

ADVISING MANUAL FOR FACULTY

Dedicated to BC Students

BAINBRIDGE COLLEGE
A TWO-YEAR COLLEGE OF THE UNIVERSITY SYSTEM OF GEORGIA

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INTRODUCTION

The Advising Manual for Faculty was written originally in 1986 at the suggestion of the BC Retention Committee. The Committee recommended that the manual be composed primarily of two types of information: (1) information on how the advisor could be more effective in assisting students from a personal perspective and (2) administrative responsibilities of faculty so that the manual could be used as a reference manual for technical information needed during the advising process. This manual was last updated in July, 2006, to include many recent institutional and state policy changes.

THE ROLE OF THE ADVISOR

Research has shown that a significant correlation exists between student retention and interaction between the student and faculty members. The advising process is an integral aspect of the student/faculty relationship. Most faculty agree that academic advising of students should be more than assisting students in completion of the registration form. But how many faculty find themselves so busy with preparing class material, grading papers, and doing research that perhaps "advisory responsibilities" fall to a lower priority? Therefore, the advisor must realize the full significance of advisement and designate it as a top priority. The following suggestions were developed by the BC Retention Committee to serve as guidelines to the advisor:

1. **Review progress on a formal basis** with the student at some time during the semester when you have extended time **using a program of study check sheet** on which grades have been posted each term.
2. Emphasize to the student at the beginning of the semester that the **student should make an appointment with the advisor during the semester**. The advisor also should take advantage of spontaneous meetings with an advisee in an informal setting by expressing interest in the student and inquiring about the student's academic progress (and about personal situations if appropriate). Be especially attentive to students who are having academic difficulty. Suggestions are given later in the manual for using an "Action Plan" advising form.
3. Demonstrate a caring and empathetic attitude toward the student in advising sessions. Practice active listening skills. **Don't overload students academically**. Evaluate students test scores and high school grade point average and curriculum

and find out if they work or have various family responsibilities--then advise course work accordingly. One three-hour course and perhaps an additional PE course are sufficient for a person with multiple work and home responsibilities.

4. Engage in developmental advising (**career and life planning versus only course scheduling**). For example, for a student who has a declared program of study, inquire as to why he/she chose a particular program. Such inquiry leads to finding more about a student's background and educational and career goals. Inquire as to the satisfaction each student is feeling toward meeting his/her career and educational goals. Stress the idea that the status of an occupation is of little consequence to job satisfaction. For a student who has not declared a program of study, discuss his/her background and educational and career goals. Make referrals where appropriate, such as to the Career Development and Counseling Center to take an interest inventory or to the BC Learning Center for tutoring or other academic assistance.

Referrals

The following information is provided to assist the advisor in making needed referrals in the advising process.

Campus Referrals

Testing & Counseling Center: Phone 248-2579. The Testing and Career Counseling Center is located in the Student Center, Room 308, next to the Financial Aid Office and is open to students and the general public. Students who are undecided concerning their program of study should be referred to the College Counselor. Interest inventories, career information, college information, study skills materials, stress management tips, and other resources are available in the Center. In addition, personal and self-growth assistance is available. The Center is open from 8:00 a.m. to 5:00 p.m. and after 5 p.m. by appointment.

BC Academic Resource Center: Phone 248-3989. The Bainbridge College Learning Center, located in Room 308 of the Student Center, is available free of charge for all students of the college. Students may use the Center on an appointment basis as often as necessary. Students are encouraged to come to the Center early in the semester to participate in study skills sessions and to meet various tutors who can set up either occasional or standing appointments. Other services which are available are group study sessions, independent, self-paced computer studies, test anxiety counseling, and study skills evaluation. Professors are encouraged to refer their first-semester and Learning Support advisees to the Center for a study skills evaluation which can give that student invaluable information for developing skills needed to negotiate their classes.

BC Adult Literacy Center: 248-2552. The BC Adult Literacy Center provides computer assisted self-paced instruction and adult literacy training at no charge to the general public

in the areas of basic skills remediation (English, reading, mathematics) and in GED preparation. The actual GED test is administered by the Decatur County Adult Learning Center.

Financial Aid Office: 248-2505. The Financial Aid Office is located in the Student Center. Federal grant forms, scholarship applications, HOPE program information, VA information, and assistance in completing forms are some of the services available to current or prospective students. The section entitled Financial Aid Available at Bainbridge College presents more detailed financial aid information.

Job Placement Office: 248-2530. The Job Placement Office is located in the Technical Studies Building. This office serves current and former Bainbridge College students by providing job search skill information and assists current students in procuring employment. State of Georgia and State of Florida applications also are available.

Department of Learning Support: 248-2560. The Department of Learning Support provides remedial coursework for students. Students may be placed in Learning Support classes or they may elect to take these classes. They should be referred to the Department Chair for further information.

Library/Computer Center: 248-2590. The BC Library houses over 34 thousand book volumes, 336 current magazine and newspaper subscriptions, as well as films, video cassettes, computer disks, and recordings. Students may utilize the Library Computer Center that houses eleven IBM computers with Microsoft Office Suite software and a printer for each computer. Tutorial and other instructional software is also available for student use. Library hours are as follows: Monday-Thursday 8:00 a.m. - 9:00 p.m.; Friday 8:00 a.m. - 5:00 and 10 a.m -2 p.m. Saturdays.

Off-Campus Referrals

Decatur County Adult Learning Center

1304 East Evans Street
Bainbridge, GA 31717
248-2210

Decatur County Health Department

West Street
Bainbridge, GA 31717
248-3055

Services include immunizations, medical tests, pregnancy tests, and other medical assistance provided for nominal fees.

Decatur County Mental Health Center

1005 Washington Street
Bainbridge, GA 39819
248-2683

Department of Family and Children's Services

505 Amelia Avenue (behind hospital)
Bainbridge, GA 31717
248-2420

Department of Labor (Employment Office)
310 S. Scott Street
Bainbridge, GA 31717
248-2618

Division of Rehabilitation Services
502 West Shotwell Street
Bainbridge, GA 31717
248-2480

GED Information:

Decatur County: Adult Education Learning Center, 307 Scott Street, 248-2210;
Bainbridge College, Adult Literacy Center, located in Technical Studies Building,
248-2552.

Thomas, Grady & Mitchell Counties: GED preparation is coordinated by Southwest
Georgia Technical College, 229/225-5292. Grady County training site is located at
1651 N. Broad Street in Cairo, phone 377-5448 and Mitchell County training site is
located at 75 W. Broad Street in Camilla, phone 336-5026.

Miller County Adult Education: Arts & Education Center, 159 E. Main Street,
Colquitt, phone 758-4157.

Seminole County: Donalsonville-Seminole Co. Chamber of Commerce 524-2588
(Summer assistance for GED may be limited; students should call for more
information.)

Veterans Service Department
123 North West Street
Bainbridge, GA 31717
248-2599

ADMINISTRATIVE RESPONSIBILITIES OF FACULTY ADVISING

The following pages present important resource information of which faculty should be knowledgeable. This information is divided into the categories of (1) registration and (2) recordkeeping procedures. Please refer to the Table of Contents when specific information is being sought.

Registration

This section presents relevant information to assist faculty advisors during the registration process. The following topics are reviewed: advisee academic history information, Learning Support requirement information, College Preparatory Curriculum requirements and related advising responsibilities, registration, early registration, and students with special circumstances. Most of the advisors' responsibilities require use of the computerized Banner Student System. A Banner WEB usage sheet is presented below. Advisors needing Banner assistance should call the Records Office or the Technology Services Office.

