

Section 1

Reviewing a student's record or holds

Faculty advisement includes reviewing your advisee's academic record and determining if there is a hold. If your student has a hold you will be able to identify the type(s) of hold(s) as well as other information by accessing either of the resources listed below.

Method I

- Log in to you Banner Web Account
- Click "enter secure area (login here)"
- Enter your User ID and PIN in the fields provided and click the Login button
- Click the "Faculty & Advisors" menu
- Click "Term Selection" link; Select a TERM window appears. Use the drop-down arrow to select the term you want to access
- Scroll to the bottom of the page and click the Faculty & Advisor Student Menu
- Click "ID Selection" link and type in the Student ID or student's name and submit
- Student Verification will appear, click if correct
- You are now on the Faculty & Advisors Menu and from there you may select any link including the "View Holds" link to aid you with your student

Method II*

- Sign in to the Intranet (<http://wwwi.ega.edu>)
- Scroll to Computer Services Information and click "Banner Users Information" link
- Click "Advisors Web Pages (Online Transcript)" link
- Click the "login" inside the Secured Access box
- Type in your Username and Password and click submit
- At this point you are on the Advisor Home Page
- Click the "Advisement Sheet" link to access "Currently Enrolled" or "Previously Enrolled" students
- Type the student's last name first name (no commas between names)
- Next appears "Listing by Name" and the student's name you are searching for will appear in the link
- By clicking the link, you will be directed to a full page labeled "Advisement Information" listing everything you made need to know including Hold information, Regents' Exam status, learning support information, CPC deficiencies, and academic course history including transfer courses.

*Please be advised that this resource is currently supported as a faculty advisement tool, but may not be available in the future.

If you have Hold related issues, please refer to the chart in Section 10 about contact information.

NOTES

Section 2

Providing a grade for all students prior to mid-term

All students at EGC receive a mid-term grade. Make sure you have enough evidence to issue each student in your classes a grade about the fifth week of the semester. This date is usually published on the college calendar and an e-mail will be sent from the Registrar's office reminding you of this event.

NOTES

Section 3

Specific Advisors for Specific Programs of study

There are certain faculty members responsible for specific programs of study at EGC. In addition to their normal advisees, these faculty members are responsible for specific programs. The following programs or classes list their advisors:

Education – Dr. Dee McKinney, Dr. Walt Mason, Johnna Ware, and Courtney Joiner

Business and Bachelors Degree in Management with Georgia Southwestern State University– Dr. David Bartram

Pre-vet, med, nursing or pharmacy – Dr. Paul Cerpovicz and Dr. Jimmy Wedincamp

Nursing (Darton) – Beth Sipper

On-Line Advising – Dr. Tim Goodman

Criminal Justice – Dr. David Bartram and Randy Carter

East Georgia College at Georgia Southern University – Caroline McMillan, Dr. Thomas Caiazzo, and Dr. Sandra Sharmon

NOTES

Section 4

Forms for Students

The following forms are available to you and the student. They are available at the location listed next to the form name. Make sure the form is completely filled out prior to submitting the form to the appropriate office.

1. **Change of degree/program or advisor** (Registrar's Office homepage) – to be completed by the student as soon as the student recognizes they need to change their major. All Statesboro students are coded as General Studies.
2. **Change of major** (Registrar's Office homepage) – to be completed by the student along with the **change of advisor form** in order to change their major or area of concentration
3. **Request for transcript** (Registrar's Office homepage) – to be requested by the student to have a transcript from EGC be sent immediately or held until the end of the semester or until the degree is awarded.
4. **Withdrawal from a class** (Registrar's Office homepage) – make sure the student knows how, when, and where they need to complete and carry the form. Make sure the student is aware of the consequences of withdrawing from classes. **Financial Aid WILL** be affected in some way. Students seeking to withdraw from LS must withdraw from all classes.
5. **Incomplete electronic form** (Intranet) – students requesting an incomplete in a course **must** be aware of the timeline to complete the course or the results will be a grade of "F".
6. **Application for graduation electric form** (Intranet) – the correct form should be completed by the student's advisor and delivered to the appropriate departments for signatures. This process should start at least one semester prior to graduation. The deadline for students to file their graduation application for an upcoming semester is listed on the Academic Calendar each semester.

