

UNIVERSITY of
West Georgia



Spring 2011

The SCOOP

The Student Guide to Spring Semester

The Student Guide to Spring Semester!

Get the Scoop on all the important details for the Spring 2011 Semester. The Scoop provides helpful tips, information, and instructions to ensure this semester you are a part of the pack!

Table of Contents

University Calendar.....	3
Spring Announcements	4
Registration Information	5
Registration Dates/Schedule	6
Registration Fee Payment	6
Late Registration, Drop/Add, Withdrawals	7
New Student Registration/Information	8
Off Campus Course Registration	8
European Union.....	8
Online/Distance Course Information.....	9
Course Section Codes for Distance Education.....	9
Directions to Off-Campus Sites	10
Academic Advisement	10
Wolf Watch Degree Evaluations	11
Tuition/Fee Payment Information	11
HigherOne Card	14
Bookstore Credit Information	14
Exam Schedule.....	15
Finding Out Your Grades	15
Class Periods	16
Banweb Information	17
Registration Tips	18
Wolf Watch Information	24
Core Curriculum.....	26
UWG: A Drug Free Campus.....	29
FERPA Rights.....	31

University Calendar

Oct 1	Last day to apply for Spring 2011 graduation	Feb. 18	Last day to apply for Spring Semester Regents' Test, Strozier 110
Nov 1	All financial aid documents must be in Financial Aid Office to be sure financial aid is ready prior to fee payment deadlines for Spring	Mar. 1	Last day to apply for Summer 2011 graduation
Nov. 1	Begin accepting Short Term Loans for Spring 2011	Mar. 2	Last day to withdraw with a grade of W. See eCore calendar for eCore W deadline
Nov. 1-19	Registration for current students for Spring 2011	Mar. 5	No Saturday classes
Nov. 15	Undergraduate admission application & document deadline for Spring Semester	Mar. 7-11	Spring Break, no classes, offices open
Nov. 17	Graduate admission application & document deadline for Spring Semester	Mar. 12	No Saturday classes
Dec. 1	Undergraduate readmission application & document deadline for Spring Semester	Mar. 16-17	Regents' Test, times and locations TBA
Dec. 3	Last day to pay registration fees for Spring 2011	Mar. 21-22	Regents' Test, times and locations TBA
Dec. 3	Last day to apply for short term loan for Spring Semester fees as long as funding is available	Mar. 30	Honors Day Convocation (classes canceled 1-4 pm)
Dec. 10	Last day to apply for short-term loan for Spring Semester books as long as funding is available	Apr. 1	Preferred undergraduate transfer application/ documents deadline for Summer Semester
Dec. 22	HOPE & short-term loan book refunds available via Higher One if registered & paid	Apr. 20	Last day of Spring Wednesday only classes
Jan. 4	Readmission and new student registration for Spring	Apr. 21	Last day to submit theses, Ed.S. research projects & dissertations to the Graduate School for Spring
Jan. 5	Spring Semester classes begin	Apr. 21	Last day of Spring Thursday only classes
Jan. 5-11	For eCore courses see the eCore Calendar below	Apr. 25	Last day of Spring Monday only classes
Jan. 11	Late registration and drop/add	Apr. 26	Last day of Spring TTh & Tuesday only classes
Jan. 12	For eCore courses see the eCore Calendar below	Apr. 27	Last day of Spring MW & MWF classes
Jan. 15	Last day to sign Perkins promissory note in Aycock Hall	Apr. 28	Reading Day
Jan. 17	Fees due by 5 pm for charges incurred after Dec. 10	Apr. 29-May 5	Spring Semester exams
Jan. 17	No Saturday classes	Apr. 30	Saturday class exams
Jan. 17	Martin Luther King Holiday, no classes, offices closed	May 1	Undergraduate readmission application & document deadline for Summer Semester
Jan. 21	Financial Aid balances available via HigherOne no later than this date	May 5	Last day to pay registration fees for Summer 2011 Semester
Feb. 1	Last day to Petition for In-State Tuition Status for Spring Semester	May 7	Spring Semester graduation, times TBA
Feb. 9	Graduate Foreign Language Proficiency Exam, 9 am & 2 pm, Strozier 120 (Registration required by Jan. 31)	May 9	All grades must be submitted by 8:30 am
Feb. 9	Georgia History Exam, 3 pm, Strozier 120 (Registration required by Feb. 7)	May 12	Graduate admission application deadline for Summer Semester 2011
Feb. 10	Georgia Constitution Exam, 3 pm, Strozier 120 (Registration required by Feb. 8)	May 15	Undergraduate admission application/document deadline for Summer Semester
		May 16	Summer Semester Session I classes begin
		June 6	Summer Semester Sessions II, III and Education Session classes begin
		July 1	All financial aid documents must be in Enrollment Services Center to be sure financial aid is ready prior to fee payment deadlines for Fall
		July 1	Summer Semester Session IV classes begin

eCore Calendar

Nov. 1-19	Registration for Spring 2011 eCore courses via Banweb. To register for an eCore course, you must first complete the eCore online orientation (includes short quiz). See http://ecore.usg.edu/reg for instructions on how to register. eCore courses are identified with a G in the section number. Go to http://ecore.westga.edu for a course listing.	Jan. 12-14	Late Registration, drop/add for eCore via telephone only. Students may not register via Banweb. Call 678-839-5300 to add or drop an eCore class January 12-14.
Dec. 3	Last Day to pay registration fees for Spring	Mar. 2	Last day to withdraw with a W for eCore courses (cannot be done on Banweb, must be done on-line from the eCore website: http://ecore.usg.edu/students/withdraw)
Jan. 10	eCore classes begin	Apr. 26	eCore classes end
Jan 5-11	Late Registration, drop/add for eCore. Students may register via Banweb. See http://ecore.usg.edu/reg for instructions on how to register for an eCore class.	Apr. 27-29	eCore final exams
Jan. 12	Fees due by 5 pm for charges incurred after Dec. 10		eCore Fees eCore courses cost \$189 per credit hour. eCore fees are separate fees and are assessed in addition to other tuition and fees.

Spring 2011 Announcements

- 💡 Currently Enrolled and Continuing Student Registration is Nov. 1-19.
- 💡 Early Registration Fee Payment Deadline is Dec. 3, by 6 pm.
- 💡 If ALL fees are not paid by Dec. 3, classes may be dropped and a late fee will be assessed.
- 💡 Registration for new and readmitted students begins Jan. 4.
- 💡 Drop/Add and Late Registration for continuing is Jan. 5-11.
- 💡 Undergraduate Application and Document Deadline is Nov. 15.
- 💡 Undergraduate Readmission Application and Document Deadline is Dec. 1.
- 💡 Check the Registrar's website at www.westga.edu/registrar for additional announcements & dates.

General Information

Address Changes Students are required to notify the Enrollment Services Center of all address changes. Changes can be made on Banweb or by completing an address change form in the Enrollment Services Center.

Disclosure of Directory Information University of West Georgia can release directory information such as name, address and telephone number unless the student completes a Nondisclosure form requesting that such information be withheld. Contact the Enrollment Services Center for details. Requests must be made by Sept. 15. In order to have the Nondisclosure removed, an official request must be submitted to the Enrollment Services Center.

Enrollment Status Students request enrollment certifications in the Enrollment Services Center. Undergraduates carrying 12 hours or more are considered full-time; 6-11 hours are half-time, and less than 6 hours are less than half-time. Graduate students carrying 9 hours or more are considered full-time students. Graduate students carrying 5-8 hours are half-time, and less than 5 hours are less than half-time. Certifications of enrollment for each term cannot be issued before the first day of classes.

Financial Aid Undergraduate students must enroll in a minimum of 6 hours to receive student loans; Pell Grant and Hope Scholarship amounts will adjust to the hours enrolled (fulltime is not required). Graduate students must be enrolled at least half time in order to receive financial aid. Half time is 5 hours for regular graduate students and 6 hours for provisional and certification graduate students.

ID Cards Student ID cards are made in the Wolves Card Office located in the University Community Center (UCC), Top Floor, from 8 am until 5 pm, Monday through Friday.

Student Email Policy University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Registration Information

Holds/Fines Students must clear all holds and pay all fees before registering. Public Safety, the Library, the Bursar's Office, Financial Aid and other administrative offices can place registration holds.

Overload Permissions for Fall and Spring Semesters

Undergraduates with a 2.00 GPA can carry 18 hours without permission. Undergraduates obtain overload permission from the Dean of the College of their major, and Academy students obtain permission from Dr. Don Wagner. Dean's List Students can carry 20 hours without permission. Seniors with a 2.00 GPA can carry 21 hours for two semesters without permission. During the semester in which they are student teaching, Education majors may take one additional course beyond the internship and seminar. Students in Learning Support cannot carry overloads. Students in Regents' Test Remediation cannot carry overloads.

Graduate students can carry 12 hours without permission.

Graduate students should obtain overload permission from their academic advisor, department chair, and college dean prior to seeking permission from the Graduate School. Overload requests cannot be processed if students have registration holds on their records. Please make sure all holds are removed prior to registration. College of Arts & Sciences, Richards College of Business, and School of Nursing graduate students obtain overload permission from the Dean of the Graduate School. College of Education graduate students obtain overload permission from the Dean of the College of Education prior to obtaining permission from the Graduate School.

Education Courses All 3000/4000 and selected 5000 level courses offered by the College of Education require admission to teacher education.

Internships/Practicums The following departments offer internships and/or practicums to interested students: English, History, Mass Communications, Political Science, Geography, Psychology, and Sociology. Contact the department for details.

Independent Studies/Research Some departments offer independent study/research projects for interested students. Contact the department for details.

Deciding Not to Attend After Registering If you decide not to attend UWG for a semester for which you have registered and have paid your fees, you must drop or withdraw from all of your courses on Banweb, or come to the Enrollment Services Center in Parker Hall to withdraw from the University. Contact the Bursar's Office (678-839-4737) to determine if a refund is due and when it will be processed.

Financial Aid Recipients who decide not to attend and have financial aid which covers their entire bill, will be obligated to repay the financial aid award if they do not officially withdraw from the University.

Registration Schedule Continuing undergraduate students register and/or adjust schedules on or after following assigned date. See your advisor before your assigned date to register so your advisement hold can be removed. Continuing graduate students register and/or adjust schedules on November 1–19 (ends at 5pm on the 19th).

The next opportunity for continuing students, both undergraduates and graduates, to register who miss the Nov. 1-19 registration period is late registration when a late registration fee is charged.

Former undergraduate students who last attended UWG one year or more ago or were suspended or dismissed must apply for readmission. Applications are submitted at the Enrollment Services Center. Application deadline for readmission is Dec. 1, and former graduate students who last attended one or more years ago must contact the Graduate Office prior to registering Jan. 5-11.

Important Notice: Please see your academic advisor well before your registration day and time. Advisors will not be able to accommodate all students during the few days of advance registration. Advising holds will prevent you from registering, so please see your advisor early so you have the best chance of registering for the courses you desire.

Registration Schedule November 1-19

Registration Dates for Undergraduate Students

- Current Seniors (regardless of ss#) – Nov. 1
- Current Juniors ss# ending in 00-49 – Nov. 2
- Current Juniors ss# ending in 50-99 – Nov. 3
- Current Sophomores ss# ending 00-49 – Nov. 4
- Current Sophomores ss# ending 50-99 – Nov. 5
- Current Freshmen ss# ending in 00-24 – Nov. 8
- Current Freshmen ss# ending in 75-99 – Nov. 9
- Current Freshmen ss# ending in 50-74 – Nov. 10
- Current Freshmen ss# ending in 25-49 – Nov. 11
- Open registration - Nov. 12-19 (ends at 5pm on Nov. 19)

Register using Banweb

1. You can register using Banweb from any computer with most modern web browsers or in any computer lab on campus when available. Banweb will be available to continuing students for registration and schedule adjustment on Nov. 1-19.

