



2011-2012  
Student Planner





# Student Planner 2011 - 2012

**If found, please return to:**

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**PHONE NUMBERS:**

**Main Campus:**

<b>Classroom &amp; Administration Building (A)</b>	229-225-4096
<b>Health Science Building (B)</b>	
<b>Hand Building (C)</b>	229-225-5280
<b>Cosmetology Building (D)</b>	229-225-5080
<b>Sewell Building (D)</b>	229-225-5030
<b>Technical &amp; Industrial Building (E)</b>	229-225-5095
<b>Adult Education/GED Building (E)</b>	229-225-5292
<b>Automotive Building (F)</b>	229-225-5085

<b>SWGTC of Grady County</b>	229-378-2901
<b>SWGTC of Mitchell County</b>	229-522-3640
<b>Admissions</b>	229-522-3650

**FAX NUMBERS:**

<b>Classroom &amp; Administration Building (A)</b>	229-225-4330
<b>Hand Building (C)</b>	229-225-5289
<b>Technical &amp; Industrial Building (E)</b>	229-225-3942
<b>Economic Development</b>	229-227-2578
<b>Library</b>	229-225-3959
<b>Student Affairs</b>	229-227-2666
<b>Financial Aid</b>	229-227-2727
<b>Adult Education</b>	229-227-2577

<b>SWGTC of Mitchell County</b>	229-522-3644
<b>SWGTC of Grady County</b>	229-378-2908

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*As set forth in its student catalog, Southwest Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The Title IX Coordinator: Joyce Halstead, VPSA, SWGTC Building A, (229) 225-5062. Section 504 Coordinator: Alison Welch Building A, (229) 227-2793.*

# **Telephone Numbers for Student Affairs:**

Admissions/Student Affairs Office.....	(229) 225-5060
From Mitchell County .....	(229) 522-3650
Business Office/Book Store .....	(229) 225-5204
College Counselor .....	(229) 227-2793
Financial Aid .....	(229) 225-5036
Job Placement .....	(229) 227-2668
Library .....	(229) 225-3958
Southwest Georgia Technical College of Grady County .....	(229) 378-2901
Southwest Georgia Technical College of Mitchell County.....	(229) 522-3640
Southwest Georgia Technical College Adult Education Center .....	(229) 225-5292
Transfer of Credit.....	(229) 225-4087
Tutoring Assistance.....	(229) 225-5003 or (229) 227-3176
WIA on Campus.....	(229) 225-5065
WIA Skills Center .....	(229) 225-3913

<b>ADDITIONAL TELEPHONE NUMBERS:</b>

### **Degree and Enrollment Verifications:**

The National Student Clearinghouse (NSC) is now SWGTC's authorized agent for providing degree and enrollment verifications. Employers or background screening firms requesting degree verifications may contact the NSC directly at [www.degreeverify.com](http://www.degreeverify.com). Anyone needing enrollment verification may request one, in writing, from the Student Affairs office or may go to [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

### **Counseling Services:**

The Counseling Office of Southwest Georgia Technical College offers free, confidential, short-term personal, crisis, or career counseling to all members of the SWGTC community. We are committed to providing a range of services intended to help students develop improved coping skills in order to address emotional, social, and academic concerns. The Counseling Office at SWGTC is located in Student Affairs in Building A. Appointments may be made by calling or emailing College Counselor/Disabilities Services Coordinator at **(229) 227-2793**.

### **Job Placement Services:**

Job placement assistance is available to all students and alumni. The Director of Career Placement and Development located in Student Affairs in Building A, is available to provide referrals to jobs currently available in the community, resume writing assistance, interviewing skills instruction, and job search strategies. Call **(229) 227-2668** to make an appointment.

### **FREE...Tutoring Services:**

To accommodate both day and evening students, the Tutoring Center is open 12 hours a day, four days a week. Access to on-line assistance is available through the Tutoring Center's **On-Line Resources** page located on the College website. The Tutoring Center is located in Room 239 of Building A. Full-time tutoring center staff and part-time peer tutors are available to help with all subject areas. Please call **(229) 225-5003** or **(229) 227-3176** or stop by for assistance.

### **Parking:**

Parking permits are assigned to all students through the Business Office. In order to receive a permit you must present your vehicle's license plate number. All students are required to display parking permits. As a student you may park in designated parking areas, with the exception of: Visitor, Reserved and Handicap - unless authorized to do so. Failure to display an appropriate parking permit can result in a parking ticket & fine. *Important: If you receive a ticket you must pay the fine in order to receive grades or be permitted to register for classes.*

### **Library Services:**

The Southwest Georgia Technical College Library is located in the Sewell or D Building of the Main Campus and at the SWGTC facility in Grady County. The library's collection of books, media, and journals supports the curriculum, as well as leisure reading interests. Computers are available and include general applications, reference, on-line catalog, and tutorials. Library users have access to the vast resources of the Internet and GALILEO which now includes 6,000 online videos. Passwords for online materials are available from your instructors or library staff. Assistance in using all the resources and services is available as well as a limited number of study rooms and facilities to view media in common formats. Student Identification Cards are issued by the Library Staff.

#### **Library Hours of Operation:**

Monday – Thursday 7:45 a.m. – 8:00 p.m.  
Friday 7:45 a.m. – 12:00 p.m.

# **Special Needs Programs & Services Available:**

## **Workforce Investment Act (WIA):**

The WIA program provides assistance to students who are economically disadvantaged, educationally disadvantaged, underemployed, and/or dislocated workers who meet residency requirements. Qualified applicants may receive assistance with tuition, fees, books, uniforms, equipment, required physical examinations, child care, and transportation. For more information, please contact the WIA Representative, Larry Russell.

### Mondays, Tuesdays, Wednesdays & Thursdays:

Located in Student Affairs, Building A

Phone: 229-225-5065

Fax: 229-227-2666

### Fridays:

Thomasville Career Center

Phone: 229-225-3913

Fax: 229-227-3225

## **Disability Services:**

Disability Services are provided to ensure equal access to all aspects of the technical college experience for students with disabilities through the most appropriate accommodations. Services may be provided from the point of application through graduation and are based on each individual's needs. Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of their disabilities. All services are provided at no charge to qualified students. SWGTC strives to provide reasonable, quality services/accommodations based upon the nature of the disability. The type of service/accommodation provided will not be disruptive and will not fundamentally alter the nature of the program.

For assistance, students may request services through the ADA Coordinator in Student Affairs. Students should request academic adjustments/accommodations prior to beginning school. All information provided is confidential and will not be disclosed to anyone without your consent. You may contact the ADA Coordinator by visiting the Student Affairs Office located in Building A or by calling 229-227-2793.

# **Before You Withdraw**

**Understand the pros and cons to withdrawing from one or more of your classes:**

## **Why do students withdraw from classes?**

There are many reasons that a student may find they cannot continue in class during a specific term. Many of them are legitimate and cannot be avoided. Faculty and staff are willing to help students avoid withdrawing whenever possible. In many cases, assistance can be provided to help the student overcome the reasons he or she felt required to withdraw. The most common reasons that students withdraw include: illness, financial reasons, job conflict, overloaded course schedule, excessive absences, and personal problems.

As a student, your first point of contact in seeking advice or assistance should be your instructor. In many cases, a problem can be resolved by discussing it with the instructor. Your academic advisor can advise you on your situation. The Retention Coordinator is also available to assist students with issues that may prevent them from continuing in school. The Retention Coordinator is located in Student Affairs and may be contacted at 229-227-2795.

**The biggest mistake students make by withdrawing unnecessarily is failing to contact someone and seek alternatives to withdrawal.**

## **Will it affect your financial aid status if you decide to return?**

It depends on your status at the time of withdrawing from classes. You may drop any classes during the three day Drop Period with no penalty. Students who withdraw from a class after the Drop Period and before mid-term will receive a "W" or regular "withdrawal". This will reflect as a withdrawal on your permanent record/transcript and will negatively impact your financial aid completion rate. Withdrawals after mid-term will receive a "WF" or "withdraw failing", which counts as a failing grade for the course. This also will negatively impact your financial aid completion rate and will reflect as a "withdraw failing" on your transcript.

## **Helpful Hints:**

### **How to Drop and Add a class to your schedule:**

Students desiring to drop or add a class to their existing schedule must meet with their advisor. Students may drop a class without penalty only during the first 3 class days of the term (Drop Period). Students may add a class to their schedule during the first 5 class days of the term (Add Period). After the third (3<sup>rd</sup>) class day, dropping a class will result in a financial aid penalty and reflect as a withdrawal on the student's permanent record/transcript. No classes may be added after the fifth (5<sup>th</sup>) class day of the term.

### **How to withdraw from a class or program properly:**

Any student wishing to discontinue enrollment and/or attendance in **any** class at SWGTC is personally responsible to formally withdraw from each class enrolled in by requesting to be withdrawn through their instructor and advisor. Failure to do so may result in:

- Loss or severe penalty to Financial Aid Status
- Issuance of unsatisfactory or failing grades in each class.
- Being placed in an unsatisfactory academic status.

# **Financial Aid Requirements for Satisfactory Academic Progress**

For more specific information please visit the College website at [www.southwestgatech.edu](http://www.southwestgatech.edu)

## **GPA Requirement:**

Students must maintain a minimum cumulative grade point average (GPA) of 2.0. Failure to maintain a cumulative GPA of 2.0 will result in the student being placed on financial aid warning. Students on financial aid warning who fail to raise their cumulative GPA within the next enrollment term to a 2.0 or higher will be classified as not making satisfactory progress and will be ineligible for financial aid. Grades of "I" and "W" are not used in calculating the GPA for financial aid purposes. Grades for Learning Support courses are not included in the GPA for financial aid purposes.

## **Completion Rate Requirement:**

Students must successfully complete 67% of all credit hours attempted to maintain satisfactory progress. Failure to maintain 67% completion rate will result in being placed on financial aid warning. Students on financial aid warning who fail to achieve a cumulative 67% completion rate by the end of the next enrollment term will be classified as not making satisfactory progress and will be ineligible for financial aid. Credit hours for which a student earns a grade of "I", "W", or "WF", as well as all Learning Support credit hours, are counted as hours attempted. Incomplete grades (I), withdrawals (W), withdraw failing (WF), and failures (F) are considered unsuccessful completions.

## **Financial Aid Warning:**

If a student is placed on financial aid warning he/she will be required to raise their GPA to a 2.0 or higher and/or bring their completion rate up to 67% by the end of the next term of enrollment. Failure to do so will result in the student being placed on financial aid suspension and the loss of all financial aid.

## **What can you do if you lose your Financial Aid?**

A student who has been placed on financial aid suspension due to unsatisfactory progress may regain eligibility for financial aid when he/she has met the minimum cumulative requirements for financial aid.

Students have the right to appeal their financial aid suspension status if they feel that extenuating circumstances prevented them from meeting the specific requirements for satisfactory progress.

## **To appeal a financial aid suspension, students must follow the process below:**

1. All appeals must be written or typed and submitted with a signature. A Request for Appeal form is available in the Financial Aid Office or on the College website at [www.southwestgatech.edu](http://www.southwestgatech.edu).
2. All appeals must specifically address the extenuating circumstances and what has changed in the student's situation that will allow him/her to make satisfactory progress the next term of enrollment. Documentation of those circumstances should be submitted.
3. All appeals must be filed with the Financial Aid Office by the due date published in the Suspension notification letter. If you plan to return to SWGTC at a later time, you must still meet the appeals deadline set in the letter.
4. Each student appealing a Financial Aid suspension is responsible for payment of all tuition and fees until the decision of the Financial Aid Appeals Committee is made.
5. No appeals will be heard after the Financial Aid Appeals Committee has met for the term.
6. The Financial Aid Appeals Committee has the right to request additional information or documentation from the student or other sources of information before making a decision.
7. Appeals submitted after the deadline or with missing signatures or incomplete information may not be considered.

# HOPE Programs

*Below is a general overview of each HOPE program. For specific program requirements, please view the Southwest Georgia Technical College 2011-2012 catalog.*

## **General eligibility requirements**

- Must be a United States citizen or eligible non-citizen.
- Must complete a Free Application for Federal Student Aid (FAFSA).
- Must not be in default on Federal Title IV aid or owe a refund on Federal Title IV aid.
- Must maintain a term and cumulative GPA of 2.0.
- Must maintain a cumulative completion rate of 67% of all credit hours attempted.
- Must be registered with the Selective Service Board (males only).

## **HOPE Grant Qualifications (for Diploma and Certificate programs)**

Students who were legal residents of Georgia at the time of high school graduation, successful GED test, or home study program completion must meet Georgia residency requirements\* for 12 consecutive months immediately preceding the first day of classes of the school term for which the HOPE Grant is sought. Students who were not legal residents of Georgia at the time of high school graduation, successful GED test, or home study program completion must meet Georgia residency requirements\* for 24 consecutive months immediately preceding the first day of classes of the school term for which the HOPE Grant is sought.

Beginning Fall term 2011, a HOPE Grant recipient must maintain a cumulative GPA of 3.0 at the 30 semester paid-hour and 60 semester paid-hour checkpoints. A student, who fails to maintain a 3.0 GPA requirement, will lose HOPE Grant eligibility. A student may regain HOPE Grant eligibility after they have attempted 30 additional semester hours without Grant payment with a cumulative GPA of 3.0. Students may only regain HOPE Grant eligibility one time after losing it.

Eligible students may receive HOPE Grant payment for a maximum of 63 semester hours. Students who have received a Bachelor's degree are not eligible for HOPE Grant.

A student is ineligible to receive HOPE Grant payment once he or she reaches the Combined Paid-Hours Limit of 127 semester credit hours from any combination of Zell Miller Scholarship Paid-Hours, plus HOPE Scholarship Paid-Hours, plus HOPE Grant Paid-Hours, plus (through FY2011) ACCEL Program Paid-Hours.

\*Note: Georgia Residency Requirements are listed on page 68 in the Catalog.

## **HOPE Scholarship Qualifications (for Associate Degree programs)**

Students who were legal residents of Georgia at the time of high school graduation, successful GED test, or home study program completion must meet Georgia residency requirements\* for 12 consecutive months immediately preceding the first day of classes of the school term for which the HOPE Scholarship is sought. Students who were not legal residents of Georgia at the time of high school graduation, successful GED test, or home study program completion must meet Georgia residency requirements\* for 24 consecutive months immediately preceding the first day of classes of the school term for which the HOPE Scholarship is sought.

To be a First-Tier HOPE Scholar, a student must be a 1993 or later graduate of an eligible Georgia high school with a cumulative high school grade point average (GPA) of 3.0 for college preparatory curriculum or cumulative 3.2 for other curricula. Georgia Student Finance Commission determines eligibility for First-Tier recipients. Also, First-Tier recipients are only eligible during the seven year time limit. (Please see the **HOPE Scholarship Time Limit** section located below for information)

Students receiving HOPE Scholarship must maintain a cumulative 3.0 GPA at the following college-level semester credit hour increments: 30, 60, 90, and at the end of each spring term enrolled.