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Section 5

How to get Student Information

To get information regarding a student, you need to go to BANNER WEB on the EGC Homepage. Once you are in BANNER, type your FACULTY ID NUMBER and then your password. Go to Faculty and Advisors and click; this will take you to a menu for Faculty and Advisors. At the bottom of the page is a Faculty and Advisors Student menu. You need to be familiar with both menus prior to advising your first student.

The Faculty and Advisors menu contains the major links to: attendance verification, midterm grade, final grades, advisee grade summary (lists your advisee & courses they are enrolled in for the current term), assignment history (courses you taught in previous semesters), faculty class lists (lists your students & number of hours they are currently enrolled & by clicking their name you can access their phone number), and you can explore the other links on this menu.

The Faculty and Advisors Student menu contains major links to: add or drop classes (during registration periods), view student holds (select the term and Student ID number), to view the outstanding holds the student has yet to satisfy, view academic history (includes all courses student has taken including transfer & currently enrolled courses), student e-mail address, phone number & address, individuals student class schedules for the current term, individual student academic transcripts (unofficial) are available to view, student summary information (includes transfer courses accepted by EGC & Georgia Requirements the student must fulfill), test scores (student test scores display here), unsatisfied non-course requirements (includes Regents' Testing, legislative requirements unsatisfied, etc), concise student schedule, student week at a glance (class schedule for current term).

Transcript Designations: These symbols when succeeding a letter grade can be interpreted to mean:

#	Academic Renewal-not used in calculating GPA
^	PE courses before spring 1995-not used in calculating GPA
*	Learning Support course-not used in calculating GPA
%	College Preparatory Curriculum (CPC)-used in calculating GPA, cannot be used towards graduation
@	Transfer credit-not used in institutional GPA calculation
NR	No grade reported by instructor
K	Credit earned through examination-not used in GPA calculation

NOTES

Section 6

Student Deficiencies

CPC Deficiencies – Students who did not successfully complete the College Prep Curriculum while in high school will have “CPC” deficiencies. If a student’s **COMPASS** test score places him/her into collegiate math or English, the CPC deficiency in those areas are satisfied. Students with CPC deficiencies in science, social science, or foreign language **must** take one college classes in those areas to satisfy the deficiency **AND** earn a minimum grade of “C”. Students with a deficiency in natural science **must take a science class with a lab**. CPC classes grades will count in the student’s GPA, but will not count toward satisfying degree requirements.

Courses that can be used to satisfy CPC Deficiencies:

Science:

BIOL 1103 – Introductory Biology I
BIOL 1107/1108 – Principles of Biology I or II
GEOL 1121/1122 – Physical Geology or Historical Geology
CHEM 1211/1212 – Principles of Chemistry I or II
ISCI 1101 – Integrated Science
PHYS 2211/2212 – Physics I: Classical Mechanics or Physics II: Electricity and Magnetism, Optics

Social Science:

ANTH 1102 – Introduction to Anthropology
ECON 2105 – Principles of Macroeconomics
ECON 2106 – Principles of Microeconomics
GEOG 1101 – Introduction to Human Geography
HIST 1111 – Western Civilization to 1648
HIST 1112 – Western Civilization since 1648
HIST 2111 – U.S. History to 1865
HIST 2112 – U.S. History since 1865
PSYC 1101 – General Psychology
SOC 1101 – Introduction to Sociology

Foreign Language:

FREN 1001 – Elementary French I
SPAN 1001 – Elementary Spanish I

Learning Support – Students taking the COMPASS, but not placing into college math or English will be required to take Learning Support Classes. Students must exit both reading and English LS areas before they can register for college English. Students must exit LS math before they can register for college math. Students are allowed 3 attempts in each LS area and may appeal for two additional attempts. A student cannot withdraw from a LS support class and remain enrolled for a college level course. A list of classes open to LS and additional policies and procedures are provided in your advising handbook.

ESL – Exiting from ESL classes is a pre-requisite for most college classes. Contact the Registrar’s office or the EGC counseling office regarding any student who may fall into this category.