Banweb is located at <http://banweb.westga.edu>, and it is unavailable from approximately 3 am until 5 am. Students with Learning Support Requirements and/or College Preparatory Deficiencies cannot use Banweb to register. You must go to the Learning Support Office in Strozier Hall 110.

2. After registering, print a copy of your schedule and bill. You are responsible for checking the accuracy of both.

3. Fees must be paid by Dec. 3, by 6 pm, or your classes may be dropped and you will be assessed a late fee. You must pay the portion of your bill not covered by grants, loans or scholarships.

eCore Registration

Students should read carefully the information found at <http://ecore.westga.edu> to be certain eCore learning is right for them and to understand the policies related to eCore courses. Students must complete the eCore Orientation before registering for an eCore course. Go here for information about registering for an eCore course: <http://ecore.usg.edu/reg>.

Register in Person

The Enrollment Services Center will process in-person registrations on Nov. 1-19 between the hours of 8:00 am and 5:00 pm.

The following offices will also register undergraduate students if they must go to this office for advisement.

Advisement and Registration Locations For:

Learning Support & CPC Deficient Students

Learning Support Office, Strozier Hall 110

Honors Students

Honors House (by appointment only)

Academy Students

Honors House

All Undecided Freshmen

EXCEL Center, UCC

1. After registering, print out a copy of your schedule and bill. You are responsible for checking the accuracy of both.

2. Fees must be paid by Dec. 3, by 6 pm or your classes may be dropped and you will be assessed a late fee. You must pay the portion of your bill not covered by grants, loans or scholarships.

Register by Mail/Fax (Continuing Graduate Students Only)

1. Please give the following information: full name, student ID number, current address, phone number where you can be reached 8 am-5 pm, and for each course, the CRN, course subject, course number and section number.

2. Mail/fax your request to the Enrollment Services Center, Parker Hall, Carrollton, GA 30118, fax (678) 839-6439. Requests are processed in the order in which they are received as staff time permits beginning the morning of the first day of registration. There is no guarantee your course(s) will be open when your registration is processed. Requests must be received in the Enrollment Services Center by 4:30 pm, Nov. 19, 2010. You will be mailed a schedule confirmation and a bill. You are responsible for checking the accuracy of both.

3. Fees must be paid by Dec. 3, by 6 pm, or your classes may be dropped and you will be assessed a late fee. You must pay the portion of your bill not covered by grants, loans or scholarships.

Registration Fee Payment

Fees are due by Dec. 3, by 6 pm, or your classes may be dropped and you will be assessed a late fee.

Notice: The cashier's window will remain open until 6:00 pm on Dec. 2 and 3 for fee payment.

To pay on Banweb (Preferred and Easiest):

Banweb fee payment closes at 6:00 pm on Dec. 3. Credit cards can only be used on Banweb, not in person or via mail. Cardholder will be charged the merchant fee, and UWG only accepts Discover, American Express, & Master Card.

To pay with Check:

Banweb (Webcheck link will be disabled at 6 pm on Dec. 3) Cashier's Window, Aycock Hall, Mon.-Fri. 8:30 am - 4:30 pm

To pay with Cash:

Cashier's Window, Aycock Hall
Mon.-Fri. 8:30 am - 4:30 pm

To pay by Mail:

Send bill and check for balance due to:
University of West Georgia
1601 Maple Street
ATTN: Bursar's Office
Carrollton, GA 30118-4220.

*Payments must be received (not postmarked) by Dec. 3. We are not responsible for payments received after the deadline due to postal problems.

Late Registration, Drop/Add, & Withdrawals

- 🔔 Drop/add and late registration: Wednesday, Jan. 5 – Tuesday, Jan. 11
- 🔔 See the eCore Calendar for eCore drop/add, late registration, and withdrawal dates.
- 🔔 Fee payment deadline is Wed, Jan. 12 by 5 pm (for all charges incurred during drop/add)
- 🔔 Withdrawals with a grade of W: Wednesday, Jan. 12 – Wednesday, March 2
- 🔔 Withdrawals with a grade of WF: Thursday, March 3 - Friday, May 6

Difference Between Dropping and Withdrawing

Course drops can only be done during the official drop/add periods except for courses meeting for the first time after drop/add. Dropped courses are removed from your class schedule and will not appear on your transcript. Withdrawn courses remain on your class schedule and will appear on your transcript.

Not Attending First Class Meeting

Faculty members have the authority to drop students who do not attend the first class meeting. However, all faculty members do not automatically drop such students. If you do not intend to remain in a course, you must drop the course before the end of the drop/add period. Failure to drop the course may result in a grade of F, and tuition/fees will not be refunded.

Courses Meeting for First Time after Drop/Add

These courses may be added on the day the course begins with Dean's permission. These courses cannot be added on Banweb. NOTE: According to Federal Regulations, Financial Aid cannot adjust aid for courses added after the drop/add period. These courses can be dropped on the day immediately following the first scheduled class meeting only if you complete the drop transaction in the Enrollment Services Center or email registra@westga.edu. These course drops cannot be made on Banweb.

Refunds for Courses Dropped during Drop/Add

If you drop a course during the drop/add period and you are entitled to a refund, please contact the Bursar's Office in Aycok Hall at 678-839-4737 to find out when your refund will be disbursed to your HigherOne card. There will be no refund for courses dropped after the end of the official drop/add period unless the course meets for the first time after the drop/add period and the instructions above are followed. If you are a financial aid recipient, you may be required to repay a portion of federal or state financial aid received or credited to your account if you withdraw.

Financial Aid Recipients

Financial aid recipients should check with the Enrollment Services Center before withdrawing from a class(es). Withdrawing from a course could cause the loss of financial aid for future terms and/or repayment for the current term. All financial aid recipients (including HOPE and loan recipients) must earn passing grades in at least 67% of all hours for which you enroll during Summer through Spring in order to remain eligible for aid during the next award year.

Please be aware that the calculation for the 67% course completion is NOT rounded up. You must complete at least 67 % each academic year. A 67% worksheet link is found at: <http://www.westga.edu/assets/Dept/financialAid/>

[New67percentWorksheet.pdf](#) and is available to aid you in determining your percentage. In accordance with federal regulations, you may be required to repay a portion of federal or state financial aid received or credited to your account if you withdraw prior to the end of the semester.

Financial Aid Freeze Dates

In accordance with federal regulations, UWG establishes a "freeze date" each semester to determine a student's enrollment status for disbursing federal financial aid. Financial aid will only pay for courses that are required your major and are added before the freeze date. Hours will be frozen at the end of the drop/add period. Students must be registered for all parts of the term before the freeze date to receive federal aid for that class. Federal aid will not be available for classes added after hours have been frozen. If you are not registered for a minimum of 6 hours (5 for graduate students) when hours are frozen, you will not be eligible for your student loan and you will not have an opportunity to add a class in order to be eligible.

Withdrawal from Courses after Drop/Add

Students who wish to withdraw from a course after drop/add may withdraw on Banweb (excluding eCore courses – see *eCore information below) or come to the Enrollment Services Center. There is no refund for withdrawing from a course on your schedule. Before the mid-point of a term, a withdrawal equals a grade of W and will not affect your GPA. After the mid-point of a term, a withdrawal equals a grade of WF and will count the same as an F in your GPA.

*eCore students must withdraw online at: <http://ecore.usg.edu/students/withdraw>. Contact an eCore Advisor at 678-839-5300 for more information.

Withdrawal from the University

If you decide not to attend UWG for a semester for which you have registered and have paid your fees, you must drop or withdraw from all of your courses on Banweb or come to the Enrollment Services Center. Contact Bursar's Office (678-839-4737) to determine if a refund is due and when it will be disbursed to your HigherOne card. Financial Aid Recipients who decide not to attend and have financial aid which covers their entire bill, will be obligated to repay the financial aid award if they do not officially withdraw from the university.

Learning Support & CPC Deficient Students

Learning Support Students and students with CPC deficiencies are not permitted to drop or withdraw from a Learning Support or CPC course without the approval of the Director of the Department of Learning Support. Students should go to the Learning Support Office to adjust their schedules.

New Student Registration/Information

Application & Document Deadlines

Undergraduates - Nov. 15, 2010

To request application forms, contact the Admissions Office, Mandeville Hall, University of West Georgia, Carrollton, GA 30118. Telephone: (678) 839-4000.

Graduates - Nov. 17, 2010

To request application forms, contact the Graduate Office, Cobb Hall, University of West Georgia, Carrollton, GA 30118. Telephone: (678) 839-6419

New Student Registration – Jan. 4, 2011 for:

- Open to readmitted students who have not yet registered.
- New fully admitted graduate students who have not registered.
- New fully admitted undergraduate students.
- New auditors, new unclassified students, and transient students.

How to register

New undergraduates must attend orientation. As part of orientation, new undergraduates will be directed through advisement, registration, and the fee payment process.

New auditors, new unclassified students and transients can come to the Enrollment Services Center on Jan. 4 between the

hours of 8:00 pm and 5:00 pm or they can register on Banweb from 8:00 pm until approx. 11:00 pm. UWG course pre-requisites or special approvals may prevent registration on Banweb.

Undergraduate readmitted students and new graduate students should contact their faculty advisors before registration. They can register on Banweb on Jan. 4 or can come to the Enrollment Services Center on Jan. 4 between the hours of 8:00 am and 5:00 pm.

Online eCore students

Students should read carefully the information found at <http://ecore.westga.edu> to be certain eCore learning is right for them and to understand the policies related to eCore courses. Students must complete the eCore Online Orientation before registering for an eCore course. Go here for information about registering for an eCore course: <http://ecore.usg.edu/reg>

Fee Payment

After you complete your registration, print a copy of your schedule and bill. You are responsible for checking the accuracy of both. **Bills will NOT be mailed.** Fees must be paid by 5:00 pm, Wednesday, Jan. 12, 2011, on Banweb by American Express, Discover, MasterCard or webcheck, or in the Bursar's Office, Aycock Hall, at the cashier's window, or your entire schedule will be dropped.

Registration Off Campus Courses

Registration for Off Campus Education Courses

If you wish to register for an off-campus graduate education course, you may register in person, in the Enrollment Services Center, by mail/fax, or on Banweb. Please see the instructions for registration in this booklet. Fees must be paid by Dec. 3, at 6 pm or your classes may be dropped, and you will be assessed a late fee. You must pay the portion of your bill not covered by grants, loans or scholarships. If you do not register on Nov. 1-19, the next opportunity to register will be late registration (\$75 late fee), in person or on Banweb only.

Registration for Nursing External Degree Program in Dalton

Currently enrolled students should see their instructor
New students should contact the Department of Nursing at (678) 839-6552.

Registration for Nursing Courses at Georgia Highlands College

Currently enrolled students should see their instructor.
New students should contact the Department of Nursing at (678) 839-6552.

Registration for Newnan Center

Students should follow the Main Campus registration instructions and register using Banweb, in-person at the Enrollment Services Center or by mail/fax (where applicable). Registration and Fee Payment dates are the same as for Main Campus registration, and Late Registration and Drop/Add policies are the same as well. Students with questions may call the Newnan Center at 770-254-7280.

European Union Studies Certificate

The European Union Studies certificate program of the University System of Georgia will be offering the following online courses in conjunction with the University of Munich for Spring Semester 2011:

Introduction to the European Union, History of Integration, & Democracy and the EU

For information on the requirements for the European Union Studies Certificate and information on registering for the above courses, contact Dr. Heather Mbaye, European Union Studies Steering Committee, Department of Political Science and Planning, College of Arts and Sciences

Course Section Codes for Distance Education

The decision to teach a course using distance technologies for more than 95% of instruction time (that means you may have only one face-to-face meeting and perhaps a proctored final) will affect the student's fees and degree residency requirements.

