This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

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ACADEMIC CALENDAR

Fall Quarter, 1989
September 18 ................ Registration
September 19 ................. Classes Begin
October 31 .................. Winter Pre-Registration Phase I
November 14 ............... Winter Pre-Registration Phase II
November 23-24 .......... Thanksgiving Holidays
December 1 ................ Classes End
December 4, 5, 6 .......... Final Examinations

Winter Quarter, 1990
January 2 .................... Registration
January 3 .................. Classes Begin
January 15 ............... Martin Luther King, Jr. Holiday
January 13 ................. Spring Pre-Registration Phase I
February 27 .............. Spring Pre-Registration Phase II
March 13 ................ Classes End
March 14, 15, 16 ........ Final Examinations

Spring Quarter, 1990
March 26 .................... Registration
March 27 .................. Classes Begin
May 15 ...................... Summer Pre-Registration/
                      Full & Split Sessions
June 4 ....................... Classes End
June 5, 6, 7 ............... Final Examinations
June 8 ........................ Graduation

Summer Quarter, 1990
June 18 ..................... Registration
June 19 .................. Classes Begin
July 4 ...................... Independence Day Holiday
July 19 .................. First Half Split Session Ends
August 7 ............... Fall Pre-Registration/Old Students
August 9 ............... Fall Pre-Registration/New Students
August 21 ................ Classes End
August 22, 23 .......... Final Examinations

Fall Quarter, 1990
September 17 ................ Registration
September 18 ................ Classes Begin
HISTORY

Taking note of the University System Board of Regents' policies concerning the establishment of junior colleges, the people of Gainesville and Hall County determined to establish a community college as recommended by Governor Sanders' Commission to Improve Education. Since an adequate site was required by the Regents, along with a million dollars for building purposes, the people of Gainesville and Hall County indebted themselves through a bond issue to make this facility possible.

The Regents chose a site near a proposed four-lane connector highway six miles southwest of the City of Gainesville. This site could serve Gainesville and Hall County while still being readily available to the rapidly expanding metropolitan Atlanta area.

Gainesville College and its sister institution, Lanier Technical Institute, both received large amounts of State and Federal monies, thereby tripling the original local investment. In addition to bond monies, city, county, and state forces as well as private corporations made substantial contributions in construction and other services.

Many citizens of this area contributed to this project. The work of the citizens was coordinated by an educational task force. This representative group overcame tremendous difficulties in the preparation of this comprehensive educational complex.

STATEMENT OF PURPOSE

The purpose of Gainesville College is to offer educational, cultural, and developmental experiences appropriate to the needs of its students and the citizens of Northeast Georgia. The institution, in response to the changing needs of the area and in keeping with its role as a liberal arts-based, transfer-oriented, two-year unit of the University System of Georgia, provides a variety of programs and services for those who wish to further their formal education, enrich their lives, and broaden their understanding. The institution promotes and maintains a standard of excellence in all of its programs and services.

To accomplish its purpose the College has four major goals:

1. To offer lower-division courses which will prepare students who transfer to four-year colleges and universities to pursue upper-division courses and academic programs successfully;
2. To offer courses which will enhance the learning skills and knowledge of students having basic educational deficiencies;
3. To offer career programs and courses relevant to area employment needs and the interests of students;
4. To offer continuing education programs, public service activities, and facilities for people who want to enrich their lives intellectually, socially, culturally, physically, and vocationally.

In support of these goals, the institution offers academic support services, administrative support services, and student development services which complement and enhance the instructional program; and systematically assesses the effectiveness of the institution in accomplishing its goals and uses the assessment results to improve its programs and services.
PRESIDENT'S MESSAGE

I extend a warm welcome to our returning students and especially to our students who are becoming a part of Gainesville College for the first time.

I assumed the responsibilities of President six years ago. Reflecting upon those years which have passed so rapidly, I approach the 1989-90 academic year with even more confidence that the College is an institution with a commitment of service to its students and to its service area.

Every effort possible will be made by our personnel to make your participation as a student of Gainesville College both productive and pleasurable. A variety of programs and support services are available which should assist you as you make the necessary personal and educational decisions in your role as a student at the College. I continue to be impressed by the diversity of our student body and feel that there is a parallel degree of diversity in our offerings to assist each of you as you continue your academic and personal development.

The entering freshman class and our returning students will be with us as we conclude our 25th Anniversary Year of celebration during the fall quarter. We look forward to strong student participation in the remaining special events in this year of recognition of the founding of the College. We also look forward to strong leadership from the student government — LACOSA, from all clubs on campus, and from each of you individually as we move into this new academic year.

I will endeavor to come to know as many of you individually as possible. Feel free to introduce yourself to me as you meet me on campus. Above all, please let me know if the optimism reflected above is not realized in your case. Best wishes for a successful year.

J. Foster Watkins
President

DEAN'S MESSAGE

As spokesman for the faculty of Gainesville College and as the administrator responsible for your academic program at Gainesville College, I want to welcome you. The time you spend here will be an important part of your life. The enjoyment and the wise investment of this time may be best enhanced by your full understanding of the entire operation of the College. Gainesville College will be much more than classes. I hope that you begin your experience here by looking into the wide range of opportunities and finding those that interest you and will contribute to your total education at Gainesville College. Ultimately, however, your academic work here will and should be the center of your experience.

The faculty and staff increasingly are concerned about our students' development in the areas of self-direction and responsibility. In all that a student undertakes, there is an underlying expectation of mature response to the "rules" and "regulations." Your success with us here and well beyond Gainesville College will depend in large part on your understanding of, and appreciation for, the conventions of the society of which you are a part. Much of what you leave here with involves an educated orientation to the society of the adult world and workplace. Make it your business to know what is expected of you and devote your most serious effort to fulfilling not only our expectations but those of your own and of society.

You come here, we hope, with high expectations. We welcome you with that same level of expectation. Our mutual goals include a sound academic program coupled with enjoyable additions to your life experiences. Please let me be a part of helping you realize our mutual potential.

Steve Gurr
Dean of the College
Fellow Students,

Welcome to Gainesville College! You have picked a great institution with which to become involved. Named a commuter college by the Board of Regents, it is up to the students to become actively involved in its activities. And there will be plenty of activities that students will want to participate in. Participation is the key, without which there would be no reason for the existence of LACOSA (Lakers Advisory Council on Student Activities).

I am looking forward to acting as your president. I would like to invite and encourage everyone to campaign for LACOSA representatives. LACOSA is a tremendous organization, one that I am proud to be a part of. I will be available on campus this year, so please let me know of any ideas that you may have to make GC a better place to attend. Tell me if you like or dislike our activities. I am open to any suggestions that you may have. Remember, I am here for you, the students.

Most of all, I would stress that we join together and make this year the best year of GC's 25-year existence. Take college seriously, but have fun participating in the activities that are made available.

Thank you,
Rick McKibben
LACOSA President

STUDENT ACTIVITIES

The Office of Student Activities determines whether any organization should be recognized as a function of Gainesville College and permission must be obtained before such an organization begins to function. Elected student representatives lend their support to the approval or disapproval of organizations by giving advice to the Director.

CLUBS AND ORGANIZATIONS

BAPTIST STUDENT UNION — BSU is a Christian fellowship of college students seeking to find and implement God's purpose for them and their world. It is a program that provides opportunity for an inward journey of spiritual growth and an outward journey of service to others. Students experience a balance of serious and fun times in maturing as Christians. BSU is a national Christian organization and the students have opportunities throughout the year to participate in state, regional, and national conferences and retreats. BSU is sponsored by the Georgia Baptist Convention for all interested students. The campus minister for the Baptist Student Union is Ken Jones.

BLACK STUDENT ASSOCIATION — The purpose of the Black Student Association is to promote the academic and personal growth and development of black students at Gainesville College. In order to achieve the above purpose, BSA has identified several key objectives, including the following: 1) to promote greater awareness of the contributions of Black Americans; 2) to increase black student participation in the full range of activities at GC; 3) to promote and deepen each black
student's understanding of his or her own culture and heritage; 4) to develop an orientation program for new black students; 5) to increase the enrollment of black students through an outreach program; 6) to provide educational opportunities for the majority and minority students that focus on awareness of cultural differences.

To accomplish the purpose of the Association, workshops, programs, and seminars on relevant topics will be provided. Membership is open to any interested student.

COLLEGIATE 4-H — Collegiate 4-H is an organization for anyone interested in helping elementary through high school age students who are in 4-H, in addition to continuing individual growth through the organization. Plus, it's also just "plain ole fun!" Throughout the year club members are involved with fall festivals, paper drives, club socials, and other activities both on and off campus. The club works closely with many of the surrounding county clubs and with other collegiate clubs. GC Collegiate 4-H is a dues-paying member of the national organization.

For club meeting dates and times, contact advisor Mrs. Sandra Henderson (635-6260) in the Guidance Center, Student Activities Building.

COMPUTER CLUB — The Computer Club is a club for any student who has an interest in computers. This club hopes to aid students by introducing them to different programs or languages through guest speakers and/or faculty members. The Computer Club also offers a library of public domain software. The faculty advisors are Mr. Dale Crandall and Mr. Byron Drew.

DELTA EPSILON CHI — The Gainesville College Delta Epsilon Chi Chapter is very active on the local, state, and national levels. Presently the state vice president is a member of the GC Chapter. The Chapter collected recipes for a GC 25th Anniversary Cookbook. From the sales of these books, donations were made to the American Heart Association and the GC Foundation.

