**& Student Affairs**

ENROLLMENT

MANAGEMENT AND

STUDENT AFFAIRS

**CONTENTS**

Orientation . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .39

Housing . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .39

Health Services . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .39

Counseling, Testing and

Disabled Student Services . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .39

Regents’ Center for Learning Disorders

at Georgia Southern . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .40

Provisions for Learning Disabilities and

Physically Handicapped Students . . . . . . . . . . . . . . . . . . . . . . . . . .40

Religious Life . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .41

Student Activities Office . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .41

Student Identification Card . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .41

University Police and Parking Regulations . . . . . . . . . . . . . . . . . .41

Student Organizations . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .41

Who’s Who . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .42

Athletics . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .42

The James C. Reese Student Union . . . . . . . . . . . . . . . . . . . . . . . .42

Required Attendance Regulations:

Class Attendance . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .43

Statement of Disruptive and

Obstructive Behavior . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .43

Career Services . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .43

The Right to Share in

Policy Making . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .44

Academic Information . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .44

Degree Requirements. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .44

Commencement . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .44

Regents’ Test . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .44

Foreign and Disabled Student Services . . . . . . . . . . . . . . . . . . . . .47

Matriculation Time for Degree . . . . . . . . . . . . . . . . . . . . . . . . . . . .47

Credit Load. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .47

**38** 2008-2012 Undergraduate Catalog

**Albany State**

**Arts & Humanities**

**Business**

**Education**

**Graduate**

**School**

**Course**

**Descriptions**

**Personnel &**

**Index**

**Sciences &**

**Health**

**Professions**



**00**

**ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS**

**Enrollment Management & Student Affairs**

The Division for Enrollment Management and Student Affairs exists to create a culture of vibrant student learning through involvement. Our

**Education**

**Business**

**Arts & Humanities**

**Albany State**

**Personnel &**

**Index**

**Course**

**Descriptions**

**Graduate**

**School**

**Sciences &**

**Health**

**Professions**

**00**

Team of student development educators facilitates the growth and development of students as referenced in the mission statement below.

**MISSION STATEMENT**

Our mission is to develop students who are responsible, empowered and who graduate prepared to respond to the challenges of leadership and service. In order to foster this mission, the Enrollment Management and Student Affairs Division will partner with other university division to provide progressive, innovative, “student-centered” programs and services while fostering “students first” philosophy.

Reflecting the values of the university, the division will be responsible for coordinating enrollment management and student services efforts at

ASU and for ensuring that these services are effective, efficient and conducted in a safe environment. All departments in our division will work collaboratively to provide quality services to students.

**ORIENTATION**

Students entering the University for the first time are required to participate in an orientation process, which includes a series of activities de- signed to facilitate their psycho-social adjustment to the University. Included among these activities are the following: (1) acquainting new students with the policies and procedures of the institution, (2) advising new students on the selection of classes, and (3) registering for classes. One orientation is scheduled for spring and summer sessions. Fall I and fall orientations are scheduled during the summer months.

**HOUSING/RESIDENCE LIFE**

Housing and Residence Life offers a total of 10 residence halls: five female, three males and two co-ed. Female halls include two traditional community style halls, two modern suite style halls and an apartment style residence halls. Male halls include one traditional community style hall, one modern suite style hall and one apartment style residence halls. Our newest additions are the gender-based apartment and new co-ed suite style residence halls.

Apartment style units contain a common living area, a full kitchen, four single bedrooms, two full baths and a washer/dryer set. Co-ed suite style halls contain a common living area, four single bedrooms, two full baths and a sink counter top combination. Traditional community style halls are designed with community restrooms and two people to a room. Modern suite style hall rooms are designed for two people to a room and four people to a full bathroom. Each student is supplied with a twin bed, desk, chair, chest, waste basket and closet space. All hous- ing units are equipped with a 76-channel cable connection and a telephone outlet.

Each resident hall has one Residence Life Coordinator and one Assistant Residence Life Coordinator who together give general direction to the affairs of students and the residence halls. RAs also work with the Residence Life Coordinators.

After being officially admitted to the University by the Admissions Office, students will then be eligible to apply for housing through their on- line Banner account. Once the student has applied and paid their non-refundable application fee of $50 and room deposit of $100 (all paid on- line), the student may check Banner for their room assignment in 48 hours.

A meal plan is required of all students residing in the residence halls. The dining hall may be closed during official holidays and semester breaks. A convenient grill/snack area is also located in the Reese Student Union Building.

**HEALTH SERVICES**

Episodic health care may be obtained in Student Health Services. The center is staffed with two nurse practitioners, a licensed practical nurse and a consulting physician. Student health fees entitle the student to unlimited visits for care. All care provided is confidential.