Bainbridge College BANNER Web Training Guide

Special Notes:

- 1) *When entering ID numbers or social security numbers, do NOT enter hyphens.*
- 2) *Call Records Office or Administrative Computing if you have WEB navigation questions.*

Logging In:

BANNER LIVE Production Database
Set "Favorite" for Banner WEB at https://arthur.bainbridge.edu:9539/ Click "I DO Accept" Enter User ID: [your Banner ID--begins with @] PIN: [your assigned PIN (Personal Identification Number)] Any changes you make in this database directly affect the student record and strict confidentiality should be maintained.

MAIN MENU SCREEN

Faculty & Advisors Menu [click on this menu item for registration, entering grades, looking at class rolls, etc.]

Personal Information Menu [click on this menu item to change pin number]

Click on Faculty Services Menu -- to go through registration process

FACULTY SERVICES MENU SCREEN

(Important: You must enter Student Information Page first to prevent having to enter student PIN)

Bainbridge College Student Information	[click to look at student history during registration or to review information during term]
Registration Add/Drop	[click to register students]
Student Bill and Schedule	[click to print student bill and schedule]
Student Look-Up	[click to find student Social Sec. #]
Printable Faculty Course Roster	[click for class rolls]
Advisee List	[click to see list of all advisees and SS#]
Summary Class List	[class rolls (or use Printable Course Roster)]
Summary Wait List	[not activated]
Mid Term Grades	[click to enter grades]
Final Grades	[click to enter grades]

Registration Overrides (inactive at this time)

CRN Selection	[click to select CRN to access Class List, Mid Term Grades, and Final Grades Web Pages--this page will automatically pop-up when entering one of those web items]
Student Menu	[click for information about identified student]
Personal Information Menu	
Term Selection	[click to select the appropriate term]
Summary Class List	[click for summary class list information]
Faculty Schedule by Day and Time	[click for matrix format of faculty schedule]

WEB REGISTRATION PROCEDURES

- 1): From Faculty Services Menu, **Click on *Bainbridge College Student Information Page*** [to check student's personal information, holds, requirements, and academic history before registering student]. You must enter this page first to prevent having to enter student PIN.
- 2): **Enter Student ID and the term for which you are registering; then click enter button**
 Examples of Terms: 200605 = Summer 2006; 200608 – Fall 2006
 Enter the year followed by 02 for Spring, 05 for Summer, or 08 for Fall.

The following blocks appear. Please see notes below as to registration procedures to follow.

- a. **PERSONAL INFORMATION block.**
 Check student's address and home and work phone numbers. If they are not correct, please correct the fields online OR give student a Student Information Update Form and instruct student to submit to Records Office immediately. (Or student can call the Records Office to update the information.)
- b. **LAST TERM ATTENDED SCHEDULE block.** Current schedule is listed so that advisor can see what courses student is currently taking. If not currently enrolled, the last term that student enrolled will populate.
- c. **NEXT TERM SCHEDULE block.** The next term schedule is shown if student has already pre-registered.
- d. **TEST SCORES (Highest Only).** All certificate student advisors must check test scores to determine Learning Support placement. Degree advisors should also consult scores as a check for LS requirements, and degree students with Learning Support requirements should be advised by a Learning Support advisor.
- e. **LEARNING SUPPORT STATUS FOR DEGREE LEVEL ONLY block.** Check this block to see if a degree level student has any LS requirements. Degree level requirements are also listed for Certificate students so that advisors will know their status in case student changes to a degree.

- f. **COLLEGE PREPARATORY CURRICULUM -- AA Students block.** If student has any CPC requirements, students should be placed in those courses as soon as possible and must complete any CPC requirements prior to earning 30 semester hours.
- g. **LEGISLATIVE REQUIREMENTS block.**
1. **Check Regents' Test status for all AA students.** Students must take or exempt the Regents' Tests in their first semester of enrollment after earning 30 college-level credit semester hours if they have not taken them previously. If a student has not yet exempted or passed the tests and has 45 or more earned degree hours, that student **MUST** be enrolled in corresponding Regents' Skills classes (RGTE 0199 and/or RGTR 0198). If status of *Required* appears, student has not completed this legislative requirement.
 2. **Check History and Const. Requirements.** Student must complete all history/constitution requirements prior to graduation. [HIST 2111 or 2112 satisfies US His and GA His requirement. POLS 1101 satisfies US CONS and GA CONS requirement.]
- h. **HOLD INFORMATION block.** Imperative that holds are checked with student being directed to other offices accordingly. [Please note: Transcript Verification hold can be ignored.] The following holds will **prevent WEB registration** by advisor or student: **Admissions Office, Business Office, College Transcript, Financial Aid Hold, Final High School Transcript, Immunization Hold, Library Fine, See Tonya Strickland, See Tech Studies, Regents' Tests Suspension (failed to take Regents' Tests when required), LSU Suspension, Third Academic Suspension, Student Services, Academic Suspension, Transient letter.**
- i. **ACADEMIC INFORMATION block.**
1. Be sure to check Current Major field to be sure it is correct. If not, be sure to give student **Update Form** and stress importance of submitting the form to Records Office. [It is important to have correct major in the computer for federal financial aid audits.]
 2. Check to be sure student is not on Academic Suspension; this information would also be seen in the Holds block.
 3. Check Hours. AA Students: If a student has earned more than 30 college-level credit semester hours and has not exempted or passed the Regents' Tests, tell the student to sign up to take the Regents' Tests during that term. If the student has 45 or more hours and has not passed or exempted the Regents' Tests, he or she **MUST** be enrolled in Regents' Reading Skills (RGTR 0198) and Regents' Writing Skills (RGTE 0199) **EVERY TERM** until the student passes the tests.
- j. **ACADEMIC HISTORY block.** This block lists **ALL** courses, both BC and transfer, that student has taken.
- 3): **Click on Return to Faculty and Advisors Menu button at the bottom of the BC Information web page.**
- 4): **Click on Registration Add/Drop** that takes you to the Registration and Drop/Add Web Page
- 5): **Registration Web Page Instructions:**
1. The ID number (ss# of student) and term of registration that you entered on the Bainbridge College Student Information entry screen will carry forward to the Registration page.

[If you do not go through the BC Student Information page first, you will have to go through the following steps when you click on Registration & Drop/Add to enter student ID & term.

 - a. ID Selection Page Will Pop-Up. **Click on Enter Student ID Directly**
 - b. Enter ID screen appears; **enter Student's Social Security Number in box** (No Hyphens)
 - c. **Click on Submit ID button**

- d. Student's name will appear with OK button--**click on OK button**
2. Screen similar to Registration Add/Drop: Spring 2005 will appear
3. **Enter desired courses in either of two ways:**
 1. **Enter CRN's and then click on Submit Changes button** at bottom of screen
OR
 2. a. **Perform course search** by clicking on Class Search button
 - b. Enter any parameters desired to perform search; if leave blank, all courses will be retrieved. Search results show number of seats remaining in the class under Rem column.
 - c. Click on Get Classes button
 - d. Check box of classes you want to select.
 - e. Click on **Register button** or **Add to Worksheet button**. If you hit Add to Worksheet, will also have to click on Submit Changes button on registration page.
4. **Drop courses as follows:**
 1. **To Drop a course**, on the Registration web page, go to current schedule box of student, under Action column, click on right arrow for drop down box. Click on Drop Web thru 1st Day
 5. Click on Menu in right upper right corner **TWICE** that will take you back to the Faculty Services Main Menu -- one click takes you to Student Information and second click takes you to Faculty Services
- 6): From Faculty Services Menu, **click on Student Bill and Schedule**
- 7): Enter Student ID and the Term; then click on ENTER
- 8): Hit your WEB print key to print Student Bill & give to student
- 9): Click on the Click for Student Schedule button
- 10): Hit your WEB print key to print Schedule
- 11): Click on Return to Faculty & Advisors Menu

[If you do not see Bainbridge College Student Information Page as your first menu item, Click on Menu again to take you to the Faculty Services Menu]

REPEAT THE ABOVE PROCESS FOR EACH STUDENT REGISTERING

Important Note: If the Registration Menu does not retain the previous ID and term entered from when it was entered on the *Bainbridge College Student Information Page*, you will have to go back to Faculty & Advisors Menu and first click on 1) select student id and then go back to main menu and click on 2) select term in order to select the student and the proper term.