Students with Disabilities – If you have a student who has special needs because of a learning disability or other types of disabilities, the student should discuss this problem with the advisor and student services counselor, Anne Marie Reich (main campus) or Dr. Tori Kearns (Statesboro Center). Students requesting accommodations based on a documented disability must supply you with an original copy of an accommodations contract for the current semester. The form **must be signed and dated by the student and counselor**. The student should provide you a copy of this signed contract for your records as the student will return the original to the Counseling Center. You are not required to provide accommodations

unless you have viewed and signed this form. Students must provide the instructor with “reasonable notice” each time an accommodation is requested. You should discuss “reasonable notice” with the student at your first meeting with the student. You will receive an email from the Counseling Center regarding the student if they have been approved for accommodation. You will receive an “In Class Disabilities Testing” form attached to this email to document the student’s use of the accommodations provided. More information about these services can be obtained by contacting the Counseling Center at 6-2039 (on campus) or (912) 688-6912 (Statesboro Center).

NOTES

Section 7

Regents' Test

The Regents' Test Is an examination to assess the competency level in reading and writing to all students enrolled in undergraduate degree programs. Students enrolled in undergraduate degree programs leading to the baccalaureate degree shall pass the Regents' Test as a requirement for graduation. Any student who has exempted both Learning Support English and reading must take each part of the Regents' Test not previously passed or exempted in each enrollment in a University System institution (after graduation from high school). Student in Learning Support English or reading must take the Regents' Test in the semester after they have exited LS English and Reading (Math LS is not relevant here). No differentiation is made for transfer students.

1. All students who have completed 45 hours of college-level coursework but have not passed the Regents' Test **MUST** register for the Regents' Skills course(s) for the part(s) of the test they have not passed. This applies to students who have failed the test or have simply never attempted it. These students will be required to register for the appropriate skills course(s) every semester until they pass the test.
2. **Any student who scores below 50 on the reading portion of the test MUST register** for RGTR 0198-Regents' Reading Skill or ENGL 1101-Composition I or ENGL 1102- Composition II or ENGL 2111/2112 – World Literature. Students who have completed all three ENGL courses and still have not passed the reading test will be required to register for TGTR 0198 every semester until they pass the reading test.
3. **Any student who fails the essay portion of the test twice MUST register** for RGTE 0199-Regents' Writing Skills every semester until they pass the essay test.

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Section 8

Transfer Information

The University System of Georgia recognizes a core curriculum that is common to transfer degree programs. Generally, core curriculum areas that are completed are accepted by University System schools. Most courses require a grade of “C” or better to transfer (you will need to check the school and the major for your student). **Students will receive full transfer credit in the core curriculum areas (Area A-F) if they receive an associate degree.**

To transfer to our local area University, Georgia Southern University, the following is required:

Every semester Statesboro students are invited via e-mail to attend a transfer meeting that will walk them through the steps about what they need to know about transferring to Georgia Southern University.

The Basics:

- Student must have a cumulative GPA of at least 2.0
- Student must have completed all of their CPC and Learning Support requirements
- If the student started before Fall 2003 – must have 20 transferrable hours
- If the student started Fall 2003 or later – must have 30 transferrable hours
- Transferrable hours are college level courses taken for college credit. In other words, Learning Support classes and classes taken to satisfy CPC deficiencies do not count as transferrable hours
- Area A courses (ENGL 1101 & 1102 and MATH 1111) in which a student earns less than a “C” **do not** transfer, regardless of the overall GPA
- Transferrable credit hours from another school **will** count toward the student’s earned hours, including transient courses from Georgia Southern (e.g. Health, PE, etc)
- The cumulative GPA used by Georgia Southern for transfer/admissions purposes **does not include** courses taken as transient at Georgia Southern (e.g. Health, PE, etc). The grades received in these courses will be added to the cumulative GPA once the student transfers to Georgia Southern
- Student **must** be in good academic standing
- Student must complete the necessary paperwork made available during the Transfer Meeting to indicate he/she wants to transfer to GSU

NOTES

Section 9

How to conduct an Advising Session

Ask lots of open-ended questions. Find out about your advisee!