Total Distance Courses (those which meet at least 95% through videoconferencing, online, or other technologies, instead of face-to-face) will have an "N" in the Section Code in the Banweb course listings. The course must not have more than one face-to-face meeting, in addition to a final proctored exam if desired. The location of the face-to-face meeting may not be on the Carrollton Campus. These courses have a higher tuition rate for in-state students, known as eTuition. However, most mandatory fees are not assessed. Please see the financial section of this document for more specific information. Courses are not counted in meeting the residency requirements for graduation, unless the program itself has been approved for off-campus/Total Distance delivery (see department).

Partial Online/Distance Courses (those which meet at least 51% - 94% through videoconferencing, CourseDen, or other technologies, instead of face-to-face) will have a "D" in the Section Code in the Banweb course listings.

Section codes of 01D through 39D are on-campus courses. Mandatory fees are assessed. Courses are counted in meeting the residency requirements for graduation.

Section codes of 41D-59D and 71D-89D are off-campus courses. Mandatory fees, except for the technology fee and special institutional fee, are not assessed. Courses are not counted in meeting the residency requirements for graduation.

Section codes of 61D-69D and 91D-99D are courses taught at approved off-campus resident instruction centers. Mandatory fees, except for the technology fee and special institutional fee, are not assessed. Courses are counted in meeting the residency requirements for graduation.

Section codes of G are eCore courses taught completely online, with at least one proctored exam required. See <http://ecore.westga.edu>.

Online / Distance Course Information

What is a Distance Education Course? An online or distance education course is one in which the students are geographically separated from the instructor more than 50% of the time. All distance education courses are designated on the Banweb course listings with a 'D' or an 'N' in the section number. Banweb may also provide specific information about the type of media used in the distance course. The University of West Georgia offers distance courses through two primary media, video conferencing and online via the Internet. Distance education classes are charged separately and are not included with charges for on-campus courses.

Online courses are internet-based, and allow students to interact with the instructor and other students through e-mail, chat rooms, and bulletin boards. Course notes, assignments, projects and grades are often posted on web pages. UWG online courses utilize GeorgiaVIEW's CourseDen Vista, a course management software located on a state server.

Some courses are taught completely through distance learning means, while others combine the technologies with the traditional class, requiring students to travel to campus for one or more class sessions.

Special Requirements for Online Courses To take an online course, you must have internet access or be willing to travel to utilize the computers in the campus computer labs.

To view a list of minimum system requirements, go to: http://www.westga.edu/its/index_9316.php.

In addition to these requirements, you must be connected to the Internet by a reliable Internet Service Provider, and you will need to pass all the tests located on the below browser checker: <http://www.usg.edu/usgweb/browserchecker/>.

Computer Experience You will need some, but not a lot of experience navigating and using the Internet. Knowing how to attach document files to email and word processing skills are important in an online course environment. You do not need any previous experience with distance learning or GeorgiaVIEW CourseDen Vista, although you may want to go ahead and complete the tutorial before you start the course. To access the tutorial: e-mail distance@westga.edu for a tutorial account.

To test your computer's ability to run GeorgiaVIEW CourseDen Vista, go to <http://www.usg.edu/usgweb/browserchecker/>

Directions to Off Campus Class Sites

Georgia Highlands College (GHC Cm)

From Carrollton: From Hwy 27 N travel 47 miles north to Rome. Georgia Highlands College at Rome is located on Hwy 27, 10 miles north of Cedartown on the right.

From Summerville: From Hwy 27 S, travel approx. 21 miles to Turner McCall Blvd (Hwy 20). Turn left onto Turner McCall at traffic light. Proceed south following signs for Cedartown. Georgia Highlands College is approx. 9 miles on the left.

From Calhoun: From Hwy 53 South, travel approx. 20 miles to the intersection of Hwy 53 Veteran's Memorial Parkway. Turn left onto Veteran's Memorial Parkway. Proceed approx. 6 miles to traffic light at the intersection of Hwy 411 and the parkway. Turn right onto 411. Travel approx. 3 miles until 411 combines with Hwy 27. Bear left onto 27 South. Georgia Highlands College at Rome is approx. 4 miles on left.

From Marietta: From I-75 North, take Exit 290 (Cartersville). Take left at exit ramp and watch for signs Hwy 411 South. Turn right onto Hwy 411 South and proceed approx. 25 miles to Rome. Hwy 411 turns into Hwy 27. Bear left at this junction onto Hwy 27 South. Georgia Highlands College at Rome is approximately 4 miles on the left.

Gwinnett Instructional Support Center (GCISC)

Gwinnett County Public Schools

Directions from Atlanta Area:

From I-85 North Take (Exit 109) Old Peachtree Rd, Turn right about 1.5 miles, ISC is on left at 437 Old Peachtree Rd, Suwanee, GA 30024

Directions from I-85 South toward Atlanta: I-85 South GA-317 N/Suwanee (Exit 111), Turn left onto Lawrenceville-Suwanee Road, NW, Turn right onto Old Peachtree Rd, about 1.1 miles, ISC will be on right at 437 Old Peachtree Rd, Suwanee, GA 30024.

Newnan - UWG Newnan Center (NEWNAN)

From downtown Newnan, travel out the SR 34 four-lane highway almost to the Racetrac station (on left). Turn left at the traffic light onto Amalajack Boulevard. Continue 1/2 mile. The Center is on the left immediately past the water tower.

From I-85 Exit 47 (SR 34, Peachtree City, Newnan), and travel toward Newnan. About 1/4 mile (at the traffic light) turn right onto Amalajack Boulevard. Continue 1/2 mile. The Center is on the left immediately past the water tower. faculty expertise.

Academic Advisement

Students are assigned to departments for advising based on their majors or programs of study. Departments will direct students to the appropriate advisor within the major or program, depending on program requirements and areas of faculty expertise.

For Advising

All students who have declared a major or have a specific field of interest, with exceptions noted below, will be advised in the department of their major or area of interest. Academic departments may assign advisees to individual faculty members based upon the student's plan of study.

All freshmen who are undecided about a major will be advised in the EXCEL Center, UCC.

Secondary Education majors should see their subject (math, history, etc.) advisor for all core/subject classes and then see the Secondary Education advisor for all education classes.

Honors students will be advised in the Honors House by the Dean of the Honors College, staff members of the Honors College, or a member of the Honors College Committee.

All joint enrolled high school students, including The Advanced Academy, will be advised in the Honors House.

All students with one or more learning support requirements or college preparatory curriculum deficiencies will be advised in the Department of Learning Support, Strozier Hall 110.

eCore students will be advised by their academic advisor, but should consult with the eCore Advisor before enrolling in eCore courses. To talk with an eCore Advisor, call the eCore Helpline at 678-839-5300 and ask to speak with an eCore Advisor. Any student interested in enrolling in an eCore course(s) must first take the eCore Online Orientation (and short quiz) unless taken previously. For registration instructions go to: <http://ecore.usg.edu/reg>.

Locations of Academic Programs for Advising

Accounting/Finance	Adamson 202A
Anthropology.....	Anthropology Bldg. 01-B
Art	Human 322
Biology	BioCm 160
Chemistry	TLC 2135
Counseling/Ed Psy.....	EducA 239
Computer Science.....	TLC 2200
Curriculum/Instruction	COE Advisement Ctr. 240 (Early Childhood, Middle Grades, Secondary)
Economics	Bus 46
Ed. Leadership/Prof. Studies	Coliseum 2058
English.....	TLC 2255
Foreign Lang.....	Cobb 107
Geosciences.....	Cal 101
History	TLC 3200

Health, Physical Ed., & Sport Studies.....	COE Advise.Ctr 240
Management/Bus. Sys.....	Bus 110
Marketing/Real Estate.....	Bus 161
Mass Comm/Theatre	Human 139
Math.....	Boyd 310
Media/Instructional Tech.....	Educ-A 146
Music.....	Human 105
Nursing.....	EducA 264
Philosophy	Human 1st Floor
Physics	Boyd 222
Political Sci./Planning.....	Pafford 140
Psychology	Melson 123
Sociology/Crim.....	Pafford 217
SpecEd/Speech-Lang Path.....	COE Advisement Ctr. 240

Wolf Watch

Degree Evaluation and Advising Tool for Undergraduates

About Wolf Watch

Wolf Watch is a web-based tool designed to help students and advisors monitor students' progression toward degree completion. Wolf Watch tracks degree progress, prepares for registration, and plans for graduation. This degree audit system combines UWG's degree requirements and students' completed coursework in a user friendly worksheet. In addition, it maintains a record of advisement notes and schedules. Wolf Watch is an effective tool that aids academic advising, but it is not intended to replace face-to-face advising sessions.

Wolf Watch allows students and advisors the ability to develop long-range degree completion plans. Wolf Watch also streamlines the graduation process, and it helps students spend less time deciphering degree requirements and more time pursuing their academic goals.

In addition, Wolf Watch contains several features which allow students to make informed decisions about their future schedule. These include the following tools:

- “**What If**” feature enables students to pick a different major and view this modified degree audit
- “**Look Ahead**” feature will apply future courses to a student's audit to view their affect
- “**GPA Calculator**” can be used for term calculation, advice calculation, and graduation calculation
- “**Planner**” feature allows students and their advisors to plan for upcoming semesters

Visit our **Wolf Watch web page at:** www.westga.edu/registrar/index_13396.php for online tutorials and other helpful information.

Who Can Use Wolf Watch

All currently enrolled undergraduate students who first attended UWG in Fall 1998 or later can utilize Wolf Watch.

Accessing Wolf Watch

1. Students will access Wolf Watch by logging into MyUWG, found on UWG's homepage.
2. After logging in, choose the Banweb tab.
3. Choose the Wolf Watch link at the bottom of the screen.

Tuition/Fee Payment Information

Payment of Fees and Charges

Registration is not complete until **all** fees and charges are paid in full. Fee payment deadlines for Registration, New Student Registration, and Late Registration for the Spring Semester are listed in the section below. Fees and charges are due by these dates or your entire schedule may be dropped.

Payment of fees and other charges may be made with cash, checks, credit cards, and financial aid (or any combination of these).

All checks issued for the payment of fees must indicate the name of the student and his/her West Georgia Student ID number.

Discover, American Express and MasterCard are also accepted for the payment of fees on Banweb only. You may also pay by Webcheck on Banweb. **The cardholder will be charged the merchant fee.**

If you choose to mail your check, please allow several days for delivery and send your payment to:

Attn: Bursar's Office
University of West Georgia
1601 Maple Street
Carrollton, GA 30118-4220

**We are not responsible for payments received after the published deadlines due to postal problems.

Deadlines for Fee Payment

Registration fees and charges are due by Friday, Dec. 3, by 6:00 pm. Payment must be received (not postmarked) in the Bursar's Office in Aycock Hall by this deadline date or your classes may be dropped and you will be assessed a late fee.

Fees and charges incurred after Dec. 10 must be paid by 5:00 pm Wednesday, Jan. 12, or your entire schedule will be dropped. Students who add courses to their schedule, change residence halls and/or meal plans are responsible for all additional fees and charges by the stated deadlines.

Printing a copy of your bill on Banweb

Click on Registration and Fee Payment. Next click on Registration Fee Assessment and use your browser to print (Click on File and then Print).

Payment of fees on Banweb

Login to myuwg.westga.edu. Click on Banweb tab. Click on Student Services and Financial Aid tab. Choose Registration and Fee Payment. Choose to pay fees either by credit card or web-check from the menu items.

Refund for Courses dropped during Drop/Add

If you drop a course during the drop/add period and you are entitled to a refund, please contact the Bursar's Office in Aycock Hall at (678) 839-4737 to find out when your refund will be disbursed to your HigherOne card.