All students admitted to the university are required to complete all University System of Georgia Immunization Requirements and to submit documentation of completed immunizations.. Students who do not submit this information will have a health services hold placed in their record. If a hold is placed in the student’s record, registration for the next se- mester will be denied until the information is submitted. A health history will be completed at the time of the first visit to the center.

Health fees will not cover emergency room visits, hospital admissions or services rendered at other medical facilities nor will fees cover payment to drugstores for filling prescriptions. Any expenses incurred for treatment or care by the hospital or local physicians will be the financial responsibility of the student and his/her parents/guardians.

The university reserves the right to request a student to submit to a medical ex- amination whenever advisable. Registration may be denied any student, prospective or enrolled, who, in the judgment of University Health Services, is suffering from an illness that would endanger the health of others or for which the university cannot provide services. Student Health Services will be closed during official holidays.

**COUNSELING, TESTING AND DISABLED STUDENT SERVICES**

The primary function of Counseling Services is to assist students in their total development by providing services and programs to facilitate their intellectual, emotional, social and academic growth.

Counseling services seeks also to aid students in determining a purpose and direction for their lives and in developing coping skills and behav- iors to aid them in working more effectively with others in their environment. Through Counseling Services, the professional staff provides

2008-2012 Undergraduate Catalog **39**

**Enrollment Management & Student Affairs**

**Graduate**

**School**

**Personnel &**

**Index**

**Sciences &**

**Health**

**Professions**

academic, person, psychosocial therapeutic counseling. Counseling sessions are confidential and are conducted on a one-on-one basis as well as in small groups.

**Albany State**

Additional services offered through Counseling Services and Programs include Group Programs and Workshops such as study skills, social and relationship skills, and personal growth. Outreach Consultations include: Non-traditional Student Services, Disability Student Services, and the Drug/Alcohol Prevention/Education Program. Counseling Services also sponsors an active Peer Program, and serves as a National chapter affiliate of the BACCHUS (Drug & Alcohol Prevention) Peer Education Network. Through institutional and national testing compo- nent, Counseling Services addresses the testing needs of ASU students and the community through the provision of various examinations, in- cluding some of the following:

**Arts & Humanities**

• College Level Examination Program (CLEP)

• Compass

• Graduate Record Examination (GRE)

• ACAT

• Major Field Achievement Test (MFAT)

• Miller Analogies Test (MAT)

Computer based testing services are available through the ASU Computer Based Testing Center. Individual appointments can be made to take the following examinations on the computer:

**Business**

• Graduate Management Admission Test (GMAT)

• Graduate Record Examinations (GRE) - General Test Only

• GACE Georgia Assessment s for the Certification of Educators

• Test of English as a Foreign Language (TOFEL)

• Independent Study Exams

**REGENTS’ CENTER FOR LEARNING DISORDERS AT GEORGIA SOUTHERN**

**Education**

The Regents Center for Learning Disorders at Georgia Southern is one of three centers in Georgia established by the Board of Regents to pro- vide standardized assessment, resources and research related to students within the University System suspected of having learning disorders. Each center serves designated colleges and universities within a geographic region, and follows criteria established by the Board of Regents identify- ing students with suspected specific learning disabilities or Attention Deficit/Hyperactivity Disorder (ADHD). The professional staff of the Re- gents Center will review documentation for specific learning disabilities, ADHD, or Acquired Brain Impairment supplied by a student or will provide a new evaluation.

Any student interested in having an evaluation must contact the Counseling Services and Programs at Albany State University (Disabilities Serv- ices Provider) for information concerning the availability of this service. The Disabilities Services Provider will also make available the criteria for identifying specific learning disabilities, ADHD and/or for accepting outside evaluations (assessment completed by an agent other than one of the three centers).

**PROVISIONS FOR LEARNING DISABILITIES AND PHYSICALLY HANDICAPPED STUDENTS**

Albany State University’s policy regarding students with learning and physical disabilities complies with the University System of Georgia Board of Regents policies and all related Federal legislation. Students who have documented disabilities, who have met all of the admissions criteria and are otherwise qualified, should voluntarily register with the university DSSP coordinator. Albany State University provides accommodations which enable disabled students to pursue their educational goals.

**LEARNING DISABILITIES**

In order to receive appropriate University accommodations for disabilities which affect learning, students must submit documentation.

a. Students with Learning Disabilities (LD) must submit documentation which meets the Board of Regents criteria.