1. Why did you choose East Georgia College?
2. Do you plan to graduate or transfer from East Georgia College?
3. Have you looked at our website?
4. Have you decided on a major or why did you choose this as your major?
5. What is your time line for graduating or transferring from EGC?
6. What are your career goals?
7. What obstacles might interfere with your success in college?
8. Where do you see yourself in 10 years?
9. Have you considered joining a campus organization?
10. Do you understand your responsibility during these advising meetings?
11. Are you prepared to help me put together a two-year academic plan for you?

*Remember, you do not have to be a perfect advisor. There are many resources on campus that can help. The key is the relationship between you and your advisee.

*Finally, it is the student's responsibility to ensure that their schedule is accurate.

NOTES

Section 10

Hold Code Definitions & What to do if....

<u>Code</u>	<u>Description</u>	<u>Prevents Req</u>	<u>Definition</u>	<u>Student Action</u>
AD	Admissions Office	Yes	Miscellaneous Admissions Office hold.	Contact Admissions Ofc.
AP	Missing Application	Yes	Has not paid application fee.	Contact Admissions Ofc.
BU	Business Office Hold	Yes	Miscellaneous Business Office hold.	Contact Business Ofc. for details
CB	New CBI Required	Yes	Required to perform a new background check.	Contact Admissions or Registrar's Ofc.
CF	CPC-Foreign Language	No	Course deficiency in foreign language from high school.	Register student for foreign language crse.
CN	CPC-Natural Science	No	Course deficiency in natural science from high school.	Register student for natural science crse.
CS	CPC-Social Science	No	Course deficiency in social science from high school.	Register student for social science crse.
E2	Learning Support - ENGL 0099	No	Has placed in ENGL 0099 area of Learning Support.	Register student for ENGL 0099
FA	Financial Aid	Yes	Has Financial Aid hold	Check their Fin Aid link in Banner Web for details
GE	Missing GED Scores	Yes	Has not submitted official GED test scores.	Provide GED Score Report to Admissions
HS	Missing Final HS Transcript	Yes	Has not submitted final high school transcript.	Provide official sealed transcript to Admissions
IM	Immunization	Yes	Needs to submit immunization record.	Provide completed EGC form to Admissions
JA	Judicial Affairs	Yes	Judicial Affairs issue	Contact Registrar's Office
LE	Learning Support- ENGL 0097	No	Has placed in ENGL 0097 area of Learning Support	Register student for ENGL 0097
LI	Library	Yes	Miscellaneous library hold.	Contact Library staff for details
LM	Learning Support- MATH 0097	No	Has placed in MATH 0097 area of Learning Support.	Register student for MATH 0097.
LR	Learning Support- READ 0098	No	Has placed in READ 0098 area of Learning Support.	Register student for READ 0098.
M2	Learning Support- MATH 0099	No	Has placed in MATH 0099 area of Learning Support.	Register student for MATH 0099.
PC	Prior College Transcript	Yes	Has outstanding prior college transcript.	Provide official sealed transcript to Admissions
PH	Preliminary High School Trans	No	Needs to submit preliminary high school transcript.	Contact Admissions Ofc.
PK	Parking Fine	Yes	Has parking ticket	Send to Business Ofc to pay fine.
PT	Prior Tech Transcript	Yes	Has outstanding prior technical school transcript.	Provide official sealed transcript to Admissions
R1	Registrar-Registration	Yes	Miscellaneous Registrar's Office hold.	Telephone Registrar's Office.

R2	Learning Support- READ 0099	No	Has placed in READ 0099 area of Learning Support	Register student for READ 0099.
RC	Returned Check	Yes	Has returned check.	Contact Business Ofc to pay check.
RS	Must Registrar for EGAC 1100	Yes	Has not registered or passed EGAC 1100.	Register student for EGAC 1100.
SA	Missing SAT scores	Yes	Needs to submit SAT Scores.	Contact Admissions Ofc.
SS	Need to Verify SS#	Yes	Needs to verify Social Security Number	Provide copy of Social Security Card to Adm Ofc.

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Section 11

Financial Aid FAQs for Advisors

How often does a student have to apply for financial aid?

- The student must apply for financial aid every January 1st by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
- The student must complete any other financial aid documents as required by the Office of Financial Aid. Details can be found at <http://www.ega.edu/finaid/howtoapply.htm>

What is the difference between a loan and a grant?