Tuition/Fee Payment Information

Refund of Fees and Charges for Complete Withdrawal from the University

Refunds for a Complete Withdrawal (all courses) will be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total number of calendar days in a semester. Students who withdraw after 60% of the semester has been completed are not entitled to a refund of charges.

Refund schedules and a copy of the Board of Regents Policy may be obtained from Bursar's Office or the Enrollment Services Center.

For Financial Aid Recipients: In order to meet Federal Regulations all refunds will be credited back to Federal Title IV programs, State programs, Private and Institutional programs in the following order: Direct Stafford Loan, Federal Perkins Loan, Direct Plus Loan, Federal Pell Grant, Federal SEOG, other Title IV assistance, State Programs, and Private/Institutional Programs. Any refund remaining after these programs have been satisfied will go to the student. **All refunds are issued via HigherOne.**

Fees and Charges Spring 2011

NOTE: The following are semester rates that were in effect for the academic year. These tuition rates listed below do not include mandatory charges or special course fees. These rates also do not include charges for on-line, distance learning, (NET classes, eCore, or WebMBA classes) they are listed separately.

New Freshmen & Eligible Transfers:

UnderGrad GA Residents: \$154.00/per credit hour up to 14 hours and \$2,298.00 for 15 or more hours

UnderGrad Non-Residents: \$553.00/per credit hour up to 14 hours and \$8,286 for 15 or more hours

Grad Student GA Residents: \$173.00/per credit hour up to 11 hours and \$2,065.00 for 12 or more hours

Grad Students Non-Residents: \$689.00/per credit hour up to 11 hours and \$8,262.00 for 12 or more hours

**See below for eCore, WebMBA, & Total On-Line/Net courses*

****See the Bursar's website at www.westga.edu/bursar for other tuition rates and information.**

Tuition for Students enrolled in Master of Professional Accounting/Master of Business Administration/Masters of Nursing:

GA-Residents: \$223.00/per credit hour up to 11 hours and \$2,667.00 for 12 hours

Non Residents: \$889.00/per credit hour up to 11 hours and \$10,662.00 for 12 hours

Tuition for Students taking eCore courses:

eCore course tuition is \$189 per credit hour **The Special Institutional Fee is the only mandatory fee for eCore classes.*

Tuition for Students taking WebMBA courses:

WebMBA course tuition is \$645 per credit hour **The Special Institutional Fee is the only mandatory fee for WebMBA classes.*

Tuition for Students taking Total On-Line/Distance Learning courses (sections #'s N01-N39):

Undergraduate Students - \$234 per credit hour

Graduate Students - \$253 per credit hour

MBA/MPACC Graduate Students - \$303 per credit hour

**The Special Institutional Fee & Technology Fee are the only mandatory fees assessed to Total Online/Distance Learning courses.*

In addition to tuition the below mandatory fees are assessed:

Activity Fee - \$6.56/per credit hour up to 8 hours and \$59.00 for 9 or more hours

Athletic Complex Fee - \$7.78/per credit hour up to 8 hours and \$70.00 for 9 or more hours

Athletic Fee - \$17.67/per credit hour up to 8 hours and \$159.00 for 9 or more hours

Community Center - \$12.00/per credit hour up to 8 hours and \$108.00 for 9 or more hours

Health Fee - assessed at a flat rate of \$91.00 for any student enrolled in 5 or more hours

Technology Fee - assessed at a flat rate of \$55.00 for any student enrolled in 1 or more hours

Transportation Fee - assessed at a flat rate of \$56.00 for any student enrolled in 1 or more hours

International Education Fee - assessed at a flat rate of \$5.00 for any student enrolled in 1 or more hours

Special Institutional Fee - assessed at a flat rate of \$190.00 for any student enrolled in 1 or more hours

*** Note: students taking off-campus courses (section #'s 40-99) are only charged the mandatory Technology and Special Institutional Fee for those courses.*

Special Course Fees – (In addition to tuition & mandatory fees):

Applied Music Fee	\$75 per credit hour
Aquatic Fee	\$8 per course
Art History/Appreciation Fee	\$30 per course
Studio Art Fee	\$30-120 varies per course
Biology/Chemistry Lab Fee	\$35 per course
CHEM 1151K, 1152K, 1211K, 1212K	\$63 per course
Computer Science Lab Fee	\$45 per course
Other Sciences Lab Fee	\$45 per course
English, selected courses	\$12-150 varies per course
Geology Exit Exam	\$180 per exam
Philosophy Sr. Seminar Fee (PHIL4300)	\$30 per course
Mass Comm/Theatre Fee	\$10-40 varies per course
Nursing Lab Fee	\$19 per course
Nursing Testing Fee	\$353 per course
Nursing Clinical/Practicum Fee	\$50 per course
Education Practicum Fee	\$50-200 per credit hour
Education Student Teach. Intern Fee ...	\$75-250 varies per course
Education Jr/Sr Block courses	\$50-100 varies per course
First Aid & CPR	\$5 per course
Golf, Skiing, Snowboarding	\$45-311 varies per course
SPMG 2600, 3660, 3663, 4584, 4665	\$10-100 per course

Tuition/Fee Payment Information

Residence Hall Charges:

Double Occupancy	\$1650-2625.00
Single Occupancy	\$2150.00-2475.00
Social Fee	\$20.00

Meal Ticket Charges:

Pack Unlimited Membership	\$1653
Wolves Plan	\$1527
Wolves Cub	\$1522
Wolves Membership.....	\$1277
Pups Membership	\$822
Budget	\$607
Block 50	\$296
Block 20	\$126
Debit Plan	\$200
Debit Plan	\$200
Debit Re-Load	\$50

Contact Auxiliary Enterprises for more information regarding meal plans (678) 839-6525.

***ALL CHARGES/FEEES ARE SUBJECT TO CHANGE PER THE BOARD OF REGENTS.**

Freshmen required to live on campus must purchase the Unlimited or Wolves Membership plan. Charges for mandatory freshman meal plans will be carried over from fall to spring. Other students wishing to purchase a meal plan must go by the Auxiliary Enterprise Office before or during Registration or log-in to Banweb and click on Student Services to add a meal plan. Changes or cancellations of meal plans are permissible only during the Drop/Add period. Refunds are made to students withdrawing from the university based on a schedule in the Auxiliary Enterprise Office located in the University Community Center.

Balances left in debit accounts at the end of Spring Semester will be forfeited if not attending summer.

Contact Auxiliary Enterprises for more information regarding meal plans (678) 839-6525.

Restriction of Services to Student (USG BOR Policy)

All students having student accounts with a balance older than ninety (90) days must have services withheld until the balance is paid. The restriction of services will prevent the student from having access to transcripts, registering for additional classes, or graduating until the receivable is paid. This may be considered a "hold" on the student's records.

Failure to Pay All Financial Obligations

Students who fail to satisfy financial obligations will be referred to an outside collection agency and will be responsible for any additional charges, not to exceed 33.3%, associated with the collection of an unpaid debt.

Short Term Loans

Beginning date for application Nov. 1, 8:30 am - 4:30 pm
 Previous Short Term Loans must be paid in full before you may apply again.

Deadline for Short Term Loan for fees Dec 3

Deadline for Short Term Loan for books..... Dec10

Note: The above deadline dates are contingent on funding availability.

Short Term Loan Book refunds will be sent to HigherOne if registered and paid Dec 22

Perkins Loan Award Recipients

You must sign your Promissory Note in the Bursar's Office located in Aycock Hall, no later than Jan. 11 to avoid cancellation of your classes. The note must be signed once for each award year. If you have already signed for the academic year, it is not necessary to sign again.

Financial Aid Balance Monies

Funds will be available no later than January 21 via Higher One if all requirements have been met with the Financial Aid Office.

Parking Permits and Fines

Students who bring a motor vehicle onto campus are required to obtain a parking permit from the Parking Services. Since students are assessed a transportation fee each semester, there is no charge for a parking permit. Permits may be obtained by going to Parking Services located in Row Hall. The office is open from 7:30 AM to 5:00 PM, Monday through Friday. To register a vehicle the owner must have the following information:

Make, Model, Color, Vehicle Type, Year, Tag Number & State Vehicle is Registered In

Students who do not register their vehicle are subject to having them ticketed and/or towed. The UWG parking code can be found online at: www.westga.edu/Parking/. A student will not be allowed to register for classes unless all parking fines have been paid.

Returned Check Policy

If a payment given by a student is not paid on presentation to the bank on which it is drawn, a service charge of \$25 or 5% of the amount of the payment, whichever is greater, will be assessed. When one fee check has been returned by a bank without payment, the student's check payment and cashing privileges will be suspended for one academic year. If a check is returned by a bank for nonpayment of fees, the student is subject to cancellation of his/her class schedule and payment of a \$75 late fee in addition to the returned check charges outlined above. Students will be responsible for any additional charges necessary for the collection of past due tuition and fees.

Death of a Student

A refund of all matriculation fees and other required fees shall be made in the event of the death of a student at any time during the semester.

Military Called to Active Duty

A full refund of tuition and mandatory fees and pro rata refunds of elective fees shall be made to all students who are military reservists (including members of the National Guard) who receive emergency orders to active duty, and active duty military personnel who receive emergency reassignment.

What is the HigherOne Card?

Important information about how UWG disburses all refunds

The West Georgia HigherOne Card functions as a MasterCard Debit Card, which is accepted by more than 31 million merchants worldwide. It can serve as a primary bank account while allowing cardholders to get cash from ATM's, write checks, send and receive money electronically, and monitor their accounts online. **Students will receive their refunds electronically through HigherOne.**

You will receive your HigherOne cash card in the mail approximately 10 days after you register.

Do not throw this away! You must activate this card in order to receive the following financial disbursements from West Georgia:

- Any financial aid balance refunds
- Refunds from dropped classes
- Refunds from early withdrawals from the university
- Scholarships
- Hope Book
- Short Term Loan
- Other refunds

The HigherOne card is a true debit card in that any funds that reside on this card can be spent at any worldwide merchant that accepts debit cards. However, the only locations currently on campus where you can use the funds on this card are:

- University Bookstore
- Pay fees online via BanWeb
- All campus food locations
- The Card Office (card replacements and faxes)

If you order a replacement HigherOne card via the web, with HigherOne customer service, or at The Card Office located in the UCC, you will be assessed a \$20 replacement fee by The Card Office. The replacement fee is non-refundable.

For any questions about HigherOne, please call 1-866-894-1141 or go online to:

<https://westgeorgiaone.higheroneaccount.com/>.

Bookstore Credit

If you receive a financial aid refund, a portion of it may be used in the University Bookstore. Please visit the Financial Aid website and go to *Bookstore Credit* under the A-Z index at www.westga.edu/financialAid/index_7330.php

*****This is available for fall and spring semesters only. It is not available for summer semester.***

You will now be able to utilize a portion of your financial aid refund as a bookstore credit. You may only charge up to \$650 of your refund. If your refund is less than \$650, then you may not exceed your refund amount.

To participate in this program, you will need to take the following steps:

1. Log onto your UWG portal page and click on the Banweb tab.
2. Click on Student Services and Financial Aid

3. Click on Financial Aid
4. Click on Book Store Permission
5. Wait 24 hours
6. Go to the University Bookstore
7. Tell the cashier you are participating in the "Bookstore to the rescue" program
8. Present your valid student ID.

Any adjustment to your financial aid, course schedule, meal plan or residence hall may cause you to owe funds back to UWG.

Students who make a payment with a check, cash or credit card are not eligible to participate in the Bookstore to the Rescue program even if they are receiving financial aid.

HOPE Book checks will still be sent to the student's HigherOne Account 7 to 10 business days prior to the beginning of the semester and will not be included in the amount you may charge.