CHANGING YOUR PIN NUMBER [change your pin # on a regular basis to protect student privacy]

Go to Main Menu; Click on Personal Information Menu

Click on Change Pin

Enter Old Pin Number; Enter New Pin Number; Re-enter New Pin Number; Click on Change Pin

ENTERING MID-TERM OR FINAL GRADES

From Faculty & Advisors Menu, click on [Mid Term Grades](#) or [Final Grades](#)

In CRN block, **select the course for which you wish to submit** grades by using arrow and clicking on the course you wish to submit, **then click on Submit CRN button.**

For each student, **enter grade by clicking on right arrow under GRADE column, and click on appropriate grade.** Important: Learning Support grades (course numbers beginning with 00--ex. READ 0099) must have an asterisk (*) following grade, ex. A* or IP* or U*.

Click on Submit Changes button at bottom of roll when you have finished.

One-Time Page Setup for WEB printing (non-color printers) in order for items in red on Bill to show up when printed:

On WEB tool bar: Click on File

Click on Page Setup; Under Page Options, check Black Text
Bainbridge College

Other Registration Procedures

Learning Support & Basic Skills Course Placement

Additional information concerning Learning Support and Basic Skills Course Placement (for certificate students) is presented below:

(a) **For Degree Level Students, be sure to determine** if the student has **Learning Support requirements** by checking the holds, the Learning Support Status block on the advising page in Banner Web, **AND the Compass Test Scores.** Every degree student must have exempted or taken the Compass Test. (Returning students who took previous placement tests, such as CPE or BSE, may be grandfathered with those scores. Contact Admissions Office for assistance.) Asset scores are insufficient for degree students. Refer to the advising sheets for degree students to determine proper placement.

(b) **For Certificate Level Students,** check the Compass Test scores to determine Learning Support placement and use the advising sheets showing Compass/Asset cutoff scores for each certificate program of study. Certificate student advisors should note that Learning Support course requirements are NOT presented in Banner and must be determined by the advisor. If a student is enrolled in both a certificate and a degree, that student **MUST** have Compass Test scores and not just Asset Test scores. **Advisors of students who change from certificate to degree programs or add a degree MUST**

CHECK THE TEST SCORES TO INSURE THAT THE COMPASS PLACEMENT TEST HAS BEEN TAKEN.

(c) **Determine** if the student has **College Preparatory Curriculum requirements by looking at the holds in Banner WEB**. Only AA students must make up CPC deficiencies.

(d) **Discuss with the student his/her personal responsibilities, such as family or work prior to deciding how many courses should be taken.**

Learning Support Requirements. As stated previously, Learning Support Requirements should be listed as a **HOLD under the holds section on the Banner Web advising page** for any DEGREE-LEVEL student. **If Learning Support requirements exist, the student must be placed in these courses during his/her first semester of attendance and each semester thereafter until those requirements are met. If extenuating circumstances prevent the student from taking all of the required courses each semester, the student should be referred to the Chair of the Learning Support Department.** Exceptions (only as allowed by the Board of Regents) must be documented with written approval from the Chair of Learning Support. The following points should be noted concerning developmental studies requirements for degree-level students:

(a) Students who score below 480 on the SAT-Verbal Section OR below 440 on the SAT-Mathematics section **OR** who have not completed CPC requirements in high school (if out of high school 5 years or less) will be placed in Learning Support according to their COMPASS placement exam scores only. (See chart in the Appendices.)

(b) Degree students may not register for credit course work unless they are enrolled in all of their required Learning Support courses. Any exceptions to this policy can be approved only by the Department Chair of the Learning Support Department. Students may not take any credit courses that have Learning Support prerequisites (see the advising sheets or the 2006-2008 catalog for the courses that can be taken along with the required remedial courses.)

(c) Learning Support students have three attempts to exit each discipline area, no matter where they place. Students who do not exit a Learning Support area (English, reading or mathematics) in three attempts are suspended from all **degree programs at Regents' institutions** for three years. All grades except W count as an attempt, and attempts accumulate within Regents' institutions. That is, attempts at Bainbridge College are added to the attempts from other Regents' institutions if the student has not been out of school for at least three years.

A Learning Support student who has had three attempts and has not exited may be

allowed to appeal for two additional attempts under specific circumstances:

- The student is determined to have a reasonable chance of success.
- The student is in an exit-level course.
- The student has reached his or her limit in only one Learning Support area.

During the semester of the first additional attempt, the student may enroll in courses other than Learning Support (subject to the 20-hour limit on the number of credit hours a student may earn before exiting Learning Support.) If granted the appeal for the second additional course, the student may enroll in only the Learning Support course.

Students with learning disabilities, acquired brain impairment, or Attention Deficit/Hyperactivity Disorder may petition for a maximum of two additional semesters of Learning Support. Students with visual, hearing, or motor impairment also may be granted up to two additional semesters of Learning Support.

(d) Students who are not required to take Learning Support courses in a discipline area may elect to enroll in Learning Support courses in the non-required area for institutional credit or on an audit basis. Such students are limited to a maximum of three attempts in each area but are exempted from mandated exit criteria.

(e) A student may not accumulate more than 20 semester hours of degree credit before finishing Learning Support courses. A student who accumulates 20 semester degree credit hours and has not successfully completed required Learning Support courses must enroll only in Learning Support courses until all requirements are successfully completed. In order to exit Learning Support courses, students must satisfy the college's requirements for each prescribed course. Transfer students and certificate students later gaining admittance to a degree program may earn up to 20 additional hours of college-level credit before being required to take Learning Support courses only.

(f) Degree students with Learning Support requirements who are enrolled in both Learning Support courses and credit courses may not withdraw from the required Learning Support courses with a "W" unless they also withdraw from credit courses. Any student required to take Learning Support courses will be withdrawn from his or her college-level courses with a grade of "W" if he or she withdraws or is withdrawn from a Learning Support course before the mid-point of the semester.

Important: The appendices contains advising sheets for both degree and certificate level students. These advising sheets present cutoff information and should be used consistently with all students.

College Preparatory Curriculum Requirements. Associate of Arts students graduating within the last five years who did not complete the College Preparatory Curriculum in high school must take additional courses to satisfy these CPC requirements. Note: If a student with a CPC requirement does NOT attend college for five years or more, the CPC requirements NO LONGER APPLY. The entire CPC Policy is outlined in the catalog. Advisors should note the following concerning CPC requirements:

(a) The Banner Web advising page lists the CPC status of each student. If an AA student has the code "RQ" next to any of the CPC categories, he/she must take the CPC required courses in that area. Further, on the HOLDS section of the Banner Web advising page, any CPC requirement holds will be listed.

(b) Students who are enrolled in the Associate of Science ADN program classes are exempt from CPC requirements in social science, science, and foreign language. However, these students are not exempt from their math, English, or reading requirements due to CPC deficiencies. Furthermore, these students must exempt or pass the Regents' Test.

(c) Students with CPC requirements must take these classes before reaching 30 hours of college-level credit. However, the advisor should use his/her judgment in this regard. For example, if a student has a foreign language requirement and has taken one year of high school Spanish, it would be prudent to allow the student to wait a semester to take Spanish instead of placing the student in French.

(d) The first CPC-approved course that a student takes will be designated as a CPC required course on the student's transcript. However, for graduation purposes, as long as the student has taken the additional CPC required courses, no penalty will be given for taking a lab science course and later deciding to use that course as part of a lab sequence providing that an additional lab science course is taken prior to graduation.