- Generally, a grant does not have to be repaid.
- Loans are monies borrowed from a bank through the Federal Family Educational Loan Program (FFELP). These funds must be repaid with interest.

How many credit hours does a student have to take to stay on his/her parents' insurance?

- Parents should contact their insurance provider for information regarding policy coverage.

What is the application deadline for financial aid?

- Fall Semester – June 1st
- Spring Semester – October 1st
- Summer Semester – March 1st

How often will HOPE review the student's eligibility?

- The HOPE GPA is checked at the end of 3 benchmarks: 30, 60, and 90 semester hours and at the end of every spring semester. The GPA must be at 3.0 or above to remain eligible for HOPE. If HOPE is lost at one of the 3 benchmarks, HOPE can be regained at the next benchmark if all eligibility requirements are met.
- For the purpose of HOPE eligibility, attempted credit hours received from all institutions (in-state or out-of-state) attended will be calculated.
- If eligible, the HOPE Scholarship is part of your financial aid award.

Will HOPE pay for the student's Learning Support and English as a Second Language classes?

- YES

What if a student withdraws from a class?

- The student must be making Satisfactory Academic Progress (SAP) toward graduation to receive Title IV funds.
- A withdrawal is considered as attempted hours. All attempted hours are considered when determining your academic progress.
- If the student withdraws from all enrolled classes for a term before the withdrawal deadlines, the Business Office will recalculate the student's account. The student may be required to repay all or portion of the financial aid received. The student will become ineligible to receive financial aid in future terms until the account balance is repaid in full.
- Review the SAP policy at www.ega.edu/finaid/progress.htm.

Does Financial Aid pay for Maymester/Summer School?

- Yes, if the student has remaining eligibility. Students must be mindful that aid will not be disbursed until June. Therefore, students taking courses during the Maymester must plan to pay for books and living expenses out-of-pocket. Refunds are not issued until June.

How many hours does the student need to take during Summer School to receive Financial Aid?

- The required hours for financial aid remain the same during the summer semester. For instance, students must be enrolled in a minimum of 6 semester hours to remain eligible for most aid especially Stafford Loans.

How does a student apply for loans?

- Complete the financial aid process by completing the FAFSA and any other documents required by the Office of Financial Aid. Refer to the financial aid website at: <http://www.ega.edu/finaid/howtoapply.htm>.
- Entrance Counseling must be completed and students must be enrolled in a minimum of 6 semester hours.
- Aid cannot be transferred between institutions.
- Exit Counseling must be completed when a student drops below half-time, withdraws from all classes, or graduates. If a deferment has not been requested by the student and approved by the lender, students begin repayment of loan(s) within 6 months.

How does a student apply for Veterans Education Benefits?

- Students must submit a copy of their DD-214 and Certificate of Eligibility to the Director of Financial Aid at EGC.
- If a student is changing schools and/or programs, a copy of Form 22-1995 or 22-5495 (whichever is applicable) must be submitted to the Director of Financial Aid at EGC.

How can a student check his/her financial aid status?

- Refer to their Banner Web account at: <https://bobcat.ega.edu/pls/BANWEB/bwwkadst.P> GetID

What is Higher One?

- Higher One is a debit card that makes it easier for the student to receive his/her financial aid refund. Refer to the EGC Home page for additional information.

NOTES

Phone Numbers/Resources

Selected faculty, staff, or administrators that can help you.

<u>Name</u>	<u>Number</u>	<u>Area of Advising</u>
Bartram, David Dr.	6-2048	Business/Criminal Justice
Blackburn, John	6-2076	Mathematics
Brasher, Alan Dr.	6-2050	English
Brown, Bob Dr.	6-2068	Mathematics
Carter, Randy	6-2058	Political Science
Cerpovicz, Paul Dr.	6-2071	Chemistry
Dallas, Mark	6-2063	Learning Support
Derr, Reid Dr.	6-2051	History
Johnson, Jay Master Sergeant	6-2163	US Army ROTC
Joiner, Courtney	6-2106	History/Education
Mason, Walt Dr.	6-2091	Exercise Science
McKinney, Dee Dr.	6-2062	Education
Sipper, Beth	6-2146	Nursing (Darton)
Palumbo, Carmine	6-2046	English
Purcell, Desmal	6-2154	Art
Stracher, Glenn Dr.	6-2073	Geology
Strickland, David	6-2061	Sociology
Ware, Johnna	6-2103	Exercise Science
Wedincamp, Jimmy Dr.	6-2166	Biology