This effort received a second place National honor. The Chapter also participated in the National Delta Epsilon Chi week celebration with radio spots, newsletter, signs, etc., and also received a second place National honor.

Each year members attend a Fall Leadership Conference and a State Career Development Conference. The exciting event of the year is attending the National Conference which will be held in San Jose, California, this year.

One hour of credit may be obtained by joining this organization and enrolling in a marketing practicum each quarter (MED 111, 112, 113, 211, 212, or 213). Any student on campus may enroll. For further information, see Mrs. Robbie Bettis in office 172 or Mrs. Katie Simmons in office 155 of the Academic Building.

EDUCATION CLUB — The Education Club is a pre-professional organization for education majors. Participation in the Club provides students with the opportunity to learn about their future teaching profession. The opportunity to meet other students in the discipline is also a major factor. The faculty advisors are Dr. Linda Langston, Mrs. Anne Webb, and Mrs. Margaret Newberry.

ENGLISH CLUB — The purpose of the English Club is to increase the knowledge and appreciation of literature and to discover and develop literary talent at Gainesville College. The club sponsors literary readings, brings guest writers to campus, and attends literary/historical events of interest to its members, such as the annual Southern Literary Festival and the Georgia Renaissance Festival. The club awards a full scholarship to one of its members. The faculty advisor is Mr. Tom Sauret.

HOSPITALITY CLUB — The Hospitality Club has a variety of purposes: to allow students to share their ideas and experiences learned during the practical application of their educational pursuits; to perform varied tasks for organizations in the local community; to participate in fund raisers and local benefits for the Gainesville-Hall County community; and to broaden the educational process.

The Hospitality Club meetings are open to all interested students. The faculty advisor is Mr. Dennis Pitters.

INTERNATIONAL CLUB — This club's major goals are to: (1) foster greater understanding among persons from diverse cultures; (2) serve as an organized resource group for campus and community groups who are interested in learning more about cultures from around the world; and (3) be a sounding board for the problems of international students as they seek to adjust to American culture. Membership is open to all students and faculty. International students are especially encouraged to participate. The faculty advisors are Ms. Ann Purdy and Dr. Norma Seerley.
LACOSA — LACOSA stands for Lakers Advisory Council on Student Activities. LACOSA members are elected from the student body by the students.

With open meetings held weekly, the group’s main objective is the administration of the student activity budget which includes funds for all student activities. Examples of groups funded are: clubs and organizations, dramatic productions, intramurals, student publications, and the operational budget of LACOSA.

LACOSA is the voice of the student body. It assumes responsibility for assisting with group and individual student problems which affect student policy. “Non-academic problem solving” is the key phrase. The group also chooses the “Faculty Member of the Year.”

In order to be considered for LACOSA membership, a student must have and maintain a 2.0 average, present a petition of 30 names, and be elected by the student body.

Service awards in the form of scholarships are awarded each year for the president, vice president, and secretary. Interested and qualified candidates should contact the Office of Student Activities for more information.

The club advisor is Mrs. Clara Murray.

PHI THETA KAPPA — The only official two-year college organization to recognize academic excellence and leadership ability is Phi Theta Kappa. Membership is by invitation only. To be eligible for membership in the Rho Mu Chapter of Phi Theta Kappa, a student shall be carrying a full load (15 hours), shall have attained the Dean’s List for two consecutive quarters, and shall have a 3.5 cumulative grade point average.

Initiation is held each Fall and Spring quarter. The faculty advisor is Ms. Barbara Hermann.

PRESIDENTS’ COUNCIL — The Presidents’ Council of Gainesville College consists of the presidents of the clubs on campus and representatives from the fine arts departments and intramurals. Their combined efforts are directed toward unifying the various activities which occur on campus. The advisor is Mrs. Clara Murray.

ROTARACT CLUB — The Rotaract Club is a coeducational club which is sponsored by the South Hall Rotary Club. The primary purpose of the Club is to serve as a service organization to the College. Community service projects are generally undertaken each year also. Membership is derived from nominations which are made by the other organizations on campus. Each organization is given the opportunity to nominate two of its outstanding members to represent the organization in the Rotaract Club membership. Additionally, other interested persons may request to be considered for membership. The club advisor is Mr. John Hamilton.

SPANISH CLUB — The Spanish Club of Gainesville College seeks to promote the personal and the academic use of Spanish among the students at Gainesville College. The objectives of the Spanish Club are to promote greater awareness of the use of Spanish in today’s American society, develop an orientation program for students with no background in Spanish, develop a program to introduce students to the use of commercial and public domain software and other audiovisual material available to enhance their Spanish language and cultural experience, provide opportunities for American Spanish-language students to interact with native Spanish speakers, and enjoy Spanish and Hispanic cultural experiences as a group. The faculty advisor is Mr. Dale Crandall.

VINTAGE LAKERS — The Vintage Lakers is a club for students who face different problems and needs from those of the traditional college-age student. This club hopes to aid in meeting these special needs by promoting fellowship and
mutual understanding among its members. Membership is open to any interested student. The faculty advisors are Dr. Linda Langston and Ms. Priscilla Rankin.

FINE ARTS

JAZZ BAND AND COMBO — The Gainesville College Jazz Band and Combo are outstanding performing groups with a statewide reputation. The bands perform-quarterly on campus and perform “The Big Band Show” in winter quarter at the Georgia Mountains Center. The bands have toured extensively and have recently performed in Merida, Mexico; Miami Beach, Florida; and Washington, D.C. Membership in the Jazz Band and Combo is by audition. Participation scholarships are available and music credit is offered. For further information, contact Mr. Roy Forrest (535-6238).

CHORUS — Students who are interested are invited to sing in the Gainesville College Chorus. Auditions are required for participation in this group. Instruction is offered for applied voice and piano.

Scholarships are available for singers and accompanists. Contact the Music Department, Humanities Division or Financial Aid Office for information. The director is Ms. Frances Brown.

THEATRE ALLIANCE — The Gainesville Theatre Alliance is a co-sponsored organization of Gainesville College, Brenau College, and the community.

GTA is open both to students and to community participants. Auditions are open to ALL students, regardless of their major. In addition, any student is welcome to participate in any aspect of the production: design, set construction, carpentry, painting, costume design, costume construction, publicity, office assistance, box office, or any of the many other aspects of production.

GTA presents three mainstage productions each year. These plays are presented at the Georgia Mountains Center Theatre, and each production runs for at least eleven performances. The Theatre also presents two to five additional productions as part of its “Second Season” series. These performances, their dates, and locations will be announced as they are scheduled.

GC students are admitted free to all performances, but tickets must be reserved in advance. For reservations, call 535-6224 or contact the Drama Office in room 117 in the Academic Building. If a student makes reservations but cannot make it to the performance, those reservations must be cancelled.

GTA PRODUCTION SCHEDULE

“The Scarlet Pimpernel”
November 7-18, 1989

“The Trip to Bountiful”
February 20 - March 3, 1990

“Bells are Ringing”
May 7-18, 1990
Auditions for each show will be held approximately six weeks prior to opening. Exact dates and locations will be announced at a later date.

Mr. Ed Cabell is the Theatre's Director and Mrs. Francine Dibben is Business Manager.

GTA is supported in part by the Georgia Council for the Arts, and the National Endowment for the Arts.

ATHLETICS

GYMNASTICS CLUB — A college-sponsored organization for students and interested individuals in the community. This group performs exhibitions on campus and also for area schools, clubs, and various other organizations.

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INTRAMURALS — The Intramural Program at Gainesville College is open to all interested students, faculty, and staff. The activities are offered primarily for the participation by and convenience of the student; however, GC faculty and staff are welcome to participate.

The activities include both team sports and individual sports as well as activities that are recreational in nature. The primary purpose of intramurals is participation. Gainesville College tries to offer varied activities to interest as many students as possible, and those activities are designed to provide fun and recreation.

Although the competition is primarily within the school, GC does participate in extramural activities quarterly with Floyd College and hopes to enter the state intramural activities whenever possible.

Competitive activities are offered each quarter but several activities are available to the student not wishing to compete. Regulation horseshoes, cards, checkers, chess, etc., are all available in the Student Activities Office. Competition offered in the past includes men's and women's flag football, basketball, softball, volleyball, tennis, horseshoes, and tournaments in badminton, spades, handball, and video games.

Activities offered are directly related to the interest of the student.

The Intramural Director is Mr. Jim Kirkland, Assistant Professor of Physical Education. You may make an appointment with the secretary or see him personally between classes.

STUDENT PUBLICATIONS

Student publications at Gainesville College are designed to function in the role of meeting specific informational and promotional needs of the college community. All student publications are edited by students who are supervised by a faculty advisor in accordance with college policies. As in all college actions, the policies of the University System Board of Regents serve as the official guidelines.

The Anchor, the campus newspaper, is sponsored by the Student Activities Program, the journalism program, and other departments on campus to provide a campus-wide communications medium for students, staff, and campus organizations. Students working on the newspaper staff gain valuable journalism experience and earn college credit in Journalism 200 (newspaper practicum) and Journalism 29B (Special Topics).