A student who has lost HOPE Scholarship eligibility at two checkpoints (30, 60, 90, or end of every spring term) since Fall term 2011, cannot regain eligibility.

A student is ineligible to receive HOPE Scholarship payment once he or she reaches the Combined Paid-Hours Limit of 127 semester credit hours from any combination of Zell Miller Scholarship Paid-Hours, plus HOPE Scholarship Paid-Hours, plus HOPE Grant Paid-Hours, plus (through FY2011) ACCEL Program Paid-Hours.

A student is ineligible to receive HOPE Scholarship once he or she reaches the Attempted-Hours Limit of 127 college level semester credit hours, regardless of how payment was made for those hours.

Learning Support courses are not eligible for HOPE scholarship payment.

Anyone who has received a Bachelor's degree is not eligible for HOPE Scholarship.

\*Note: Georgia Residency Requirements are listed on page 68 in the Catalog.

### **HOPE Scholarship Time Limit**

Students who received HOPE Scholarship payment prior to Summer term 2011, may receive the HOPE Scholarship until June 30, 2015, as long as the student continues to meet all other eligibility requirements.

Beginning with Fall term 2011, a student who has not received HOPE Scholarship payment prior to Summer term 2011, and meets all other eligibility requirements for HOPE Scholarship, may receive the HOPE Scholarship until seven years after his or her high school graduation date, GED test date, Home Study program completion date.

### **Zell Miller Scholarship (for Associate Degree programs)**

Georgia Student Finance Commission (GSFC) will identify students who are eligible for the Zell Miller Scholarship by reviewing high school transcripts. The Zell Miller Scholarship is only available to high school graduates. To remain eligible, Zell Miller Scholarship recipients must have a cumulative GPA of 3.3 at the end of the term in which they have attempted 30, 60, 90 college-level semester credit hours and at the end of each spring term.

# Student Resources

## FINANCIAL AID:

Financial aid is available to eligible students enrolled at Southwest Georgia Technical College. It is recommended that anyone desiring financial aid apply six to eight weeks prior to the beginning of the semester.

### FOR INFORMATION ON:

### CALL:

Federal Pell Grant .....	225-5036
Federal Supplemental Educational Opportunity Grant .....	225-5036
Federal work study program .....	225-5036
Hope scholarship/grant program .....	225-5036
Workforce Investment Act .....	225-5065
Scholarships .....	225-5036
Veterans Administration .....	225-4050
Rehabilitation Services .....	225-4045

## CONSUMER CREDIT COUNSELING:

**The National Foundation for Credit Counseling** is a non-profit network that helps people rebuild credit, stop collection calls, and reduce financial stress. NFCC provides free and low-cost assistance in credit counseling, money management education, debt management plans, and homeowner counseling and education.

*Financial experts recommend people check their credit reports at least twice a year. Reports can be obtained from a local credit reporting agency or from the agencies to the right.*

### **National Foundation for Credit Counseling**

Phone: (800) 284-1458  
Website: [www.nfcc.org](http://www.nfcc.org)

### **Credit Agencies**

Equifax (800) 685-1111  
Experian (888) 397-3742  
Trans Union (888) 567-8688

## EMERGENCY FOOD, HOUSING & CLOTHING ASSISTANCE:

### Thomas County:

- **Salvation Army, The Needham House**, 514 N. Madison St., (229) 226-3772, shelter and services for homeless women and children
- **Thomas County Food Bank and Outreach Center** (First United Methodist Church) - 425 N. Broad Street - Serving residents of Thomas County. Open Mondays 3:00-5:00 p.m. and Tuesday and Thursday Mornings 9:00 a.m.-1:00 p.m.
- **Rescue Mission Ministries:** 230 Cherokee St., (229) 227-9246, Soup Kitchen open 1:00-2:00 p.m. Monday – Friday.
- **St. Thomas Episcopal Church:** Clothes Closet - open last Saturday of each month from 10:00 - 2:00 p.m. (Across from Roses Department Store)

### Grady County:

- **United Way**, (229) 377-4357
- **Grady County Help Agencies, Inc.**, 1651 N. Broad St., Cairo, (229) 377-2709, Food assistance is available Tuesday and Wednesday from 9:00-12:30 p.m. You must sign in by 10:00 a.m.

### Mitchell County:

- **Benevolent Center** (First Baptist Church), (229)336-0271
- **Mitchell County Neighborhood Service Center**, 165 W. Circle, (229) 336-5797, rental/utility assistance, food pantry

## VISION ASSISTANCE:

Vision assistance is sponsored by the Lions Club to low income persons. You may apply through the Department of Family & Children Services in your area. Thomas County: (229) 225-4005

## **VICTIMS ASSISTANCE**

*Violence is a learned behavior that is often passed from one generation to another. Many victims of domestic abuse report growing up in violent homes or being abused as children. The same is true of men who batter. Exposure to violence in the home affects everyone in their adult lives.*

**Domestic Violence / Battered Women Hotline:  
1-800-334-2836**

**Halcyon Home for Battered Women  
24-hour Crisis Line:  
1-800-334-2836  
or (229) 226-6666**

Halcyon Home provides safe shelter and support services for domestic violence victims and their children; promotes community awareness and education to prevent and break the cycle of violence, and provides an environment of encouragement, compassion, and support. Services include 24-hour crisis line, safe shelter, licensed counseling, individual support, legal advocacy, children's groups, support groups, household establishment, and emergency financial assistance.

**The Haven Battered Women's Shelter, Inc.  
(229) 244-4477**

The Haven provides safe shelter for women and children, assistance with emergency food, clothing and supportive case management. Additional services include legal advocacy, sexual violence advocacy and support groups.

**Department of Family & Children Services**

Thomas County: (229) 225-4005  
Brooks County: (229) 263-7567  
Grady County: (229) 377-3154  
Mitchell County: (229) 522-3500

### **LEGAL ASSISTANCE**

Are you in need of legal assistance for critical family, housing, or consumer problems?

**Call: 1-800-546-5232**

Georgia Legal Services Office provides free legal assistance to low income persons.

## **SUBSTANCE ABUSE**

**24-hour HELP-line for Substance Abuse & Mental Health  
1-800-238-8661**

If you or someone you know needs help or if you have questions about a substance abuse or mental health problem, call Northside's 24-hour HELP-line.

**Drugs/Alcohol:** Drug and/or alcohol counseling, treatment, and rehabilitation programs are available at:  
Archbold Northside (Thomasville): (229) 228-8100  
Turning Point (Moultrie): (800) 342-1075  
Alcoholics Anonymous: (800) 766-4653  
Greenleaf Center, Inc.: (800) 247-2747

**Mental Health:** Georgia Pines has three centers for non-crisis calls dealing with mental health:  
Thomas County: (229) 227-5426  
Grady County: (229) 377-5700  
Mitchell County: (229) 294-6509

## **SUICIDE HOTLINE**

**24-hour Suicide Hotline  
1-800-SUICIDE or 1-800-784-2433**

# Student Organizations:

## Student Council

Student Council membership is a broad representation of students from all programs of study. Membership consists of two (2) representatives from each of the recognized student organizations on campus (NTHS, Skills USA, and PBL); four (4) representatives from program divisions: one (1) from the Business/Computer division; one (1) from the Allied Health division; one (1) from the Professional Services division; one (1) from the Technical & Industrial division; and one (1) from the evening. The purpose of Student Council is to contribute to and promote the ideals, objectives, and goals of SWGTC; promote school pride, community awareness and citizenship; improve student morale; provide a forum for students' expressions; and develop leadership skills. All students are encouraged to participate in Student Council meetings and functions. Monthly meetings take place on Mondays at 12:00 noon in Building A, Room 240. **For more information, contact Asha Dillard at 227-3076.**

<b>Student Council</b>	
<b>Meetings at 12:00 p.m. in Bldg. A, Room 132 or 240</b>	
July 11	February 6
August 1	March 5
September 12	April 9
October 3	May 21
November 7	June 4
December 5	July 9
January 9	August 6

## National Technical Honor Society (NTHS)

The National Technical Honor Society is designed to reward meritorious achievement in technical education. It is also geared toward encouraging and assisting technical students in their pursuit of educational and career goals. Every full-time technical student enrolled at Southwest Georgia Technical College is eligible for membership in the NTHS. The following requirements for membership must be maintained and will be checked after the completion of each semester: 1. Must have completed one full semester in attendance and satisfactorily completed a minimum of 8 credit hours of course work; 2. Must have a GPA of 3.75 for the semester in which he/she is nominated, and a cumulative GPA of 3.30. All program requirements must also be met for the semester in which he/she is nominated. To maintain eligibility for membership, the student must maintain a cumulative GPA of 3.30; 3. Attendance must be in accordance with Southwest Georgia Technical College's attendance policy. (See student handbook.) Monthly meetings take place on Tuesdays at 12:00 noon in Building A, Room 132. **For more information, contact Faculty Advisor Steve Houglund at 227-2989.**

<b>NTHS</b>	
<b>Meetings at 12:00 p.m. in Bldg. A, Room 132 or 240</b>	
July 12	February 7
August 2	March 6
September 13	April 10
October 4	May 22
November 8	June 5
December 6	July 10
January 10	August 7

## Phi Beta Lambda (PBL)

The purpose of PBL is to provide opportunities for college students to develop vocational competencies for business and office occupations. PBL is an integral part of the instructional program, and, in addition, promotes a sense of civic and personal responsibility. PBL is a non-profit educational association made up of students pursuing careers in all areas. Monthly meetings take place on Wednesdays at 12:00 noon in Building A, Room 132. **For more information, contact Faculty Advisor Neil Clements at 225-5087.**

<b>PBL</b>	
<b>Meetings at 12:00 p.m. in Bldg. A, Room 132 or 240</b>	
July 13	February 8
August 3	March 7
September 14	April 11
October 12	May 23
November 9	June 6
December 7	July 11
January 11	August 8

## Skills U.S.A.

Southwest Georgia Technical College's SkillsUSA was organized during the 1986-87 school year as a part of SkillsUSA-VICA. The club provides opportunities for individual growth, leadership and career preparation. Students compete on the regional, state and national levels each year in both theory and skills. Monthly meetings take place on Tuesdays at 12:00 noon in Building A, Room 132. Scheduled meetings are listed below. **For more information, contact Advisor Art Beveridge at 227-2680.**

<b>SkillsUSA</b>	
<b>Meetings at 12:00 p.m. in Bldg. A, Room 132 or 240</b>	
July 19	February 14
August 9	March 13
September 20	April 17
October 11	May 24
November 15	June 12
December 13	July 17
January 17	August 9

# STUDY TIPS

## **1. Plan Enough Time for Study.**

The College expects a student to average about two hours in studying (including library work, term papers, themes, etc.) for each hour spent in the classroom. This is an appropriate and realistic guideline. A genuinely high ability student may get by adequately with less. However, many students would do well to plan for somewhat more than the two-for-one ratio.

## **2. Study at the Same Time Every Day.**

In so far as possible, a student should schedule certain hours which are used for studying almost every day in a habitual, systematic way. Having regular hours at least five days a week will make it easier to habitually follow the schedule and to maintain an active approach to study.

## **3. Make Use of the Free Hours During the School Day.**

The hours between classes are perhaps a student's most valuable study time; yet, ironically, the most frequently misused. A student may effectively utilize these hours reviewing the material and editing the notes of the preceding class and/or studying the material to be discussed in the following class.

## **4. Plan Study Periods to Follow Class Periods.**

This should be done whenever possible. The next best procedure is to schedule the period for study immediately preceding the class. A student should specify the particular course he will study rather than just marking "study" on his schedule.

## **5. Space Study Periods.**

Fifty to ninety minutes of study at a time for each course works best. Relaxation periods of ten or fifteen minutes should be scheduled between study periods. It is more efficient to study hard for a definite period of time, and then stop for a few minutes, than attempt to study on indefinitely.

## **6. Plan for Weekly Reviews.**

At least one hour each week for each class (distinct from study time) should be scheduled. The weekend is a good time for review.

## **7. Leave Some Unscheduled Time for Flexibility.**

This is important! Lack of flexibility is the major reason why schedules fail. Students tend to over-schedule themselves.

## **8. Allot Time for Planned Recreation, Campus, and Church Activities, etc.**

When a student plans his/her schedule, he/she should begin by listing the activities that come at fixed hours and cannot be changed. Classes, sleep, and work for money are examples of time uses which the student typically cannot alter. Next, he/she can schedule his/her flexible time commitments. These hours can be interchanged with other hours if he/she finds that his/her schedule must be changed during the week. Recreational activities are planned last.

# Test Anxiety

Generally, we all experience some level of nervousness or tension before tests or other important events in our lives. A little nervousness can actually help motivate us; however, too much of it can become a problem — especially if it interferes with our ability to prepare for and perform on tests.

## Dealing with Anxiety

The first step is to distinguish between two types of anxiety. If your anxiety is a direct result of lack of preparation, consider it a normal, rational reaction. However, if you are adequately prepared but still panic, "blank out", and/or overreact, your reaction is not rational. While both of these anxieties may be considered normal (anyone can have them), it is certainly helpful to know how to overcome their effects.

## Preparation Can Help

Preparation is the best way to minimize rationale anxiety. Consider the following:

- Avoid "cramming" for a test. Trying to master a semester's worth of material the day before the test is a poor way to learn and can easily produce anxiety. This is not the time to try to learn a great deal of material.
- Combine all the information you have been presented throughout the semester and work on mastering the main concepts of the course.
- When studying for the test, ask yourself what questions may be asked and try to answer them by integrating ideas from lectures, notes, texts, and supplementary readings.
- If you are unable to cover all the material given throughout the semester, select important portions that you can cover well. Set a goal of presenting your knowledge of this information on the test.

## Changing Your Attitude

Improving your perspective of the test-taking experience can actually help you enjoy studying and may improve your performance. Don't overplay the importance of the grade — it is not a reflection of your self-worth nor does it predict your future success. Try the following:

- Remember that the most reasonable expectation is to try to show as much of what you know as you can.
- Remind yourself that a test is only a test — there will be others.
- Avoid thinking of yourself in irrational, all-or-nothing terms.
- Reward yourself after the test — take in a movie, go out to eat, or visit with friends.

## Don't Forget the Basics

Students preparing for tests often neglect basic biological, emotional, and social needs. To do your best, you must attend to these needs. Think of yourself as a total person — not just a test taker. Remember to:

- Continue the habits of good nutrition and exercise. Continue your recreational pursuits and social activities — all contribute to your emotional and physical well-being.
- Follow a moderate pace when studying; vary your work when possible and take breaks when needed.
- Get plenty of sleep the night before the test — when you are overly tired you will not function at your absolute best.
- Once you feel you are adequately prepared for the test, do something relaxing.

