

Student Services



Academic Advising/Faculty Advisors

Academic advising is an integral part of the student's overall educational experience. A faculty or staff member who serves as academic advisor assists the student in choosing an academic major, in developing a program of study consistent with the student's life goals and objectives, in evaluating progress toward established goals, and in developing decision-making skills. Advisors provide students with up-to-date information concerning institutional policies, procedures, and programs. Advisors make referrals to other support services on campus.

Because the academic advising process is an integral aspect of student success, NGCSU has adopted the following philosophy of academic advisement.

Academic advisement is a process-oriented, interactive professional relationship between advisor and advisee. It is viewed as process-oriented because it involves the developmental stage of career exploration of the advisee, followed by a course of action that includes discovery, knowledge, timeliness, and precision on the part of both advisor and advisee. Both parties are responsible for the success of the relationship, as follows:

An advisor is expected to

- respect advisees,
- have knowledge of the University's general education curriculum,
- have knowledge of advisement issues related to the major(s),
- be efficient and accurate when completing programs of study,
- help advisees explore their academic progress,
- assist advisees with career choice(s), and
- be available for advisement throughout the academic year, including prior to and during pre-registration.

An advisee is expected to

- respect the advisor,
- read and apply the information in the Undergraduate Bulletin,
- make and keep appointments with the advisor,
- be prepared for appointments with the advisor,
- be familiar with the general education curriculum,
- learn about prerequisites and other aspects of the chosen major, and
- engage in exploration of career choice.

Each student who chooses an academic major is assigned to an advisor in the academic department of the student's major. Open-option students – i.e., those who have not chosen a major – and first-year students in pre-education are advised by selected faculty and staff in the University's Academic Advisement Center.

Prior to the academic advising period, students should schedule an appointment with their academic advisor through their academic department or Advisement Center.

During the Summer term, the department head is responsible for assigning advising duties to summer faculty, as appropriate.

All students with less than 45 earned hours or who are not in good academic standing must see their academic advisors for advisement prior to registering for courses. Any student with less than 45 hours who attempts to register will

be blocked from the registration area in BANNER until they see their academic advisors and obtain alternate personal identification numbers (APIN) that will allow them to access the registration area. Once advisement is completed, the advisor will provide the student with the APIN that will enable the student to access registration in BANNER. Once a student earns more than 45 hours or is back in good standing, and APIN is no longer required.

Each student is encouraged to communicate with their advisor concerning contemplated schedule, educational, or career plan changes or to discuss academic problems and concerns. Although advisors provide guidance and assistance to students, it is ultimately the responsibility of each student to be familiar with the requirements of her/his program of study and the undergraduate bulletin.

Counseling Services

The Office of Student Counseling provides a wide array of services for enrolled students. Concerns that are addressed include, but are not limited to, the following: academic and career counseling, relationships, human sexuality, depression, anxiety, stress management, anger management, conflict resolution, eating disorders, problems with alcohol and drugs. Individual counseling is provided to assist students with any difficulties they may be having in any of the areas listed above. Biofeedback training is available to help students understand and manage tension's effects on the body. Annual screenings are offered to help students recognize that they may have problems with depression, anxiety, eating disorders, or alcohol dependence. Anonymous on-line screenings are also offered on our website, and students are encouraged to bring the results to the office for discussion. Support groups are held regularly for those coping with depression, eating disorders, or problems with alcohol or drug issues. The office is located in Room 204 Barnes Hall, and may be contacted at 706-864-1819.

Contacts with the office are strictly confidential within the guidelines of state and federal laws. Office staff will be glad to talk to parents/faculty/friends about concerns they have about a student and what help the office might be able to provide. However, information can be released about a student only if this office has a release signed by the student.

Career Services

The Office of Career Services provides career related services to undergraduate students, graduate students, faculty, alumni, and the regional employment community. These programs and services are offered to promote the transition from education to the world of work through instruction and assistance in areas such as selecting a major, career exploration and assessment, graduate school decisions, the search for meaningful career employment, and more. In addition, local, regional, and national jobs are posted through the office, as well as opportunities in experiential education through part-time, summer, internships and cooperative work.

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

- Electronic postings of employment opportunities for students and alumni.
- Assistance to students and alumni in conducting self-directed employment searches through use of both traditional and electronic means, including internet access to various job bulletins, state and federal job listings, Department of Labor offices nationally, and specialized web sites such as TeachGeorgia, the Georgia Career Information Center, and more.
- Career Fairs for students to interact one-on-one with representatives from business and industry, health sciences, the physical and natural sciences, government, social services graduate/professional schools, and more.
- On-campus recruiting program, whereby employers provide information sessions, host information tables, and conduct on-site interviews.
- Access to the Georgia Career Information Center, an online system providing data on specific occupations in Georgia, including information on qualifications, educational requirements, salaries, and the projected growth of occupations. This program also provides self-assessments and information on career planning, graduate education opportunities, and more.
- The Strong Interest Inventory self-assessment tool, available to students as a part of an individual appointment. This resource, offered free of charge, can help students make important career and educational decisions.