(e) Students with CPC requirements who have earned 30 or more semester credit hours of associate of arts degree credit **must be enrolled in all CPC courses until the requirements have been satisfied.**

Questions concerning CPC deficiencies should be directed to the Director of Admissions.

Registration Form Completion

If Banner WEB is not available, the advisor may complete a registration form and send the student to the Records Office to register. Registration forms are available in each faculty office area.

Early Registration

The same guidelines presented above apply to Early or Pre-registration. The Advisor should have his or her office hours listed clearly on the office door and should always be in his or her office during office hours or put a note on the door with instructions for advisees if he or she has to be out. Advisors should avoid advising other advisors' students if at all possible.

Advising of Students Under Special Circumstances

Students may have special needs such as financial aid course load considerations, academic difficulty such as having been placed on Academic Warning, Probation, or Suspension, or they may have physical or learning disabilities. The following paragraphs address these situations.

Financial Aid Considerations. Students who receive financial aid may need to be enrolled full-time -- but not always -- as less than full-time Pell grants are available. However, students who wish to be considered for Work-Study or loans are required to be enrolled at least half-time.

Advising of Students Who Have Been Placed on Academic Warning, Probation, or Suspension. Two forms have been developed for advisor use to be used particularly with students who may be having academic difficulty. These forms include the "Academic Assistance Interview" form and the "Action Plan" form to be completed when a student is experiencing academic difficulty. (See Appendices.) The "New Student Information" sheet is also another tool that advisors are encouraged to use with their advisees and should be examined by the advisor to glean additional information about the student for more in-depth counseling/advising; particularly when academic difficulties arise. The "Academic Assistance Interview" form and the "Action Plan" form should be used concurrently -- the "Academic Assistance Interview" form being used as an aid to gather needed information on the student's needs thereby providing the Advisor with more background information to complete the "Action Plan" form in which the advisor identifies activities to be completed by the student during the next semester. The Action Plan form is completed by the advisor and given to the student **with a copy being kept and a copy being sent to the College Counselor**. The student should be instructed to return the Action Plan form within a certain length of time with the required signatures being obtained.

Advising of Students With Special Needs (Disabilities). If an advisee has a disability of any type that might affect his/her ability to complete course work, the student must complete a "Special Needs Form" and submit it to the Admissions Office. This form is then forwarded to the college counselor for further processing. The college counselor will

complete an Individual Educational Plan for each course taken by the student with an identified disability; the plan outlines accommodations that are required to be made by the instructor or the institution.

The following general points to remember in dealing with a person who has a disability were provided by the Georgia Easter Seal Society and might be helpful to the advisor:

1. Remember that a person who has a disability is a person - like anyone else.
2. Relax. If you do not know what to do or say, allow the person who has a disability to help put you at ease.
3. Offer assistance if asked or if the need seems obvious, but do not overdo it or insist on it. Respect the person's right to indicate the kind of help needed.
4. Talk about the disability if it comes up naturally, without prying. Be guided by the wishes of the person with the disability.
5. Be considerate of the extra time it might take for a person with a disability to get things said or done. Let the person set the pace in walking or talking.
6. Speak directly to a person who has a disability. Do not consider a companion to be a conversational go-between.
7. Do not move a wheelchair or crutches out of reach of a person who uses them.
8. Never start to push a wheelchair without first asking the occupant if you may do so.
9. When pushing a wheelchair up or down steps, ramps, curbs, or other obstructions, ask the person how he or she wants you to proceed.
10. Do not lean on a person's wheelchair when talking.
11. Give whole, unhurried attention to the person who has difficulty speaking. Do not talk for the person, but give help when needed. Keep your manner encouraging rather than correcting. When necessary, ask questions that require answers or a nod or shake of a head.
12. Speak calmly, slowly, and distinctly to a person who has a hearing problem or other difficulty understanding. Stand in front of the person and use gestures to aid communication. When full understanding is doubtful, write notes.

Recordkeeping Procedures

Certain recordkeeping procedures must be followed to insure the efficient management of student records. Each instructor should be familiar with the following recordkeeping procedures: (1) class roll procedures, (2) use of the incomplete grading policy, (3) drop/add & withdrawals, (4) submission of final grades and grade changes, and (5) graduation particulars.

Class Rolls

◆ **New Banner Attendance Reporting Procedure.**

Class Roll Check Sheets are no longer distributed to faculty. Faculty MUST submit in Banner Web on the 6th day of the semester counting Saturdays (not the 6th time your class meets, but the actual 6th day of the semester) your attendance record as follows: See Banner Directions below on how to enter attendance in banner.

Instructions for Printing Rolls; Entering Attendance (6th day of semester counting Saturdays), & Entering Mid-Term and Final Grades

- Go to: https://bainbridge.gabest.usg.edu/pls/B620/twbkwbis.P_GenMenu?name=homepage or go to www.bainbridge.edu click on services, click on Banner Web.
Click on Enter Secure Area
- Enter your user ID [that's usually a number beginning with 9]
- Enter your user PIN number [this is not the password you use to get to your email. It's a different number. You may not have it. If you don't, contact Adria Belk for Tech Studies Faculty or your Division Chair.]
- Click on Faculty and Advisors
- You should be at the Faculty and Advisors screen. You will see among the available links Printable Class Roll, Final Grades, or Mid-Term Grades. Click on the appropriate link. (To enter Attendance—click on Final Grades link; to enter Mid-term Grades, click on Mid-term Grades link; and to enter Final Grades, click on Final Grades link.
- Select the term and course.
- You will get a screen with a pull-down box containing all the classes you're teaching for that semester. Click on the one you want.
- Your student list should come up.
- When entering grades, use the list box to select the grade you want to award to each student.
- When entering attendance, make sure you are in Final Grades; then tab over to "Attend Hours" field.
Enter a "0" if a student has never attended and enter a "9" if the student HAS ever attended.
- You may have more students than will fit on the screen. You will see at the bottom of the list of students a link such as: Records 1-25 and then another for 26-30 if you have more than will fit on the screen. Be sure to click SUBMIT after all grades or after attendance data have been entered or your grades/attendance will not be saved. When entering grades, if you see a note next to the grade box that the student has withdrawn, do NOT enter a grade. A grade of W or WF has already been assigned to those students by the Records Office.

◆ **Print your class roll from Banner Web.** See Banner instructions above. Be sure to print a new roll prior to every class for the first two weeks as students will be dropping and adding classes.

◆ **Submit your Mid-Term D/F Grades and Final Grades in Banner by the Semester**

Deadlines as Directed by the Records Office or Academic Affairs Office. Also, notify all students individually who have a D or F at mid-term and encourage them to drop your course. Adjunct instructors: Submit your actual grade roll book pages to the Division Office at the end of the each term. It is mandatory for us to maintain your grade book pages on-hand for the required 15-year period required by state law. **Important: The semester grades submission deadline requirement is critical and will result in termination of the faculty person if not followed.** Grades should be submitted via Banner Web—the student data computer system. The instructions for entering grades in Banner are listed below. Also, mid-term grades for any student making a D or F should be entered using Banner Web. If you have questions or problems, call the Division or Department Chair.

Use of the Incomplete Grading Policy

Bainbridge College's policy regarding the use of the "I" grade is as follows:

An "I" will be assigned **only to students who fail to complete a course due to illness, injury, or other non-academic emergency. Only those students who were doing satisfactory work will be eligible for the "I" grade.** An "I" must be satisfactorily removed during the following academic semester or the symbol "I" will be changed to the grade "F" by the Records Office. In unusual circumstances, an instructor may extend an incomplete beyond the one-semester deadline--**not to exceed a total of three consecutive calendar semesters.** In order to remove an "I", **students will not be permitted to re-register for the course.**

An incomplete should be assigned **only** if the work to be completed is minimal and only then in case of illness or other extenuating circumstances. The "I" is not intended as a method of giving an academically weak student additional time to complete his/her work. A student is not allowed to repeat a course to remove an "I". If a Change of Grade Form or an "I" Extension Form is not submitted by an instructor within one semester of assigning an "I" grade, the Records Office will automatically change the grade to an "F".