## **The Day of the Test**

To be able to do your best on the day of the test we suggest the following:

- Begin your day with a moderate breakfast and avoid coffee if you are prone to "caffeine jitters." Even people who usually manage caffeine well may feel light-headed and jittery when indulging on the day of a test.
- Try to do something relaxing the hour before the test — last minute cramming will cloud your mastering of the overall concepts of the course.
- Plan to arrive at the test location early — this will allow you to relax and to select a seat located away from doors, windows, and other distractions.
- Avoid classmates who generate anxiety and tend to upset your stability.
- If waiting for the test to begin causes anxiety, distract yourself by reading a magazine or newspaper.

## **During the Test: Basic Strategies**

Before you begin answering the questions on the test, take a few minutes and do the following:

- First review the entire test; then read the directions twice. Try to think of the test as an opportunity to show the professor what you know; then begin to organize your time efficiently. Work on the easiest portions of the test first.
- For essay questions, construct a short outline for yourself — then begin your answer with a summary sentence. This will help you avoid the rambling and repetition, which can irritate the person grading the test. For short-answer questions, answer only what is asked — short and to the point. If you have difficulty with an item involving a written response, show what knowledge you can. If proper terminology evades you, show what you know with your own words.
- For multiple choice questions, read all the options first, then eliminate the most obvious. Unsure of the correct response? Rely on your first impression, and then move on quickly. Beware of tricky qualifying words such as "only," "always," or "most."
- Do not rush through the test. Wear a watch and check it frequently as you pace yourself. If it appears you will be unable to finish the entire test, concentrate on those portions, which you can answer well. Recheck your answers only if you have extra time — and only if you are not anxious.

## **During the Test: Anxiety Control**

Curb excess anxiety in any of the following ways:

- Tell yourself "I can be anxious later, now is the time to take the exam."
- Focus on answering the question, not on your grade or others' performances.
- Counter negative thoughts with other, more valid thoughts like, "I don't have to be perfect."
- Tense and relax muscles throughout your body; take a couple of slow deep breaths and try to maintain a positive attitude.
- If allowed, get a drink or go to the bathroom.
- Ask the instructor a question.
- Think for a moment about the post-exam reward you promised yourself.

## **After the Test**

Whether you did well or not, be sure to follow through on the reward you promised yourself — and enjoy it! Try not to dwell on all the mistakes you might have made. Do not immediately begin studying for the next test. Indulge in something relaxing for a little while.

# Stress Management

## What is Stress?

Stress is the "wear and tear" our bodies experience as we adjust to our continually changing environment; it has physical and emotional effects on us and can create positive or negative feelings. As a positive influence, stress can help compel us to action; it can result in a new awareness and an exciting new perspective. As a negative influence, it can result in feelings of distrust, rejection, anger, and depression, which in turn can lead to health problems such as headaches, upset stomach, rashes, insomnia, ulcers, high blood pressure, heart disease, and stroke. With the death of a loved one, the birth of a child, a job promotion, or a new relationship, we experience stress as we re-adjust our lives. In so adjusting to different circumstances, stress will help or hinder us depending on how we react to it.

## How Can I Eliminate Stress from My Life?

As we have seen, positive stress adds anticipation and excitement to life, and we all thrive under a certain amount of stress. Deadlines, competitions, confrontations, and even our frustrations and sorrows add depth and enrichment to our lives. Our goal is not to eliminate stress but to learn how to manage it and how to use it to help us. Insufficient stress acts as a depressant and may leave us feeling bored or dejected; on the other hand, excessive stress may leave us feeling "tied up in knots." What we need to do is find the optimal level of stress, which will individually motivate but not overwhelm each of us.

## How Can I Tell What is Optimal Stress for Me?

There is no single level of stress that is optimal for all people. We are all individual creatures with unique requirements. As such, what is distressing to one may be a joy to another. And even when we agree that a particular event is distressing, we are likely to differ in our physiological and psychological responses to it. The person who loves to arbitrate disputes and moves from job site to job site would be stressed in a job, which was stable and routine, whereas the person who thrives under stable conditions would very likely be stressed on a job where duties were highly varied. Also, our personal stress requirements and the amount which we can tolerate before we become distressed changes with our ages. It has been found that most illness is related to unrelieved stress. If you are experiencing stress symptoms, you have gone beyond your optimal stress level; you need to reduce the stress in your life and/or improve your ability to manage it.

## How Can I Manage Stress Better?

Identifying unrelieved stress and being aware of its effect on our lives is not sufficient for reducing its harmful effects. Just as there are many sources of stress, there are many possibilities for its management. However, all require effort toward change: changing the source of stress and/or changing your reaction to it. How do you proceed?

1. Become aware of your stressors and your emotional and physical reactions.
  - Notice your distress. Don't ignore it. Don't gloss over your problems.
  - Determine what events distress you. What are you telling yourself about meaning of these events?
  - Determine how your body responds to the stress. Do you become nervous or physically upset? If so, in what specific ways?
2. Recognize what you can change.
  - Can you change your stressors by avoiding or eliminating them completely?
  - Can you reduce their intensity (manage them over a period of time instead of on a daily or weekly basis)?
  - Can you shorten your exposure to stress (take a break, leave the physical premises)? for a little while.

- Can you devote the time and energy necessary to making a change (goal setting, time management techniques, and delayed gratification strategies may be helpful here)?

1. Reduce the intensity of your emotional reactions to stress.

- The stress reaction is triggered by your perception of danger...physical danger and/or emotional danger. Are you viewing your stressors in exaggerated terms and/or taking a difficult situation and making it a disaster?
- Are you expecting to please everyone?
- Are you overreacting and viewing things as absolutely critical and urgent? Do you feel you must always prevail in every situation?
- Work at adopting more moderate views; try to see the stress as something you can cope with rather than something that overpowers you.
- Try to temper your excess emotions. Put the situation in perspective. Do not labor on the negative aspects and the "what ifs."

2. Learn to moderate your physical reactions to stress.

- Slow, deep breathing will bring your heart rate and respiration back to normal.
- Relaxation techniques can reduce muscle tension. Electronic biofeedback can help you gain voluntary control over such things as muscle tension, heart rate, and blood pressure.
- Medications, when prescribed by a physician, can help in the short term in moderating your physical reactions. However, they alone are not the answer. Learning to moderate these reactions on your own is a preferable long-term solution.

3. Build your physical reserves.

- Exercise for cardiovascular fitness three to four times a week (moderate, prolonged rhythmic exercise is best, such as walking, swimming, cycling, or jogging).
- Eat well-balanced, nutritious meals.
- Maintain your ideal weight.
- Avoid nicotine, excessive caffeine, and other stimulants.
- Mix leisure with work. Take breaks and get away when you can.
- Get enough sleep. Be as consistent with your sleep schedule as possible.

4. Maintain your emotional reserves.

- Develop some mutually supportive friendships/relationships.
- Pursue realistic goals, which are meaningful to you, rather than goals others have for you that you do not share.
- Expect some frustrations, failures, and sorrows.
- Always be kind and gentle with yourself--be a friend to yourself.

*Mini Workshops extrapolated from <http://www.ucc.vt.edu/stdysk/checklis.html>*

# Year At a Glance

**These dates are subject to change.  
Check with your Advisor before each semester begins.**

## **Fall Semester 2011**

Semester Begins .....	August 22
Drop Period Ends .....	August 24
Add Period Ends .....	August 29
Mid-Term "WF" issued from this point forward.....	October 18
Student Activity Day.....	October 20
Current Student Advisement and Registration Begins .....	November 21
Thanksgiving Holiday – College Closed .....	November 24
New and Returning Student Advisement and Registration Begins.....	December 5
Classes End .....	December 13
Final Exam Days .....	December 14 and 15
School Closed .....	December 26 – January 2
New Year's Holiday .....	January 2

## **Spring Semester 2012**

Semester Begins .....	January 4
Drop Period Ends .....	January 9
Add Period Ends .....	January 10
Martin Luther King Holiday.....	January 16
Mid-Term "WF" issued from this point forward.....	February 29
Current Student Advisement and Registration Begins .....	April 9
New and Returning Student Advisement and Registration Begins.....	April 16
Student Activity Day .....	April 19
Classes End .....	April 26
Final Exam Days .....	April 30 and May 1

## **Summer Semester 2012**

Semester Begins .....	May 21
Drop Period Ends .....	May 23
Memorial Day Holiday .....	May 28
Add Period Ends .....	May 29
Mid-Term "WF" issued from this point forward.....	June 27
Current Student Advisement and Registration Begins .....	July 19
New and Returning Student Advisement and Registration Begins.....	July 26
Classes End .....	August 7
Final Exam Days .....	August 8 and 9

# 2011

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# 2012

## January

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## April

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## September

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# AUGUST 1 - 6

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 12 noon

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**1**

Graduation Applications Due for Fall Graduates  
Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM

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**2**

NTHS Meeting Bldg. A, Rm. 132 - 12:00 PM  
GED Testing Bldg. E, Rm. 14 - 5:30 PM

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**3**

PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

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**4**

GED Testing Bldg. E, Rm. 14 - 5:00 PM

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**TO DO LIST...**


# AUGUST 8 - 13

APE Testing: (Walk-in Testing)  
T-Th 8a.m. - 12 noon

## WORK ETHICS: Attendance

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**8**

Student Ambassador Meeting Bldg. A, Rm. 240 - 12:00 PM

Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

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**9**

Classes End

Admissions Placement Exam Review - 9:00 AM

Skills USA Meeting Bldg. A, Rm. 240 - 12:00 PM

Admissions Placement Exam (Main Campus and SWGTC of Mitchell Co.) - 5:30 PM

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**10**

Final Exams

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**11**

New Student Orientation

Main Campus 9:00 AM and 5:00 PM

SWGTC of Grady Co. 5:00 PM

SWGTC of Mitchell Co. 5:00 PM

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SAT.

**TO DO LIST...**

# AUGUST 15 - 20

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Character

MON

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TUES

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WED

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THURS

18

Advisement/Registration

FRI  
SAT.

TO DO LIST...

# AUGUST 22 - 27

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Teamwork

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**22**

Fall Semester Classes Begin

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**24**

Last Day to Drop Classes

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**25**

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**TO DO LIST...**

# AUGUST 29 - SEPTEMBER 3

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Appearance

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**29**

Last Day to Add Classes

President's Reception and Faculty Meeting - 3:00 PM

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**30**

Admissions Placement Exam Review - 9:00 AM

Admissions Placement Exam - 5:30 PM

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**31**

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**1**

Campus-wide Review of Mission Statement Begins: All Input Due by December 8, 2011

FRI  
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GED Testing in Camilla 8:00 AM - 5:00 PM

**TO DO LIST...**

# SEPTEMBER 5 - 10

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Attitude

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Labor Day Holiday - College Closed

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All I's Must be Made Up

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FRI  
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TO DO LIST...

# SEPTEMBER 12 - 17

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## CLUB WEEK

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**12**

Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM

Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

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**13**

Admissions Placement Exam Review - 9:00 AM

NTHS Meeting Bldg. A, Rm 132 - 12:00 PM

Admissions Placement Exam (SWGTC of Mitchell Co.) - 5:30 PM

GED Testing Bldg. E, Rm. 14 - 5:30 PM

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**14**

PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

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**15**

GED Testing Bldg. E, Rm. 14 - 5:00 PM

FRI  
SAT.

**TO DO LIST...**

# SEPTEMBER 19 - 24

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Organizational Skills

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**19**

Student Ambassador Meeting Bldg. A, Rm. 240 - 12:00 PM

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**20**

Admissions Placement Exam Review - 9:00 AM

Skills USA Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam - 5:30 PM

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**22**

FRI  
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**TO DO LIST...**

# SEPTEMBER 26 - OCTOBER 1

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Communication

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**26**

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**27**

Health Science Building Open House and Ribbon Cutting -  
4:00 PM - 6:00 PM

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**28**

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**29**

FRI  
SAT.

GED Testing in Cairo - 8:00 AM - 5:00 PM

**TO DO LIST...**

# OCTOBER 3 - 8

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Cooperation

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**3**

Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM

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**4**

NTHS Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam (SWGTC of Mitchell Co.) - 5:30 PM

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**TO DO LIST...**

# OCTOBER 10 - 15

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Respect

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**10**

Student Ambassador Meeting Bldg. A, Rm. 240 - 12:00 PM

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**11**

Admissions Placement Exam Review - 9:00 AM

Skills USA Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam - 5:30 PM

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**12**

PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

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**13**

FRI  
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**TO DO LIST...**

# OCTOBER 17 - 22

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Attendance

MON

17

Mid-Term - Last Day to Withdraw Without Failing

Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

TUES

18

"WF" Issued from this Point

WED

19

THURS

20

Student Activity Day - Main Campus  
Fall Explosion 9:00 AM - 2:00 PM  
Classes Cancelled - Will Resume at 2:00 PM

FRI  
SAT.

TO DO LIST...

# OCTOBER 24 - 29

APE Testing: (Walk-in Testing)  
T-Th 8a.m. - 12p.m. Noon

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**24**

SACS: COC On-Site Reaffirmation Team at SWGTC

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**25**

SACS: COC On-Site Reaffirmation Team at SWGTC

Admissions Placement Exam Review - 9:00 AM

Admissions Placement Exam - 5:30 PM

GED Testing Bldg. E, Rm. 14 - 5:30 PM

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**26**

SACS: COC On-Site Reaffirmation Team at SWGTC

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**27**

SACS: COC On-Site Reaffirmation Team at SWGTC

GED Testing Bldg. E, Rm. 14 - 5:00 PM

FRI  
SAT.

**TO DO LIST...**

# OCTOBER 31 - NOVEMBER 5

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 12p.m. Noon

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**31**

HAPPY HALOWEEN!

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**1**

Student Activity Day - SWGTC of Grady Co.  
Fall Explosion 9:00 AM - 12:00 PM  
Classes Cancelled - Will Resume at 12:00 PM

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**2**

Student Activity Day - SWGTC of Mitchell Co.  
Fall Explosion 3:30 PM - 5:30 PM  
Classes Cancelled - Will Resume at 5:30 PM

Sudent Activity Day - Wiregreass  
Fall Explosion 10:00 AM - 12:00 PM  
Classes Cancelled - Will Resume at 12:00 PM

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**3**

FRI  
SAT.

GED Testing in Camilla 8:00 AM - 5:00 PM

**TO DO LIST...**

# NOVEMBER 7 - 12

APE Testing: (Walk-in Testing)  
M-Th 8a.m. -12p.m. Noon

## CLUB WEEK

M  
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**7**

Fall Semester Student Evaluations of Courses Begins

Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM

Admissions Placement Exam (SWGTC of Gray Co.) - 5:30 PM

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**8**

Admissions Placement Exam Review - 9:00 AM

NTHS Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam - 5:30 PM

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**9**

PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

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**10**

FRI  
SAT.

**TO DO LIST...**

# NOVEMBER 14 - 19

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Appearance

MON

14

Student Ambassador Meeting Bldg. A, Rm. 240 - 12:00 PM

TUES

15

Skills USA Meeting Bldg. A, Rm. 132 - 12:00 PM

GED Testing Bldg. E, Rm. 14- 5:30 PM

Admissions Placement Exam (SWGTC of Mitchell Co.) - 5:30 PM

WED

16

THURS

17

GED Testing Bldg. E, Rm. 14 - 5:00 PM

FRI  
SAT.