Examination Schedule

Final examinations are held at the end of each term in accordance with a published schedule. No final examinations may be given in advance of the date scheduled unless authorized by the dean of the appropriate college. If a student has more than two final exams scheduled in a single day, he or she may reschedule all but two of the them through the cooperation of faculty members, department chairs, college deans, and if necessary, the Office of the Vice President for Academic Affairs. (UWG Undergraduate Catalog, 2010-2011)

Monday/Wednesday/Friday Class Periods

8-8:50 classes Friday, Apr 29, 8-10 am
9-9:50 classes..... Monday, May 2, 8-10 am
10-10:50 classes..... Wednesday, May 4, 8-10 am
11-11:50 classes..... Friday, April 29, 11 am-1 pm
12-12:50 classes... Monday, May 2, 11 am-1 pm
1-1:50 classes..... Wednesday, May 4, 11 am-1 pm
2-2:50 classes..... Monday, May 2, 2-4 pm
3-3:50 classes..... Friday, Apr 29, 2-4 pm
4-4:50 classes..... Wednesday, May 4, 2-4 pm

Monday/Wednesday Class Periods

12:30-1:45 classes..... Monday, May 2, 11 am -1 pm
2-3:15 classes..... Wednesday, May 4, 2-4 pm
3:30-4:45 classes..... Friday, Apr 29, 2-4 pm

Tuesday/Thursday Class Periods

8-9:15 classes..... Tuesday, May 3, 8-10 am
9:30-10:45 classes..... Thursday, May 5, 8-10 am
11-12:15 classes..... Tuesday, May 3, 11 am-1 pm
12:30-1:45 classes... Thursday, May 5, 11 am-1 pm
2-3:15 classes..... Tuesday, May 3, 2-4 pm
3:30-4:45 classes..... Thursday, May 5, 2-4 pm

Evening Class Periods

MW 5:30-6:45..... Monday, May 2, 5:30-7:30 pm
TTh 5:30-6:45..... Tuesday, May 3, 5:30-7:30 pm
MW 7-8:15..... Wednesday, May 4, 8-10 pm
TTh 7-8:15..... Thursday, May 5, 8-10 pm
MW 8:30-9:45 Monday, May 2, 8-10 pm
TTh 8:30-9:45..... Tuesday, May 3, 8-10 pm
M 5:30-8:15.... Monday, May 2, 5:30-7:30 pm
T 5:30-8..... Tuesday, May 3, 5:30-7:30 pm
W 5:30-8..... Wednesday, May 4, 5:30-7:30 pm
Th 5:30-8..... Thursday, May 5, 5:30-7:30 pm
M 7-9:45.... Monday, May 2, 8-10 pm
T 7-9:30..... Tuesday, May 3, 8-10 pm
W 7-9:30..... Wednesday, May 4, 8-10 pm
Th 7-9:30..... Thursday, May 5, 8-10 pm

Saturday Class Periods

8:30-11:25..... Saturday, April 30, 8:30-10:30 am
ACCT 2101 & 2102 classes Sat., April. 30, 8:30-10:30 am
MATH 1111 classes..... Sat., April. 30, 12:00-2:00pm
Makeup exams are to be scheduled by instructors.

**Examinations for classes not listed above or conflicts will be scheduled by instructors.*

Finding Out Your Grades

Final grade reports are not mailed

Viewing Grades on Banweb

*Click on Student and Financial Aid, and then click on Student Records.

*Click on Partial Term Grades (to check for grades as they are being posted) or Final Grades.

A grade of NR (Not Reported) indicates the instructor did not submit a grade by the deadline. Keep checking Banweb. Your grade will be posted when it is received from the instructor.

Class Periods

Monday/Wednesday/Friday Class Periods

8-8:50
 9-9:50
 10-10:50
 11-11:50
 12-12:50
 1-1:50
 2-2:50
 3-3:50
 4-4:50

Evening Classes

5:30-6:45 MW 5:30-6:45 TTh
 7-8:15 MW 7-8:15 TTh
 8:30-9:45 MW 8:30-9:45 TTh

One Evening a Week Class Periods

5:30-8 Tues., Wed., or Thurs.
 7-9:30 Tues., Wed., or Thurs.
 5:30-8:15 Mon.
 7-9:45 Mon.

Monday/Wednesday Class Periods

12:30-1:45
 2-3:15
 3:30-4:45

Tuesday/Thursday Class Periods

8-9:15
 9:30-10:45
 11-12:15
 12:30-1:45
 2-3:15
 3:30-4:45

Saturday Class Period

8:30-11:25
 Saturday Classes will not meet:
 01/15, 03/05, 03/12

Building/Location Abbreviations Carrollton Campus

See Distance Learning section for off campus site codes

Adamso..... Adamson Hall
 ArchRg Archery Range
 ArtA..... Art Annex
 Adamso..... Adamson Hall
 ArchRg Archery Range
 ArtA..... Art Annex
 Ath Fl Athletic Field
 Aycok Aycok Hall
 Biolog Biology
 Boyd Boyd Building
 BusCol..... Business College
 Callwy Callaway
 Cobb H Cobb Hall
 Colsm Coliseum
 Cmp Ct Campus Center
 Ed Ctr..... Education Center
 EducA..... Education Ctr Annex
 Fld 8 Athletic Field #8
 Ftb Fh..... Football Fieldhouse

Geo..... Geography
 Honor..... Honors House
 Human Humanities
 Intnet..... Internet based course
 Lib Library
 Lw Fld Lower Athletic Fields
 MMunr..... Martha Munro
 Old Au..... Old Auditorium
 Paffrd Pafford Building
 Rec C..... Student Recreation Center
 Rfl Rg Rifle Range
 Row Row Hall
 Strozz Strozier Hall
 TCPA Townsend Center
 Ten Ct Tennis Courts
 TLC..... Technology Learning Ctr
 UCC..... University Community Ctr
 Up Fld Upper Athletic Fields

Banweb Information

Reading the class schedule on Banweb

<http://banweb.westga.edu> under
Public Access, Class Bulletin

Example:

Computer Information Systems

CRN	SUBJ	CRSE	SEC	CREDITS	TITLE	CAMPUS		
		START DATE	END DATE		DAYS	TIMES	BLDG	ROOM
50091	CISM	2201	01D	3.00	Fundamentals of Computer Appl	Carrollton Campus		
		JUN 04, 2011	JUL 24 , 2011		MWF	09:00 am - BusCol 09:50 am		133

Instructor(s): Jeff Allen Rooks

Open Seats: 45 of 60 as
of 4/12/2010 10:26:00

Overall 2.0 GPA required. On-line course. All students must attend an orientation during the first week. Students with web access may work on assignments at home or they may use campus computer labs. Faculty available during times listed above. Bring course workbook & CD to orientation.

CRN – unique registration number assigned to this course/section

SUBJ – two, three or four letter abbreviation for subject area

CRSE – course number. Numbers below 1000 are remedial courses. Undergraduate courses are numbered 1000-4999. Graduate courses are numbered 5000 and above.

SEC – unique number/letter combination for each section of a course

Numbers: 01-39 and 100 and above are taught on campus
40-99 are taught off campus

Letters:

D - section taught 51-94% by distance learning technology

S – section offered through studies abroad program

W – section designated as meeting writing across the curriculum requirement

H – section is for honors students

N – section is taught 95% or more by distance learning

G – section is taught through eCore

L2@ - (@=any letter) section is open to any student

LC@ - (@=any letter) section is open only to Learning Community Students

LX@ - (@=any letter) section is open only to Learning Community Students

CREDITS – the number of credit hours earned for completing this section (does not apply to remedial courses). Could be a range of credit hours – you must select number when registering.

TITLE – course title, sometimes in abbreviated form

CAMPUS – where this section is taught

START and END DATES – beginning and end dates of the semester; or if the section does not meet the entire semester, the beginning and end dates of the course.

DAYS/TIMES – days and times of the week this section meets.

R=Thursday, S=Saturday, U=Sunday, TBA=days/times to be announced, contact the department

BLDG/ROOM – the building abbreviation and room number on campus or the off campus site. TBA= to be announced, contact the department.

INSTRUCTOR – instructor scheduled to teach this section.

STAFF=no assigned instructor.

OPEN SEATS – the number of seats available in this section

Specific information you need to know about this section may be listed under the instructor block.

Banweb Registration Tips

Special Registration needs

If you need to do any of the following, you must go the Enrollment Services Center for assistance.

- a) register for a course overload
 - b) register for a course as an auditor
 - c) register for two or more courses with the same course number but different titles
 - d) register for a course requiring an independent study form
- College of Business majors may also see an undergraduate RCOB advisor to register for an overload and to register for College of Business courses which require special approval or registration error overrides.

Searching for open classes

It is best to search for open courses by using the Class Search screen from the Add/Drop Classes screen. You must select at least one subject to perform a search. Keep your search simple. Search on subject and one or two other search options only.

Search options information:

Number is the four digit course number like ENGL 1101.

Beginning time will list all courses which begin at the entered time or after.

The results of a search will display courses that could result in time conflicts with already registered courses. After selecting a course, click on the Register button to register for the course. Clicking on the Add to Worksheet button will not reserve a space in the class.

Dynamic Catalog

The Dynamic Catalog gives a course description and special /information requirements for each course. It can be found under the Registration and Fee Payment menu on Banweb.

Error messages when attempting to register - what they mean

Time Conflict with 10670 this course has a time conflict with a course already on your schedule, CRN 10670. Use the pulldown menu in the action field to drop the course causing the conflict, enter the new course CRN in the Add Class block, and click on Submit Changes.

Prereq and Test Score Error this course has a prerequisite which you have not met. You may seek special permission to add the course from the Chairperson of the Department teaching the course.

Closed Section the enrollment in this course has reached its limit.

Maximum Hours Exceeded you need overload permission to add this course to your schedule. See page 5. Bring written permission to the Enrollment Services Center to register .

Level Restriction undergraduate students cannot register for graduate level courses.

Major Restriction - only students with selected majors may register for this course. See the Department Chairperson if you wish to take this course as an elective or use it toward a minor.

Dept. Approval Required this course requires departmental approval. You may seek permission to add this course from the Chairperson of the Department teaching the course.

Dupl Crse this course has the same course number as a course already on your schedule.

Corq ___ Req this course has a corequisite. You must register for both courses at the same time by entering the CRN's in the Add Class block.

Class Restriction your class (Fr, So, Jr, Sr, Gr) prevents you from taking this course.

College Restriction Certain Colleges are excluded from taking this course.

Variable Credit Hour Classes

Banweb will automatically register you for the least possible number of credit hours for courses which have a credit hour range. To change your credit hours, click on Change Class Options. Enter credit hours in whole numbers only. After changing credit hours for a course(s), you must click on View Fee Assessment or your fees will not be correct. You must view your fees before exiting Banweb.

Courses which were dropped from your schedule, but not by using Banweb

These are courses that were dropped from your schedule by the Registrar's Office or another administrative office. On the Banweb drop/add screen, these courses will display with zero credit hours and the date dropped. If you want to re-add such a course, you must contact the Enrollment Services Center.

Other Information Available on Banweb

To see or print your class schedule

- Click on Registration and Fee Payment
- You can see or print your class schedule with day and times, meeting location, and instructor by clicking on the Student Detail Schedule button.

To print your bill

- Click on Registration and Fee Payment. Next click on Registration Fee Assessment and use your browser to print (Click on File and then Print Frame).

To see your financial aid charges

- Click on Student Services and Financial Aid, and then click on Financial Aid
- Click on Financial Aid Bill Breakdown

To see your grades for a selected semester

- Click on Student Services and Financial Aid, and then click on Student Records.
- Click on Partial Term Grades, or Final Grades.