When an instructor assigns an "I" grade, he/she **MUST COMPLETE** an Incomplete Grade Assignment Form (see Appendices) upon submission of his/her final grades.

Drop/Add & Withdrawal Forms

Drop/Add Form. A supply of drop/add forms is located in each faculty office area as well as in the Records Office. A student should complete this form if he/she is dropping a course or courses but **remains enrolled in at least one course.** If instructors are not available, students may deposit the form in the Records Office so that the drop/add can be processed without delay. Faculty may check their class rolls in Banner WEB periodically to determine which students have dropped the class. Early County students should take completed Drop/Add forms to the front Admissions Desk.

It is critical to remind students that they must officially drop a class and should never stop going to class without completing and submitting the necessary forms.

Faculty members should make this announcement at the beginning of each semester and should have it printed in their course syllabi because this continues to be a problem.

Faculty should please note the following concerning the processing of a drop/add form:

1. A drop/add form must be completed by the mid-term deadline or a grade of "WF" will be assigned unless a "W" is approved by the Vice President of Academic Affairs (see #4).
2. **A student who is unable to come to the Records Office or to the college due to extenuating circumstances such as severe illness should call the Records Office and a form will be dated and forwarded to the appropriate faculty. Also, the Records Office will accept an email from the instructor stating to assign a "W" or "WF" grade. The email must include the student's name, SS# (or Student ID), and the CRN of the course(s) to be dropped. Currently, the Record's Office person to send email regarding Drops and Withdrawals is Spencer Stewart.**
3. A drop/add form **must be returned** to the Records Office in order for the drop/add to be official. (If the drop/add is completed by phone or email, a form does NOT have to be submitted -- it will be completed by phone or email)
4. If a student is required to drop a course after mid-term due to accident, illness, or other extenuating circumstances, the student should petition the Vice President of Academic Affairs for a "W" to be assigned. **The student should first have the instructor(s) sign the form signifying approval/disapproval of the "W" grade. The student should then take the form to the Vice President of Academic Affairs for final evaluation. (Early County students should take the completed Withdrawal Form to the front Admission Desk.)**

Withdrawal Form. Students should complete a withdrawal form if they are dropping **all courses**. The student should request the withdrawal form from the Records Office because these forms are not available at other locations because the official withdrawal date must be recorded by records office personnel. The student should then have the instructors sign the form before returning the form to the Records Office. (If any of these persons are not available, the student should submit the form to the Records Office to prevent processing delay.) Faculty members should note the following concerning a Withdrawal Form:

1. A withdrawal form must be completed by the mid-term deadline or grades of "WF" will be assigned unless a "W" is approved for each course by the Vice President of Academic Affairs (see #4).
2. A student who is unable to come to the Records Office or to the college due to extenuating circumstances such as severe illness should call the Records Office and a withdrawal form will be dated and forwarded to the appropriate faculty.
3. The Withdrawal Form **must be returned within five days** to the Records Office for the withdrawal to be processed.
4. If a student is required to withdraw after mid-term due to accident, illness, or other extenuating circumstances, the student should petition the Vice President of Academic Affairs for a "WP" to be assigned. **The student should first have each instructor sign the withdrawal form signifying their approval/disapproval of the "W" grade. The student should then take the form to the Vice President of Academic Affairs for final evaluation. The form must then be taken to the Records Office for final processing.**

Submission of Final Grades and Grade Changes

It is imperative that course grades be submitted by the deadline that will be sent by campus e-mail. Even minutes over the deadline may cause a delay in grade reports being mailed to students which in turn causes numerous other delays for several offices on campus. If any "I" grades have been assigned, an "Incomplete Grade Assignment Form" should be forwarded to the Records Office due to Audit Requirements. If an "I" grade from a previous semester is to be extended, an "I" Extension Form must be completed and submitted to the Records Office. Otherwise, a grade of "F" automatically will be assigned to the student. If an instructor needs to change a grade for the current semester or previous semesters, a Change of Grade form must be completed by the instructor and submitted to the Records Office for processing. **(See Appendices for copies of these forms.)**

Missed Class Form

Instructors who must miss a class, no matter the reason, must complete a Missed Class Form to the Division Chair or Early County Campus Director. The Missed Class form is in the Appendices. The Chair must approve any missed classes. Instructors who are ill should call in and ask the administrative assistant to complete the Missed Class form and to submit it to the Division Chair. Also, the instructor should make arrangements with the Administrative Assistant for either the instructor or college staff to call all students and for a sign to be placed on the classroom students for those students who cannot be reached by phone.

Graduation Particulars

Advisors are responsible for two very important functions to insure that students are advised properly regarding graduation requirements--proper advisement to students in assisting them in taking the proper course sequence and the evaluation of possible course substitutions.

When an advisor believes that a student has completed all graduation requirements, the advisor should contact the student who should pick up an application for graduation form, complete the form, and have his/her advisor sign the form and attach a copy of the student's program of study checksheet or a copy of the catalog program of study with the term and grade noted for each completed course. (If advisors prefer, they may forward a copy of the prospective graduate's checksheet following registration of the student's last semester of attendance and instruct the student to pick up a graduation application.) In this way, Records Office personnel will know which catalog year the student is using and will be aware of any course substitutions that have been made.

Course Substitutions. An advisor may suggest a course substitution for the following reasons: (1) a student may change programs of study but the advisor believes that certain courses previously taken by the student are appropriate for the student's current program and should be substituted for other required courses, or (2) the student may have taken courses at another college that were not transferred due to no equivalent courses being available at BC, but the advisor believes that the course content should satisfy curriculum requirements at BC. In either of these instances, a Course Substitution form (see Appendices) should be completed by the advisor and forwarded to the Division Chairperson and to the Vice President of Academic Affairs for approval. The Vice President will then forward the form to the Records Office for final distribution to all parties involved. **Transfer courses should be evaluated carefully in the event that a course substitution might be appropriate.** See the section entitled "Evaluation of Advisee Transfer Course Information" for more specific information on this topic.

OTHER IMPORTANT INFORMATION TO KNOW

Financial Aid Available at Bainbridge College

There are numerous sources of financial aid available at BC including federal financial aid in the form of Pell Grants, Work-Study Funds, the Supplemental Educational Opportunity Grant, and Stafford loans; state assistance is available through the HOPE Scholarship/Grant Program. For students who wish to apply ONLY for HOPE, the student should go online:

Directions to Complete GSFAPPS Application (HOPE)

Go to www.gacollege411.org
 Click Create an Account (Left side)
 Input your information (make sure it is just like they ask)
 Click My 411 (Left Side)
 Click My Profile (Left Side and finish inputting your info)
 Click Applications & Transcripts (Blue Tab at Top)
 Click Scholarship & Grant Applications
 Click Georgia's HOPE Scholarship or Georgia's HOPE Grant Program
 Click # 2 For the Academic Year 2006-2007 or beyond, click here
 At the bottom of the GSFAPPS page you will see Apply Now click it
 Click Submit New application
 Click on the program name you want (example: Hope Grant Program)
 A pop up window will come up scroll to the bottom and put a check mark in box
 Once you have selected all that you would like click Select at bottom
 Complete any blanks in the application that comes
 Click continue
 Finish application click continue
 Review the application click submit
 Input your password and click submit
 If you would like a copy for your records click print if not click menu

To Put Information into your FAFSA

Click Applications & Transcripts (blue tab @ top)
 Click FAFSA
 Click 2006-2007
 Click Transfer Your Data to The Online FAFSA
 Complete This Page & Click Submit My Data to FAFSA on the Web
 After a few minutes your data will be sent and the FAFSA hope page will come up.