The Career Center Library houses information for the exploration of particular companies or government agencies. Also available are books and tip sheets on majors, careers, international opportunities, the job search, resume development, interview techniques and questions, appropriate business correspondences, the graduate school search, and more.

Cooperative Education and Internship Programs

North Georgia College & State university offers off-campus learning experiences through cooperative education and internship programs. These programs are designed to incorporate a student's academic studies in his/her major with a planned and structured off-campus work setting. These programs provide hands-on work experience with a cooperating business or agency.

Students are selected on a competitive basis, must meet certain academic requirements, and have the approval of the sponsoring academic department. Degree credit awarded for the experience is solely at the discretion of the academic department.

The Office of Career Services is responsible for coordinating the work experience documentation for internships as well as cooperative education. Students should be sure that all documentation is on file in the Career Services Office by the end of the first week of the term.

The Office of Career Services maintains listings of upcoming internships in business, industry and government agencies including the Georgia Legislative Intern Program, the Georgia Governor's Intern program, and the U.S. Congressional Intern Programs on a competitive basis.

UNIV 2001, a career planning course, is taught each term. The course is designed to explore the many factors impacting a career decision, as well as examining the knowledge, skills, and abilities necessary for a successful, informed career decision.

Testing Office

The Testing Office administers a number of standardized, nationally- or state-normed tests, as well as administering exams for other online and distance learning programs. Listed below are a few of the tests administered including a brief explanation for each. For details on these and other tests, please visit our website at www.ngcsu.edu/testing.

- **College-Level Examination Program (CLEP)** – CLEP tests are 90-minute, computer-based tests available in five general areas and 29 subject areas for students interested in earning college credit for material they already know.
- **DANTES Subject Standardized Tests (DSST)** – The DSST provides the opportunity for people to earn college credit for what they have learned outside of the traditional classroom. Thirty-seven computer-based exams are offered in the areas of Social Science, Business, Math, Applied Technology, Humanities, and Physical Science.
- **Miller Analogies Test (MAT)** – The MAT is required for many graduate schools. It is a one-hour, computer-based test.
- **Regents' Test** – Students enrolled in undergraduate degree programs leading to the baccalaureate degree must complete the Regents' Writing and Reading Skills test as a requirement for graduation. This paper and pencil exam, which consists of a one-hour reading test and a one-hour essay, is administered once per semester (including summer) on dates established by the Board of Regents (BOR). Visit the BOR's website at <http://www2.gsu.edu/~wwwrtp/indstu.htm> for practice materials.
- **Institutional Scholastic Aptitude Test (ISAT)** – The ISAT is a three-hour paper and pencil test that includes critical reading and math portions only. The essay portion is not administered.
- **Test of Essential Academic Skills (TEAS)** -- The TEAS is an online, computer-based, scholastic aptitude test that is used as one component of the selection process for the admission of students into Department of Nursing.
- **COMPASS™** – The COMPASS is a comprehensive, un-timed, computerized assessment tool used to evaluate students' skills in math, reading, and writing for the purpose of placement. Students not passing the required component(s) will be placed in the appropriate Learning Support Math and/or English class(es).
- **eCore™** – The University System of Georgia allows students the opportunity to complete their first two years (the “core” curriculum) of their

collegiate careers in an online environment. NGCSU's Testing Office proctors tests for University System of GA's eCore™ students.

- **UGA Independent and Distance Learning (IDL)** – More than 130 academic credit courses are offered to individuals who wish to earn academic credit on their own time and at their own pace. IDL permits students to register at any time and to take a maximum of three courses simultaneously with up to nine months to complete each course. NGCSU's Testing Office proctors tests for University System of GA's IDL program.

Student Health Services

North Georgia College & State University maintains a Student Health Services facility on the campus for students who have paid the Student Health Fee. Student Health Services is open from 8 AM through 5 PM, Monday through Friday. Services provided are treatment for acute minor illnesses and injuries, Women's and Men's Health, Nutrition and Training and several lab test performed at the clinic. Chronic/pre-existing or more complex conditions are referred to the student's physician or nearby Emergency rooms or urgent care centers.

The university assumes no responsibility for injuries received in voluntary or required activities, for the cost of prescriptions not stocked within Student Health Services, for X-ray work, lab work or surgery not offered at the clinic, or for the health of students who do not abide by regulations of Student Health Services or the instructions of the university physician. Workers compensation cases and automobile accidents are referred to the student's physician or the emergency room.