Service awards in the form of scholarships are awarded each year for editor and assistant editor; other staff members receive scholarships (either full tuition or part tuition) as funds are available. Interested and qualified candidates should contact the newspaper sponsor or the Financial Aid Office for more information.

The faculty advisor is Dr. Oscar Patton.

Perceptions is a creative arts magazine published by the Humanities Division and Student Activities to encourage the arts among students, faculty, and friends of the college. Some of the works published are the creative products of art and
writing classes; others are contributions from friends of the creative arts. Poems, short fiction, essays, line and charcoal drawings, photographs, musical compositions, and short plays will be accepted for consideration during fall and winter quarters for publication each spring. Submit all written work (in typed form) and all photographs, music, and art to the appropriate faculty sponsors, Ms. Sally Russell (literature) and Dr. Robert Westervelt (art).

AFFILIATED ORGANIZATION

GAINESVILLE COLLEGE ALUMNI ASSOCIATION — The Gainesville College Alumni Association was formed in 1985. The Association is supported financially by the Foundation. Membership is free and open to anyone who has attended Gainesville College. The primary objectives of the Association are to maintain contact with alumni and to encourage their continuing support of the institution.

Among its activities, the Association quarterly produces an alumni newsletter, Anchors Away, and annually sponsors homecoming activities, hosts a sophomore picnic, and conducts an alumni and friends golf tournament as a fund raiser. The proceeds from the golf tournament support the Alumni Scholarship Trust which was recently established and provide scholarships/financial aid for children of alumni who attend Gainesville College.

LACOSA CONSTITUTION

We, the Student Government of Gainesville College, in order to further the welfare of the student body at this institution, do hereby establish and ordain this Constitution for Student Government.

ARTICLE I. NAME

The name of this Council shall be Lakers Advisory Council on Student Activities.

ARTICLE II. PURPOSES

The purposes of this Council shall be:
1. To plan, promote, and coordinate student affairs and activities.
2. To represent the student body in all affairs.
3. To serve as a liaison between students and faculty.
4. To provide those entities which may be deemed beneficial for the advancement of the student body.
5. To work for the betterment of the relationship between Gainesville College and surrounding communities.
6. To provide an intercorrespondence between Gainesville College and other colleges.

ARTICLE III. MEMBERSHIP

There will be no more than one member for every seventy-five (75) full-time students and no more than one member for every one hundred fifty (150) part-time students (based on enrollment during Spring Quarter). Of this total figure, two-thirds (2/3) of the members must be sophomores and one-third (1/3) must be freshmen. When the enrollment reaches 1500, two more representatives shall be added, one freshman and one sophomore. Thereafter, when the enrollment increases by five hundred (500), one more sophomore and one more freshman shall be added.

A. Qualifications
1. MUST HAVE A 2.0 CUMULATIVE AVERAGE.
2. Must be in attendance two consecutive quarters.
3. Must not hold office in any other school-sponsored organization.
4. The President must attend summer session.

B. Duties
1. President
   a. To preside over all Council meetings.
   b. To serve as the official representative of the student body.
   c. To serve as ex-officio member of all committees.
   d. To exercise executive authority.
   e. To insure supervision of all Council-sponsored elections and to certify results thereof.

2. Vice President
   a. To assume the duties and powers of the President in the event of the absence or vacancy of the President.
   b. To provide assistance to the President when requested to do so.
   c. To be responsible for coordinating all entertainment events.
   d. To supervise all money-making projects.

3. Secretary-Treasurer
   a. To keep minutes and records of all meetings and activities of this Council.
   b. To post minutes of meetings in prominent places.
   c. To handle all necessary correspondence.
   d. To keep accurate records of all expenses.
   e. To keep a running balance of funds in the student activities budget.
   f. To report financial conditions to the Council at least once every month.

4. Members-at-Large
   a. To aid officers in fulfillment of their duties thereof.

C. Elections
1. Sophomore
   a. Applications must be submitted within the third week of Spring Quarter. Upon approval of application, applicant may begin campaigning. The fourth week of Spring Quarter is deemed the official week for campaigning which includes a student forum held on that Wednesday. Time will be allotted for each candidate to present his platform.
   b. Elections will be held on Monday of the fifth week.
   c. Elections of officers will be held on the Monday of the seventh week following a student forum on the preceding Wednesday. At this time, the candidates will present their platforms for their desired office.
   d. Must have a 2.0 cumulative average and be in attendance for two consecutive quarters.
   e. In the Spring Quarter of each year, the upcoming sophomores (students with no more than 60 credit hours) shall elect the next year's sophomore representatives to serve on the LACOSA Council as members-at-large.
   f. Also in the Spring Quarter and following the election of the sophomore representatives, these upcoming sophomores (students with no more than 60 credit hours) shall elect the LACOSA officers from the elected LACOSA members-at-large.
2. Freshman
   a. Applications must be submitted within the second week of Fall Quarter. Upon approval of application, applicant may begin campaigning. The third week of Fall Quarter is deemed the official week for campaigning which includes a student forum held on that Wednesday.
   b. Elections will be held on the Monday of the fourth week.
   c. At the beginning of each Fall Quarter, students with no more than 40 credit hours shall vote for the freshman representatives to serve on the LACOSA Council as members-at-large.

3. The specified number of students receiving the greatest number of votes shall be elected.

D. Term of Office
   Shall be one year from Summer Quarter following Spring Quarter election until the following Summer Quarter or until otherwise removed by:
   1. FAILING TO MAINTAIN A 2.0 AVERAGE EACH QUARTER, A MEMBER WILL BE PLACED ON PROBATION FOR ONE QUARTER IN WHICH TIME HE MUST RAISE HIS CUMULATIVE AVERAGE TO THE EXISTING 2.0 REQUIREMENT. If this requirement is not met within one quarter, he will be ineligible for membership.
   2. Recall of majority of student body.

ARTICLE IV. AMENDMENTS
This Constitution may be amended by the following processes:
   1. LACOSA can propose an amendment by a 2/3 majority vote of the members or students may propose an amendment by submitting a petition signed by 25% of the student body.

2. The proposed amendments must be approved by a majority vote in a campus-wide election before becoming effective.

ARTICLE V. BYLAWS
I. Meetings
   a. A designated meeting time and place shall be fixed by the Council members at their discretion.
   b. If any Council member should miss a regular, scheduled meeting, he should request permission from the President or Director of Student Activities to be excused. If the President is not informed of the absence before the meeting, the absent member is required to submit a written explanation of his absence before the next scheduled meeting. Failure to do so warrants immediate expulsion. No member shall incur more than two absences per quarter from regular scheduled meetings or designated LACOSA functions. Any absences exceeding the maximum of two per quarter have to be validated by the President of the Council and the
Director of Student Activities. If the absence is deemed invalid, he is then expelled. Failure to carry out the responsibility of a Council member to fulfill required duties will subject the member to expulsion by the Council.

c. Special sessions may be called at any time by the President of the Council, the Director of Student Activities, or by the faculty advisor to the Council.

II. Meeting Procedure
a. The President shall call the meeting to order.
b. The Secretary shall read the minutes of the preceding meeting.
c. There shall be a general discussion of any business remaining from the preceding session.
d. The floor shall be opened for debate of the old business.
e. There shall be a general discussion of any business.
f. The floor shall be opened for debate of the new business.
g. The President adjourns the meeting.

III. Committees
The Council shall have the power to appoint any committee which it deems necessary to assist it in functioning for the welfare of the student body.

IV. Vacancies
In the event of a vacancy on the Council with the exception of the President (who will be replaced by the Vice President) there will be a called election of the student body within three weeks of the vacancy to fill the position. Any officer of LACOSA wishing to seek any other office on LACOSA, in the event of a vacancy, must resign his office but must continue to fulfill the duties of that office until it is filled by a called election of the student body. If the officer is not elected after resigning, he is no longer considered a member of LACOSA. Standard election procedure will be used.

ARTICLE VI. RATIFICATION
This constitution must be ratified by a majority vote of students voting in a campus-wide election. Article VI is an amendment voted on and passed by the student body on March 10, 1972.

STUDENT SERVICES

PARKING REGULATIONS
Campus parking is by permit only for students, either full or part-time. All students who park on campus must register their cars with the Security Office in the Plant Operations Building.

A car registration form must be completed, including the car tag number, and turned in at the Car Registration Table at the front entrance of the Administration Building during the registration process.

If a student plans to drive more than one vehicle on campus, each vehicle must be registered with a parking permit displayed in the proper location.

Temporary parking permits will be available on request to anyone who will be driving a vehicle on a temporary basis.

Students may park in any space marked for parking except those designated for faculty, staff, and visitors. Spaces marked for handicapped are only for cars with authorized handicapped permits.

Students receiving tickets will be expected to pay the fines in the College Business Office.

The Registrar will be notified to place a hold on grades and transcripts of any student who does not pay the parking fine within three days.

DUTIES AND RESPONSIBILITIES OF GAINESVILLE COLLEGE SECURITY STAFF

A. The Security Staff is responsible for the general security of campus as delegated by the College Administration. However, Police powers necessary for serious criminal, and disruptive activity is provided by the local law enforcement agencies, and by the Georgia Department of Public Safety at the call of Campus Security.

B. The Security Staff Duties Are:

1. To unlock doors of Campus buildings each morning for classes and other operations to begin, and to lock the doors at the end of the day.
2. To patrol the Campus and enforce traffic and parking regulations, and issue citations to violators.