WIA Information for Bainbridge College

Persons interested in applying for WIA should visit the WIA Skills Center located at 502 W. Shotwell Street in Bainbridge, Georgia. Blakely students should visit the WIA office in Early County. Typically, only students pursuing technical studies programs are eligible to apply for WIA funds, and normally full-time enrollment is required.

Regents' Test Information

BC students who are enrolled in **associate of arts** degree programs should take the Regents' Test following the completion of English 1102. Associate of Arts students **must** take the Regents' Test no later than the semester following the semester in which 30 semester hours have been earned or they will not be allowed to register for classes during the subsequent semester. Associate of Arts students who have 45 or more hours must take the appropriate Regents' Test Review courses in each semester of attendance until the complete Regents' Test requirement has been met. **Please note that students transferring out of state are not exempt from these requirements.** For further

information concerning the Regents' Test, advisors should contact the Regents' Test Coordinator for BC or call the Chairman of the Learning Support Department. The complete administrative procedures concerning the Regents' Test are available in the Academic Affairs Handbook that can be accessed via Web **[Home page: <http://WWW.PeachNet.EDU/> and academic affairs handbook: <http://WWW.PeachNet.EDU/admin/accaff/handbook/>].**

Advising Students Who Plan to Transfer to Other Colleges

Students should always request a catalog from the transfer institution and try to plan their course work to meet both BC requirements and the transfer college's curriculum if possible to avoid loss of hours upon transfer. However, remind students that often colleges will accept BC courses, particularly within the University System, even if the BC curriculum does not match the transfer college's curriculum.

Appendices

BLANK FORMS TO BE DUPLICATED WHEN NEEDED:

Incomplete Grade Assignment Form
Incomplete (“I”) Extension Form
Action Plan (for student referrals)
Course Substitution Form (blank form)
Independent Study Form
Missed Class Form

OTHER INFORMATION:

Advising Sheet with Certificate & Degree Cutoff Scores
Learning Support Placement Sheets

INCOMPLETE GRADE ASSIGNMENT FORM

Georgia Board of Regents' Policy requires that all "I" grades must be assigned due to non-academic reasons. This form must be completed for each "I" grade assigned as required by state auditors, and the form should be attached to your grade roll that is submitted to the Record's Office. It is also recommended that you complete the section on student course requirements and that you give a copy of the form to the student to insure that the student understands his/her requirements and responsibilities for course completion.

STUDENT NAME: _____ SOC. SEC.#

COURSE SORT NO.: _____ COURSE PREFIX & NO.

INSTRUCTOR NAME: _____ SEMESTER

Reason for Assignment of "I" grade (non-academic reason for the assignment of "I" grade must be explained in full):

Course requirements student must complete to have final grade assigned:
(This section is optional but recommended)

IMPORTANT NOTE TO STUDENTS:

An "I" must be satisfactorily removed during the following academic semester or the symbol "I" will be changed to the grade "F" by the Records office. In unusual circumstances, an instructor may extend an incomplete beyond the one-semester deadline not to exceed a total of three consecutive calendar semesters. In order to remove an "I", students WILL NOT BE PERMITTED TO RE-REGISTER FOR THE COURSE.

INCOMPLETE ("I") EXTENSION FORM

STUDENT'S NAME: _____ **SS#** _____

COURSE: _____

TERM COURSE TAKEN: _____

TERM "I" IS TO BE EXTENDED: _____

SIGNED: _____
Instructor's Name **Date**

INCOMPLETE ("I") EXTENSION FORM

STUDENT'S NAME: _____ **SS#** _____

COURSE: _____

TERM COURSE TAKEN: _____

TERM "I" IS TO BE EXTENDED: _____

SIGNED: _____
Instructor's Name **Date**

INCOMPLETE ("I") EXTENSION FORM

STUDENT'S NAME: _____ **SS#** _____

COURSE: _____

TERM COURSE TAKEN: _____

TERM "I" IS TO BE EXTENDED: _____

SIGNED: _____
Instructor's Name **Date**

ACTION PLAN

Student's Name _____ SS# _____

Students who are experiencing academic difficulty are required to develop and carry out an action plan that will attempt to address potential problems and increase their chances for success at Bainbridge College.

I agree to the options checked below and upon completion of each activity will have the counselor or person assisting me to sign his/her name next to each required activity.

<p>___ 1. Study skills Workshop(s): ___ Traditional Note - Taking Technique ___ SQ3R Study Skills ___ Basic Study Skills ___ Managing Time and Study Area ___ Exam Strategies Other: _____ _____ Signature(s): _____</p>	<p>___ 7. Goal Setting and Achievement Signature: _____</p>
<p>___ 2. Peer Tutoring Signature: _____</p>	<p>___ 8. Stress Management Signature: _____</p>
<p>___ 3. Career Counseling: ___ One-on-one counseling ___ Majors and Career Workshop Career Center Counselor Signature: _____</p>	<p>___ 9. Financial Aid Counseling Signature: _____</p>
<p>___ 4. Personal Counseling Signature: _____</p>	<p>___ 10. Follow-up Meeting(s) With Advisor Number required: _____ Advisor Signature: _____</p>
<p>___ 5. Time Management Signature: _____</p>	<p>___ 11. Suggested Developmental Studies Coursework: _____ _____ Signature: _____</p>
<p>___ 6. Decrease in Work Hours</p>	<p>___ 12. Other: _____ _____ _____ Signature: _____</p>

I agree to complete the above indicated activities during _____ Semester.

 Student Signature

 (Date)

 Advisor Signature

 (Date)

COURSE SUBSTITUTION STATEMENT

STUDENT NAME: _____

STUDENT MAILING ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

PROGRAM OF STUDY: _____

ADVISOR: _____

<u>Substitution:</u>	<u>Course</u>	For	<u>Course</u>
	_____		_____
	_____		_____
	_____		_____
	_____		_____

REASON FOR MODIFICATION: _____

Date

Student's Signature

Date

Advisor

Date

Chairperson

Date

Vice President of Academic Affairs

NOTE TO STUDENT: This course substitution is not valid unless all signatures are present indicating approval. This program modification may or may not be accepted at a transfer institution.

Bainbridge College
Policy on Directed Independent Studies

1. A student may request a Directed Independent Study (DIS) only if:
 - A. the student is within 20 hours of graduating or approaching the time limit for Learning Support or Regents Language Skills Courses, and
 - B. Either
 1. the class is not offered that semester,
 2. the class is not planned to be offered prior to schedule to graduate
 3. the class times conflict and auditors would not permit signing up for the two classes even with the “understanding” that special arrangements are to be made and,
 - C. A full-time instructor agrees (However, regular part-time instructors may provide DIS only if they are teaching a class the current semester) and
 - D. The appropriate Division Chair, considering work loads and faculty obligations, approves.
2. Faculty are limited to one (1) DIS per semester. This DIS may have a maximum of two (2) students.
3. Students and Faculty agreeing to a DIS must sign a contract which must be approved by the division chair. This contract must specify why the DIS is necessary and how the DIS content will be controlled such that the student will receive equivalent instruction. The contract will specify the student’s responsibilities and will be in addition to any syllabus or course outline.
4. Division/Department Chairs are encouraged to include the DIS experience in the annual assessment.

**Contract
DIRECTED INDEPENDENT STUDY**

Name of Student _____ Instructor _____

of Semester Hours Completed _____ Course (# & name) _____

Semester _____ Meeting Day(s) & Time(s) _____

Why is this DIS necessary?

Grade Determination and Responsibilities of the Student

I have checked the proposed annual schedule.