To run a degree evaluation

- Click on the Wolf Watch link.

To see or print your transcript

- Click on Student Services and Financial Aid, and then click on Student Records.
- Click on Academic Transcript. Click on Display Transcript.

To see or change your addresses

- Click on Personal Information, and then click on View or Update Address and Phones.
- Use the pull down menu to select the address type and click on View or Update Address and Phones.

Forgotten PIN's If you have forgotten your PIN, you should do one of the following:

- a) On the Banweb main page, click on Forgotten your PIN, complete the form and click on send.
- b) Call the Helpdesk at (678) 839-6587. You will be asked to give personally identifiable information.
- c) Come to the Enrollment Services Office and bring a picture ID.

Students who have requested that no directory information be released must come to the Enrollment Services Center in person if they have forgotten their PIN.

New PIN's will be established within one working day of the request.

Banweb Information

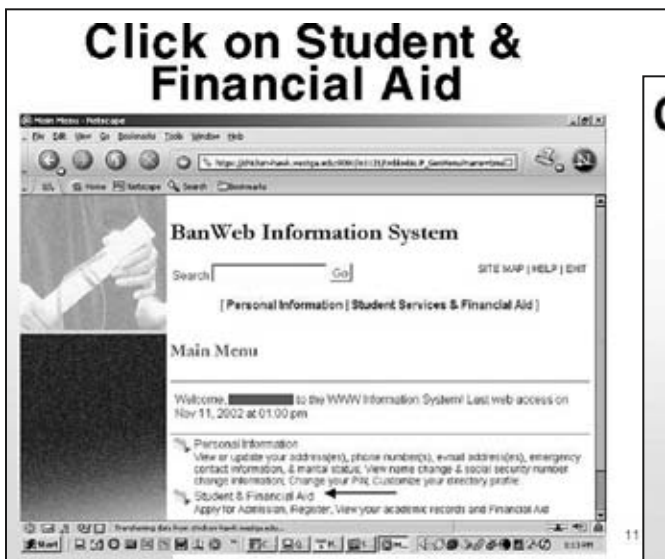
Secure Access Login

User Name:

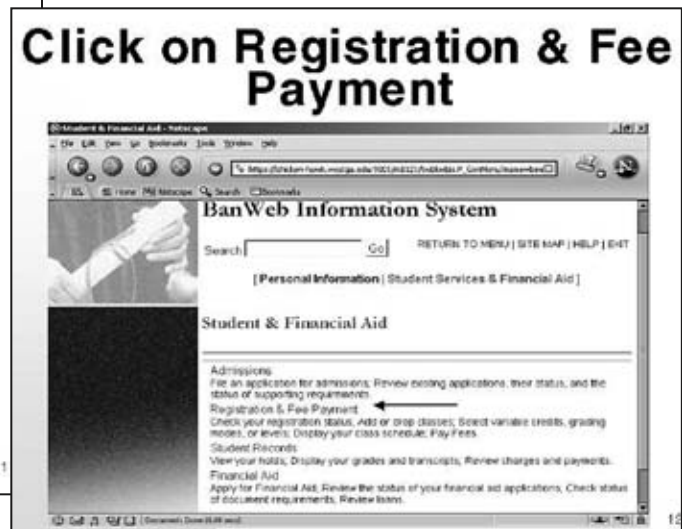
Password:

Having problems logging in? [Click here.](#)

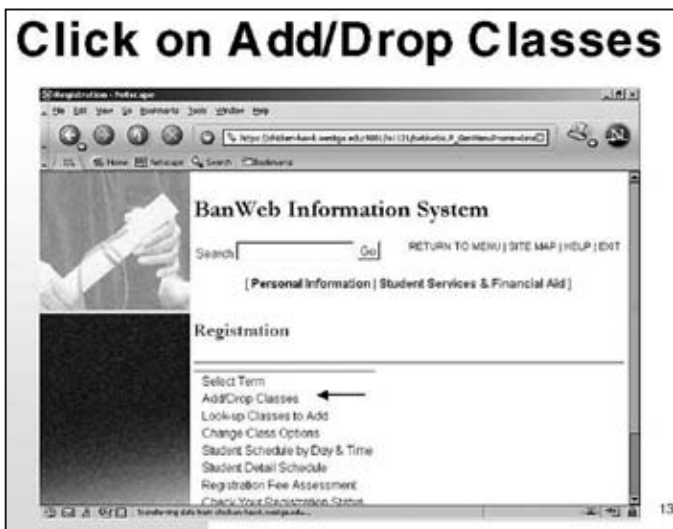
Click on Student & Financial Aid



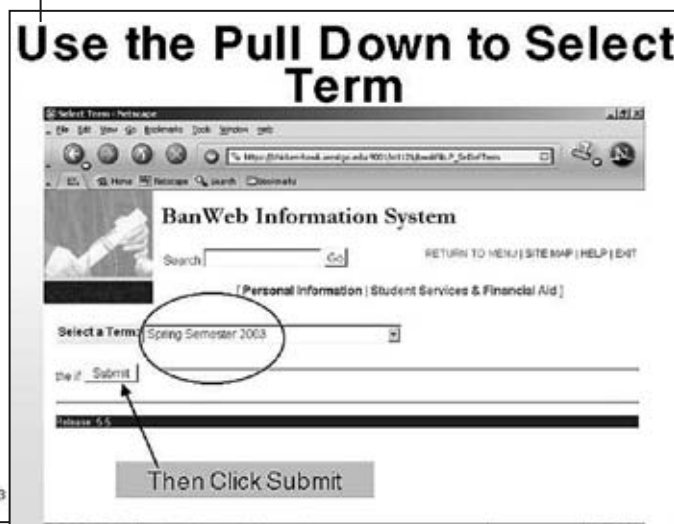
Click on Registration & Fee Payment



Click on Add/Drop Classes

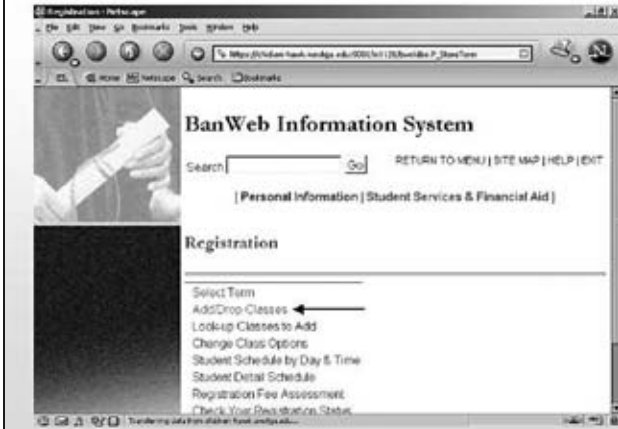


Use the Pull Down to Select Term



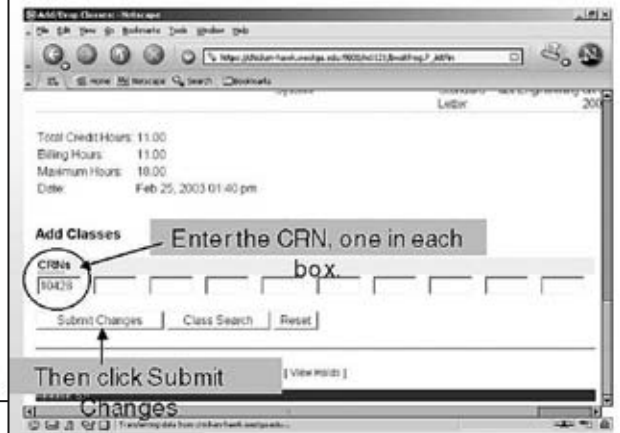
Banweb Information

Click on Add/Drop Classes



15

If You Already Know the CRN(s)

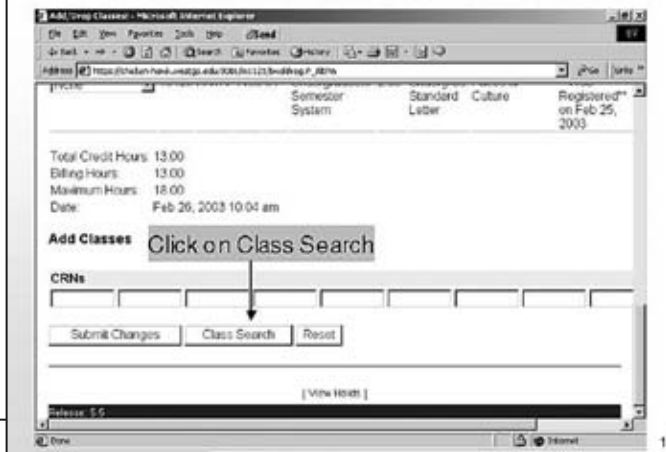


If Everything Went Well



17

If You Don't Know The CRN



Banweb Information

Class Search

Subject: Accounting Administrative Serv Educ Anthropology

Course Number:

Title:

Part of Term: Full Term

Instructor: Aansoo, Christopher Abney, Martha S.

Start Time: Hour 00 Minute 00 am/pm am/pm

End Time: Hour 00 Minute 00 am/pm am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search

Check the Section You Want

Select	CRN	Subj	Crs	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	Instruct
<input type="checkbox"/>	10428	ANTH	1100	01	A	2.00	Faces of Culture	MW	12:00	221	137	04			Lynn D. Maners
<input checked="" type="checkbox"/>	11548	ANTH	1100	02	A	2.00	Faces of Culture	TR	12:30	126	63	63			Anthony C. Colu
<input type="checkbox"/>	10429	ANTH	1100	03	A	2.00	Faces of Culture	TR	10:45						Karl T. Seinen
<input type="checkbox"/>	10430	ANTH	1102	02	A	3.00	Intro to Anthropology	TR	11:00	35	19	16			Karl T. Seinen
<input type="checkbox"/>	10431	ANTH	1102	03	A	3.00	Intro to Anthropology	TR	12:30	40	24	16			Karl T. Seinen

Scroll to the Bottom

<input type="checkbox"/>	10444	ANTH	4885	01	A	3.00	People/Culture of SE Asia	TR	11:00	40	9	31			Anthony C. Colu
<input type="checkbox"/>	10445	ANTH	4885	02	A	3.00	Anthro of Art, Music, & Dance	TR	02:00	40	11	29			Lynn D. Maners
<input type="checkbox"/>	10446	ANTH	5170	01	A	3.00	Myth, Magic and Religion	TR	12:30	5	1	4			Margorie M. Snip

Register

[Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment]

Fee Assessment

Total Credit Hours: 13.00

Detail Code	Description	Amount
ACT3	Activity Fee-Spring	\$39.00
ATH3	Athletic Fee-Spring	\$117.00
ETJ3	Escort Tation-Spring	\$100.00
HLT3	Health Fee-Spring	\$62.00
TCH3	Technology Fee-Spring	\$38.00
TRP3	Transportation Fee-Spring	\$18.00
TJL3	Tuition-In State-Spring	\$1,005.00
Total Charge:		\$1,379.00

[Credit Card Payment | Student Schedule by Day & Time | Student Detail Schedule | Account Summary by Term]

Banweb Information

Your Detail Schedule

Student Detail Schedule - Netscape

Course: 10428 ANTH 1100-01
 Campus: Camotlon Campus
 Level: Undergraduate-Semester System
 Grade Mode: Undergrad Standard Letter
 Credits: 2.00
 Status: **Web Registered** on Feb 25, 2003

Faces of Culture: Schedule details

Days	Time	Dates	Location	Schedule Type	Instructors
MON	12:00 pm - 12:50 pm	Jan 06, 2003 - May 07, 2003	TLC - TECHNOLOGY LEARN CTR 1305	Lecture	Lynn D. Maners

Intermediate Algebra

Course: 10021 MATH 0099-01
 Campus: Camotlon Campus
 Level: Undergraduate-Semester System
 Grade Mode: Learning Support Math

Account Summary by Term

Account Summary by Term - Microsoft Internet Explorer

This is your account summary by term. Anticipated third party contract payments, financial aid, and memos are **NOT** included in the summary.