3. To assist visitors in locating the place of the meeting they're here to attend. And to locate Faculty and Staff Offices, that visitors need to visit.

4. To raise the Campus Flags each morning (U.S. Flag, State Flag, and 25th Anniversary Flag), and take them down at the end of each day.

5. To assist students, faculty, staff and visitors with problems of keys locked in vehicles and limited temporary car battery problems. (jumper cables).

6. To monitor the Campus for fire or other problems throughout the day and especially between the hours of 11:00 p.m. and 6:00 a.m. when the Campus is closed.

During office hours security can be contacted through the Maintenance Department at 535-6277. At other times they can be located out on Campus.

STUDENT IDENTIFICATION CARDS

Identification Cards are issued by the Student Activities Office and are mailed to all registered students approximately two weeks after Fall Quarter registration. Following registration for Winter, Spring, and Summer quarters, I.D. cards will be mailed only to new students and former returning students. The student's registration printout/paid tuition receipt will serve as a temporary I.D. during the first two weeks of classes. The card is valid only for the current school year (including Summer quarter). A two dollar ($2.00) fee will be charged to replace an I.D. Card.

I.D. cards are required for students to check books from the Library and for free admission to college productions, gymnasium, pool, dances, and special events. Your I.D. Card is important; keep it with you.

LABS

In the past GC has had an open lab policy; however, due to increased student load and lab sections, all labs are now scheduled. Students should ensure that they do not have a class/lab schedule conflict.

COLLEGE BOOKSTORE

For the convenience of the students, the College maintains a bookstore on the campus where the students may purchase textbooks, pencils, pens, notebooks, stationery, etc. Books are arranged in a self-service manner.

The cost of textbooks will depend upon the courses taken and whether books are purchased new or used. The prices are set by the publishers. Checks should be made out to the Gainesville College Bookstore.

Store hours are 8 a.m. to 4 p.m. Monday, Wednesday and Friday and 8 a.m. to 8:30 p.m. Tuesday and Thursday.

The Bookstore will buy used textbooks at the end of each quarter if the books are needed by the Bookstore for the next quarter. It will buy back books the first week of the quarter if a class is cancelled or if a student officially drops a course. A book which has been written in will be considered a used book. Books will be purchased only from students who registered for the class that required the book.

FOOD SERVICES

Meals at Gainesville College are served cafeteria style. The aims of the dining room are to serve food at moderate cost which is properly cooked, attractive in appearance, and of such variety that will allow the choice of an adequate meal, and to make the surroundings of the students inviting and pleasant.

Students are expected to maintain high standards of behavior in the dining hall. Students are asked to cooperate in helping maintain high standards by:

1. Showing consideration for others and taking their proper place in the serving line.
2. Returning trays and eating implements to the proper area (the tray return is located just behind and to the left of the fireplace), placing disposable trash in the trash containers placed along the side walls of the dining room and at the front entrance, and leaving the tables in a clean condition.

The hours of operation are:
8 a.m. - 2 p.m. Monday - Friday.
4 p.m. - 8:30 p.m. Tuesday and Thursday.
GUIDANCE CENTER

Gainesville College offers to students a variety of services through the Guidance Center, including educational and career planning, personal counseling, and testing. Additionally, the Center coordinates the academic advisement program, new student orientation, and volunteer service learning; it also serves as an information source for students interested in carpooling, off-campus jobs, and housing accommodations. Many of these services involve cooperative planning and implementation by students, faculty, administrators, and staff personnel. The Guidance Center, located in the Student Activities Building, is open from 8:00 a.m. - 5:00 p.m. Monday-Friday, with extended hours on designated days to better serve students enrolled in evening classes.

PLANNING A PROGRAM OF STUDY

Many students enter the College without having made a firm decision regarding the desired Program of Study, while others decide to change programs after beginning their study. Some choose to begin their study under the General Studies Program until such time as they can decide upon a specific subject area. The Program of Study may be changed at any time, and students are encouraged to exercise that option whenever a change is in their best interest even though additional courses and extended enrollment may be required as a result.

ACADEMIC ADVISEMENT

Upon enrollment in Gainesville College, the student is assigned an Academic Advisor. The faculty member selected to serve as his advisor is determined by the student’s academic placement and his Program of Study. The advisor assists the student in planning and achieving his educational objectives. The student is urged to establish early, and maintain throughout the period of his enrollment at the College, a close and continuous working relationship with his Academic Advisor.

EDUCATIONAL AND CAREER PLANNING

One of the major functions of the Guidance Center is to help with educational and career planning. The Center administers personal assessment instruments and maintains a current library of career information, including a computer terminal which keys into a statewide system of occupational information. Also, every effort is made to keep abreast of community resources which could be of help in the student’s decision-making.

Transfer information is also available. A library of college catalogs is constantly updated; and the Center will, upon the request of a student, order a catalog from any college not included in the collection. College application forms may also be obtained from the Guidance Center.

PERSONAL COUNSELING

The College recognizes that neither education nor career is separate from one’s personal life, and is aware of the importance of a knowledgeable approach to decision-making in all these areas. The counselors in the Guidance Center welcome student and community inquiries.

REGENTS’ TESTING PROGRAM

The Regents’ Test is an examination to assess the competency level of students in reading and writing. Passing the test is a requirement for graduation in undergraduate degree programs in all units of the University System of Georgia.

Gainesville College students may take the test when they have completed the freshman English requirements or 45 quarter hours of credit. Students who have not taken the test by the time they have earned 60 quarter hours of credit must take the test the subsequent quarter of enrollment. Students who fail to comply with this requirement may be required to
take remedial courses and/or may have additional restrictions imposed upon their further enrollment in Gainesville College.

The Regents' Test is administered each quarter. Students must make application for the Test in the Guidance Center by the end of the first week of the quarter in which they expect to take the Test. Those students who are repeating the Test as well as those who are taking it for the first time must apply.

Students who fail the entire Test or any component of it must, during their next quarter of enrollment, register for the appropriate remedial course or courses as required by the institution, and must continue remediation each quarter of attendance until they have passed all components of the Test. Applicants who are required to take remedial courses and/or to retake any component of the test will not be eligible to take the test unless approved by the instructor of the remedial course(s).

VOLUNTEER PROGRAM/SERVICE LEARNING

This program provides an opportunity for students, staff, and faculty to participate as volunteers in a community agency. Gainesville College volunteers have been assigned to nursing homes, day care centers, welfare agencies, juvenile and adult court services, and to recreational and many other organizations. The program provides volunteers with the opportunity to explore unfamiliar work settings, gain valuable work experiences, develop good work habits and learn communication skills as they serve in the community.

JOB LISTINGS

The Guidance Center posts in the Student Center all part-time and full-time job opportunities received from area employers. Additionally, the Center assists in arranging job interviews for students when appropriate.

HOUSING INFORMATION

Although Gainesville College has no housing on campus, the Guidance Center maintains a file of housing accommodations which local landlords wish to make available to Gainesville College students. All housing arrangements are handled individually between the student and the landlord. The College does not recommend students to prospective landlords, nor does the College officially approve housing for students.

BULLETIN BOARDS

The College maintains two types of bulletin boards: Official and General Interest.

The Official Boards (blue) are for information or announcements relevant to the College. All items for posting should be approved and attached to the boards by the Student Activities Office.

The General Interest Boards are for general information and announcements.

The Student Activities Office is responsible for maintaining all bulletin boards and will remove all outdated materials.

LOST AND FOUND

Lost and found items on campus should be reported or turned in to the Student Activities Office where the "lost and found" service is maintained.

COMPLIANCE WITH FEDERAL REGULATIONS

All facilities and services (including student organizations) at Gainesville College are available to all students without regard to race, color, national origin, age, sex, or handicap. The coordinator for the compliance is Steve Tilley.
PROCEDURE FOR ESTABLISHING A STUDENT PERSONNEL FOLDER

For admission, the folder should contain the following items:

a. A completed application
b. High School transcript or GED scores
c. Transcripts of previous college work (if applicable)
d. Transcripts of Vocational-Technical School work (if applicable)
e. SAT or ACT scores
f. Information regarding handicapped applicants (if submitted)

After matriculation, the folder should receive the following items:

a. Change of course forms
b. Adding class forms
c. Dropping class forms
d. Audit forms
e. Transcript request forms
f. Withdrawing from school forms
g. Withdrawal replies from faculty with grade
h. Copies of grade reports
i. Social security, insurance, government inquiries, etc., copies
j. Correspondence copies
k. Notes from physicians regarding physical impairment excuses for physical education
l. Change of name and address forms
m. Notices from professors regarding exemption of credit which indicate approval from the Dean
n. Transcript evaluation copies
o. Change of grade forms which indicate approval from the Dean
p. Application for graduation form, program planning sheet, and advisor information

All information required on the Student Permanent Record Card may be obtained from the Student Personnel Folder.

ACCESS TO STUDENT RECORDS

Any student, regardless of age, who is or has been in attendance at Gainesville College has the right to inspect and review his/her education records within a reasonable period of time (not to exceed 45 days) after making a request. However, the students shall not have access to:

1. Financial records of parents.
2. Confidential letters of recommendations placed in the record prior to January 1, 1975.
3. Letters of recommendation concerning admission, application for employment or honors for which the student has voluntarily signed a waiver.