Multicultural Services

The Office of Multicultural Services at North Georgia College and State University is an area within The Office of Student Affairs that provides an ongoing focus on the importance of a multicultural educational experience. Our office is comprised of the following components: minority student recruitment, minority student retention, academic advisement, academic and leadership skill development, multicultural education, multicultural programming, and campus resource identification / utilization.

The mission of the Office of Multicultural Services is to support the efforts of the Office of Student Affairs to meet the diverse needs of the NGCSU student population and community. Our office operates as a support service, primarily to assist students from under-represented ethnic groups with their overall academic development. This office serves as an advocate for issues affecting our African American, Asian American, Hispanic and Native American students.

Student Disability Resources

The Office of Student Disability Resources is open to all students seeking information regarding disability issues. In order to officially register with this office and receive accommodations, students must have current documentation of a permanent disability. Services offered in this office include provision of accommodation letters, guidance in self-advocacy, advisement, liaison with professors and other offices on campus, liaison with outside agencies, provision of assistive technology and training; and assistance with adjustment to disability issues. Students who have a temporary yet debilitating condition are also served through this office and may be granted provisional accommodations. For further information visit Disability Resources web site.

Student Center

The Hoag Student Center is the community center for all members of the university family, students, faculty, staff, administration, alumni, and guests. As the “living room” of the campus, the Student Center provides the service, conveniences, and amenities the members of the university family need for getting to know and understand each other through informal association outside the classroom.

Facilities located in the Student Center include the following:

- **AUDITORIUM:** 300-seat facility used for campus movies, speakers, drama, and musical performances.
- **BOOKSTORE:** Provides a complete line of textbooks, school supplies, NGCSU clothing, and gift items. It also offers a complete line of military uniform items and supplies.
- **CAMPUS POST OFFICE:** Provides mail service and mail boxes for students and academic departments. Stamps, U.S. Mail, and U.P.S. services are available. The correct mailing address format for students is:
Student's Name
NGCSU Box _____
82 College Circle
Dahlonega, GA 30597
- **CANTEEN:** Snack bar providing a variety of “fast food” items. Meal plan students may charge purchases to their declining balance account.
- **COMMUTER LOUNGE:** Provides a lounge for commuter students. Facilities include lockers, microwave oven, refrigerator, vending machines, television, campus/local phone, and tables for study/meals.
- **CYBER CAFE:** An informal computer lounge featuring 24 computers (with internet access) as well as tables and lounge chairs for study or socializing. Coffee, hot chocolate, and cappuccino are available.
- **LOUNGE AREAS:** Provides a variety of areas for leisure and social activities and for individual and group study. Televisions are provided in several areas for student use.

- **MEETING ROOMS:** Several rooms for meetings of campus organizations.
- **SAINTS CARD OFFICE:** Issue ID cards for students, faculty & staff. ID cards are used by students to access their dorm room and other locations on campus. Meal plans are also accessed via the card. Non-resident students and faculty/staff meal plans are sold in the Card Office. Students/faculty/staff can deposit money into their choice of two declining balance accounts, CampusCash and Xtra Dining. These funds, including meal plans are accessed via the Saints Card. Parking Permits are also issued by this office.

The Student Center also houses the Academic Advisement Center, Print Shop, Meditation Room, and various offices.

Orientation (INTRO)

North Georgia College & State University sponsors a summer orientation program, called INTRO, for all new students. Faculty, administrators, staff members, and student leaders conduct the program. Orientation activities include screening tests; assignments of faculty advisors; academic counseling; registration; activities designed to familiarize each student with services, facilities, and personnel of the university; and social/recreational activities.

Detailed information is available on the university web site.

Living On Campus

North Georgia College & State University has established a residence policy for undergraduates designed to enrich their education. The residential program fosters relationships with other students who have similar curricular and co-curricular interests, and with faculty and staff. The experience is designed to provide leadership development and to enhance the student's academic success.

Residence Policy

Full-time students who have not earned 60 semester hours must live on campus. Students may live off-campus if they live with and commute daily from the permanent legal residence of parent(s) or grandparent(s) within a fifty-mile radius of the campus; are married or divorced; are 21 years of age or older; or have completed two years of successful active military service.

A waiver of this policy will be considered in individual cases for unique hardships. Prospective students should submit requests to the Office of Undergraduate Admissions, enrolled students to the Office of Student Affairs.

Corps of Cadets Participation Policy

The Corps of Cadets is a residential leadership experience which requires all cadets to live in a student-led military environment. Therefore, students in the Corps of Cadets must be enrolled full time and live on campus in designated residence halls. Cadets may live off-campus if they live with and commute daily from the permanent legal residence of parent(s) or grandparent(s) within Lumpkin, Hall, Dawson, or White counties, are married, are 23 years of age, or have completed two years of successful active military service. Cadets who have earned 90

semester hours may elect to leave the Corps to become civilian students. Those who leave the Corps for any reason prior to earning 90 semester hours will be ineligible to enroll in North Georgia courses for a period of one calendar year from the date of their withdrawal from the Corps.