Summary for: Spring Semester 2003

Account Balance: \$1,379.00

Detail Code	Description	Charge	Payment	Balance
ACT3	Activity Fee-Spring	\$39.00		\$39.00
ATH3	Athletic Fee-Spring	\$117.00		\$117.00
ETU3	Ecore Tuition-Spring	\$100.00		\$100.00
HLT3	Health Fee-Spring	\$62.00		\$62.00
TCH3	Technology Fee-Spring	\$38.00		\$38.00
TRP3	Transportation Fee-Spring	\$18.00		\$18.00
TU3	Tuition-In State-Spring	\$1,005.00		\$1,005.00
Term Charges:		\$1,379.00		
Term Credits and Payments:			\$0.00	
Term Balance:				\$1,379.00

Financial Aid Bill Breakdown

Summary of Charges

Description	Amount
Health Fee-Spring	71.00
Activity Fee-Spring	26.25
Athletic Fee-Spring	80.50
Technology Fee-Spring	50.00
Tuition-In State-Spring	742.00
Transportation Fee-Spring	26.88
Applied Science Fee-Spring	19.00
Campus Comm Center Fee-Spring	58.31
TOTAL CHARGES	1073.94

Estimated Financial Aid

Description	Amount
Foundation Scholarship	400.00
Federal Pell Grant	1013.00
Financial Aid Payments	1413.00
Estimated Financial Aid Refunds	.00

If you have been awarded a loan, there are separate requirements that must be completed before the loan will be disbursed to your account. HOPE and the

Return to the Menu, Press EXIT

BanWeb Information System

Search: Go RETURN TO MENU | SITE MAP | HELP | EXIT

(Personal Information | Student Services & Financial Aid)

Registration

- Select Term
- Add/Drop Classes
- Lookup Classes to Add
- Change Class Options
- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Fee Assessment
- Check Your Registration Status
- Pay Fees

Wolf Watch Information

1. Log into myUWG



Welcome to myUWG

Pay Fees By Credit Card
Click here to pay fees by credit card.

What's Inside?

- E-mail:** Send and receive e-mail, and create your own personal address book.
- Calendar:** Access and manage your personal, course and school calendars.
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests.

Secure Access Login

User Name:

Password:

Having problems logging in?
Click here for new Password
Changing Rules and a new
supported browser list.
Lost your password?
Lookup your Username

2. After logging into myUWG, click on BanWeb tab

The screenshot shows the myUWG dashboard after login. The navigation tabs are: Main, My Campus, News and Events, My Courses, **BanWeb**, and Support. The BanWeb tab is circled with a red circle and an arrow pointing to it. Other visible elements include a 'Welcome UWG Student' message, a 'My E-mail Inbox' showing several messages, and a 'Register for UWG Emergency Alert' section.

3. Click on Wolf Watch link

The screenshot shows the 'Main Menu' section of the myUWG dashboard. The menu items are: Personal Information, Student Services & Financial Aid, and Wolf Watch. The 'Wolf Watch' link is circled with a red circle and an arrow pointing to it. Below the menu items, there is a 'RELEASE: 7.3.1' notice.

Wolf Watch Information

4. Information will automatically populate

Winning Name submitted by Anthony S.Lane, Senior Management Major from Decatur, GA

UNIVERSITY of West Georgia

Student ID: 917211948 | Name: Student, UWG | Degree: BBA | Major: Pre-Finance | Level: US | Classification: Senior | Last Audit: Today

Worksheets: Student View | View | Class History

UWG Wolf Watch

Student View	AA189927 as of 04/30/2010 at 08:40		
Student	Student, UWG	Level	Undergraduate-Semester System
ID	917211948	College	College of Business
Overall GPA	3.736	Classification	Senior
Institutional GPA	3.642	Transfer GPA	3.862
Degree	Bachelor of Business Adminstr.	Catalog Year	2009/2010
Major	Pre-Finance	Concentration	

Requirements: 53%

This is an estimation of your degree progress and is based on the requirements completed below.

5. Scroll down to view general requirements

Bachelor of Business Administration	Academic Year: 2009/2010	Hours Required: 123
	GPA: 3.730	Hours Applied: 122
Unmet conditions for this set of requirements:		
120 academic hours and 3 PWLA hours are required. You have taken 122 but need 1 more hours.		
A minimum of 48 hours in 3000/4000 level are required. You have taken 46 but need 2 more hours.		
<input checked="" type="checkbox"/> You satisfy the GPA Requirement		
<input checked="" type="checkbox"/> Regents Requirements (BBA Degree)		
<input checked="" type="checkbox"/> Core Area A Requirements (BBA Degree)		
<input checked="" type="checkbox"/> Core Area B Requirements (BBA Degree)		
<input checked="" type="checkbox"/> Core Area C Requirements (BBA Degree)		
<input checked="" type="checkbox"/> Core Area D Requirements (BBA Degree)		
<input type="checkbox"/> Core Area E Requirements (BBA Degree)	Still Needed:	See Core E section
<input type="checkbox"/> Core Area F Requirements (BBA Degree)	Still Needed:	See Core F BBA section
<input type="checkbox"/> Business Core Requirements (BBA Degree)	Still Needed:	See BBA Business Core section
<input type="checkbox"/> Major Requirements (BBA Degree)	Still Needed:	See Major Pre-Finance section
<input type="checkbox"/> Mandatory RCOB Elective Requirements (BBA Degree)	Still Needed:	See Mandatory RCOB elective(s) section
<input type="checkbox"/> PWLA Requirements (BBA Degree)	Still Needed:	See RCOB PWLA section

6. Scroll further down to view specific degree requirements

Core A for Non-Science Majors	Academic Year: 2009/2010	Hours Required: 9
	GPA: 3.660	Hours Applied: 9
<input checked="" type="checkbox"/> English Composition I	ENGL 1101 Satisfied by ENGL1101 - Gordon College	A 3 Fal 2005
<input checked="" type="checkbox"/> English Composition II	ENGL 1102 Satisfied by ENGL1102 - Gordon College	A 3 Fal 2005
<input checked="" type="checkbox"/> MATH for BBA Majors	MATH 1113 Satisfied by MATH1113 - Gordon College	B 3 Fal 2005
Core B Non-Science Major	Academic Year: 2009/2010	Hours Required: 5
	GPA: 4.000	Hours Applied: 5
<input checked="" type="checkbox"/> B-1: Oral Communications	MATH 1111 Satisfied by MATH1111 - Gordon College	A 3 Fal 2005
<input checked="" type="checkbox"/> Other Institutional Priorities	CS 1030 Satisfied by BUCS1011 - Gordon College	A 2 Fal 2005
Core C	Academic Year: 2009/2010	Hours Required: 6
	GPA: 4.000	Hours Applied: 6
<input checked="" type="checkbox"/> C-1: Fine Arts	SPAN 1001 Satisfied by SPAN1001 - Gordon College	A 3 Fal 2005
<input checked="" type="checkbox"/> C-2: Humanities	COMM 1110 Satisfied by COMM1100 - Gordon College	A 3 Fal 2005

Core Curriculum

Area A

Essential Skills

Learning Outcomes

- To demonstrate the ability to recognize and identify appropriate topics for presentation in writing
- To demonstrate the ability to synthesize and logically arrange written presentations
- To demonstrate the ability to adapt written communication to specific purposes and audiences
- To demonstrate the ability to utilize appropriate technologies for written presentations
- To demonstrate the ability to recognize and identify principles of mathematics
- To demonstrate the ability to apply principles of mathematics to problems in the discipline
- To demonstrate the ability to apply principles of mathematics to “real world” circumstances

Both Required: **9 hours**

ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3

Choose one of the following based on major:*

MATH 1001	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	4**
MATH 1634	Calculus I	4**

*Science, computer science, mathematics, mathematics education, and science education majors must take MATH 1113 or higher.

Nursing majors may take either MATH 1101 or MATH 1111.

Engineering majors must take MATH 1634.

Business majors are urged to take either MATH 1111 or 1113.

**Since only three hours are required here in Area A, the extra hour earned by taking this course may be used in Area F according to most degree programs, but, for certainty, the student should always check the specifics listed in the description of the degree program.

Area B

Institutional Priorities **4-5 hours**

Learning Outcomes

- To demonstrate the ability to recognize and identify appropriate topics for oral presentation
- To demonstrate the ability to synthesize and logically arrange oral presentations
- To demonstrate the ability to adapt oral communication to specific purposes and audiences
- To demonstrate the ability to utilize appropriate technologies for oral communication
- To develop students better prepared for career demands in the 21st Century
- To develop increased awareness of the diverse sources of information and tradition
- To develop enhanced problem solving and critical thinking skills

Students may take any combination of courses as long as one is from category 1 and the total number of hours is 4 for science majors and 5 for non-science majors.

1. Oral Communication:

One of the following is required of all majors:

ART 2000	Oral Communication and the Visual Arts	3
COMM 1110	Public Speaking	3
ENGL 2000	American Speech	3
ENGL 2050/	Self-Staging:	3
THEA 2050	Oral Communication in Daily Life	
Foreign Languages 1001 or 1002		3
PHIL 2110	Critical Thinking	3
XIDS 1004	Oral and Technological Communication	4

2. Other Institutional Elective, choose one of the following:

ANTH 1100	Faces of Culture	2
BUSA 1900	Surfing the Internet for Success	2
CS 1000	Practical Computing	1
CS 1020	Computers and Society	2
LIBR 1101	Academic Research and the Library	2
MUSC 1110	Survey of World Music	2
XIDS 2001	What Do You Really Know About (Selected Topic)?	1
XIDS 2002	What Do You Really Know About (Selected Topic)?	2

Area C

Humanities and Fine Arts **6 hours**

Learning Outcomes

- To develop the ability to recognize and identify achievements in literary, fine, and performing arts
- To have an appreciation of the nature and achievements of the arts and humanities
- To develop the ability to apply, understand, and appreciate the application of aesthetics criteria to “real world” circumstances

Choose one from each category.

Category 1: Fine Arts

XIDS 2100	Art and Ideas	3*
ART 1201	Introduction to Art	3
ART 2201	History of World Art I	3
ART 2202	History of World Art II	3
MUSC 1100	Music Appreciation	3
MUSC 1120	Survey of Jazz, Rock, and Popular Music	3
THEA 1100	Theatre Appreciation	3

Category 2: Humanities

XIDS 2100	Arts and Ideas	3*
COMM 1154	Introduction to Mass Communications	3
ENGL 2110	World Literature	3
ENGL 2120	British Literature	3
ENGL 2130	American Literature	3
ENGL 2160	Philosophy and Literature	3
ENGL 2180	Studies in African-American Literature	3
ENGL 2190	Studies in Literature by Women	3

Core Curriculum

Foreign Language 1001, 1002, 2001, 2002	3
FORL 2200 Survey of National Literatures	3
FORL 2300 Topics in National Literatures	3
PHIL 2100 Introduction to Philosophy	3
PHIL 2120 Introduction to Ethics	3

*XIDS 2100 is listed in both categories, but it may be counted only once.

Area D

Science, Mathematics, and Technology 10-11 hours

Learning Outcomes

- To demonstrate an understanding of basic scientific concepts in a discipline or across disciplines
- To demonstrate an appreciation of the role of science and technology in every day life
- To apply the scientific method in appropriate projects
- To demonstrate logical thinking and analytical reasoning in problem solving
- To collect and analyze data and to formulate appropriate conclusions from data analysis
- To communicate scientific ideas

The student should consult the specific requirements listed in the description of the degree program and work closely with an advisor to fulfill this area of the Core; however, there are basically two options for satisfying the requirement.