When the student and the official responsible for a particular record are unable to resolve questions as to the accuracy of information contained therein, the student shall have an opportunity for an impartial hearing to challenge the content of his record as follows:

Members of the Dean’s Administrative Council shall serve as an impartial panel to resolve the questions pertaining to a particular record. The responsible official shall not be included in the hearing if he/she happens to be a member of the Dean’s Administrative Council, except as he/she may be needed for questioning.

If the records are found to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the student shall have the opportunity to have the Registrar or appropriate official correct and delete such material. Each student shall also have the right to insert into his/her record a written explanation of the contents thereof.

“Education records” means generally any record maintained by or for Gainesville College which contains information directly related to the student. However, the following items are excluded.

1. Records kept by education personnel which remain in the sole possession of the maker.
2. Law enforcement records maintained by campus police.
3. Employment records which relate exclusively to employment.
4. Records of professionals providing medical or psychological treatment to the student. However, the student may have an appropriate professional review such records.
5. Directory information, unless a student requests that such information which relates to him/her not be released.
Release of personally identifiable information without student consent will be allowed to:

1. Institutional personnel who have a legitimate educational interest.
2. Officials of other schools where the student seeks to enroll. The student will be notified of the release of such information and will be provided a copy of the record if requested.
3. Representatives of Federal agencies authorized by law to have access to education records and members of the Board of Regents of the University System of Georgia.
4. Appropriate persons in connection with a student's application for or receipt of financial aid.
5. State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.
6. Organizations conducting studies for the institution.
7. Accrediting organizations.
8. Necessary persons in emergency situations to protect health and safety.
9. Persons designated in subpoenas or court orders.

Where written consent by a student is required for release of personally identifiable information, such consent shall:

1. Specify records to be released.
2. Specify to whom records are to be released.
4. Be signed by the student.

A copy of the information released will be provided to the student upon request.
Records will be released in compliance with a judicial order or lawfully issued subpoena. However, every reasonable effort will be made to notify the student in advance of compliance.

The following types of education records are maintained on students by Gainesville College. The office responsible for such records is listed beside each.

<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Office Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Folder</td>
<td>Admissions</td>
</tr>
<tr>
<td>Permanent Record Card</td>
<td>Registrar</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Records Pertaining to Advisement</td>
<td>Guidance Center</td>
</tr>
<tr>
<td>Testing Records</td>
<td>Guidance Center</td>
</tr>
<tr>
<td>Continuing Education Records</td>
<td>Continuing Education/</td>
</tr>
<tr>
<td></td>
<td>Public Service</td>
</tr>
</tbody>
</table>

Faculty and other college personnel shall have access to student education records only where such persons have a legitimate educational interest and demonstrate a need to know to the official responsible for the record.

Students have the right to obtain copies of information contained in their education records. Students will be able to obtain certified copies of their transcripts at no charge.

Directory information shall consist of name, address, telephone number, major, participation in activities, attendance, degrees and awards received. Any student may present a written request to the Registrar that such information not be released. However, requests that directory information be withheld from a written publication must be received in sufficient time to prevent a delay in processing that publication.

LIBRARY/LEARNING RESOURCE CENTER

PURPOSE:

The purpose of the John Harrison Hosch Library/Learning Resource Center (LRC) is to provide a growing collection of books, journals, and other instructional materials and services to support the academic program of the College. A secondary purpose is to contribute to the cultural and recreational fulfillment of the students, faculty, and staff.
Component units within the Learning Resource Center include the Library and Media Services and the Open Learning Lab (a learning skills center). The units work cooperatively and coordinate services campus wide.

HOURS:
During the quarter the LRC is open:
- Monday - Thursday - 7:30 a.m. - 10 p.m.
- Friday - 7:30 a.m. - 5 p.m.
- Saturday - 9 a.m. - 1 p.m.
- Sunday - 2 p.m. - 6:00 p.m.
Any change of scheduled hours will be posted.

IMPORTANT! PLEASE NOTE!
YOU MUST HAVE YOUR CURRENT GAINESVILLE COLLEGE I.D. CARD WITH YOU TO CHECK OUT MATERIALS (INCLUDING MAGAZINES AND RESERVE ITEMS).

SERVICES:
The LIBRARY/LRC supports the curriculum by providing basic works in all subject areas and subscribing to an extensive collection of periodicals, newspapers, indexes (electronic and paper), bibliographies, and similar tools of scholarship. In addition to books and periodicals, the LRC has records, slides, tapes, framed art reproductions, and films. Microfilm, microfiche, maps, and charts are also available for your use as a GC student. For ten cents per copy you may duplicate print materials at copiers located near the circulation desk on the first floor and in the Open Learning Lab on the second floor. Three microfilm reader/printers located across from the circulation desk allow you to print copies of microfilm and microfiche at ten cents per copy.

The Unicorn Online Catalog and the card catalog are indexes to the Library/LRC collection. Using the Online catalog permits you to identify materials quickly and print a copy of the information found. Information in the card catalog is complete through February, 1988. Titles received since March, 1988, can be found ONLY in the Online Catalog.

Through both class and individual instruction, you will be shown how to use these library resources. In addition, at the circulation desk, you may obtain an information sheet which will enable you to make the best use of the resources in the LRC.

The Joint (interlibrary) Borrower's Card, a service of the University System of Georgia Cooperative Program, permits Library use at any institution in the System. If you demonstrate that you need materials which cannot be provided locally, you may request a Joint Borrower's Card which will be issued to you for one quarter. You must return any items which you check out directly to the lending library. For more information about this service, please contact the Library staff.

MEDIA SERVICES has a coordinator and a technician who can help you make legal audio and video duplications and opaque projector enlargements, operate equipment in the LRC or on-campus, and make audiovisual/video productions. This is a developing area so ask about services that are not listed above.

In the OPEN LEARNING LAB you may use a variety of educational media such as films, filmstrips, recordings, slides, videotapes, etc. If you seek out-of-class help with academic work, you will find professional and peer tutoring in the areas of math, English, and computer applications. Help with test-taking and study skills is also available by appointment. If you need to make up tests and other assignments, you may do so in the OLL. IBM-compatible computers and printers in the microcomputer lab are available for your use.

Learning Resource Center materials are for the use of all GC students, faculty and staff and should be kept in the best condition possible. Present and future students will be deprived of the use of materials which are mutilated or stolen. Severe penalties may be imposed by the state for the theft or mutilation of LRC materials. For details, please see the GC Student Conduct Code and the Official Code of Georgia.

Once you become confident about using the media resources, you should be able to find your way around the LRC.
without much additional help; however, when you do need help, a staff member will be happy to assist you. A professional librarian is in the reference area most of the time the LRC is open. Please check at the reference desk (or at the circulation desk) for assistance and information about using the LRC resources. In the Open Learning Lab, a faculty member who can help you with academic challenges is frequently present. Do not hesitate to ask for help.

FEES AND EXPENSES

Gainesville College fees are assessed according to the policies for two-year colleges in the University System of Georgia. FEES ARE SUBJECT TO CHANGE AT THE END OF ANY QUARTER.

Fees are in the form of matriculation fees, nonresident tuition fees, activity fees, and special fees. Fees of all students are due and payable at the time of registration. Payment of fees may be made in cash, by check, VISA or MasterCard.

If a bank declines payment of a student's personal check and returns it to the College, the student will be assessed a fifteen dollar ($15.00) service charge. Official transcripts or credits will not be issued for students whose accounts in the Business Office are delinquent.

MATRICULATION FEE

For Georgia residents enrolled for less than 12 hours, a fee of twenty-five dollars ($25.00) is charged for each quarter hour of course work. The total matriculation fee for students registered for 12 quarter hours or more is three hundred and one dollars ($301.00).

NONRESIDENT TUITION FEE

Students who are not residents of Georgia, registering for 12 or more quarter hours, will be charged a nonresident fee of five hundred seventy dollars ($570.00) per quarter in addition to matriculation and all other fees. Those registering for less than 12 quarter hours per quarter will pay forty-five dollars ($45.00) per quarter hour, in addition to all other fees.

ACTIVITY FEE

An activity fee of $20.00 per quarter is assessed all enrolled students taking six quarter hours or more. Students taking five quarter hours or less have the option of paying or not paying the activity fee. This fee is used primarily to support student publications, artists and lecturers series, student organizations, social and entertainment activities, and the intramural program.

SPECIAL FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Auto Registration per Quarter</td>
<td>1.00</td>
</tr>
<tr>
<td>Late Registration:</td>
<td></td>
</tr>
<tr>
<td>1st Day after Scheduled Registration</td>
<td>5.00</td>
</tr>
<tr>
<td>2nd Day after Scheduled Registration</td>
<td>10.00</td>
</tr>
<tr>
<td>Graduation</td>
<td>20.00</td>
</tr>
<tr>
<td>Other Fees</td>
<td>As prescribed by the Dean of the College</td>
</tr>
</tbody>
</table>

TEXTBOOKS AND SUPPLIES

Textbooks and supplies are available in the College Bookstore. The cost of books and supplies will vary with the courses selected by the individual student. A fair average estimate of this cost is from one hundred dollars ($100.00) to one hundred twenty-five dollars ($125.00) each quarter.

Fees and expenses are subject to change without notice.
FINANCIAL AID

Gainesville College offers a comprehensive program of financial aid that recognizes the specific needs and talents of its students. The various financial aid programs are funded by federal, state, and local governments; private agencies; and the Gainesville College Foundation.