TO DO LIST...

# NOVEMBER 21 - 26

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Attitude

M  
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**21**

Current Student Advisement and Registration Begins

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**22**

Spring Semester Deadlines for Financial Aid Application

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**23**

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**24**

Thanksgiving Holiday - College Closed

FRI  
SAT.

**TO DO LIST...**

# NOVEMBER 28 - DECEMBER 3

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## CLUB WEEK

MON

28

TUES

29

Admissions Placement Exam Review - 9:00 AM

Admissions Placement Exam - 5:30 PM

WED

30

THURS

1

FRI  
SAT.

GED Testing in Cairo 8:00 AM - 5:00 PM

TO DO LIST...

# DECEMBER 5 - 10

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## CLUB WEEK

M  
O  
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**5**

Advisement and Registration for New and Returning Students Begins

Graduation Applications Due for Spring Graduates

Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM

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**6**

Admissions Placement Exam Review - 9:00 AM

NTHS Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam (Main Campus and SWGTC of Mitchell Co.) - 5:30 PM

W  
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**7**

PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

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**8**

FRI  
SAT.

**TO DO LIST...**

# DECEMBER 12 - 17

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Cooperation

M  
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**12**

Student Ambassador Meeting Bldg. A, Rm. 240 - 12:00 PM

Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

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**13**

Classes End

Skills USA Meeting Bldg. A, Rm. 132 - 12:00 PM

GED Testing Bldg. E, Rm. 14 - 5:30 PM

W  
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**14**

Final Exams

T  
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**15**

Final Exams

GED Testing Bldg. E, Rm. 14 - 5:00 PM

FRI  
SAT.

**TO DO LIST...**

# DECEMBER 19 - 24

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Respect

M  
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**19**

New Student Orientation  
Main Campus 9:00 AM and 5:00 PM  
SWGTC of Grady Co. 5:00 PM  
SWGTC of Mitchell Co. 5:00 PM

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**22**

FRI  
SAT.

Christmas Eve

**TO DO LIST...**

# DECEMBER 26 - 31

APE Testing: (Walk-in Testing)  
M-T 8a.m. - 12p.m. Noon

## WORK ETHICS: Attendance

MON

26

College Closed

TUES

27

College Closed

WED

28

College Closed

THURS

29

College Closed

FRI  
SAT.

New Year's Eve

TO DO LIST...

# JANUARY 2 - 7

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Character

MON

2

College Closed

TUES

3

Advisement/Registration

WED

4

Spring Semester Classes Begin

THURS

5

FRI  
SAT.

TO DO LIST...

# JANUARY 9 - 14

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Teamwork

MON

9

Last Day to Drop Classes  
Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM  
President's Reception and Faculty Meeting - 3:00 PM

TUES

10

Last Day to Add Classes  
Admissions Placement Exam Review - 9:00 AM  
NTHS Meeting Bldg. A, Rm. 132 - 12:00 PM  
Admissions Placement Exam - 5:30 PM

WED

11

PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

THURS

12

FRI  
SAT.

TO DO LIST...

# JANUARY 16 - 21

APE Testing: (Walk-in Testing)  
M-W 8a.m. - 12p.m. Noon.

M  
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**16**

Martin Luther King Jr. Holiday - College Closed

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**17**

Program and Unit Outcome Assesments - No Classes

Skills USA Meeting Bldg. A, Rm. 132 - 12:00 PM

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**18**

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**19**

FRI  
SAT.

**TO DO LIST...**

# JANUARY 23 - 28

APE Testing: (Walk-in Testing)  
M-W 8a.m. - 12p.m. Noon

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**23**

Student Ambassador Meeting Bldg. A, Rm. 240 - 12:00 PM  
Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

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**24**

All I's Must Be Made Up  
Admissions Placement Exam Review - 9:00 AM  
GED Testing Bldg. E, Rm. 14 - 5:30 PM  
Admissions Placement Exam (Main Campus and SWGTC of Mitchell Co.) - 5:30 PM

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**25**

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**26**

GED Testing Bldg. A, Rm. 14 - 5:00 PM

FRI  
SAT.

**TO DO LIST...**

# JANUARY 30 - FEBRUARY 4

MON

30

TUES

31

WED

1

THURS

2

FRI  
SAT.

TO DO LIST...

# FEBRUARY 6 - 11

APE Testing: (Walk-in Testing)  
T-Th 8a.m. - 8 am -12 Noon

## CLUB WEEK

M  
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**6**

Student Council Meeting Bldg. A, Rm 240 - 12:00 PM

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**7**

Admissions Placement Exam Review - 9:00 AM

NTHS Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam - 5:30 PM

GED Testing Bldg. E, Rm. 14 - 5:30 PM

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**8**

PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

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**9**

GED Testing Bldg. E, Rm. 14 - 5:00 PM

FRI  
SAT.

**TO DO LIST...**

# FEBRUARY 13 - 18

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Attitude

M  
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N

**13**

Student Ambassador Meeting Bldg. A, Rm. 240 - 12:00 PM

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**14**

Valentine's Day

Skills USA Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam (SWGTC of Mitchell Co.) - 5:30 PM

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**15**

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**16**

FRI  
SAT.

**TO DO LIST...**

# FEBRUARY 20 - 25

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Productivity

M  
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N

**20**

Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

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**21**

Admissions Placement Exam Review - 9:00 AM

Admissions Placement Exam - 5:30 PM

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**23**

FRI  
SAT.

GED Testing in Cairo 8:00 AM - 5:00 PM

**TO DO LIST...**


# FEBRUARY 27 - MARCH 3

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Organizational Skills

M  
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**27**

Student Satisfaction Survey and High School Satisfaction Survey Begins

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**28**

Mid-Term - Last Day to Withdraw Without Failing

W  
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**29**

"WF" Issued From this Point

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**30**

FRI  
SAT.

**TO DO LIST...**

# MARCH 5 - 10

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## CLUB WEEK

M  
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**5**

Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM

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**6**

Admissions Placement Exam Review - 9:00 AM

NTHS Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam - 5:30 PM

GED Testing Bldg. E, Rm. 14 - 5:30 PM

W  
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**7**

PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

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**8**

GED Testing Bldg. E, Rm. 14 - 5:00 PM

FRI  
SAT.

**TO DO LIST...**


# MARCH 12 - 17

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Cooperation

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**12**

Student Ambassador Meeting Bldg. A, Rm. 240 - 12:00 PM

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**13**

Skills USA Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam (SWGTC of Mitchell Co.) - 5:30 PM

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**15**

FRI  
SAT.

St. Patrick's Day

**TO DO LIST...**

# MARCH 19 - 24

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Respect

M  
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**19**

Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

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**20**

Admissions Placement Exam Review - 9:00 AM

Admissions Placement Exam - 5:30 PM

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**22**

FRI  
SAT.

GED Testing in Camilla 8:00 AM - 5:00 PM

**TO DO LIST...**


# MARCH 26 - 31

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Attendance

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**26**

Local In-Service/Staff Development Scheduled - No Classes

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**28**

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**29**

FRI  
SAT.

**TO DO LIST...**

# APRIL 2 - 7

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Character

MON

2

TUES

3

GED Testing Bldg. E, Rm. 14 - 5:30 PM

WED

4

THURS

5

GED Testing Bldg. E, Rm. 14 - 5:00 PM

FRI  
SAT.

TO DO LIST...

# APRIL 9 - 14

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## CLUB WEEK

MON

9

Current Student Advisement and Registration Begins  
Summer Semester Deadline for Financial Aid Application  
Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM

TUES

10

Admissions Placement Exam Review - 9:00 AM  
NTHS Meeting Bldd. A, Rm. 132 - 12:00 PM  
Admissions Placement Exam - 5:30 PM

WED

11

PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

THURS

12

FRI  
SAT.

TO DO LIST...

## WORK ETHICS: Appearance

M  
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**16**

Advisement and Registration for New and Returning Students Begins  
  
Graduation Applications Due for Summer Graduates  
  
Student Ambassador Meeting Bldg. A, Rm. 240 - 12:00 PM  
  
Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

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**17**

Skills USA Meeting Bldg. A, Rm. 132 - 12:00 PM  
  
Admissions Placement Exam (SWGTC of Mitchell Co.) - 5:30 PM

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**18**

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**19**

Student Activity Day - Main Campus  
Spring Fling 9:00 AM - 2:00 PM  
Classes Cancelled - Will Resume at 2:00 PM

FRI  
SAT.

GED Testing in Thomasville 8:00 AM - 5:00 PM

**TO DO LIST...**


# APRIL 23 - 28

APE Testing: (Walk-in Testing)  
M/W/Th 8a.m. - 12p.m. Noon

MON

23

TUES

24

Admissions Placement Exam Review - 9:00 AM

Student Activity Day - SWGTC of Grady Co.  
Spring Fling 9:00 AM - 12:00 PM  
Classes Cancelled - Will Resume at 12:00 PM

Admissions Placement Exam - 5:30 PM

WED

25

State GOAL Competition in Atlanta

Student Activity Day - SWGTC of Mitchell Co.  
Spring Fling 3:30 PM - 5:30 PM  
Classes Cancelled - Will Resume at 5:30 PM

Student Activity Day - Wiregrass  
Spring Fling 10:00 AM - 12:00 PM  
Classes Cancelled - Will Resume at 12:00 PM

THURS

26

Classes End

State GOAL Competition in Atlanta

FRI  
SAT.

TO DO LIST...

# APRIL 30 - MAY 5

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 12p.m. Noon

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**30**

Final Exams

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**1**

Final Exams

GED Testing Bldg. E, Rm. 14 - 5:30 PM

W  
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**2**

New Student Orientation

Main Campus 9:00 AM and 5:00 PM

SWGTC of Grady Co. 5:00 PM

SWGTC of Mitchell Co. 5:00 PM

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**3**

GED Testing Bldg. E, Rm. 14 - 5:00 PM

FRI  
SAT.

**TO DO LIST...**


**MAY 7 - 12**

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 12p.m. Noon

**WORK ETHICS: Attitude**

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**10**

FRI  
SAT.

**TO DO LIST...**

## WORK ETHICS: Productivity

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Advisement/Registration

FRI  
SAT.

TO DO LIST...


## CLUB WEEK

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**21**

Summer Semester Classes Begin  
Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM  
Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

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**22**

Admissions Placement Exam Review - 9:00 AM  
NTHS Meeting Bldg. A, R., 132 - 12:00 PM  
Admissions Placement Exam (Main Campus and SWGTC of Mitchell Co.) - 5:30 PM

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**23**

Last Day to Drop Classes  
PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

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**24**

Skills USA Meeting Bldg. A, Rm. 132 - 12:00 PM

FRI  
SAT.

**TO DO LIST...**


# MAY 28 - JUNE 2

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Communication

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**28**

Memorial Day Holiday - College Closed  
Student Ambassador Meeting Cancelled

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**29**

Last Day to Add Classes  
Annual Planning- No Classes

W  
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**30**

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**31**

FRI  
SAT.

TO DO LIST...


# JUNE 4 - 9

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## CLUB WEEK

MON

4

Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM  
President's Reception and Faculty Meeting - 3:00 PM

TUES

5

Admissions Placement Exam Review - 9:00 AM  
NTHS Meeting Bldg. A, Rm. 132 - 12:00 PM  
Admissions Placement Exam - 5:30 PM

WED

6

PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

THURS

7

All I's Must Be Made Up  
Graduation - 7:00 PM

FRI  
SAT.

TO DO LIST...

## WORK ETHICS: Respect

M  
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**11**

Student Ambassador Meeting Bldg A, Rm. 240 - 12:00 PM

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**12**

SkillsUSA Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam (SWGTC of Mitchell Co.) - 5:30 PM

GED Testing Bldg. E, Rm. 114 - 5:30 PM

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**14**

GED Testing Bldg. E, Rm. 14 - 5:00 PM

FRI  
SAT.

TO DO LIST...


# JUNE 18 - 23

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Attendance

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**18**

Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

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**19**

Admissions Placement Exam Review - 9:00 AM  
Admissions Placement Exam - 5:30 PM

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**21**

FRI  
SAT.

**TO DO LIST...**

# JUNE 25 - 30

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Character

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**25**

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**26**

Mid-Term - Last Day to Withdraw without Failing  
GED Testing Bldg. E, Rm. 14 - 5:30 PM

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**27**

“WF” Issued from this Point

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**28**

GED Testing Bldg. E, Rm. 14 - 5:00 PM

FRI  
SAT.

TO DO LIST...


# JULY 2 - 7

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Teamwork

MON

2

TUES

3

WED

4

Fourth of July Holiday - College Closed

THURS

5

FRI  
SAT.

TO DO LIST...

# JULY 9 - 14

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Appearance

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**9**

Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM

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**10**

Fall Semester Deadline for Financial Aid Application  
Admissions Placement Exam Review - 9:00 AM  
NTHS Meeting Bldg. A, Rm. 132 - 12:00 PM  
Admissions Placement Exam - 5:30 PM

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**11**

PBL Meeting Bldg. A, Rm. 132- 12:00 PM

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**12**

FRI  
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TO DO LIST...


# JULY 16 - 21

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

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**16**

Student Ambassador Meeting Bldg. A, Rm. 240 - 12:00 PM

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**17**

Skills USA Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam (SWGTC of Mitchell Co.) - 5:30 PM

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**18**

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**19**

Current Student Advisement and Registration Begins

FRI  
SAT.

GED Testing in Cairo 8:00 AM - 5:00 PM

**TO DO LIST...**

# JULY 23 - 28

APE Testing: (Walk-in Testing)  
T-Th 8a.m. - 12p.m. Noon

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**23**

Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

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**24**

Admissions Placement Exam Review - 9:00 AM

Admissions Placement Exam - 5:30 PM

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**26**

Advisement and Registration for New and Returning Students Begins

Graduation Applications Due for Fall Graduates

FRI  
SAT.

**TO DO LIST...**


# JULY 30 - AUGUST 4

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 12p.m. Noon

MON

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TUES

31

GED Testing Bldg. E, Rm. 14 - 5:30 PM

WED

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THURS

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GED Testing Bldg. E, Rm. 14 - 5:00 PM

FRI  
SAT.

TO DO LIST...

# AUGUST 6 - 11

APE Testing: (Walk-in Testing)  
T-Th 8a.m. - 12 noon

## CLUB WEEK

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**6**

Student Council Meeting Bldg. A, Rm. 240 - 12:00 PM

Admissions Placement Exam (SWGTC of Grady Co.) - 5:30 PM

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**7**

Classes End

Admissions Placement Exam Review - 9:00 AM

NTHS Meeting Bldg. A, Rm. 132 - 12:00 PM

Admissions Placement Exam (Main Campus and SWGTC of Mitchell Co.) - 5:30 PM

W  
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**8**

Final Exams

PBL Meeting Bldg. A, Rm. 132 - 12:00 PM

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**9**

Final Exams

Skills USA Meeting Bldg. A, Rm. 132 - 12:00 PM

FRI  
SAT.