<u>Name</u>	<u>Number</u>	<u>Department</u>
Andrews, Tabithia	6-2171	Registrar's Office
Bray, Carol	6-2088	Library
Jones, Karen	6-2129	Admissions
Parks, Cynthia	6-2012	Financial Aid http://www.ega.edu/
Patrick, Kayce	6-2123	Financial Aid
Reich, Anna Marie	6-2039	Counselor
Rountree, Mike	6-2093	Computer Services
Stracher, Janet	6-2109	Registrar's Office
Durden, Drew	6-2090	Security
Security Cell Phone	478-455-0125	
Sherrod, Vicki	6-2105	Student Life

NOTES

Glossary for Advisors

Academic Exclusion Term – academic standing in which a student is required to sit out a semester due to unsatisfactory GPA. It is the result of a student being placed on Academic Probation and earning a 2.0GPA in the subsequent semester.

Academic Exclusion Year – academic standing in which a student is required to sit out an academic year due to a prolonged period of an unsatisfactory GPA. It is the result of a student returning from Academic Exclusion-Term and not earning a 2.0 GPA in the subsequent semester.

Academic Probation –academic standing in which a student’s cumulative GPA has fallen below 2.00 and has earned 18 or more credit hours.

Academic Probation 2 – academic standing in which a student is returning to EGC after a prior exclusion

Academic Renewal – a policy allowing USG degree-seeking student who have experienced academic difficulty to make a fresh start after an absence of five calendar years from any and all colleges and universities and to have one final opportunity to earn an associate or bachelor’s degree

Academic Warning – standing in which a student’s cumulative GPA has fallen below 2.0 and has earned less than 17 credit hours.

Advisement Sheets – maybe referred to as “Program of Study or Two-Year Plan”; consist of several different forms (choice of form to use is up to the advisor) allowing the advisor and student to develop a two-year plan consisting of classes needed for graduation

AIR Center (Academic Instruction and Resources) – located in the Academic Building, a resource room available for students seeking tutorial help with their academics

BANNER – the database used by most colleges nationwide for input and access to student information

CLEP – College Level Examination Program, college credit granted for specific courses upon successful completion of a standardized test. Students should check with the Registrar’s Office for information.

COMPASS – Placement Testing which determines the appropriate level of beginning coursework for newly admitted students.

Core Curriculum – A common set of courses all students must take in order to receive a degree. Known as Areas A through E, the core includes courses in humanities, sciences and mathematics, and social sciences. (Area F refers to specific courses in a student’s program of study/major)

CRN (Course Reference Number) – a five-digit number printed on the course section line on the schedule of classes, which is mandatory for registration

Developmental Studies/Learning Support – courses taken at EGC to complete a deficiency which was determined when the student took the COMPASS. These courses do not count towards graduation.

Drop/Add (Schedule Adjustment) – Period during the beginning of the semester when students are permitted to drop/add classes to their course schedule themselves or with an advisor’s assistance. There is a published date on each semester Academic Calendar for the drop/add period.

Earned Hours – college-level credit hours earned by the student, including transfer credit

GREDC – Georgia Rural Economic Development Cooperation. Contact Jack Bareford at 6-2099 for more information

GaView Vista - A database program used by EGC's faculty to place important information online about their courses (syllabus, grades, etc) so students can access this information. EGC faculty are required to place syllabus and grades online for students taking courses with them.

GPA – college-level credit hours including passed and failed courses (excludes LS courses)

Hybrid Course – A course which is taught in a combination of online and face-to-face instruction.

Override – The authority to enroll a student in a class that already is full or where the student does not meet the official prerequisites. This authority is limited to certain EGC personnel, the instructor or the V.P. of Academic Affairs. It must be conveyed in writing to personnel in the Registrar's Office who will process the override request. The Registrar's Office will accept e-mail or the "instructor's signature" in the appropriate box on the Add Card.

Program of Study – A group of courses students take to fulfill the requirements for an associate degree from EGC.