Most financial aid at Gainesville College is awarded on the basis of a student's academic progress and demonstrated financial need (defined as the difference between the family's resources and the cost of attending college). Financial need can be determined by submitting the College Scholarship Service Financial Aid Form (FAF). The FAF is available from high school counselors and the college Financial Aid Office. The Student Aid Application (SAA) is the institutional application for financial aid. It is available from the College Financial Aid Office. The SAA must be completed and submitted for processing before a student can be considered for any need-based aid.

The Gainesville College Foundation provides an additional source of funding for the gifted student (actor, artist, musician, scholar or student leader), needy students, and those who meet specific scholarship criteria. Students should contact the chairman of the particular division or department for additional information.

There are two categories of aid — gift aid which is an outright award of money (e.g. grants, scholarships) and self-help aid which the student secures through his own efforts (e.g. earnings from a job and/or an educational loan).

EMPLOYMENT

College Work-Study Program funds part-time employment in various on- and off-campus work settings for students who show financial need. Students can apply by completing the FAF and the SAA.

Institutional Work-Aid Program, financed by the College, provides on-campus jobs for students who may or may not show financial need. The availability of jobs is dependent on the needs and resources of the institution. For further information, contact the Financial Aid Office.

Listings of off-campus employment opportunities are available in the Guidance Center.

REFUND POLICY

Students who officially withdraw from the College within the time specified after the scheduled registration date may receive tuition refunds according to the following schedule:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Portion Refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week following registration date</td>
<td>80%</td>
</tr>
<tr>
<td>2nd week following registration date</td>
<td>60%</td>
</tr>
<tr>
<td>3rd week following registration date</td>
<td>40%</td>
</tr>
<tr>
<td>4th week following registration date</td>
<td>20%</td>
</tr>
<tr>
<td>After four weeks</td>
<td>none</td>
</tr>
</tbody>
</table>

No refund is given for anything less than total withdrawal. Refund checks should not be expected until three (3) weeks after official withdrawal.

The following are not entitled to any refund of fees:
1. Students who withdraw after a period of four weeks has elapsed from the scheduled date for regular registration.
2. Students who do not officially withdraw from the College.
3. Students suspended for disciplinary reasons.
4. Students whose registration is cancelled and they are withdrawn because of incomplete admission (failure to furnish all admission documents).
5. Students whose registration is cancelled because they are found to be ineligible after having been granted provisional admission.
6. Students who reduce their course load.
7. Students receive no refund on late registration fees or auto registration fees.

CONTINUING EDUCATION REFUND POLICY

Persons enrolled in courses cancelled due to insufficient enrollment or at the convenience of the College will receive their full refund by mail. Any person who registered early may apply in writing for a full refund prior to the first class meeting or an 80% refund prior to the second class meeting.
ACADEMIC INFORMATION

STUDENT LOAD
Students taking fifteen hours of academic work per quarter (normally three courses of five credit hours each) are considered to be taking a normal load. This does not include physical education, which is also a requirement. Students who wish to schedule twenty or more academic hours must have permission of the Dean of the College.

CHANGE OF SCHEDULE
During the first two (2) days of classes in each quarter, the student may make changes in his schedule. At the scheduled time, the student must complete the appropriate forms and have them approved at the “Drop/Add Table” in the Dean’s Office. These forms are then taken to the Registrar’s Office for recording.

A student may drop a course during the quarter with the approval of (1) the Instructor and (2) the Advisor, the Division Chairman, or the Night Coordinator. The deadline for withdrawing from a course is midpoint of the quarter. During Summer Session, where there are two half quarters, the deadline is the midpoint of the half quarter for those half-quarter courses. If the student withdraws before the deadline, a “W” will be assigned only if the student is passing the course. If the student is failing the course, a “WF” meaning “Withdrew Failing” is assigned. If the student withdraws after the deadline, an automatic “WF” will be assigned. Failure to follow the official procedure for course changes may also result in a failing grade for the course.

A student cannot simply discontinue attendance in a class. Official withdrawal procedures must be followed.

COLLEGE YEAR
The year is divided into four quarters of approximately fifty (50) class days each. Three quarters constitute an academic year. Classes are usually held five days per week, Monday through Friday, and evening classes are held primarily on Tuesday and Thursday.

CHANGE OF PROGRAM
Upon his initial enrollment, the student is requested to declare the Program of Study which he plans to pursue at Gainesville College. The student subsequently may change his Program of Study by submitting to the Guidance Center the completed Request for Change in Program of Study form which may be obtained from the Academic Advisor or from the Guidance Center.

GRADES
It is the Registrar’s responsibility to keep the student’s grades computed and in good order. At the end of each quarter, a full grade report is mailed to each student. If the student earns a place on the Dean’s List or Merit List, or has been placed on academic probation or suspension, an appropriate notation appears on the grade report. The Registrar has available at all times the official permanent record of the student’s work. If the student becomes aware of a mistake, he should report it immediately to the Registrar’s Office.

DEAN’S LIST
To earn a place on the Dean’s List, a student must attain a 3.5 or better grade point average with a minimum of fifteen (15) quarter credit hours of academic work in one quarter.

MERIT LIST
To earn a place on the Merit List, a student must attain a 3.5 or better grade point average with a minimum of ten (10) and less than fifteen (15) quarter credit hours of academic work in one quarter.

LETTER GRADES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Per Quarter Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

A grade of incomplete “I” is assigned when a student has not completed the requirements of a course for excusable reasons. This grade may be assigned only with the consent of the Division Chairman and the Dean of the College. An incomplete grade may be made up within the next quarter or the “I” will be changed to the grade of “F”.

A grade of In Progress, “IP”, is assigned when a student enrolled in a Developmental Studies course, in spite of conscientious work and definite progress during the quarter, fails
to reach the competency required to complete the course. The student enrolls in the course again the next quarter and receives a grade and credit for the course when competency is attained.

A grade of “U” is issued when a student has been enrolled in courses in a Developmental Studies area for four (4) quarters and/or has not made the progress necessary to enter college-level courses requiring the Developmental Studies course as a prerequisite. A student who receives a “U” is placed on suspension for one quarter. At the conclusion of this time, the student may apply for readmission.

A grade of “U2” is issued when a student has not made satisfactory progress in his developmental studies work following readmission after suspension for one quarter. At this point, the student is excluded for three (3) quarters and may be readmitted only by special permission of the President of the College.

“W”, “WF”, and “NR” Grades — A student who officially withdraws from a course will receive a grade of “W” ( withdrew) or “WF” ( withdrew failing). The “W” is earned when the student withdraws before the course midpoint and before the instructor has evidence of the quality of the student’s work, or when the work already done in the course is passing. The “W” grade is not considered in computing grade point averages. The “WF” grade is computed as an “F”. It is automatically assigned if the student is failing at the time of withdrawal and/or if the student withdraws after the established penalty date. “X” is a symbol on the grade report to indicate that no grade was submitted by the professor at the time the grade reports were processed.

CHANGE OF GRADE

Any changes of grades must be approved by the Dean of the College following the written request of the instructor with the signature of the appropriate Division Chairman.

ACADEMIC STANDING

Students are in good standing (that is making progress toward the required 2.0 grade point average requirement for graduation) if their cumulative grade point average falls within the minimum acceptable range for the number of hours attempted plus transfer hours.

<table>
<thead>
<tr>
<th>Quarter Hours Attempted Plus Transfer Hours</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30</td>
<td>1.5</td>
</tr>
<tr>
<td>31-45</td>
<td>1.6</td>
</tr>
<tr>
<td>46-60</td>
<td>1.8</td>
</tr>
<tr>
<td>61-75</td>
<td>1.9</td>
</tr>
<tr>
<td>75+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

PROBATION

Students will be placed on academic probation when they have attempted credit hours shown in the left column in the above table and have not earned at least the cumulative grade point average shown in the right column above. Students who earn a 2.00 GPA during any quarter in which they are on probation, but do not raise their cumulative average sufficiently to be removed from probation, will be continued on academic probation.

SUSPENSION

Students on academic probation will be suspended for one quarter unless: (a) they remove themselves from probation or (b) they achieve a 2.00 GPA for the current quarter. When a student is reenrolled following suspension, he must achieve the specified GPA as indicated on the scale. A student on academic suspension may request readmission through an appeal to the Admissions Committee which, on hearing the student appeal, recommends action to the Dean of the College.

ABSENCES

Attendance at all scheduled classes is mandatory. Any student who misses more than 20% of his scheduled classes may be dropped, at the discretion of the faculty member, from the class. The individual instructor’s “Absence Policy” may be more stringent. Readmission in exceptional cases will be upon recommendation of the faculty member and approval by the Dean of the College.

WITHDRAWAL FROM THE COLLEGE

Students who register for courses and subsequently desire to withdraw from the College before the quarter is completed must consult one of the counselors in the Guidance Center. If it is not possible to see a counselor, a request to withdraw may be
made by mail. Requests submitted by mail should include the student's full name, address, social security number, and the reason for withdrawal. The request must be signed by the student and dated. **Students who discontinue attendance without withdrawing properly will receive failing grades and will be ineligible for any refund.**

**GRADUATION**

Written application for graduation must be made with the Registrar before pre-registration for the quarter of anticipated graduation. Graduation exercises will be held at the end of Spring Quarter each year.