**TO DO LIST...**


# AUGUST 13 - 18

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Productivity

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**13**

New Student Orientation  
Main Campus 9:00 AM and 5:00 PM  
SWGTC of Grady Co. 5:00 PM  
SWGTC of Mitchell Co. 5:00 PM

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**14**

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**16**

FRI  
SAT.

**TO DO LIST...**

# AUGUST 20 - 25

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Organizational Skills

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**20**

Advisement/Registration

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S

**21**

Fall Semester Classes Begin

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D

**22**

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**23**

Last Day to Drop Classes

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TO DO LIST...

# AUGUST 27 - SEPTEMBER 1

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Communication

MON

27

Last Day to Add Classes

President's Reception and Faculty Meeting - 3:00 PM

TUES

28

Admissions Placement Exam Review - 9:00 AM

Admissions Placement Exam - 5:30 PM

WED

29

THURS

30

FRI  
SAT.

GED Testing in Camilla 8:00 AM - 5:00 PM

TO DO LIST...

# SEPTEMBER 3 - 8

APE Testing: (Walk-in Testing)  
M-Th 8a.m. - 2p.m.

## WORK ETHICS: Cooperation

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TO DO LIST...

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# Southwest Georgia Technical College

## Student Handbook

(This is condensed version of the SWGTC Student Handbook. The complete version, including program specific policies, can be found in the Student Catalog/Handbook available on CD-Rom or at [www.southwestgatech.edu](http://www.southwestgatech.edu).)

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## General Procedures

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### Safety

Students should exercise all safety precautions given by the instructor regarding the use of equipment in the laboratory. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accidents occur, but should an accident occur, regardless of how minor, students should report it to their instructor immediately. All students are covered by an accident insurance policy. However, any medical expenses incurred will be the student's responsibility. Instructors will submit an accident report to their supervisor in the event of an accident. Students are also taught proper safety procedures as related to hazardous materials, and bloodborne and airborne pathogens. A policy concerning these subjects is in place and strictly enforced.

Please help in maintaining a safe campus by notifying your instructor of any dangerous conditions that exist or of any unsafe practice being conducted.

### Student Email

Students are assigned SWGTC student email accounts. SWGTC student email is the official form of communication between the College and students.

### Hepatitis B Vaccine

Any student wishing to participate in the Hepatitis B vaccine program may do so by contacting the Thomas County Health Department. The vaccine is administered at the Health Department, and a nominal fee is charged to the student. Students in health programs will receive Blood and Airborne Pathogen training.

### Eye Protection

Each department has a specific policy regarding eye protection which is appropriate to that department. This policy is reviewed every semester during program orientation and in the presentation of the safety program to students. In certain programs with a higher risk of eye injury, written and/or performance exams may be used and documented. All necessary safety equipment for eye protection for faculty, staff, students, and visitors shall be furnished when observing or participating in certain courses of instruction.

### Emergency Procedures

Classroom instructors have emergency procedures and evacuation maps in each classroom near the classroom door. Students are required to follow the directions of the classroom instructor during all emergency drills or an actual emergency situation. Emergency procedures include intruder alerts, evacuation drills (fire, bomb, and chemical), and natural disaster (tornado, earthquakes, and hurricanes).

Emergency drills will be conducted so that the faculty and students become thoroughly familiar with the correct alert notifications (sounds) and procedures. The drills will enhance the probability that the appropriate procedures will be taken during an authentic emergency.

### Fire

Upon the sounding of the fire alarm, follow the verbal directions provided by your classroom instructor and expeditiously evacuate the building. Each student must remain with his/her classroom instructor until released by a College administrator.

### Severe Weather

Upon the sounding of the alarm (weather), follow the verbal directions provided by your classroom instructor and relocate immediately to the designated disaster protection area in the building.

### Campus Security and Safety

Southwest Georgia Technical College is committed to providing a campus which is free from any kind of criminal activity or violence that could result in injury to employees or students or destruction of State property. It is also Southwest Georgia Technical College's policy to maintain a Safety and Security Committee to be responsible for gauging the potential for threats and developing procedures to guard against these threats.

Southwest Georgia Technical College has a Threats Management Procedure and maintains a “no-tolerance” policy concerning threatening or hostile behaviors on College property. No weapons of any kind will be allowed on College property.

It is the responsibility of all employees and students having knowledge of any threat or potential violence to report it immediately to their supervisor, instructor or member of the Safety and Security Committee. In the unlikely event of a life threatening situation, employees and students are empowered to contact 911 and to notify proper law enforcement authorities.

## **Emergency Communications**

To ensure that students and College employees are notified of emergencies or other important information in a timely manner, Southwest Georgia Technical College has implemented a rapid communication system. This system allows College administrators to keep personnel affiliated with the College updated quickly and efficiently with messages via telephone. Students and College employees with caller identification will be able to quickly discern emergency calls from routine calls. Calls will display 411 000 0000 on caller identification devices.

In addition, students may review the College’s web site in the event of an emergency. An appropriate message box will be displayed on the home page whenever important information must be communicated to students and College employees.

## **Accident Insurance**

In all classes at Southwest Georgia Technical College, safety is stressed; however, should a student be involved in an accident, regardless of how minor it may be, he/she must report the accident to his/her instructor. All students enrolled at Southwest Georgia Technical College are covered by an accident insurance policy. In the event a claim is filed, this insurance will only pay a portion of the expenses and the student is responsible for any balance not paid by the accident insurance policy.

## **Communicable Disease**

Any student suffering from a contagious infection may be asked to provide medical documentation that the contagious phase has passed prior to continuing in class. This is to insure a minimum risk to others.

## **Uniforms**

Students enrolled in Health Occupations, Automotive Technology, Agricultural Technology, and Cosmetology classes are required to wear uniforms. These are usually ordered in the first semester so they can be on hand for the second semester. Each department has regulations and requirements as to what constitutes a “full uniform,” the time frame for ordering, and the uniform appearance and condition. Uniform codes can be found in the Student Catalog.

## **Cleanliness In Work Habits**

A portion of each instructional day is set aside for cleaning the laboratories. The area must be cleaned daily. Students are expected to carry out this responsibility in a businesslike manner. All students are expected to keep tools, equipment, and work area clean at all times, as well as to assist in the general cleaning mentioned above.

Note: The classrooms and shops will be cleaned by the students under the supervision of the instructors.

## **School Closing Due To Hazardous Weather Conditions**

Announcements concerning the closing of Southwest Georgia Technical College due to hazardous weather conditions will be made on all local radio stations and on TV stations Channel 6 WCTV (Tallahassee) and Channel 10 WALB (Albany).

## **Licensure and Registry**

The graduates of the following programs have the opportunity to apply for state or national licensure/registry or board examinations: Associate of Science in Nursing, Clinical Laboratory Technology, Cosmetology, EMT, Medical Assisting, Paramedicine, Nurse Aide, Practical Nursing, Respiratory Care Technology, Radiologic Technology, and Surgical Technology. It is recommended that students graduating from these programs take the respective examinations in order to have greater employment opportunities.

Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing/registry exam.

## Work Ethic Policy

Each student will receive a work ethic grade each semester for each course. The work ethic grade will be reflected in the semester grade report and determined by evaluating such factors as attitude, attendance, conduct, appropriate dress, cooperation, participation, and work habits. The work ethic grade does not affect GPA but may affect employment status. Work ethic grades are reflected and explained on students' transcripts and semester grade reports. Students taking Learning Support courses do receive work ethic grades.

## Receiving of Flowers/Gifts

The offices of Southwest Georgia Technical College will not receive flowers or gifts to be delivered to students.

## School Organizations Policy

Worthy organizations may be established and operate within the school; however, it is the policy of Southwest Georgia Technical College that the guidelines below are adhered to:

1. All organizations functioning within any division of Southwest Georgia Technical College will operate under the sanction, knowledge, advisement, and approval of the Vice President for Academic Affairs, the Vice President for Student Affairs, and the President.
2. No organization will be allowed to affect administrative or operational policies; however, organizations may function in an advisory capacity and their suggestions will be given due considerations.
3. All organizations shall function under the direct supervision of a faculty sponsor/advisor approved by the administration.
4. Frequency and scheduling of meetings and fundraising projects of approved organizations must be cleared through the faculty sponsor. The faculty sponsor will seek approval from the President.
5. Fundraising projects must follow the guidelines outlined under the "Student Fund Raising Policy."

## Student Fundraising

### Fundraising for Student Activities

Fundraising projects by student organizations shall be related to the purpose/mission of the College. All student fund raising projects shall have prior approval from the President or the President's designee and shall be in compliance with sound business practices.

## Student Status/Load

The normal rate of progress through a program is established by the program length in the specific standard and program guide.

Full-time student status is obtained by registering for a minimum of twelve (12) or more credits for a program per semester. However, considerably more credits must be taken per semester to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per semester may create scheduling difficulties and further delay graduation and/or financial aid.

Students may register for up to twenty-one (21) credit hours per semester. Written permission from the Vice President for Academic Affairs is required for any credit hours above twenty-one (21).

It is strongly recommended that students adhere closely to their advisors' recommended course load per semester.

## Attendance Policies

Dependable and punctual employees are vital for a business to operate efficiently. Southwest Georgia Technical College assumes the responsibility of instilling good attendance habits as a part of the instructional program. The following guidelines are set forth with this objective in mind.

1. It is the responsibility of each student to maintain satisfactory attendance once enrolled in a program of study. Students are expected to be in class and on time each day. In cases of unavoidable absences, it is the student's responsibility to contact his/her instructor to make up all work and/or assignments.

2. A student will be issued an attendance deficiency notice by his/her instructor upon the accumulation of absences equal to 5% of the scheduled class time during the term in any class/course. The student must report to his/her advisor/instructor and get the notice **signed and receive counseling prior to** continuing class. Upon the accumulation of absences equal to (10% of the scheduled class time), the student will be dismissed from school. Students dismissed may appeal for readmission in writing through the Dean for Academic Affairs. Students who accumulate 20% of the scheduled class time of absences during a term will be dismissed with no appeal available. Students dismissed due to absences may reapply for admission at the beginning of the next term.

In extenuating circumstances, the Vice President for Academic Affairs or Dean for Academic Affairs may grant excused leave. Excused leave requests must be requested in advance by the student's advisor and may be requested at any time regardless of the number of absences.

Appeals made for readmission through the Dean for Academic Affairs must be made timely as each class missed puts the student further behind in class work and jeopardizes possible readmission. Students dismissed due to absences may attend class while an appeal is pending.

The Dean for Academic Affairs will act promptly upon receipt of the student's appeal for readmission. The student will be allowed to continue in class only if the appeal is successful. The Dean for Academic Affairs will consider such factors as work ethics, attitude, academic status, and circumstances relevant to each appeal.

Students dismissed due to absences may reapply for admission in the following term but may be placed on probation for that term.

3. Tardies and partial day absences will be shown as hours missed and will accumulate during the term. Persons reporting to class after their designated time of arrival will be charged one hour for each hour and/or partial hour of tardiness. Students leaving early will be charged only for the actual time missed providing the instructor is notified prior to leaving.
4. In the online classroom environment, attendance is demonstrated through active participation.

Active participation is defined as consistent and timely:

- Involvement on course discussion board (including student-instructor and/or student-student communications)
  - Submission and/or completion of course assignments (including all homework, quizzes, tests/exams)
  - Contribution and/or completion of course projects (including collaborative)
  - Connection to assignment links, and/or
  - Communication with course instructor
  - Logging into the course site does not constitute attendance.
  - A student accumulating non-attendance of two weeks, whether consecutive and/or nonconsecutive (the equivalent of 20% of the course), will be withdrawn from the class.
5. It is the responsibility of the student to notify his/her instructor if he/she must leave school before his/her designated school day ends. **A student who must leave class early must sign out with their instructor. Re-entry to a class will not be allowed until counseling (attendance deficiency notice issued) has occurred and approval has been secured from the administration.**
  6. Students will not be excused from class to complete forms, papers, or to tend to financial aid matters. This should be done during lunch, break, or after school.

## Attendance Make-Up Policies For Courses With Hour Requirements

This information can be found in the Student Catalog/Handbook.

## Graduation

To graduate from Southwest Georgia Technical College, a student must complete the following items:

1. Students must earn a "C" or greater in all required courses and no less than a "D" in elective course(s).
2. It is the candidate's responsibility to file, with the aid of his or her advisor, an Application for Graduation prior to the published deadline. Graduation applications are located on the College website. Students may choose to participate in the ceremony or graduate in absentia. A fee is applied to students who participate in the ceremony.

3. Students must satisfy all financial obligations to Southwest Georgia Technical College prior to participating in the commencement exercise and before a degree, diploma, or certificate transcript will be issued.
4. The administration will review the student's records and will approve the student for graduation if all academic and other requirements have been met.

To learn more about commencement exercises, please refer to Student Affairs on the SWGTC website.

## President's List

At the completion of each semester, Southwest Georgia Technical College publishes a President's List honoring those students who have demonstrated outstanding achievement. The requirements for the President's List are as follows:

1. A full-time student (enrolled in 12 hours or more). (Full-time status does not include learning support or transient coursework.)
2. Earn a grade of "A" in all course work attempted.

## Lost and Found

Lost and found items are located in the Admissions Office. Items will be kept for only thirty days.

## Tutoring Center

The Tutoring Center offers tutorial services for all SWGTC students at no charge. While the Center focuses its attention on mathematics, tutoring services are readily available for many subject areas. Students in need of tutorial services for other subject areas not listed above are encouraged to contact the Tutoring Center by telephone at 225-5003 to make additional arrangements. Students interested in becoming tutors are also encouraged to apply. The DOL REACH grant provides a tutor for Allied Health programs. The REACH grant tutor may be reached by telephone at 227-2568.

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## Students' Rights, Responsibilities and Conduct Code

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Southwest Georgia Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College and each member of the College community have reciprocal rights and obligations. It is the obligation of the College to insure orderly operation, to preserve academic freedom, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to impose disciplinary action where conduct adversely affects the College's pursuit of its educational objectives.

The Vice President for Student Affairs has jurisdiction over the enforcement procedures of the Code of Conduct.

Membership in the College community confers upon students certain rights and requires certain responsibilities which are defined below. It is expected that students understand and exercise their rights, fulfill their responsibilities, and respect the rights of others. The College is expected to insure these responsibilities and accord these rights to students. Knowledge of these rights can help students avoid the sanctions prescribed for a breach of responsibilities. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the College community.

## Student Rights

Students shall, upon their request, have a right through Student Affairs to be heard in matters which affect their rights and responsibilities. Students shall have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt College operations or interfere with the rights of others.

Students shall have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the College or with the rights of others. This right of expression does not protect lewd, indecent, or obscene conduct and/or expression.