**Course**

**Descriptions**

b. Students with Attention Deficit Hyperactivity Disorder (ADHD) must submit documentation which meets the criteria for ADHD as established in The American Psychiatric Association ‘s Diagnostic and Statistical Manual, fourth revision (DMS-IV) and as defined by the parameters set by the Georgia Board of Regents.

c. Students with Acquired Brain Impairment (ABI) are eligible for the same accommodations as students with developmental learning disabilities. They should submit documentation that verifies the disability, clarifies the areas of learning that might be affected, and states the accommodations which would be appropriate for the student.

d. Student with visual, hearing, motor, or other impairments which affect learning should supply documentation that verifies the disability, clarifies the areas of learning that might be affected, and states the accommodations which would be appropriate for the student.

**40** 2008-2012 Undergraduate Catalog

**Enrollment Management & Student Affairs**

**Education**

**Business**

**Albany State**

**Course**

**Descriptions**

**Graduate**

**School**

**Personnel &**

**Index**

**Sciences &**

**Health**

**Professions**

Documentation should be submitted to the University Disability Coordinator Assistant Director. The documentation will be reviewed by the staff. If documentation is complete, the student will be eligible for accommodations upon entering the University. If documentation is incom- plete, the student is responsible for providing the missing components.

Students should contact the Disability Student Support Services during the application process or as soon as possible. This allows students to have appropriate accommodations during placement testing so they can be placed in classes which are appropriate. Professors are more willing to work with students who notified them of possible problems at the first of the semester rather than after the first sign of trouble.

**DISABLED/HANDICAPPED STUDENT SERVICES**

Albany State University complies with the Rehabilitation Act of 1973 (Section 504) and The Americans with Disabilities Act of 1990 (Title II). Students with special needs, accommodations and/or questions relating to either of 504/ADA should contact the Coordinator of the Disabled Stu- dent Services Program in the Counseling and Disabled Student Support Services (DSSP).

**RELIGIOUS LIFE**

Albany State University recognizes the need for spiritual guidance in the lives of its students and endeavors to give such guidance through non- denominational religious activities. One of the highlights of annual campus activities is the observance of Religious Emphasis Week. At this time ministers and spiritual consultants from various churches and organizations are invited to participate.

**Arts & Humanities**

**STUDENT IDENTIFICATION CARD**

ID Cards are obtained from the Office of Fiscal Affairs at the beginning of each semester. Photographing students is a part of the registration pro- cedure. The ID Card, which is not transferable, should be carried at all times, and if lost, costs $25.00 to replace.

**UNIVERSITY POLICE AND PARKING REGULATIONS**

Albany State University Police provide 24 hours a day protection to faculty, staff, students and visitors. ASU Police employs State of Georgia certified police officers with full arrest powers to facilitate safety, maintain orderly conduct of the University business and provide parking fa- cilities in support of this function within the limits of available space. Additional information will be provided during orientation or you may con- tact ASU Police at (229) 430-4711. We are located on campus directly across from the ACAD/Administration Building.

**STUDENT ACTIVITIES OFFICE**

The philosophy of the Office of Student Activities is to enhance student learning, to enhance the quality of campus life, to assist in the retention of students, to foster personal development, to promote an environment in which cultural diversity is valued and respected, and to improve the overall educational experience of students. The office is also committed to providing assistance and resources in all aspects of program planning to student organizations and departments.

The mission of Student Activities is to provide a co-curricular experience for students, which fosters student development and leadership oppor- tunities. This is accomplished through promoting student governance, cultural, intellectual, social, recreational, and leadership activities outside the classroom. These activities are coordinated by the Office of Student Activities, therefore, social events are planned throughout the year and informal events are provided on campus most weekends. The Office of Student Activities recognizes that its mission is accomplished through the close interaction of students and staff, working together to meet the extracurricular and co-curricular needs of the students attending Albany State University.

The Office of Student Activities offers a number of programs and services to fulfill its mission to include overseeing University Programming, Community Service Projects, Intramurals and Open Recreation, Student Leadership Development Programs, Student Government, Student Clubs and Organizations, Recreational Services, Use of Sanford Hall Gymnasium, Use of J.C. Reese Student Union Building, and Use of ASU Grounds. The office also approves flyers, posters, handouts, and the like for distribution and posting on campus.

Services are delivered and marketed to the general student population. However, most of the services are targeted at the traditional and on-cam- pus community. This includes registered clubs and organizations, faculty, staff, and Greek life. Although we do offer services to the non-tradi- tional and graduate student population, their overall interest of participating in student programming events is limited.

The Office of Student Activities directly advises the following groups: Miss Albany State University and Court, Mr. Albany State University & Royal Gentlemen, the Student Activities Advisor Board and the Student Government Association.