**CAMPUS BUILDINGS**

Gainesville College is located six miles southwest of Gainesville, one-half mile from U.S. 13 at the Blackshear Place and near Exit 4 off Interstate Highway 985. The campus contains approximately 150 acres. Eighty additional acres have been made available for educational use through a gift from Johnson & Johnson to the Gainesville College Foundation. These lands are contiguous to the original campus. Currently there are eight buildings on campus and all the buildings have benefited from exceptionally fine maintenance and care during the years of their existence.

**ACADEMIC BUILDING**

The offices and classrooms for the Business, Humanities, and Social Sciences Divisions, Coordinator of the Evening Program, and the Gainesville Theatre Alliance are located in this building.

**ADMINISTRATION BUILDING**

This building houses the offices of the President/Advancement, Dean of the College, Registrar, Director of Admissions, Financial Aid Director, Chief Business Officer, Director of Foundation and Alumni Affairs, Coordinator of Public Information/Marketing, and the Computer Center.

**CONTINUING EDUCATION/PUBLIC SERVICE BUILDING**

This 30,000-square-foot building, currently under construction, is designed to contain two wings, one for continuing education/public service activities and the other for arts-related programs. The wings are connected to a common lobby which will become the center of College activities. Supporting classrooms and related instructional space to support drama and speech are also included. A 500-seat performing arts theatre is included as well as a small art gallery.

**LIBRARY/LEARNING RESOURCE CENTER**

The John Harrison Hosch Library, the Media Center, and the Open Learning Laboratory (including the Microcomputer Lab) comprise the Gainesville College Learning Resource Center. The beautiful 29,380-square-foot building, which will seat 500 students and house 76,650 volumes and a wide assortment of audio-visual materials and equipment, has special provisions so that handicapped persons may use it easily. Inside the inviting facility are found various types of student areas — individual study carrels, tables, conference rooms, typing rooms, and a large multi-purpose room.

**MAINTENANCE COMPLEX**

This complex contains a warehouse, machine shop, mobile equipment service, repair shop, campus stores, security office and the office of the Superintendent of Buildings and Grounds.
MUSIC/ART BUILDING

This structure houses the Music and Art Departments and the support facilities for both programs. These include the art studio/lecture room, electronic-piano laboratory, sound-proof practice rooms, a 200-seat lecture/performance room, applied music studios, as well as offices.

PHYSICAL EDUCATION COMPLEX

This complex includes the gymnasium, small gym, indoor heated swimming pool, sauna bath, steam room, gymnastic area, classroom, dressing facilities, whirlpool, offices and multiple-purpose rooms. Outside facilities include all-weather track, exercise trail, baseball field, tennis courts, golf range, mini-fieldhouse, and fishing lakes. The facilities are widely used by students, faculty, staff and community groups.

SCIENCE CLASSROOM BUILDING

The Science Classroom Building contains faculty offices for the Division of Natural Sciences and Mathematics and spacious classrooms with up-to-date equipment and instructional facilities. It also includes a Science Resource Laboratory with modern research instrumentation.

STUDENT ACTIVITIES BUILDING

At the heart of the campus is the Student Activities Building which houses many convenient accommodations for students, faculty and off-campus groups who seek rooms for meetings, workshops, and seminars. This building includes the dining hall, a snack bar, bookstore, game room, the Guidance Center and offices of Student Activities, the college newspaper, and Continuing Education and Public Services. Legitimate groups may arrange use of the various meeting rooms through the Office of Continuing Education and Public Services.

GAINESVILLE COLLEGE
STUDENT CONDUCT CODE

1988-89

I. RIGHTS AND RESPONSIBILITIES OF STUDENTS

General

The College has chosen to publish a detailed list of prohibited conduct in observance of the right of all members of the college community to be more fully advised as to the kinds of behavior that must be considered unacceptable if the college is to carry out its primary obligation — that of providing quality education for all of its students. When students act in concert or individually to violate any of the following college regulations, they have individual and joint responsibility for such violation. A concerted and conscientious attempt has been made to keep these prohibitions reasonable in order to maintain as much freedom as possible from imposed limitations that have no direct relevance to the students' educational objectives.

1. Academic Infractions

a. Prohibitions:

(1) No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory report, examination or other assignment included in an academic course.

(2) No student shall take or attempt to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory results or answer sheets.

(3) No student shall sell, give, or lend or otherwise furnish any person materials which can be shown to contain questions or answers to any examination scheduled to be given at any subsequent date in a course of study offered by the College, without authorization from the instructor.

(4) No student shall fabricate, forge or falsify laboratory results or answer sheets.

(5) Plagiarism is prohibited. Themes, essays, term papers, tests, speeches, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be
indicated and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

b. Punishments — Charged by an Instructor
For any conviction during the student's enrollment at the College and after the student has, in writing, waived his right to a hearing, or after the student has exhausted all avenues of appeal at the institution and has been judged guilty, the instructor may change the student's grade for the course in which the academic or behavior infraction occurred, require him to withdraw from the academic course within which the offense occurred without credit for the course, change the student's grade for the work on which the infraction occurred, require the student to take another test or do over the work on which the infraction occurred and/or deliver as reprimand to the student. During the above punishment process, the student will be afforded the process procedure as described in this document.

c. Punishment — Charged by an Administrative Officer
In certain cases, the Dean of the College or his designated representative, may elect to bring charges against a student. These cases shall include, but not be limited to, multiple violations of campus academic and non-academic prohibitions. Possible disciplinary sanctions which may be imposed and due process procedures which are used are described in other sections of this document.

2. Non-Academic Infractions — Prohibitions

Alcoholic Beverages — The possession or consumption of alcoholic beverages on campus property or in college facilities is prohibited.

Damage to Property — Malicious or unauthorized intentional damage or destruction of property belonging to the College or a member of the College community or to a visitor to the campus is prohibited.

Disorderly Assembly — Assembly on campus for the purpose of creating a riot, destruction, or disorderly diversion which interferes with the normal operation of the College is prohibited. This should not be construed so as to deny the right of peaceful non-disruptive assembly. Obstruction of the free movement of persons about the campus, interference with the use of college facilities, or materially interfering with the normal operation of the College is prohibited. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during the time when classes are in session is prohibited.

Disorderly Conduct — Disorderly conduct or breach of the peace on college property or in college facilities is prohibited. Pushing, striking, verbally or physically assaulting any member of the faculty, administration, staff, or student body, or any visitor to the campus is prohibited.

Entering or attempting to enter any dance, social, athletic, or any other event sponsored or supervised by the College or any recognized college organization without credentials for admission, i.e., ticket, identification card, invitation, etc., is prohibited. Interfering with or giving false information to, or failure to cooperate with any properly identified college faculty, administrator, or staff personnel while these persons are in the performance of their duties is prohibited. Conduct on college property or in college facilities which materially interferes with the normal operation of the College is prohibited.

Drugs — The possession or use (without valid medical or dental prescription), manufacture, furnishing or sale of any narcotic or dangerous drug controlled by federal or Georgia law on college property, in college facilities, or during college-sponsored functions is prohibited.

Falsification of Records — No student shall counterfeit, forge, falsify, or cause to be altered, counterfeited, forged or falsified, any record, form or document used by the College.

Explosives — No student shall possess, furnish, sell, or use explosives of any kind in or on college property.

Fire Safety — No student shall tamper with fire safety equipment. The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited. No student shall set or cause to be set any unauthorized fire in or on college property. The possession or use of fireworks in or on college property is prohibited. No student shall make, or cause to be made, a false fire alarm.

Weapons — Students are prohibited from possession of firearms in or on college property except with permission from the Dean of the College. The possession or use of any other offensive weapon is prohibited.
Hazing — All acts, rites, and ceremonies of induction or initiation into any college club or organization which tend to inflict or allow physical or mental abuse are prohibited.

Smoking, Smokeless Tobacco, Eating and/or Drinking are prohibited in areas so designated. Prohibited areas include all classrooms, laboratories, library, and other areas where such restrictions are posted.

Student Identification Cards — Lending, selling or otherwise transferring a student identification card is prohibited. The use of a student identification card by anyone other than its original owner is prohibited.

Theft — No student shall sell a textbook not his own without written permission of the owner. No student shall take, attempt to take, or keep in his possession items of college property, or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.

Unauthorized Entry or Use of College Facilities — No student shall make unauthorized entry into any college building, office, or other facility nor shall any person remain without authorization in any building after normal closing hours. No student shall make unauthorized use of any college facility.

Gambling — The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

Parking — Parking is permitted only in appropriately designated areas, vehicles parked in unauthorized areas will be subject to ticketing, fines, and removal at owner's expense.

Repeated Violations — Repeated violations of published rules or regulations of the college which cumulatively indicate an unwillingness or inability to conform to the standards of the college for student life is prohibited.

Violation of Outside Law — Violation of local, state, or federal law on or off campus, which violate act constitutes or creates a substantial likelihood or material interference with the normal, orderly operation and processes of the college is prohibited.

II. THE DISCIPLINARY COMMITTEE

1. The Disciplinary Committee of the College shall consist of one faculty member from each Division (Business, Social Sciences, Humanities, Math/Science and Physical Education) selected by the Division, and two students from LACOSA designated by the LACOSA president to serve on the committee.