College authorized student publications and communications shall be guaranteed the rights inherent in the concept of “freedom of the press.” All publications shall be subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

The Student Council and all student organizations approved by the College administration may meet on College premises provided that they make reservations in accordance with the rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use College space.

Only the Student Council and student organizations approved by the College administration have the right to invite and hear any person of their own choosing for the purpose of hearing the person’s ideas and opinions. The President of the College or the authorized representative may cancel a speaker’s reservation where there is clear and present danger that the appearance would threaten the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within the College or to any person outside the College without the express written consent of the student involved except under legal compulsion.

Students shall have the right to due process when accused of any violations of College regulations or conduct code as outlined in this Catalog-Handbook.

## **Student Conduct Code**

Part of the mission of Southwest Georgia Technical College (SWGTC) is to provide learner-centered and high-quality services, courses, and programs through both traditional and distance delivery methods at both on-campus and off-campus locations. In so doing, SWGTC provides opportunities for intellectual, emotional, social, and physical growth. SWGTC students assume an obligation to act in a manner compatible with the College’s commitment to student success. SWGTC recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, SWGTC establishes this Student Code of Conduct.

### **Article I: Definitions**

1. Appellate Board: as defined in the SWGTC Student Disciplinary Procedure.
2. Faculty Member: any person hired by SWGTC to conduct teaching, service, or research activities.
3. Judicial Body: as defined by the SWGTC Student Disciplinary Procedure
4. Member of the College community: any person who is a student, faculty member, contractors, College official or any other person(s) involved with SWGTC or the community or employed by the College.
5. Policy: the written regulations of SWGTC as found in, but not limited to, the Student Code of Conduct, SWGTC Catalog and Student Handbook(s), the Southwest Georgia Technical College Policy Manual, and the State Board Policy Manual.
6. Student: all persons taking courses at SWGTC, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with SWGTC are considered “Students.”
7. Student Disciplinary Officer: as defined in the SWGTC Student Disciplinary Procedure.
8. Technical College Official: any person employed by the Technical College performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.
9. Technical College Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by SWGTC (including adjacent streets and sidewalks).

## **Article II: Prescribed Conduct**

### ***Academic***

Academic Misconduct Definitions - Academic Misconduct includes, but is not limited to, the following:

1. Aiding and Abetting Academic Misconduct
  - a. Knowingly helping, procuring, or encouraging another person to engage in academic misconduct.
2. Cheating
  - a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
  - b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
  - c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
  - d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
  - e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
  - f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
  - g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
  - h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by College Officials, College administrator or faculty member.
3. Fabrication
  - a. The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. Plagiarism
  - a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
  - b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
  - c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

### ***Non-Academic***

#### **Jurisdiction of SWGTC**

Generally, SWGTC jurisdiction and discipline shall be limited to conduct which occurs on SWGTC premises; at off-campus class sites; or at activities or functions sponsored by SWGTC, the SWGTC Foundation, Inc., or student organizations; or which adversely affects the SWGTC community and/or the pursuit of its objectives.

#### **Conduct Rules and Regulation**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in the SWGTC Student Disciplinary Procedure:

1. Behavior:
  - a. Indecent Conduct: SWGTC prohibits disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.

b. Violence: SWGTC prohibits mental or physical abuse of any person (including sex offenses) on College premises or at College-sponsored or College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the College, its facilities, or persons engaged in the business of the College.

c. Harassment: SWGTC prohibits any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The College also prohibits stalking, or behavior which in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials.)

If, in the opinion of College officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.

d. Disruption: SWGTC prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other college activities, including public service functions, and other duly authorized activities on College premises or at College-sponsored activity sites.

e. Failure to Comply: Failure to comply with directions of College officials and/or failure to identify oneself to these persons when requested to do so.

## 2. Professionalism:

a. Personal Appearance: Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.

SWGTC trains for professions, therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of the person's longest fingertip when arms are extended to the side. The wearing of distracting clothing including but not limited to: showing of undergarments, clothing with cut outs, tank-top style shirts, mesh shirts (see-through), halter tops, tube tops, or shirts with offensive, obscene, or abusive language is not permitted anywhere on campus. Dress should at all times be neat (no cut-offs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste. At no time will exposed midriffs be allowed and all shirts/blouses must be tucked in if designed for such. The students at all times are observing generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students attending class, clinicals, and co-ops.

## 3. Use of Technical College Property:

a. Theft and Damage: SWGTC prohibits theft of, misuse of, or harm to College property, or theft of or damage to property of a member of the College community or a campus visitor on college premises or at a college function.

b. Occupation or Seizure: SWGTC prohibits occupation or seizure in any manner of College property, College premises or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

c. Presence on Technical College Premises: SWGTC prohibits unauthorized possession, duplication or use of keys to SWGTC premises and unauthorized entry into College premises or a portion thereof which has been restricted in use; unauthorized presence in College premises after closing hours; or furnishing false information to gain entry upon the College premises.

d. Children under age 16: Children under the age of 16 are not permitted on campus.

e. Assembly: SWGTC prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to College premises or that is harmful, obstructive, or disruptive to the educational process or functions of the College.

- f. Fire Alarms: SWGTC prohibits setting off a fire alarm or using or tampering with any fire safety equipment on College premises or at College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a College official.
- g. Obstruction: SWGTC prohibits obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

4. Drugs, Alcohol, and Other Substances:

Substances referred to under this policy include all illegal drugs, alcoholic beverages and misused legal drugs (both prescription and over the counter).

- a. Alcohol: Georgia Law and the College prohibit possession or use of alcoholic beverages on College premises unless used for educational purposes or a religious ceremony. Alcohol is also prohibited by the College at college-sponsored or supervised functions unless permitted by the College President. College-sponsored or supervised functions will be permitted only if the event takes place at (1) a College business conference center capable of accommodating more than two hundred persons or (2) at an off-campus facility, and all provisions of the State Board policy II.C.6. Use of Alcohol must be followed. The College further prohibits students being in a state of intoxication on College premises or at College-sponsored or supervised functions (including off-campus functions) or in a College-owned vehicle. Any influence which may be attributed to the use of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- b. Controlled substances, illegal drugs and drug paraphernalia: SWGTC prohibits possession, use, sale or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- c. Food: SWGTC prohibits eating or drinking inside any area or building other than designated or otherwise authorized areas. Students are expected to clean their own tables by disposing of refuse in garbage receptacles.
- d. Tobacco: Please Refer to page 5 of this Catalog to review the policy.

5. Use of Technology:

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on College computers, tampering with computer hardware or software configuration, improper access to the College's network, and disconnection of College computers or devices.
- b. Electronic Devices: Unless otherwise permitted by College officials, SWGTC prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on College premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The College also prohibits attaching personal electronic devices to College computers under any circumstances.
- c. Harassment: SWGTC prohibits the use of computer technology to harass another student or College official by sending obscene, harassing or intimidating messages, jokes, or material.
- d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or College official. This includes the unauthorized use of another individual's identification and password. SWGTC prohibits any additional violation to the State Board policy II. C. 4. Acceptable Computer and Internet Use.

6. Weapons:

SWGTC is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure work-place and/or academic setting by expressly prohibiting the possession of a firearm,

weapon, or explosive compound/material on College premises, within the designated school safety zone, or at any College sanctioned function in a manner contrary to state or federal law (State Board policy II.C.10. Firearms, Weapons, and Explosives Policy and SWGTC Firearms, Weapons, and Explosives Procedure).

7. Gambling:

SWGTC prohibits the violation of federal, state or local gambling laws on College premises or at College sponsored or supervised activities.

8. Parking:

Parking permits are required on all students' cars. Permits will be issued to each student and registered in the Business Office. There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares or in the rear of buildings is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe these parking rules will result in a fine being levied or the vehicle being towed away at the owner's expense.

9. Financial Irresponsibility:

SWGTC prohibits failure to meet any and all financial obligations to the College. All tuition and fees must be paid prior to the first day of class.

10. Violation of Technical College Policy:

Violation of published State Board or SWGTC policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.

11. Aiding and Abetting:

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

12. Violation of Law:

- a. If a Student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the College's vital interests and stated mission and purpose.
- b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his/her status as a student. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

13. Abuse of the Student Judicial Process is defined to include but not limited to:

- a. Failure to obey the notification of a Student Disciplinary Officer, Judicial Body, Appellate Board or Technical College Official.
- b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c. Disruption or interference with the orderly conduct of a judicial proceeding.
- d. Initiating a judicial proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial process.
- f. Attempting to influence the impartiality of a Student Disciplinary Officer, a member of a Judicial Body, or a member of an Appellate Board prior to, and/or during the course of, the judicial proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a Student Disciplinary Officer, member of a Judicial Body, or member of an Appellate Board prior to, during, and/or after a judicial proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Disciplinary Procedure.

## Student Disciplinary Procedure

The administration of Southwest Georgia Technical College (SWGTC) reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

### Definitions

1. **Academic Misconduct:** includes but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.
2. **Appellate Board:** any person or persons designated by the President to consider an appeal from a Judicial Body's determination that a student has violated the Student Code of Conduct, other regulations, or from the sanctions imposed. The President may serve as the Appellate Board.
3. **Business Days:** weekdays that the College administrative offices are open.
4. **Continuing Relationship:** any person who has been enrolled as a student and may enroll in the future as a student at SWGTC.
5. **Faculty Member:** any person hired by SWGTC to conduct teaching, service, or research activities.
6. **Judicial Advisor:** a College official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code of Conduct. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a Judicial Body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the "Judicial Advisor" of SWGTC is the Student Disciplinary Officer.
7. **Judicial Body:** any person or persons authorized by the President of SWGTC to consider a Student's appeal of a decision by the Student Disciplinary Officer.
8. **Member of the College Community:** any person who is a student, faculty member, college official or any other person(s) involved with SWGTC or the College community or employed by SWGTC.
9. **Policy:** the written regulations of SWGTC as found in, but not limited to, the Student Code of Conduct, SWGTC Catalog and Student Handbook, SWGTC Policy Manual, and the Policy Manual approved by the State Board of Technical and Adult Education.
10. **Student:** all persons taking courses at SWGTC, both full-time and part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
11. **Student Disciplinary Officer:** the person designated by the President to administer this procedure. This person may be the same as the Judicial Advisor.
12. **Student Organization:** any number of persons who have complied with the formal requirements for SWGTC recognition.
13. **System:** the Technical College System of Georgia.
14. **Technical College:** Southwest Georgia Technical College.
15. **College Official:** any person employed by SWGTC, performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.
16. **College premises:** all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by SWGTC (including adjacent streets and sidewalks).

### A. Filing A Complaint

1. Any member of the College community may file a complaint with the Student Disciplinary Officer against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Student Disciplinary Officer or his/her designee. The Executive Director of Adult Education will serve as the Student Disciplinary Officer for all Adult Education students.

2. Academic Misconduct is handled through Academic Affairs and does not use this procedure. Academic Misconduct includes, but is not limited to: (1) aiding and abetting academic misconduct; (2) cheating, (3) fabrication; and/or (4) plagiarism. It is the policy of SWGTC that students who engage in any form of academic misconduct receive a zero (0) on the presented material or activity and a corresponding work ethic grade of F (0). A second occurrence of academic misconduct will result in the dismissal of the student from the class with a corresponding failing grade. The College requires students to refrain from Academic Misconduct. NOTE: The process for Grade and Other Academic Appeals can be found in the SWGTC Student Handbook.
3. Investigation and Decision:
  - a. Within five (5) business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Student Disciplinary Officer or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the charges. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Student Disciplinary Officer or his/her designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
  - b. The student shall have 5 business days from the date contacted by the Student Disciplinary Officer to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Student Disciplinary Officer within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Student Disciplinary Officer will consider the available evidence without student input and make a determination.
  - c. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
  - d. If the Student Disciplinary Officer or his/her designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Student Disciplinary Officer or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

## **B. Disciplinary Sanctions**

1. After a determination that a student has violated the Student Code of Conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:
  - a. Restitution – A student who has committed an offense against property may be required to reimburse the College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
  - b. Reprimand – A written reprimand may be given any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the College community, and that any further violation may result in more serious sanctions.
  - c. Restriction – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
  - d. Disciplinary Probation – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
  - e. Failing or Lowered Grade – In cases of academic misconduct, it is the policy of SWGTC that students who engage in any form of academic misconduct receive a zero (0) on the presented material or activity and a corresponding work ethic grade of F (0). A second occurrence of academic misconduct will result in the dismissal of the student from the class with a corresponding failing grade.
  - f. Disciplinary Suspension – If a student is suspended, he/she is separated from the College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

- g. Disciplinary Expulsion – Removal and exclusion from the College, College controlled facilities, programs, events, and activities. A record of the reason for the student’s dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from the College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Student Disciplinary Officer or his/her designee.
  - h. Interim Disciplinary Suspension – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other college-related activities.
  - i. System-Wide Expulsion – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student may not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.
2. Violation of Federal, State, or Local Law
- a. If a student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the College’s vital interests and stated mission and purpose.
  - b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
  - c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. Conditions of Disciplinary Suspension and Expulsion
- a. A student who has been suspended or expelled from the College shall be denied all privileges afforded a student and shall be required to vacate SWGTC premises at a time determined by the Student Disciplinary Officer or his/her designee.
  - b. In addition, after vacating the SWGTC premises, a suspended or expelled student may not enter upon SWGTC premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her designee for permission to enter the SWGTC premises for a limited, specified purpose.
  - c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Student Disciplinary Officer or his/her designee must accept the Form by mail or fax if he/she refuses the student’s request to enter the SWGTC premises for that specified purpose.
  - d. A scheduled appeal hearing before the Judicial Body shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the SWGTC premises for the duration of that hearing.

### **C. Appeals Procedure**

- 1. A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal through the President’s Office for review by the Judicial Body within 5 business days of notification of the decision.

2. The student will then have the right to appear in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Body. The Judicial Body may consist of two faculty members, one staff member and two students. There shall be a single verbatim record, such as a tape recording, of all hearings before the Judicial Body. The record shall be the property of SWGTC. The standard of proof in all hearings shall be a preponderance of the evidence. The Chairperson of the Judicial Body shall notify the President and the Student Disciplinary Officer in writing of the Judicial Body's decision. The SWGTC President or his/her designee will notify the student in writing of the Judicial Body's decision and the opportunity to appeal directly to the President.
3. The student shall have 5 business days after receiving written notification of the Judicial Body's decision from the President or his/her designee to request in writing an appeal with the Appellate Board. The Student shall ensure that all relevant information is included with this request.
4. The Appellate Board review shall be in writing and shall only consider evidence currently in the record; new facts not brought up in earlier stages of the appeal shall not be considered. The Appellate Board shall deliver his/her decision to the Student within 10 business days. The decision of the Appellate Board shall be final and binding.

