



## The Focus Program

### Things Every Focus Student Needs To Know

1. The location of all buildings on the Andrew College campus especially:
  - a. Focus Lab
  - b. Classrooms
  - c. Turner Dining Hall
  - d. Library
  - e. Student Life Office
  - f. Business Office
  - g. Chapel
  - h. Dorms
  - i. Financial Aid
  - j. Registrar
2. Where (**wear**) your Student ID is at all times!
3. The name and location of the office of your advisor
  - a. **MRS.BENNIE MATTOX IN THE FOCUS LAB**
4. Dining Hall and Deli hours of operation
  - a. Remember you must have a Student ID and be “cleared” through the Business Office and Student Life to eat!
5. Andrew College “Rules and Regs” **READ YOUR AC STUDENT HANDBOOK!**
  - a. In the dorm
    - o Know your dorm RA (Resident Assistant)
    - o Know your dorm RD (Resident Director)
    - o Know the emergency evacuation plans for your dorm and classrooms.
    - o DO NOT let someone in your dorm or room that you do not personally know!
    - o Practice good roommate etiquette i.e. respect one another’s privacy and personal possessions.
  - b. For the campus

- Parking rules and regs
    - No alcohol and drugs
    - No violence
    - Dress code
    - How to choose your friends wisely!
  - c. In the classroom
    - Your professors' name and contact information
    - Your syllabi
    - Your textbooks
    - Your assignment due dates
    - Classroom behavior guidelines
    - Grading scales for each class
    - Make a friend in each class to communicate with about class assignments.
6. Make sure you complete the proper "paperwork" each semester for the financial aid office, business office, student life, and Focus.
  7. Order your books BEFORE classes begin!
  8. Know how to write a check, use the ATM machine, and stay on a budget!
  9. Know how to do your laundry and keep your room in order!
  10. What medications you take and when to take them and how to obtain refills.
    - a. Call for refills BEFORE you run out of medication.
    - b. Remember some medication prescriptions cannot be "called in" and must be picked up.
    - c. CVS Pharmacy in Cuthbert: 229-732-2191
    - d. Shellman Drug in Shellman (delivers): 229-679-5070
  11. What to do when you are sick, whom to call, where to go, etc.
    - a. Southwest Georgia Regional Medical Center: 229-732-2181
    - b. Randolph Medical Associates: 229-732-3721
  12. What to do in bad weather i.e. where to go, what to wear, whom to contact for emergencies.
    - How to contact campus police
  13. Know your disabilities.
    - a. Your diagnosis
    - b. How your disability impacts you.
    - c. Your strengths and weaknesses.
    - d. Your accommodations
    - e. What "worked" to help you in the past?
  14. How to use a computer for word processing and how to use assistive technology.

15. The process for self-disclosure of your disability and how to register for reasonable accommodations.
- a. Self-disclose your disability to the Focus Director, Bennie Mattox.
  - b. Provide the appropriate documentation of your disability.
  - c. Self-disclose your disabilities to your professors EVERY semester, and provide them with a copy of your reasonable accommodation forms provided to you by Focus. Forms must be picked up and returned to Focus by the end of the first full week of classes EACH semester.
  - d. The Focus Lab Hours, Rules and Regs, which are disseminated during Focus Orientation!

### **And the final question is...**

**Where do you go when you do not know what to do in ANY situation?**

#### **The Focus Lab and/or Student Life Office**

**Words of advice from current/former Focus students...**

***“Choose your friends very carefully...” Eugene***

**“ Focus only helps if YOU use it...” Mitchell**

**“Organizing your time prevents you from being overloaded on your work...” Rob**

**“Focus is like a family away from home...it provides you with a support group to help transition from high school to college...” the Animal Crackers (Focus Support Group)**