The Office of the Commandant may consider waivers of this policy in individual cases for unique hardships. Prospective cadets should submit requests to the Cadet Recruitment Center, enrolled cadets to the Commandant.

Failure to comply with the residence policy or the corps participation policies may result in dismissal from the university. Failure to comply is defined as an act of providing misleading or false information during the admissions process or when applying for a waiver; or not moving into or maintaining residence in university housing when available.

Housing and Living Accommodations

1. Students who have been admitted as non-military resident students will receive a housing contract once they have paid the confirmation fee. Newly admitted cadets will receive their housing contract as a part of their *Cadet Admissions Manual*. The housing contract and the housing deposit must be returned before housing assignments can be finalized. Non-Military students should direct any questions regarding housing to the Office of Residence Life. Military students should direct any housing inquiries to the Office of the Commandant.
2. Roommate requests will be honored whenever space permits. Such requests can be accommodated more easily if students indicate their roommate preference on their housing contract and requests are mutual.
3. Rental rates on campus housing facilities are subject to change without notice.
4. Most rooms are designed for double occupancy. Room rates are computed based on housing type. Private rooms may be obtained on a space available basis for an additional fee each semester.
5. Campus housing accommodations may be denied, cancelled, or changed at the discretion of the university. The university reserves the right to enter and inspect any campus residence room or space at any time.
6. The university assumes no responsibility for damage or loss of personal property resulting from any incident over which it has no control. All residential students are strongly advised to purchase renter's insurance.

Termination of Traditional Residence Hall Contract by the Student

In order to be released from this contract and to be eligible for a room deposit refund, notification must be made in writing to the appropriate university housing officials according to the following schedule:

- **Newly Admitted Students** must cancel their housing contract through the Office of Admissions (non-military) or the Cadet Recruitment Center (cadets) by **May 1** for Fall Semester and **November 20** for Spring Semester.

- **Currently Enrolled Students** must cancel their housing contract through the Residence Life Office or the Assistant Commandant's Office by **April 1** for Fall Semester and **November 1** for Spring Semester.
 - When written notification of cancellation is received after the appropriate deadline, the student will forfeit the deposit.
 - When written notification of cancellation for Fall Semester is received after **July 15**, the student is bound to the terms of the contract and is responsible for payment of all room fees for Fall Semester. No refunds will be given after **July 15**.
 - When written notification of cancellation for Spring Semester is received after **December 1**, the student is bound to the terms of the contract and is responsible for payment of all room fees for Spring Semester.
1. A student may terminate this contract without penalty if the student withdraws from the university. A student may terminate this contract without penalty if he/she is suspended for academic or disciplinary reasons. Deposit deadlines will still apply.
 2. If traditional residence halls are full, residential students who are not eligible to live off-campus but meet the requirements for other campus housing options must live in other campus housing.
 3. Residence hall space is available to NGCSU students who are enrolled for at least 12 credit hours. Students who are enrolled for fewer than 12 credit hours must have permission from the Director of Residence Life or Assistant Commandant to remain in the residence halls.

Residence Halls

There are three residence halls for cadets at the NGCSU campus: Sirmons, Gaillard and Sanford Halls. Traditional Residence halls for non-military students include Lewis Hall, Lewis Annex, and Donovan Hall. Walker Drive and Owen Hall are an apartment-style residence hall that houses civilian residents. Individual rooms are furnished with beds, dressers, desks, and closets. Students are expected to provide their own linens, lamps, trash cans and other personal items. Items that are recommended and prohibited will be included with housing information. Comfortable lounges and coin-operated laundry are available for student use in each residence hall.

For more information regarding specific housing options, please visit http://www.ngcsu.edu/stu_life/housing/index.html.

Termination of Apartments Contract by the Student

Both currently enrolled or newly admitted students have two options in which to cancel their housing contract. In either case, students should fill out an apartments contract cancellation form to begin the process.

- 1. Termination due to non-enrollment or change in familial status**
Students may petition to be released from their contracts via a written appeal based on either no longer being enrolled at the University or having had a change in family status since signing the contract. The student will be required to pay three (3) full months' rent and forfeit the housing deposit as detailed in the apartments housing contract.
- 2. Recruiting another student** - Students may recruit another student to take over any remaining portion of their contracts. Students wishing to surrender a contract will not be released from that contract until the other students' contract is approved by NGCSU's Office of Residence Life. The student surrendering the contract will be charged a \$50 substitution of contract fee as detailed in the apartments housing contract.