Special Needs Testing Room – A room specifically used for students with special needs who need testing or need to take a test. Contact Anna Marie Reich at 6-2039 for additional information.

Testing Center – Located next to the Registrar's/Student Services Offices, this room is used to assess the student prior to attending EGC classes. For additional information contact April Womack at 6- 2016.

NOTES

Section 14
Appendix
Test Scores & Other Information

COMPASS SCORES:

<u>Course</u>	<u>Placement Score</u>	<u>Exit Score</u>
READ 0098	below 55	74
READ 0099	55 – 73	74
ENGL 0097	below 30	
ENGL 0099	30 – 59	60
MATH 0097	below 25	
MATH 0099	25 – 36	37

Learning Support Classes:

1. Classes OPEN to Students in Learning Support:

ART 1010	Drawing I
ART 1011	Drawing II
ART 1030	Three-Dimensional Design
ART 2040	Watercolor
ART 2050	Painting
ART 2060	Pottery
COMM 1110	Public Speaking
EGAC 1010	Basic Computer Skills
EGAC 1100	Student Success
ENGL 0097	Learning Support English (Below 30 on COMPASS)
ENGL 0099	Learning Support English (30-59 on COMPASS)
FREN 1001	Elementary French
HLTH 2181	First Aid
MATH 0097	Learning Support Math (Below 25 on COMPASS)
MATH 0099	Learning Support Math (25-36 on COMPASS)
MUSC 1101	Introduction to Music
PHED xyza	All exercise science activity classes
READ 0098	Learning Support Reading (Below 55 on COMPASS)
READ 0099	Learning Support Reading (55-73 on COMPASS)
SPAN 1001	Elementary Spanish I

2. Courses open to students who fail **only** the math COMPASS:

All courses **except** anatomy & physiology, biology, geology chemistry, physics, math and microbiology

3. Courses open to students who fail **only** the English COMPASS or essay:

Any math or science course
Health - HLTH 2051
Any classes listed above in number 1.

4. Courses open to students who fail **only** the reading COMPASS:

Any classes listed above in number 1.

- Students may concurrently enroll in credit classes and exit level learning support classes.

- 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 classes.**

Campus Coding Legend on EGC website “Course Schedule” link.

Campus Code Means

- A – Main Campus (class taught on Swainsboro campus)
- F – Off Campus (class taught off-site)
- J – Jefferson (class taught specifically at Jefferson County High School)
- O – EGCS Campus (class taught by GSU faculty for Statesboro students (e.g. PE, Health))
- S – Statesboro Campus (class taught for Statesboro student only)
- W – Web Course (class available to students at both Swainsboro and Statesboro)
- Y - Hybrid (*Hybrid courses are those which have an on-line **and** face-to-face component – be sure the student knows whether the face-to-face component is taught at either Swainsboro or Statesboro)

Foreign Language Policy:

- Students who have taken foreign language in high school and are admitted to the institution with no CPC deficiency in foreign language may take the entry-level course for credit in the Core Area C.
- Students who have taken 1001-level foreign language course for CPC deficiency may take the next course in the sequence for credit in Area C.
- Students who have satisfied their foreign language in high school; therefore admitted to EGC with no CPC deficiency in foreign language, may take the entry-level courses (i.e. SPAN 1001 or FREN 1001) **for credit** in Area C as a Humanities elective.

General Studies (Area F) Guideline:

<u>Area F</u>	<u>18 Hours</u>
Required:	6 – 9 hrs
Humanities	3 – 9 hrs
Social Science	3 – 9 hrs
Math/Natural Science	0 – 8 hrs
Guided Electives:	
Courses approved by the Advisor from AREAS	
B – F	9 – 12 hrs

*Note: Check with college student plans on transferring for courses in appropriate field of study

Useful WEBSites:

1. East Georgia College, Office of Financial Aid: www.ega.edu/finaid/
2. Free Application for Federal Student Aid: www.fafsa.ed.gov
3. SmartStudent Guide to Financial Aid: www.finaid.org
4. National Student Loan Data System (NSLDS) Student Access: www.nsls.ed.gov/nsid_sa
5. GACollege411, Helping Students Plan, Apply, and Pay for College: www.GAcollge411.org
6. Consumer Credit Counseling: www.cccatl.org/tools/index.jsp

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