESDAY
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2006

THURSDAY	FRIDAY	SAT.	SUN.
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MAY / JUNE 2006

May 2006

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June 2006

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July 2006

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Monday 29

Memorial Day Observed

Tuesday 30

Wednesday 31

JUNE 2006

May 2006

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June 2006

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July 2006

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Monday 5

Tuesday 6

Wednesday 7

JUNE 2006

May 2006

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June 2006

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July 2006

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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Monday 12

Tuesday 13

Wednesday 14

JUNE 2006

May 2006

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21	22	23	24	25	26	27
28	29	30	31			

June 2006

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July 2006

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Monday 19

Tuesday 20

Wednesday 21

First Day of Summer

JUNE 2006

May 2006

S	M	T	W	T	F	S
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June 2006

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July 2006

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Monday 26

Tuesday 27

Wednesday 28

JULY

MONDAY	TUESDAY	WEDNESDAY
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2006

THURSDAY	FRIDAY	SAT.	SUN.
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JULY 2006

June 2006

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July 2006

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August 2006

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Monday 3

Tuesday 4

Independence Day

Wednesday 5

JULY 2006

June 2006

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July 2006

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August 2006

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Monday 10

Tuesday 11

Wednesday 12

JULY 2006

June 2006

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July 2006

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August 2006

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Monday 17

Tuesday 18

Wednesday 19

JULY 2006

June 2006

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July 2006

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August 2006

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Monday 24

Tuesday 25

Wednesday 26

AUGUST

MONDAY	TUESDAY	WEDNESDAY
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2006

THURSDAY	FRIDAY	SAT.	SUN.
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AUGUST 2006

July 2006

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August 2006

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September 2006

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Monday 31

Tuesday 1

Wednesday 2

AUGUST 2006

July 2006

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August 2006

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September 2006

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Monday 7

Tuesday 8

Wednesday 9

AUGUST 2006

July 2006

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August 2006

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September 2006

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Monday 14

Tuesday 15

Wednesday 16

AUGUST 2006

July 2006

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August 2006

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September 2006

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Monday 21

Tuesday 22

Wednesday 23

Campus Calendar Telephone Directory

Academic Affairs	864-1840	Military Department	864-1776
Academic Support Services	864-1433	Military Leadership Minor	864-1787
Admissions & Enrollment Management.....	864-1800	Military Operations.....	864-1796
Advisement Center	864-1460	Minority Advising Program.....	867-2720
Alumni Affairs.....	864-1547	Natural and Health Sciences	864-1340
Arts and Letters	864-1771	NGCSU Foundation.....	847-2873
Associate Dean of Students	864-1900	Nursing	864-1935
Athletics	867-2755	Observatory	864-1470
Auxiliary Services	864-1641	Planetarium	864-1471
Baptist Student Center (Off Campus).....	864-6402	Payroll.....	867-2942
Biology.....	864-1953	Physical Education	864-1758
Bookstore	864-1635	Physical Therapy	864-1422
Business and Government	864-1459	Physical Plant.....	864-1450
Business Administration	864-1610	Physics	864-1511
Business Office.....	864-1409	Political Science / Criminal Justice.....	864-1904
Cadet Recruiting.....	867-2804	Postal Services.....	864-1634
Canteen	864-1638	President	864-1993
Career Services.....	864-1951	Print Services	864-1631
Chemistry	864-1505	Procurement.....	864-1940
Commandant of Cadets.....	864-1786	Psychology & Sociology	864-1444
Commuter Council.....	864-1361	Public Safety.....	864-1500
Commuter Lounge (Student Center Keg).....	864-1633	Recreational Sports (Intramurals).....	864-1622
Commuter Services.....	864-1643	Registrar	864-1760
Computer Hub	867-2828	Residence Hall Lobbies	
Continuing Education	864-1918	Donovan Hall	864-1816
Counseling Office	864-1819	Galliard Hall	864-1917
Cyber Cafe	864-1695	Lewis Hall	864-1439
Disability Resources.....	867-2782	Owen Hall	
Distance Learning Services.....	864-1844	(Apartment Management Office)	867-3000
Dining Hall	864-1770	Sanford Hall.....	864-1864
Education, School of.....	864-1998	Sirmons Hall	864-1970
Financial Aid	864-1412	Residence Life.....	864-1902
Fine Arts	864-1423	Student Activities Board.....	864-1648
Foreign Language	864-1775	Student Affairs	864-1818
Gainesville College University Center	(770) 717-3875	Student Center & Student Activities.....	864-1643
Graduate Studies & External Programs	864-1543	Student Government Association	864-1463
History	864-1903	Teacher Education.....	864-1533
Honors Program	864-1890	Testing Office.....	867-2857
Human Resources.....	864-1440	University Relations (Public Relations).....	864-1949
I.D. Cards	864-1643	Vending Machine Service.....	864-1641
Infirmary.....	864-1948	Veteran's Affairs.....	864-1412
Information Technology	864-1922	Vice President, Academic Affairs.....	864-1602
International Services.....	864-1436	Vice President, Advancement.....	867-2873
International Programs	867-2858	Vice President, Business and Finance	864-1606
Language Laboratory	864-1682	Vice President, Student Affairs	864-1818
Language and Literature	864-1775	The VOICE (Student Newspaper)	864-1468
Learning Support Services	864-1435	Wellness Center	864-1458
Library Main Office	864-1518	Wesley House (Off Campus)	867-8536
Library Reference Assistance.....	864-1520	Writing Center.....	867-2979
Mathematics & Computer Science	864-1805	Yearbook (CYCLOPS).....	864-1483