#### **D. Document Retention**

The Student Disciplinary Officer or his/her designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Student Disciplinary Officer or his/her designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Judicial Body and Appellate Board. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

### **Grade and Other Academic Appeals**

A student may appeal a final grade or other academic decision. The student may appeal to the faculty member who awarded the grade or made the academic decision. Absent extraordinary circumstances, a written appeal to the faculty member must be filed within two weeks from the date the student learned or reasonably should have learned of the grade. The faculty member will provide the student with a written decision.

If the consultation with the faculty member does not resolve the appeal, a student may submit a written request for review of the appeal to the Dean for Academic Affairs. Absent extraordinary circumstances, the request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the faculty member. The Dean for Academic Affairs will provide the student with a written decision.

If the student is not satisfied with the decision of the Dean, the student may submit a written request for review to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the Dean for Academic Affairs. The Vice President for Academic Affairs will provide the student with a written decision. The decision of the Vice President for Academic Affairs shall be final.

### **Student Grievances**

Southwest Georgia Technical College maintains a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines. This procedure does not address complaints related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the State Board Procedure: Unlawful Harassment and Discrimination of Students.

1. **Informal Complaint Procedure.** Student complaints should be resolved on an informal basis without the filing of a formal grievance.
  - a. A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
  - b. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

**2. Formal Complaint Procedure.** Where a student cannot resolve their complaint informally, they may use the formal grievance procedure.

- a. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) with the following information:
  - i. Name,
  - ii. Date,
  - iii. Brief description of incident being grieved,
  - iv. Remedy requested
  - v. Signed, and
  - vi. Informal remedy attempted by student and outcome
- b. If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.
- c. The VPSA, or his designee, will investigate the matter and supply a written response to the student within 15 business days.
- d. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the State Board Procedure: Unlawful Harassment and Discrimination of Students.
- e. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.
- f. The VPSA, or his designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

**3. Appeal of Staff Response:** If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the College. The College staff has no right to appeal.

- a. A student shall file a written appeal to the President within 5 business days of receiving the response.
- b. The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that he has provided all relevant documents with his appeal.
- c. At the President's sole discretion, grievance appeals may be held in one of the following two ways:
  - i. The President may review the information provided by the student and administration and make the final decision; or
  - ii. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
  - iii. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.

**4. Whichever process is chosen by the President, the decision of the grievance appeal is final.**

Retaliation against a student for filing a grievance is strictly prohibited.

#### **Unlawful Harassment and Discrimination of Students**

Southwest Georgia Technical College follows the State Board policy and procedure as related to unlawful harassment and discrimination. A complete copy of the policy and procedure is available upon request from the Admissions Office.

##### **I. PURPOSE:**

- A. It is the policy of the Department of Technical and Adult Education that all students shall be provided an environment free of unlawful harassment (including sexual harassment), discrimination, retaliation, and intimidation.
- B. All students are expressly prohibited from engaging in any form of harassing, retaliating, discriminating, or intimidating behavior or conduct.
- C. Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion.
- D. All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.

F. Any student who knowingly makes a false charge of harassment/discrimination or retaliation, or any student who is untruthful during an investigation is guilty of misconduct and may be subject to disciplinary action, up to and including, dismissal.

## II. APPLICABILITY:

This procedure shall uniformly apply to all Department employees, technical college students, and other persons conducting business with the Department. This procedure applies to all interactions between staff and students, and between students, whether or not the interaction occurs during class or on or off campus.

## III. RELATED AUTHORITY:

Title IX of the Educational Amendments of 1972

Titles VI and VII of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Procedure: Student Grievances

## IV. DEFINITIONS:

For purposes of this procedure, the words listed below are defined as follows:

A. Unlawful Harassment (Other Than Sexual Harassment): Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, sexual orientation, national origin, age, or disability. Harassment does one or more of the following:

1. Has the purpose or effect of creating an intimidating, hostile or offensive academic or work environment, or
2. Has the purpose or effect of unreasonably interfering with an individual's academic or work performance.

B. Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment):

Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or circulated in the work place.

This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

C. Sexual Harassment (a form of unlawful harassment): Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

D. Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior (regardless of the gender of the persons involved) includes:

1. Physical touching;
2. Sexual comments of a provocative or suggestive nature;
3. Suggestive looks or gestures;
4. Jokes, printed material or innuendoes intended for and directed to another employee;
5. Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for education, education decisions, or continued enrollment (pressure for sexual favors).

This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

E. Discrimination: The denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, national origin, gender, sexual orientation, political affiliation, or handicap and disability.

F. Retaliation: Unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or who participates in an investigation.

### III. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others.

A student may attempt to resolve any issue arising under this policy informally.

a. Allegation or suspicions of unlawful harassment or unlawful retaliation may be reported by the complainant to any college employee, the President of the technical college, Legal Services at (404)679-1605, the commissioner's office at (404)679-1601, the Deputy Commissioner's Office at (404)679-1706, or by email at [UnlawfulHarrasment@dtae.org](mailto:UnlawfulHarrasment@dtae.org).

b. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing.

### IV. Investigations

1. All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated thoroughly. Any President or local investigator is encouraged to consult with the Compliance Officer, Human Resources Director or Executive Director, Legal Services with any questions or concerns.

2. Where a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint.

3. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed.

4. The process from initial complaint to completed investigation should take no longer than 60 days. If additional time is needed, the complainant will be informed.

5. The local investigator/Compliance Officer who conducts the investigation will present facts in a written report to the President.

6. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

#### D. Review and Disposition

1. After reviewing the final report, the President shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The President shall make this recommendation within 5 business days of receipt of the completed investigation.

2. If the recommendation is that the facts do not support a finding of unlawful harassment, discrimination, or unlawful retaliation, and it is determined that no action should be taken, then the matter can be closed.
3. If the recommendation is that the facts do support a finding of unlawful harassment, discrimination, unlawful retaliation, or a policy violation, appropriate sanctions will be recommended and taken pursuant to the applicable disciplinary procedure (either student or employee).
4. The investigator will provide written notice to the complaining party and subject that the investigation is complete. Notice should be given within 5 business days, provided that if a disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

#### E. Appeal by Complainant

1. If the complainant wishes to appeal the recommendation by the president that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within 5 business days of receiving notice of the president's recommendation.

2. The complainant must send the appeal by regular mail, facsimile, or email to the following:

Executive Director, Legal Services

1800 Century Place NE, Suite 400

Atlanta, Georgia 30345-4304

(404) 679-1615 (facsimile)

UnlawfulHarassment@dtae.org

3. The Executive Director of Legal Services will convene a diverse committee of at least three persons to review the investigative file to determine whether there are sufficient facts to support a finding of unlawful harassment/retaliation/discrimination.

4. If the facts do support a finding of unlawful harassment/retaliation/discrimination, appropriate sanctions will be taken pursuant to the applicable disciplinary procedure.

5. If the facts do not support a finding of unlawful harassment/retaliation/discrimination, the matter will be closed.

6. The Executive Director of Legal Services will provide written notice to the complaining party and subject of the investigation within 15 business days of the receipt of the appeal by the Executive Director of Legal Services.

#### V. RECORD RETENTION

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

## Student Probation or Suspension

A student may be issued a notice placing him/her on a probationary status for any of the following reasons:

- Unsatisfactory Progress
- Irregularity in Attendance
- Poor Conduct or Misconduct

The length of probation is determined by the gravity of deficiency. Continued violation of probationary status while on probation may result in suspension.

A student on academic probation who also becomes deficient in attendance, may be suspended from Southwest Georgia Technical College and may not reapply for one (1) full quarter.

Students who are deficient in attendance or conduct during a quarter may be placed on probation for a specified length of time. Students on probation must correct the deficiency during the probationary period or further disciplinary action will result. Students suspended from Southwest Georgia Technical College may not reapply for admission until after waiting one (1) full quarter.

## Intellectual Property

Southwest Georgia Technical College (SWGTC) is dedicated to fostering an environment that permits the development of intellectual property that improves the productivity of the College and enhances the teaching/ learning environment. In order for the College to utilize to the best and fullest extent all works produced for it, and all works provided for its use, anyone producing work for the College and anyone providing work for the use of the College represents and warrants that such works:

- A. Do not violate any law;
- B. Do not violate or infringe any intellectual property right (including but not limited to copyright, trademark, patent, or right of publicity) of any person or firm; and
- C. Do not libel, defame, or invade the privacy of any person or firm. For the purpose of this document, "intellectual property" includes materials which may be copyrighted, patented, and/or trademarked.

### Ownership

The ownership of intellectual property will be determined according to the conditions described below.

- A. Ownership of intellectual property—when produced as a result of an assigned duty or with substantial use of College resources, facilities, or funds, or when release time is provided by the College specifically for the purpose of development—shall reside with Southwest Georgia Technical College.
- B. Ownership of intellectual property shall reside with the originator provided that there is no significant use of College/State resources.
- C. Ownership of materials developed by a student in fulfillment of a course requirement remains with the student creator. Neither the College nor a faculty or staff member may publish, copyright, sell, or otherwise infringe on the legal ownership of a student's intellectual property without the expressed, written permission of the student.
- D. Destruction or damaging of intellectual property created for the College (as outlined in section A. above) is considered to be theft or vandalism and will be dealt with as such.

Any employee of Southwest Georgia Technical College must obtain the express approval of the President prior to the development of intellectual property in whole or in part on College time which will not be exclusively owned by Southwest Georgia Technical College.(State Policy II.E.1)

### Copyrighted Material

Literary works, textbooks, works of art, maps, computer software, musical and dramatic works, motion pictures and sound recordings, and other original works of authorship may be copyrighted. In order to be covered by copyright laws, the work must be in some tangible form, and it must be the product of original creative authorship. Ownership of copyrightable works must be consistent with the United States Copyright Law. The burden of obtaining the copyright, patent, license, and/or trade secret rights, including cost, is that of the owner.

### Revenue

Revenue derived from the development of college-owned intellectual property is distributed to college revenue funds as determined by the Vice President for Administrative Services.

In the event that intellectual property is licensed to the originator, the full rights for the copyright, patent, or trademark, and any resulting royalties or profits, shall remain with the originator.

All cases in which questions arise as to equities, rights, division of revenues, or any other intellectual property-related matter, shall be referred to the Academic Affairs Committee for consideration, interpretation of policy, and decision. Appeal of a committee decision shall be to the Vice President for Administrative Services, then to the President, and finally to the Technical College System of Georgia (TCSG). Appeals within the College must be made in writing within thirty days of written notice of a final decision. Appeals to the TCSG shall be made in accordance with State Board policy.

## Satisfactory Academic Standing/Academic Probation/Dismissal

Students must maintain a minimum 2.0 cumulative GPA to be in satisfactory academic standing. Students whose cumulative GPA falls below 2.0 will be placed on academic probation for the next academic semester. The semester GPA must be 2.0 or above at the end of the probationary quarter to maintain satisfactory status. Failure to maintain satisfactory status during a probationary semester will result in dismissal. A student dismissed due to academic deficiency may reapply for admission after waiting one (1) full semester. Upon readmission, the student must make a 2.0 or above each semester to maintain satisfactory standing or will be dismissed. Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program, but may apply for any other program at the College. Students who enroll in a second or subsequent program will have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes.

Overall GPA must be 2.0 or better before students can graduate. Graduation grade point average is calculated on all courses attempted at SWGTC. When a course is taken more than once, the final grade only will be used in calculating the grade point average for graduation.

## Allied Health Academic Requirements

To fulfill the academic requirements of all Allied Health programs, a minimum grade of "C" is required for progress from specified courses to more advanced courses. The grading system of all Allied Health programs established passing grades that document student achievement of course competencies at levels acceptable for job entry. Students not attaining the minimum grades referenced above will be required to repeat the course(s) and achieve the minimum prior to continuing in the curriculum.

Students preparing to enter (taking courses) for a diploma or associate degree Allied Health program must successfully complete with a grade of "C" or higher all ALHS, science and math courses within five (5) years and all prerequisites within two attempts. All academic history within the last five (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts. Anyone failing to meet this criteria will be counseled to apply to a program that does not require the failed ALHS or prerequisite(s). Any student accepted into an Allied Health program who fails to attain a minimum grade of "C" in any occupationally or technically specific course will be required to repeat the course. Any Allied Health student admitted to a program who fails to attain a minimum grade of "C" in a occupationally or technically specific course in two separate courses will be withdrawn from the program and will not be allowed to re-apply to that Allied Health program. Two block failures in Practical Nursing prevents readmission to the Practical Nursing program at SWGTC. (One Block Failure equals failure in both a PNSG course and its matching PNSG clinical course.) This policy is inclusive of all transfer students also attempting readmission after a clinical failure at any other college. However, the student may apply to another Allied Health program. A student returning for a second attempt in an Allied Health program will be admitted based on seat availability and meeting competitive admissions requirements. Please be aware that Allied Health programs may have additional requirements or constraints placed upon them by accrediting or licensing agencies. Students will be made aware of any additional requirements or constraints by program faculty.

**Allied Health dismissal due to Critical Incident/ Sentinel Event:** any student dismissed from an Allied Health program due to a critical incident / sentinel event will not be allowed to enter any other allied Health program. They will be counseled for another career field. Students will be made aware of the definition of Critical Incident / Sentient Event by program Faculty.

### Allied Health Education Clinical Demerit System

Students enrolled in select Allied Health programs at Southwest Georgia Technical College will be subject to the following additional academic policies while in any clinical affiliate. **Assignment of Demerits**

Instructors are provided the discretion to assign one to three demerits for the following behavior, with an increase in the assigned demerits for repeated offenses:

- failure to notify instructor/supervisor of absence or extended tardy
- failure to comply with uniform code (each department's uniform code will differ)
- performance of previously acquired competencies at less than accept able standards  
(as indicated by competency check-offs)
- unprofessional conduct

Gross Misbehavior, including carelessness regarding patient care or equipment use, may prompt a committee review for the assignment of three or more demerits. The committee review may consist of the following individuals: Program Faculty, Program Clinical Adjuncts, the Dean for Academic Affairs, and a Representative from the Clinical Affiliate where the Gross Misbehavior occurred.

### ***Dismissal due to Demerits***

An accumulation of nine (9) or more demerits will result in automatic dismissal from the program. Any action that results in the assignment of three (3) or more demerits will result in the loss of one (1) letter grade in the respective course. Demerits assigned to students are cumulative through the length of the program (being retained from semester to semester)

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## **Wellness**

This information can be found in the Student Catalog/Handbook.

### **Life Skills**

#### **Stress/Time Management**

Stress is a general description for our physical and emotional responses to changes or demands in our lives. The changes do not have to be negative to be stressful. Starting a new job can be just as stressful as being fired. Some of the changes we experience are “bombs,” major stresses like the death of a good friend. However, minor stresses are currently thought to have a larger cumulative effect on us than do the “bombs.”

Under stress, your heart beats faster, you breathe faster, your blood pressure goes up, and other metabolic changes occur. Psychologically you may feel rushed, nervous, or irritable; have difficulty concentrating; feel fatigued; and feel time pressured. Stress can also produce various physical symptoms like headaches and muscle tension, sleeplessness, and appetite changes.