2. The members of the Disciplinary Committee shall select each year one of its members to act as presiding officer. The Dean of the College shall be responsible for providing to the Committee, when necessary, a staff member to perform recording functions.

3. The Disciplinary Committee shall hear cases involving alleged violations of the Student Conduct Code which shall be referred to it by the Dean of the College. Normally, these cases shall be those in which there is a possibility of suspension or expulsion of the accused student.

4. Preliminary investigations of charges against students shall be made by the Dean of the College. Cases are referred to the Disciplinary Committee through its Chairperson. The Chairperson will set the time and place for a hearing and notify other committee members. All summoning of defendant(s) and witnesses shall be done by the Dean of the College.

5. Decisions of the Disciplinary Committee shall be made by majority vote. A quorum shall consist of five (5) members at least one of whom will be a student.

6. Any member of the Disciplinary Committee shall disqualify him/herself if his/her personal involvement in the case is of such nature as to be detrimental to the interest of the accused or of the institution.

7. The Disciplinary Committee shall make a summary transcription of the proceedings.

8. The hearings and other deliberations of the Disciplinary Committee shall be closed except to appropriate observers from the College administration. However, the student defendant may designate three persons from the faculty and/or the student body to observe the hearing; the presiding officers of the Disciplinary Committee may, for good cause, also designate three observers from the faculty and/or student body. The Disciplinary Committee, however, may exclude any person who may be reasonably expected to interfere materially with the hearing or who does interfere materially with the hearing.
9. The Disciplinary Committee shall be aware that notwithstanding any other provision of this Code, the President is authorized to review any student discipline case and take such action as he deems appropriate with respect thereto. His review may be based upon (1) the record made before the Disciplinary Committee (2) oral and written arguments made to him by the parties or their representatives (3) a de novo evidence hearing before him substantively following the procedures set out herein for hearing before the Disciplinary Committee or (4) any combinations of the foregoing methods.

III. DUE PROCESS PROCEDURES

1. An instructor may temporarily suspend a student from a course but may not force the student to withdraw from the course or punish the student in any other way until the student has in writing waived his/her right to a hearing or until the student has exhausted all avenues of appeal at the institution and has been judged guilty. A student charged with an academic infraction who has not waived his/her right to a hearing or is currently in an appellate hearing of the institution when final grades are to be administered will receive an “I” grade.

2. A formal charge of academic infraction brought by an instructor against a student shall consist of a written statement (Student Infraction Form) specifying when and where the alleged infraction occurred, the nature of the offense, and summary of the evidence on which the charge is based. The instructor is to inform the student where and when the Student Infraction Form will be made available, and to make every attempt to hand deliver the form to the student. The delivery time is to be documented on the Student Infraction Form. The student must be given at least 72 hours from the documented time in which to decide his/her response to accept or appeal the penalty. Failure by the student to respond within the 72 hour time limit shall be construed as a waiver to the right of a hearing. The Dean of the College may attempt to contact the student before the 72 hour time limit expires to ensure the student is aware of his/her rights.

3. A second copy shall be kept on file in the Office of the Dean of the College for five years or until the student is found innocent of the charge, or until the student has graduated from the College. A third copy shall be retained by the instructor.

4. The student who has not waived his/her right to a hearing shall be notified in writing by the Dean of the College that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint. At the above-mentioned conference, the student shall be advised that:

He/she may, in writing, admit or deny the alleged violation and request that the Dean take appropriate action. After assessment of the penalty by the Dean, the student may accept the penalty and waive all further hearings or request a hearing before the Student Disciplinary Committee.

5. In cases referred to the Disciplinary Committee, the Dean of the College shall, at least 72 hours in advance of the hearing, notify the student in writing, by hand delivery if reasonably possible, and otherwise by registered mail to the last local address of the student, with reasonable knowledge of the Dean of the College concerning the following:

   a. The date, time and place of hearing. (The hearing must be within 10 working days of the documented date and time noted on the Student Infraction Form.)

   b. A statement of the specific charges and ground which, if proven, would justify disciplinary action being taken.

   c. The names of witnesses scheduled to appear and the substance of their testimony.

6. The decision reached by the Disciplinary Committee will be communicated in writing to the student within 48 hours of the completion of the hearing. It will specify the action taken by the hearing board and the interest of the college which has been adversely affected by the conduct which necessitated the disciplinary action.

7. The student shall be notified in writing of his/her right to appeal the decision of the hearing body. The student must notify the President in writing of intent to appeal, within 72 hours of the decision of the Disciplinary Committee. In cases of appeal any action assessed by the hearing body shall be suspended pending the outcome of the appeal to the President of the College. The President of the College shall render a final decision within 72 hours of the notification of appeal by the student. A copy of the final decision shall be mailed to the student.
8. Academic or Non-academic Infraction — Charged by an Administrative Officer —

When a student is charged with a violation of any of the non-academic or academic prohibitions, disposition of the infraction shall be made in accordance with due process procedures as listed in this document.

IV. DISCIPLINARY SANCTIONS (defined)

The following are possible disciplinary measures which may be imposed upon an infraction of the Student Conduct Code. This list shall not be construed to be exhaustive and may be modified or enlarged by the Gainesville College faculty at any time.

1. Expulsion — permanent severance of one’s relationship with the college.
2. Forced Withdrawal from the academic course within which the offense occurred without credit for the course.
3. Disciplinary Suspension — temporary severance of one’s relationship with the college for a specific period of time.
4. Temporary Suspension from a course — temporary severance of a student’s relationship with a course, not to exceed two class hours.
5. Disciplinary Probation — notice to the student that any further major disciplinary violation may result in suspension, this action might also include one or more of the following: the issuing of a reprimand, the setting of restriction on student activities, and restitution.
6. Reprimand
   a. Oral Reprimand — oral disapproval issued to the student.
   b. Written Reprimand — a written statement to be placed in the student’s file.
7. Restrictions — exclusion from enjoying or participating in student activities or from holding office in college clubs and organizations.
8. Restitution — reimbursement for damage or misappropriation of property. This may take the form of appropriate service or other compensation.
9. Change in Grade for the course in which an academic infraction occurred.
10. Change in Grade for the test, paper or work in which an academic infraction occurred.
11. Forced Retesting — for the test, paper or work in which an academic infraction occurred.

V. RIGHTS OF STUDENT DEFENDANT BEFORE THE DISCIPLINARY COMMITTEE

At hearings of the Disciplinary Committee, the student defendant shall be afforded all rights required by due process including:

a. The right to an advisor of his/her choice
b. The right to question the complainant
c. The right to present evidence in his/her behalf
d. The right to call witnesses in his/her behalf
e. The right to remain silent and have no inference of guilt drawn from such silence
f. The right to cross examination
g. A summary transcription of the proceedings shall be kept and made available at the student’s request for the sole purpose of appeal from a decision of suspension or expulsion. The student also may have a verbatim transcript made at his/her own expense. The College shall have this option at its expense.

h. The right to appeal the decision of the Disciplinary Committee.
i. The right to attend classes and required College functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student’s presence would create a clear and present danger of material interference with the normal operation and processes or the requirements of appropriate discipline at the College. In such cases, the Dean of the College may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. Such temporary protective measures may be applied where the student is accused of violation of a College regulation or of a local, state, or federal law or regulation. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student.
VI. OTHER

Financial Responsibility to the College — Students are required to meet all financial obligations to the College promptly. A student who is delinquent in financial obligations to the College shall not be allowed to register for the next term, to transfer credit to another school, or to graduate from the college.

Soliciting and Selling — Soliciting and selling for personal profit are not permitted on campus. Campus fund raising projects must be approved by the Office of Student Activities and the Comptroller of the College.

Smoking — Smoking will not be permitted in the classrooms. There is a smoking area provided in the Library/LRC. No smoking is allowed in any other section of the Library/LRC.

Student Parking — Students operating any type of motorized vehicle must properly display a current parking decal. Decals are made available to all students during registration. Decals should be displayed on the right rear bumper of the vehicle. A copy of campus traffic regulations is available from the Offices of the Comptroller, Student Activities and the Night Coordinator.

Student’s Children on Campus — Students are generally expected to make child care provisions for those children in their responsibility. When emergency situations arise which prevent such provisions and the student is forced to bring a child/children to class, the student is expected to clear such action with the instructor.

General Social Expectations — Students are expected to practice the principles designed for promotion and maintenance of health and cleanliness.

BUDGET EXPLANATION

The GC Student Activities Budget is constructed each year to support extra-class programs.

Organizations and departments of College operations submit the amount of money they will need to operate their programs with an explanation of expenditures. All written requests for funds are considered and appropriations of the anticipated monies are made. The budget is then approved by the College President and the Board of Regents.

The proposed Student Activities Budget includes the balance from the previous year and the student activity fees paid each quarter.

SOCIAL AND ENTERTAINMENT ACTIVITIES ...................... $97,005 (Theatre Alliance, Music Programs, Art Programs, Student Entertainment Events, Intramurals, Phi Theta Kappa, Delta Epsilon Chi, Cultural Affairs, and clubs)

STUDENT GOVERNMENT .............................. 15,790 (SGA Office, Honors and Awards Program)

STUDENT PUBLICATIONS .............................. 11,177 (Student Handbook, Anchor, and Perceptions)

OTHER EXPENDITURES....................... 12,783