Student Signature

Date

Instructor Signature

Date

Division Chair Signature

Date

CRN# (obtained by Division Chair) _____

Copies: (1) Student (2) Instructor (3) Records Office for file

Instructor's Information Sheet for Missed Class

Instructors: Please note that this form must be completed **and approved** by the Division Chair (or BC-EC Campus Director) for any scheduled class that is not held regardless of reason. If you have an emergency, call one of the Division staff and ask them to complete this form by phone. **Also, please note that it is the instructor's responsibility to find another faculty member to cover the class and to make full arrangements with the appointed faculty member or to give alternative assignments to students (outside of class or lab work or library work). It is not the responsibility of a staff member to cover a class unless this arrangement has been approved by the Division Chair. Also, please note that classes should not be missed unless absolutely necessary because of an unusual or emergency event; all instructors are expected to meet all classes during the term.**

Name of Instructor: _____ Date Form Completed: _____

Course No and Title: _____ Room No. of Course: _____

Date(s) of Class: _____ Time: _____

Reason for Missing Class: _____

With Whom Have You Made Arrangements to Cover This Class:

Please describe the assignments to be covered during your absence:

If absence is due to illness or emergency, name of staff member taking the message:

Staff Member: _____

Approved: _____ Date: _____

Chairman

Learning Support

Degree Students AA, AAS

Students who are enrolled as a degree AND certificate student follow DEGREE policies as well as certificate policies.

REQUIRED LS CLASSES

- **READ 0097 & READ 0099:** These courses are prerequisites for the majority of transfer classes.
- **ENGL 0097 & ENGL 0099:** Both READ 0099 and ENGL 0099 (or exemption from) are required for ENGL 1101.
- **MATH 0097 & MATH 0099:** Even though nursing (Transfer to ADN) does not require Math 1111, our ADN program requires a score of 37 or greater on the Compass Algebra.
- ****TECH 0085** is optional for degree students who lack basic math skills (whole numbers, common fractions, decimal fractions, percentages, averages, signed numbers, and applied problems), which may be indicated by a *basic math* scores of less than 37 AND an *algebra* score below 21. It does not count as a Learning Support math attempt but may be taken before MATH 0097 if needed.
- **RGTE 0199 and RGTR 0198:** AA (not AAS) degree students who reach 45 hours of college-level credit classes must have passed both parts of the Regents' Test or be enrolled in the Regents' skills class(es). Students may fail the test once without taking the classes IF they have not yet reached 45 hours.
- **CPC Deficiencies:** These courses are additional to those needed for the AA (not AAS) degree and must be completed before the student accumulates 30 hours of college-level credit:
 - English (satisfied by LS English class or score of 60 or more on Compass English)
 - Foreign Language (satisfied by one course)
 - Math (satisfied by LS Math class or score of 37 or more on Compass Algebra)
 - Natural Science (satisfied by 4-hour course with lab)
 - Social Science (satisfied by 3-hour course)

LEARNING SUPPORT DEGREE POLICIES

- **COMPASS RETESTING:** Compass retesting must be completed within 10 business days of the original placement testing. Retests are \$10 per area or \$30 for the entire Compass. Once the retesting deadline has passed, a student cannot retake the Compass apart from learning support class requirements.
- **EXITING LEARNING SUPPORT:** To exit a Learning Support area, a student must 1) complete all course requirements, including a 75% average, and 2) meet all exit requirements, including a passing score on the Compass exam. Students cannot take the Compass Test to exit an area unless they have first met the course requirements. Before ENGL 0099 students can qualify to take the Compass, they must write a passing essay (evaluated by English faculty).
- **ATTEMPTS:** Degree students are allowed 3 attempts to exit an AREA. Degree students who fail to exit a Learning Support area in THREE attempts will be suspended from taking any classes for THREE years within the University System of Georgia. All grades except W count as an attempt. Suspensions may be appealed, and two more attempts may be granted in an area. If a fifth attempt is needed, the student may take that Learning Support course ONLY.
 - **EXAMPLE:** This student would be suspended but is eligible to appeal: His only LS area remaining is math. He passed Math 0097 in Fall 2005 with a C* (Attempt 1), then earned a F* in Math 0099 in Spring 2006 (Attempt 2), and then earned an IP in Math 0099 in Summer 2006 (Attempt 3). (Students who earn an F* have not accumulated enough points to pass the class, while students earning an IP—"In Progress"--passed the class but not the Compass.)
 - **APPEALS:** To appeal a LS suspension, the student must be in the exit-level class (0099) and out of attempts in just ONE area.
- **EXEMPTION FROM 0097 COURSE:** A student who scores well on the diagnostic test during the first week of his or her 0097 class may be "bumped" forward to the 0099 class at the recommendation of his or her instructor.
- **LS FIRST:** Students must be registered for ALL LS classes before adding any others. Students who accumulate more than 20 hours of college-level credit without exiting LS will be limited to enrolling in LS classes only. (W's and F's are not counted in the total. Also, if a student transfers to the degree program from a certificate program, the 20-hour limit is extended to 40 hours.) Exceptions to registering for all LS classes in the event of unusual circumstances must be documented by the Department Chair of Learning Support.
- **PREREQUISITES:** LS students may not take transfer classes for which they have not passed the required Learning Support prerequisites.
- **ELECTION:** Learning Support classes may be elected, and students must pass the class but they are not required to retake the Compass.
- **WEB CLASSES:** LS students may not take web classes numbered 1000 and above.
- **GPA:** Learning Support courses earn institutional credit but do not count toward grade point average. However, they do count toward the number of hours for HOPE Scholarship checkpoints each spring. In addition, HOPE Scholarship counts each Learning Support course (even W's) toward its 127-hour cap.

CUT-OFF SCORES FOR DEGREE STUDENTS

Read 0097		0-56 Compass Reading score
Read 0099		57-73 Compass Reading score
Engl 0097		0-30 Compass English score
Engl 0099		31-60 Compass English score
Math 0097		0-30 Compass Algebra score (TECH 0085 may be elected, especially for Algebra scores below 21 PLUS Basic Math below 37)
Math 0099		31-36 Compass Algebra score

LEARNING SUPPORT CLASSES AS PREREQUISITES/COREQUISITES FOR TRANSFER CLASSES

READING: The ONLY transfer courses a **READING 0099** student can take **concurrently** with READING 0099:

- COMM 1100, Human Communication
- CSCI 1000, Computer Fundamentals
- Math courses
- PHED and Wellness courses

(Reading 0097 students can take just math, PHED, and HWEL courses.)

MATH: LS Math students may not enroll in any degree-credit math, physics, or chemistry courses.

ENGLISH: English 0099 **AND** Reading 0099 (or exemption from) are prerequisites for English 1101.

These prefixes, with a number of 1000 or above, indicate a transfer course: **ACCT, BIOL, BUSA, CHEM, COMM, CSCI, CRJU, ECON, EDUC, ENGL, FREN, GEOG, HIST, HUMN, JRNL, MATH, MUSC, PHED, POLS, PSYC, RELG, RUSS, SOCI, SPAN, STAB, THEA, AND HWEL**

Certificate Students

REQUIRED LS CLASSES

- **READ 0097 & READ 0099**
- **ENGL 0097 & ENGL 0099:** ENGL 0099 is required for those students matriculating in Spring 2006 or later.
- **TECH 0085**

LEARNING SUPPORT CERTIFICATE POLICIES

- **COMPASS RETESTING:** Compass retesting must be completed within 10 business days of the original placement testing. Retests are \$10 per area or \$30 for the entire Compass. Once the retesting deadline has passed, a student cannot retake the Compass apart from learning support class requirements.
- **EXITING LEARNING SUPPORT:** To exit a Learning Support area, a student must 1) complete all course requirements, including a 75% average, and 2) meet all exit requirements, including a passing score on the Compass exam. Students cannot take the Compass Test to exit an area unless they have first met the course requirements. Before ENGL 0099 students can qualify to take the Compass, they must write a passing essay (evaluated by English faculty).
- **EXEMPTION FROM 0097 COURSE:** A student who scores well on the diagnostic test during the first week of his or her 0097 class may be "bumped" forward to the 0099 class at the recommendation of his or her instructor.
- **ATTEMPTS:** Although certificate students have unlimited attempts to exit a Learning Support area, the HOPE Grant covers just 30 credit hours of LS courses toward the certificate. In addition, if a certificate student later gains admittance to a degree program, those attempts do count toward the limit of THREE.
- **PREREQUISITES:** LS students may not take certificate classes for which they have not passed the required Learning Support prerequisites without a documented exception from the Department Chair of Technical Studies.
- **ELECTION:** Learning Support classes may be elected, and students must pass the class but they are not required to retake the Compass.
- **WEB CLASSES:** LS students may not take web classes numbered 1000 and above.
- **GPA:** Learning Support courses earn institutional credit but do not count toward grade point average.