Each of us has a unique stress profile. What is stressful for you may not be so for someone else. The same can be said for stress relievers; what works for you may not work for someone else. However, we can make certain generalizations. Good basic nutrition, coupled with regular exercise, regular rest, and regular involvement in an activity that you enjoy, help build up resistance to stress. It also appears that having one or more close friends with whom you can and do confide is important.

Finally, instruction in time management, stress management and relaxation techniques may be appropriate depending on your individual situation. If you feel stressed out, check out some of the relevant sections in this guide.

#### **Fitness**

We have learned a great deal lately about the value of physical fitness. The strength, stamina, suppleness, and positive attitude that result from regular exercise play key roles in helping us achieve satisfaction in work and school, relationships, recreation and health. Conversely, lack of exercise has been associated with obesity, back problems, fatigue and perhaps most important, a weakened cardiovascular system which may be more susceptible to heart disease.

#### **There are many benefits to regular exercise.**

1. You'll feel better physically. Your heart will be stronger, heart and lungs will work more efficiently, and you will have more energy.
2. You'll feel better emotionally. People who exercise regularly report a positive sense of well-being. Exercise is a stress reducer, and there is evidence exercise helps relieve depression and insomnia.
3. You'll look better. Muscle tone will increase and a percentage of body fat will decrease. In addition to burning calories, exercise aids in decreasing your appetite.

A good fitness program should address three important areas: endurance, muscle strength, and flexibility. Remember, an exercise program is only beneficial if you stick with it. Be sure to choose exercises you enjoy. Once you have developed a well-rounded program, start slowly, work up gradually, and enjoy feeling great.

### **Preventive Health Care**

#### **Nutrition**

Proper diet is the ultimate source of good health. Throughout life, it is nutrition gained through eating that builds the body up and gives it strength to repair itself. Once the diet is consumed, the body is very good at picking and choosing just the right nutrients for the different areas and systems to insure proper functioning. If the diet lacks some essential ingredients, the body has no way to get it.

To insure a proper diet, nutritionists say to eat a variety of foods. The building blocks which provide the body's needs are: water, vitamins, minerals, protein, carbohydrates, and fats. Most guides on this subject suggest you eat foods from these four groups daily:

1. Milk Group—milk (2 glasses daily), cheese, or other milk-source foods;
2. Meat Group—fish, meat, poultry (2 servings daily); dried beans, nuts and peanut butter are alternatives;
3. Vegetable & Fruit Group—dark garden vegetables or deep yellow fruits (for vitamin A), citrus fruit and tomatoes (for vitamin C) (4 servings daily); and
4. Bread & Cereal Group—enriched or whole grain (4 servings daily).

These 4 groups are the foundation for a balanced diet. The number of servings of food recommended from each group is based on the amounts of leader nutrients you need and the amounts that are in the foods. In addition to balancing among the basic four food groups, it is well to avoid too much sugar, salt (sodium), fat, saturated fats, and cholesterol while increasing your intake of complex carbohydrates (fruits and vegetables) and fiber.

Good eating habits will also help you to avoid tooth decay. Decay causing bacteria thrive on sugar, so try to stay away from sticky sweet foods that linger in your mouth and promote tooth decay.

### **Weight Reduction**

Present estimates are that 40 to 80 million Americans fall into the overweight category. Twenty million Americans are "clinically obese"—one person in ten. Hundreds of fad diets hit the market each year, and each diet is advertised as the latest sure-cure for obesity. However, experience shows that short term restrictive diets produce short-lived successes. No wonder Americans go on an average of 1.4 diets per person per year!

We have perhaps been too successful at developing work-saving devices that require less and less expenditure of human energy. Eating has become a socially preferred and culturally conditioned activity. We have grown up in the midst of plenty, so we eat plenty. These are some of the reasons we are fat, but they are also poor excuses.

How can you begin to balance your energy needs and your eating? You've got to begin with a belief in your own ability to control your eating.

Develop sound nutritional habits. That means eating foods from all four food groups (see Nutrition) and eating reasonable portions. Junk foods like soft drinks, candy, chips, pies, cakes, and cookies are loaded with sugar, fats and calories. They are best avoided. Eating well-balanced meals, including breakfast, will prevent the munchies and get you off to a good start.

Increase your energy expenditure through daily exercise and recreation. This burns calories and also helps maintain muscle tone. Take the stairs, or ride your bike instead of driving. Weather in the area makes it easy for you to be active outdoors all year. Start these changes slowly and work up, making it a regular part of your daily routine.

Do you eat when you are bored or when you study, even if you are not hungry? Do you eat too fast or too much before you know it? Try to be aware of your eating behavior, and try to be responsive to your body's needs.

If need be, get involved in changing your eating habits either through joining a weight reduction program or by beginning to manage your weight problem on your own.

### **Drug Use and Abuse**

Many people use and abuse drugs and don't realize it. They don't think that foods and drinks contain drugs. Here is some information on different drugs you may encounter. If you determine you have a drug dependency problem or just want more information, please contact a counselor located in the Admissions Office.

Alcohol: Although alcohol is legal, it is a potentially lethal drug and can be addictive. See section on Alcohol.

Aspirin: This is one of the most commonly abused drugs. However, it is also one of the most useful medicines. It has three functions:

1. analgesia (pain relieving);
2. anti-inflammatory (reduces redness and swelling); and
3. antipyretic (reduces fever).

With the exception of those few people who are allergic to it, two aspirins every six hours are safe for nearly everyone. Aspirin is useful for most headaches, fevers, minor injuries, and illnesses. Aspirin should be avoided if you have the flu or chicken pox. Aspirin may contribute to Reye's Syndrome during these illnesses.

**Caffeine:** The users of cola drinks, coffee, tea, and chocolate don't think they are taking drugs, but all these beverages contain caffeine, a drug, which is sometimes prescribed medically. Those who overuse drinks containing caffeine use drugs in the truest sense, and some are addicted.

**Marijuana:** Marijuana is a dangerous and illegal drug. It damages the lungs in the same way as cigarette smoke, causes chest pain because of increased heart rate, reduces short-term memory, and affects the reproductive system of males and females. Its chronic use is associated with "a motivational syndrome,"—loss of motivation and interest in school, work, and friends. Marijuana also interferes with coordination, reactions, and judgment. Marijuana is psychologically addictive.

**Narcotics:** This class of drugs includes opium, morphine, codeine, and heroin. These drugs are addictive. They are used medically to alleviate pain; but even in this case, must be used cautiously because of the tendency to produce addiction.

**Psychedelic Drugs:** The major psychedelics are Mescaline, Psilocybin, and LSD. These drugs increase pulse, heart rate, blood pressure, and temperature. They also cause chills, nausea, irregular breathing, confusion, and hallucinations. Frequent users can have flashbacks without taking additional drugs. There is also evidence that LSD can cause permanent genetic damage. Psychedelic drugs are very unpredictable. One "trip" may be disastrous. There is a great danger of bodily injury to self and others.

**Sedatives:** Barbiturates like Phenobarbital are the main drugs in the sedative class. As with virtually all classes of drugs, these have definite medical value. However, they are physically addictive. Sudden withdrawal from Phenobarbital can cause severe problems including convulsions, just as sudden withdrawal from alcohol can produce delirium tremens (DT's) and convulsions in an alcoholic.

**Stimulants:** The amphetamines (bennies, dexies, speed), methamphetamines (ice, crystal), and cocaine (coke, blow, flake, snow, crack, rock) fall into this class of drug. These drugs are harmful. They raise blood pressure and respirations. Sudden death due to cardiac arrhythmias or stroke can occur at anytime, even with the first use. Users of stimulants build up tolerance so that more and more of the drug is needed to get the same effect. These drugs can be psychologically and physically addictive.

**Tobacco:** Tobacco is addictive due to its content of nicotine. Nicotine decreases blood flow to vital organs which contributes to disease of these organs. Seven known carcinogens, over 1,000 chemicals, and many toxic gases enter your bloodstream each time you light up. Smoking is the number-one voluntary health risk. Tobacco use increases your risk of chronic bronchitis, emphysema, upper respiratory and lung infections, and coronary artery and cardiovascular disease. It is a leading risk factor for cancer of the larynx, lung, mouth, throat, esophagus, kidney, pancreas, and bladder. It has recently been shown to increase women's risk of cancer of the cervix. A new form of tobacco abuse—smoke-less tobacco—is just as dangerous and addicting as smoking. The greatest risk is oral cancer, but it also causes dental problems—tooth decay, bad breath, discolored teeth, and gum disease.

## Alcohol

Drinking is so much a part of American culture that we take it for granted. We drink at home, at parties, in bars, in restaurants, and at football games. We drink to relax, to break the ice, to celebrate, to show off, and to forget. We often forget that we have a choice—to drink or not to drink. The choice is ours alone, and we alone are responsible for the decision.

When deciding what role alcohol should play in your life, you should consider not drinking at all. Join the 50 million adults who have chosen not to drink.

Alcohol is potent—it affects the brain powerfully and quickly. Alcohol kills. It is a major factor in motor vehicle accidents, drowning, and violent crime. Alcohol destroys. It ruins careers, breaks up families, and leads to personal tragedy.

Long-term excessive abuse of alcohol increases the risks of heart disease, liver disease, cancer, brain damage, mental disorders, loss of sexual functions, and blood disorders. Alcohol abuse during pregnancy can cause birth defects and other fetal abnormalities.

A small minority of us are problem drinkers. Check the list below to see if you fall into this category.

1. Family, social, job or financial difficulties due to drinking.
2. Loss of ability to control drinking.
3. "Blackouts," or forgetting what happened while drinking.
4. Distressing reactions if drinking is stopped.
5. A need to drink increasingly more to get the desired effect.
6. Changes in behavior or personality when drinking.
7. Getting drunk frequently—more than four times a year.
8. Injuring oneself or someone else while intoxicated.
9. Breaking the law while intoxicated.
10. Starting the day with a drink.

If you know someone who is not a responsible drinker or who seems to have a drinking problem, don't be afraid to talk to him or her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared to offer alternatives as to what kinds of professional help are available. Our counselors can help by referring individuals with drinking problems to the appropriate agency or support group. Drug and/or alcohol counseling, treatment, and rehabilitation programs are available at:

**Archbold Northside Center**

401 Albany Road  
Thomasville, GA 31792  
Phone: (229) 228-8100

If other assistance is necessary, contact a counselor in Student Affairs or call (229) 225-5060. Other important numbers you may need are:

**Alcohol Hotline**

1-800-ALCOHOL (252-6465)

**The Haven Battered Women's Shelter Inc.**

1-800-273-4823

**Battered Women/Domestic Violence Hotline**

1-800-334-2836

**Thomas County/Thomasville Narcotics/Vice Division**

(229) 225-3305

**Georgia Pines Crisis Line (Mental Health, Mental Retardation, and Substance Abuse)**

1-800-531-1936

Georgia Pines has three centers for non-crisis calls dealing with Substance Abuse and Mental Health

**Halcyon Home, Inc. (Domestic Violence/Shelter)**

(229) 226-6666  
1-800-284-9980

**Mitchell County Mental Health Center**

339 Pride Street  
Pelham, Georgia 31779-1508  
(229) 294-6509

**Grady County Mental Health Center**

130 1st St. N.E.  
Cairo, Georgia 31728  
(229) 377-5700

**Psychiatrists**

**Darin Drury, MD**

Behavioral & Psychiatric Care  
401 Albany Road  
Thomasville, GA 31792  
229-228-8100

**Henry A. Eugenio, MD**

602 Victoria Place  
Thomasville, GA 31792  
229-225-9050

**Kenneth Fuller, MD**

**Angela Fuller, MS**  
116 Hansell Street  
Thomasville, GA 31792  
229-226-7060

## Immunizations

ALL STUDENTS ARE STRONGLY ENCOURAGED TO SEEK IMMUNIZATION FOR PREVENTABLE DISEASES—ESPECIALLY MEASLES, MUMPS, AND RUBELLA.

**Diphtheria and Tetanus:** Routine immunization against diphtheria, tetanus, and pertussis (whooping cough) in childhood has been common practice in the United States for the past 30 years. If you didn't get your "baby shots," primary immunization can be done as an adult in a series of three shots. It is recommended that all persons who have had primary immunization receive booster doses every 10 years. Under certain conditions, such as treatment of a puncture wound or an unclean wound, more frequent injections may be indicated.

**Measles (Rubeola) Vaccine:** Rubella is a common childhood rash disease, and childhood cases are often overlooked or misdiagnosed because signs and symptoms vary. The most common features of rubella include enlarged lymph nodes, joint pain, and a transient rash usually with low fever. Rubella vaccine has been available since 1969, and it is recommended that everyone receive a vaccination, not so much to prevent the benign illness as to provide protection for women of childbearing age. If a woman becomes infected during the first three months of pregnancy, there is a risk of serious birth defects. It is recommended that you check your vaccination record, and if in doubt, we recommend a blood test for rubella antibodies. If the blood test indicates that antibodies are not present, you are susceptible to rubella; and immunization will be offered after contraception counseling. With rubella, as with other live-virus vaccines, there is a theoretical risk to the fetus if a woman is vaccinated during pregnancy.

**Mumps Vaccine:** Live-virus mumps vaccine was first introduced in 1967. The vaccine produces a subclinical (mild or no symptoms) noncommunicable (non "catching") infection with very few side effects. On the other hand, mumps itself can be serious in adults, so it is important to have immunity. Mumps virus vaccine is available to anyone without history of the disease or of effective vaccination.

**Hepatitis:** Hepatitis is a viral disease that causes systemic infection with primary liver involvement. There is no specific treatment and the outcome of Hepatitis B is variable and can be lethal. 5 - 10% of infected persons become carriers.

Vaccination is strongly recommended. The vaccine is safe, immunogenic and effective in preventing Hepatitis B. The vaccine is produced in yeast cells and is purified by chemical and physical methods and is free of human blood products.

The vaccine series is given in three (3) doses, I M only into the deltoid muscle. The three (3) doses are given as follows: a. first dose; b. second dose, one month later; and c. third dose, six months after the first dose.

**Varicella (Chickenpox) Vaccine:** Chickenpox is a disease caused by infection with the varicella zoster virus, which causes fever and an itchy rash. It is highly contagious and spread by coughing, sneezing, direct contact, and aerosolization of virus from skin lesions. Varicella vaccine can prevent this disease. Currently, two doses of vaccine are recommended for children and adults.

**Rabies Vaccine:** Rabies is an acute and deadly disease caused by a viral infection of the central nervous system. The rabies virus is most often spread by a bite and saliva from an infected (Rabid) animal. The first rabies vaccine was developed in the early 1960's. All rabies vaccines currently available for humans are made from killed rabies virus.

Pre-exposure rabies vaccines are administered by a series of three (3) injections as follows: a. first dose; b. second dose, seven (7) days later; and c. third dose, 21 or 28 days after the first dose. Booster doses are recommended every two years for those individuals who continue to be at increased risk of contracting rabies to maintain protective antibody levels.

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