Events such as ASU by Candlelight, Black Heritage Ball, Collegiate Relay-4-Life, Freshmen Orientation, Homecoming, Miss ASU Pageant, M.L. King Commemorative Program, National Black History Month Celebration, and the Student Government Association Elections are just a few other activities the Office of Student Activities sponsors or co-sponsors.

**STUDENT ORGANIZATIONS**

The Student Government provides for student participation in the governance of the University. Students also serve on University committees.

There is a Residence Hall Association in each residence hall. It provides for participation in the regulation of matters concerning life in the res- idence halls and for the acquisition of invaluable experience in self-government.

2008-2012 Undergraduate Catalog

**Enrollment Management & Student Affairs**

**Graduate**

**School**

**Course**

**Descriptions**

**Sciences &**

**Health**

**Professions**

**Personnel &**

**Index**

Chapters of national honor societies that are on campus include Alpha Kappa Mu National Honor Society (General); Alpha Phi Sigma Honor So- ciety (Criminal Justice); Delta Mu Delta National Honor Society (Business); Kappa Delta Pi National Honor Society (Education); Pi Sigma Alpha National Honor Society (History & Political Science); Psi Chi National Honor Society (Psychology); and Sigma Tau Delta National Honor Society (English). (PLEASE SEE INDIVIDUAL DEPARTMENTS TO VERIFY ELIGIBILITY REQUIREMENTS).

**Albany State**

Other general student organizations include Anointed Gospel Choir; ASU Marching Rams Showband; ASU Theatre Ensemble; Concert Chorale; Cheerleaders; Habitat for Humanity; HIV Aids Peer Educators; Holley Ambassadors; NAACP; Paraprofessionals Promoting Peer-fection; Plat- inum Divas; Pre-Alumni Association; Research, Speech and Debate Club; Residence Hall Association; Rok-N-Dem Dance Team; Student Ac- tivities Advisory Board; and Student Government Association.

**Arts & Humanities**

The fraternities and sororities are open to students who qualify according to regulations prescribed by the organizations and Albany State. The fraternities are as follows:Alpha Phi Alpha Fraternity, Delta Delta Chapter; Iota Phi Theta Fraternity; Kappa Alpha Psi Fraternity, Delta Xi Chap- ter; Omega Psi Phi Fraternity, Chi Epsilon Chapter; and Phi Beta Sigma Fraternity, Beta Psi Chapter. The sororities are as follows: Alpha Kappa Alpha Sorority, Gamma Sigma Chapter; Delta Sigma Theta Sorority, Delta Rho Chapter; Zeta Phi Beta Sorority, Pi Beta Chapter; and Sigma Gamma Rho Sorority, Zeta Psi Chapter.

Special Interest Organizations include Alpha Psi Omega National Dramatic Fraternity; Kappa Kappa Psi Honorary Band Fraternity; Order of

Omega; Phi Mu Alpha Sinfonia; and Tau Beta Sigma Honorary Band Sorority.

**Business**

**WHO’S WHO**

Albany State University participates in the annual selection of students to Who’s Who Among Students in American Universities and Colleges. Selection is based on (1) junior or senior classification, (2) a minimum cumulative academic average of “B,”, 3.0 GPA or above, (3) excellent in- stitutional citizenship, and (4) promise of future leadership.

Athletics

An integral part of the students’ educational development at Albany State University is athletics, both intercollegiate and intramural. All students are encouraged to participate either as competitors or spectators. The University desires each student to participate according to his/her ability, and participation is particularly emphasized for students majoring in physical education. Their participation will have special importance in preparing them for future careers.

**Education**

**THE JAMES C. REESE STUDENT UNION**

The J. C. Reese Student Union is a gathering place for the campus, creating a sense of community among students, faculty, staff, alumni and friends of Albany State University. The student union is also designed to provide a clean, comfortable and safe environment for both formal and infor- mal events, as well as quality services, for the University and the ASU community.

The James C. Reese Student Union enhances Albany State University’s concept and philosophy for student activities. The two-story facility brings together student programs and recreation. Students have access to the bookstore, post office, food court, ramcard office, laundry facility; student government association and game room on the main floor.

The Reese Student Union Building displays stunning murals of the Albany State University RAM mascot in several locations. Administrative offices, study areas and television viewing rooms are located on the second floor.

**ATHLETICS**

An integral part of students’ educational development at Albany State University is athletics, both intercollegiate and intramural. All students are encouraged to participate either as competitors or spectators. The University desires each student to participate according to his/her ability. Par- ticipation is particularly emphasized for students majoring in physical education. Their participation will have special importance in preparing them for future careers.

2008-2012 Undergraduate Catalog