CUT-OFF SCORES FOR STUDENTS IN REGULAR CERTIFICATE PROGRAMS

READ 0097		0-56 Compass Reading score
READ 0099		57-73 Compass Reading score
ENGL 0097		0-30 Compass English score
ENGL 0099		31-59 Compass English score FOR STUDENTS MATRICULATING SPRING 2006 AND LATER
TECH 0085		0-36 Compass Basic Math

CUT-OFF SCORES FOR STUDENTS IN SPECIALIZED CERTIFICATE PROGRAMS

Program	Asset Reading	Asset Writing	Asset Math	Compass Reading	Compass English	Compass Basic Math
Regular Certificate	38	40	35	74	60	37
EMT, Low Voltage Security, Med Office Tech (special cert), Catering Specialist	38	35	35	74	31	37
TCC's of A+, Cisco, Elec., Drafting	35	35	35	57	31	37
CNC	30	25	35	57	26	37
Phlebotomy	35	31	31	57	26	29
CMS, CSS	35	35	35	57	26	37
Law Enforcement TCC's	35	35	31	57	31	29
Carpentry TCC	35	31	35	57	26	37
Business Office Asst.	33	33	33	49	26	34
Commercial Truck Driving	29	29	29	32	26	26
CNA	33	31	31	57	26	29
TCC Structural Welding	31	31	31	57	31	37

LEARNING SUPPORT CLASSES AS PREREQUISITES/COREQUISITES FOR CERTIFICATE CLASSES

P=Prerequisite; C=Corequisite

*The Department Chair of Technical Studies may make exceptions; exceptions will be documented in SGASTDN student comments section.

Course	Number	Course Name	Tech 0085	Reading 0097	Reading 0099	English 0097	English 0099
ACCT	2101	Principles of Accounting I	P	P	P		
AHEA	1100	Psychology		P			
AHEA	1130	Anatomy & Physiology		P	P		
AHEA	1140	Medical Terminology		C			
BUSA	1105	Intro to Business		P	P		
BUSA	2106	Environment of Business		P	P		
COMS	1000	Microcomputer Concepts	P	P	P		
COMS	1001	Visual Basic.Net		P	P		
COMS	1002	Visual Basic.Net II		P	P		
COMS	1003	Computer Operating Systems		P	P		
COMS	1120	RPG Programming		P	P		
COMS	1130	Spreadsheet Application	P	P	P		
COMS	1510	Web Page Design		P	P		
COMS	1520	Power Point		P	P		
COMS	2011	DataBase Application		P	P		
COMS	2012	DataBase Application II		P	P		
COMS	2021	Computer Service Technology I		P	P		
COMS	2022	Computer Service Technology II		P	P		
COMS	2030	Networking Fundamentals		P	P		
COMS	2031	Intro to Java Programming		P	P		
COMS	2140	Intro to Data Communications		P	P		
COMS	2141	Multiple Networks and Wide Area Networks		P	P		
COMS	2142	Advanced Routers and Switches		P	P		
COMS	2143	WAN Design		P	P		
COMS	2150	Implementing Microsoft Windows Professional		P	P		
COMS	2160	Implementing Microsoft Windows Server		P	P		
COMS	2170	Implementing Networking Infrastructure		P	P		
COMS	2180	Managing a Microsoft Windows Network		P	P		
COMS	2211	Web Design Tools & HTML Fundamentals		P	P		
COMS	2221	Web Graphics and Multimedia		P	P		
COMS	2231	Design Methodology		P	P		
COMS	2241	Linux Computing Essentials		P	P		
COMS	2251	Linux Core System Administration		P	P		
COMS	2261	JavaScript Fundamentals		P	P		
COMS	2271	Fundamentals of CGI Programming		P	P		
COMS	2281	Database Connectivity		P	P		
CRIM	2010	Criminology		P	P	P	
CRIM	2022	Civil Procedures		P	P	P	
CRIM	2034	Criminal Investigation		C			
CRIM	2036	Criminal Traffic Law		C			
CRIM	2030	Criminal Evidence & Procedures		C			
CRIM	2040	Law Enforcement Mgt. I		P	P	P	P
CRIM	2042	Law Enforcement Mgt. II		P	P	P	P
CRIM	2044	Law Enforcement Mgt. III		P	P	P	P
CRIM	2090	Criminal Justice Tech Internship		P	P	P	P
CRIM	2050	Fire Service I		C			
CSCI	1000	Computer Fundamentals	P	P	P		
DRAF		Student must see Advisor McNease; depends on work experience/background of student					
ECHE	1001	Intro to Early Childhood Care & Education		C		C	
ECHE	1003	Human Growth and Development		P	P	C	
ECHE	1005	Health, Safety, and Nutrition		P	C	C	
ECHE	1012	Curriculum Development		P	P	C	
ECHE	1015	Language Arts & Literature		P	P	P	P
ECHE	1021	Early Childhood Practicum I		P	P	P	P
ECHE	2011	Methods and Materials		P	P	C	
ECHE	2012	Professional Practices		P	P	C	
ECHE	2017	Program Administration		P	P	C	

ECHE	2021	Facility Management		P	P	C	
ECHE	2022	Personnel Management		P	P	C	
ECHE	2024	Early Childhood Internship		P	P	P	P
ELEC		Student must see Advisor Huskey; depends on work experience/background of student					
INDM		Student must see Advisor Sellers; depends on work experience/background of student					
MMGT	2110	Principles of Marketing		P	P	C	
MMGT	2120	Retail Merchandising		C		C	
MMGT	2130	Small Business Management		P	P	P	
MMGT	2140	Management and Supervision		C		C	
MMGT	2150	Creative Selling		C		C	
MMGT	2210	Business Finance		C		C	
SECS	1001	Keyboarding I		C			
SECS	1011	Bookkeeping I	P	P	C		
SECS	1150	Medical Coding I		P	P		
SECS	1151	Medical Coding II		P	P		
SECS	2110	Filing & Records Management		P	P		
SECS	2120	Business & Office Machines	P	P	P	P	
SECS	2130	Office Procedures		P	P	P	
SECS	2140	Word Processing		P	P	C	
SECS	2160	Business Office Applications		P	P	P	P
SECS	2210	Medical Keyboarding		P	P		
SECS	2310	Medical Transcription		P	P	P	
SECS	2340	Medical Office Procedures		P	P		
TECH	1110	Business Math	P	P	C		
TECH	1120	Technical Math	P	P	C		
TECH	1140	Communications Skills		C		P	P
TECH	1150	Human Relations		C		C	
LPNU		Only students accepted into the LPN program are allowed entry; must exit all LS courses to be eligible to apply for LPN entry. Students who have completed all AHEA and prereq courses with highest GPA are given preference.					