Option I—Non-Science Majors

1. Science Courses:

Take two from the list below, at least one of which must be a lab class:

*A course listed 3+1 below may be taken without the lab component to be used as a non-lab option here.

ASTR 2313 Astronomy	3+1
BIOL 1010 Fundamentals of Biology	4
BIOL 1011 Biology of Human Reproduction	3
BIOL 1012 Ecology and Environmental Biology	3
BIOL 1013 Biology of AIDS and Infectious Disease	3
BIOL 1014 Nutrition	3
BIOL 1015 The Unseen World of Microorganisms	3+1
BIOL 1107 Principles of Biology I	4
BIOL 1108 Principles of Biology II	4
CHEM 1100 Introductory Chemistry	3+1
CHEM 1151K Survey of Chemistry I	4
CHEM 1152K Survey of Chemistry II	4
CHEM 1211K Principles of Chemistry I	4
CHEM 1212K Principles of Chemistry II	4
CHEM 1230K Accelerated Principles of Chemistry	4
GEOG 1111 Introduction to Physical Geography	3
GEOG 1112 Weather and Climate	3+1
GEOG 1113 Landform Geography	3+1
GEOL 1121 Introductory Geosciences I: Physical Geology	3+1

GEOL 1122 Introductory Geosciences II: Historical Geology	3+1
GEOL 1123 Environmental Observations	3+1
GEOL 2503 Introduction to Oceanography	3
GEOL 2553 Geology of the National Parks	3
PHYS 1111 Introductory Physics I	4
PHYS 1112 Introductory Physics II	4
PHYS 2211 Principles of Physics I	4
PHYS 2212 Principles of Physics II	4
XIDS 2201 Science Foundations	4
XIDS 2202 Environmental Studies	3

2. Mathematics, Science, and Quantitative Technology Courses:

Take any one from the list below or the list above as long as no more than two of the three courses in Area D are from the same discipline.

CS 1030 Introduction to Computer Concepts	3
CS 1300 Intro to Computer Science	4
CS 1301 Computer Science I	4
CS 1302 Computer Science II	4
CS 2000 Applied Computing for the Sciences	3
MATH 1111 College Algebra	3
MATH 1112 Trigonometry and Analytic Geometry	3
MATH 1413 Survey of Calculus	3
MATH 1634 Calculus I	4
MATH 2063 Applied Statistics	3
MATH 2644 Calculus II	4
MATH 2703 Foundations of Mathematics I	3

Option II—Science Majors

1. Laboratory Science Courses:

Take any two lab courses from the list below:

BIOL 1107 Principles of Biology I	4
BIOL 1108 Principles of Biology II	4
CHEM 1211K Principles of Chemistry I	4
CHEM 1212K Principles of Chemistry II	4
CHEM 1230K Accelerated Principles of Chemistry	4
GEOG 1112 Weather and Climate	3+1
GEOG 1113 Landform Geography	3+1
GEOL 1121 Introductory Geosciences I: Physical Geology	3+1
GEOL 1122 Introductory Geosciences II: Historical Geology	3+1
PHYS 1111 Introductory Physics I	4
PHYS 1112 Introductory Physics II	4
PHYS 2211 Principles of Physics I	4
PHYS 2212 Principles of Physics II	4

2. Mathematics, Science and Quantitative Technology Courses:

Students may take one from either the list below or from the list above as long as no more than two courses are from the same discipline.

Core Curriculum

*A course listed 3+1 above may be taken without the lab component to be used as a non-lab option here.

Mathematics, computer science, and most science majors must take MATH 1634.

Engineering majors must take MATH 2644.

MATH 1634	Calculus I	4
MATH 2063	Applied Statistics	3
MATH 2644	Calculus II	4
CS 2000	Applied Computing for the Sciences	3

Option III - Nursing

1. Laboratory Science Courses:

Take one of the two-semester sequences listed below:

- CHEM 1151 and 1152 (and labs)
- CHEM 1211K and 1212K (and labs)
- PHYS 1111 and 1112 (and labs)
- BIOL 1107 and 1108 (with labs)

2. Mathematics Science and Quantitative Technology Courses:

MATH 2063

Area E

Social Sciences **12 hours**

Learning Outcomes

- To demonstrate an understanding of the history and government of the State and the Nation
- To recognize and identify achievements in the human sciences
- To understand and appreciate the application of the perspectives and methods of the human sciences to “real world” circumstances
- To demonstrate an appreciation for global and multicultural perspectives on societies and civilizations

1. World History

One required from the following two:

HIST 1111	Survey of World History/Civilization I	3
HIST 1112	Survey of World History/Civilization II	3

2. American/Georgia History

One required from the following two:

HIST* 2111	United States History I (to 1865)	3
HIST* 2112	United States History II (since 1865)	3

3. American/Georgia Government

The following is required:

POLS 1101	American Government	3
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4. Social Science Elective Courses

One required from the following:

ANTH 1102	Introduction to Anthropology	3
ECON 2100	Economics for Everyone	3
ECON 2105	Principles of Macroeconomics	3
ECON 2106	Principles of Microeconomics	3
GEOG 1013	World Geography	3
GEOG 2503	Cultural Geography	3
POLS 2201	State and Local Government	3
PSYC 1101	Introduction to General Psychology	3
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Introduction to Social Problems	3
XIDS 2300	Interdisciplinary Studies in the Social sciences	3
XIDS 2301	Introduction to Global Studies	3

*Students may exempt HIST 2111 or HIST 2112 by examination.

If the course is exempted, however, an additional 3 hours is to be taken from Part 4 of Area E.

Area F

Courses applicable to the degree and major

18 hours

(See Area F of specific major program)

UWG: A Drug Free Campus

STANDARDS OF CONDUCT

The University of West Georgia prohibits the unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol on the institutional premises in accordance with the Drug-Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and the Georgia Drug-Free Post-secondary Act of 1990.

APPLICABLE LEGAL SANCTIONS FOR UNLAWFUL USE OF ILLICIT DRUGS OR ALCOHOL

The Georgia Penal Code defines “Controlled Substances” in Drug Schedules I-V, Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-35 to 16-13-39, covering 14 pages of text, including a long list of chemical compounds, opiates, hallucinogens, derivatives, isomers, and other materials. The State Board of pharmacy may add new material to the list as required.

An even broader category of dangerous drugs is defined in O.C.G.A. Section 16-13-71, covering 41 pages of text describing hundreds of chemicals and other compounds. The Georgia General Assembly may add drugs to the list as required.

• *Criminal Punishment — State of Georgia:*

“First Offender”: A person never before convicted of possession of a small amount of controlled substance may, at the discretion of the judge, be afforded the first offender treatment, resulting in no record of any conviction, if the defendant successfully completes a court-monitored comprehensive rehabilitative program (O.C.G.A. 16-13-2 (a)). Possession of one ounce or less of marijuana may result in imprisonment for 12 months and /or a fine not to exceed \$1,000, or “public works” not to exceed 12 months (O.C.G.A. 16-13-2 (b)).

Possession of more than one ounce of marijuana is a felony and is punishable by confinement of not less than one year nor more than 10 years (O.C.G.A. 16-13-30j (2)).

Trafficking in marijuana is a felony. Depending on the amount, confinement ranges from 5 to 15 years with fines from \$25,000 to \$200,000 (O.C.G.A. 16-13-31 (c)).

The penalty for violation of the dangerous drug section is as for a misdemeanor (O.C.G.A. 16-13-79).

The penalty for violation of the “controlled substances” provision are numerous and they vary, depending on the drug schedule under which the substance is listed, whether the act charged includes trafficking, and how much of the substance is involved. Penalties range from 5 to 30 years and include life for a second conviction of trafficking narcotics (Schedule II).

Possession of an alcoholic beverage by any person under age 21 may result in confinement, not to exceed 30 days, or a fine of not more than \$300, or both.

Georgia law specifies property which is subject to seizure by the state under public condemnation action, if such property was used in a criminal violation.

• *Federal Sanctions for Drug Offenders:*

Title 21, United States Code, Sections 841-858 describes the acts and criminal penalties and civil and criminal forfeiture provisions established by Congress, covering 28 pages of text.

Title 21, U.S.C., Section 812, contains five schedules of “controlled substances”. Schedule I describes certain opiates: Schedule II contains opium, cocaine, and other addictive substances; Schedule III lists amphetamines, phencyclidine (PCP) and other like matter; Schedule IV involves barbiturates: Schedule V concerns codeine and atropine sulfate, among other preparations. The Attorney General of the United States is authorized to add items to the several schedules.

The manufacture, or distribution of various controlled substances, depending upon their schedule sequence and the amount of substance involved, is punishable by confinement ranging from not less than 5 nor more than 40 years and fines from \$2,000,000 to \$10,000,000.

The penalty for “simple possession” of illegal drugs ranges from 1 to 20 years, depending upon the substance schedule, amount possessed, and the number of convictions (Title 21, Section 844).

The distribution, manufacture, or possession with intent to distribute a controlled substance is punishable by twice the sanction provided in Section 841 (b) (not less than 10 nor more than 80 years, depending upon the schedule and amount), where such offense was performed *on or within one thousand feet of a college or university*. Section (a) denies certain “federal benefits” to drug traffickers and possessors, such as federal grants, contracts, loans, and professional licenses.

Section 853 provides for forfeiture of possession and title to the federal government of any property used in drug offenses.

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL

Drug and Alcohol abuse result in significant health problems for those who use them. Drug and alcohol use in the workplace

UWG: A Drug Free Campus

not only contributes to lost productivity, but also causes tremendous costs related to absenteeism, accidents, health care, loss of trained personnel, and employee treatment programs. Drug and alcohol abuse causes physical and emotional dependence. Users may develop a craving for these drugs or alcohol and their bodies may respond to the presence of drugs in ways that lead to increased drug and alcohol use. Certain drugs, such as opiates, barbiturates, alcohol and nicotine create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. Psychological dependence occurs when taking drugs becomes the center of the user's life. Drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, and perception. They distort experiences and cause loss of self control that can lead users to harm others as well as themselves.

The University Health Service has other information as to the effects of drugs and alcohol.

DRUG AND ALCOHOL EDUCATIONAL COUNSELING, TREATMENT, AND REHABILITATION PROGRAMS AVAILABLE TO THE STUDENTS AND EMPLOYEES:

The University Health Service, Department of Residence Life, Student Development Center, Department of Public Safety and the Department of Student Activities have many on-going programs that specifically address alcohol and drug abuse problems. For example, the University Health Service provides

numerous hand-out pamphlets on the facts of alcohol and drugs and utilizes the Student Development Center resources for counseling services.

Programs are provided promoting healthy lifestyles with emphasis on awareness of the dangers of drug and alcohol abuse. Employees with substance abuse problems are encouraged to seek professional assistance within the parameters of the institutional personnel policies and procedures.

SANCTIONS

Faculty, staff, and students are expected to adhere to the policies of the University and observe the basic standards of good conduct, meet acceptable performance standards, and observe all local, state and federal laws relative to unlawful use of drugs and alcohol. Penalties for violations of these standards range from warnings and probation to expulsion, loss of academic credit, suspension, temporary or permanent suspension and withdrawal of organization recognition, referral to the legal system for prosecution, demotion, and termination of employment. Detailed sanctions are defined in the Student Handbook, Board of Regents Policy Manual, Faculty Handbook, and Classified Employee Handbook.

Public Safety follows a policy of zero tolerance for violation of all laws involving alcohol and drugs. All persons found in violation of these laws are arrested and prosecuted to the fullest extent of the law.

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The hearing body shall be a subcommittee appointed by the chair of the Senate Committee on Student Services.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health

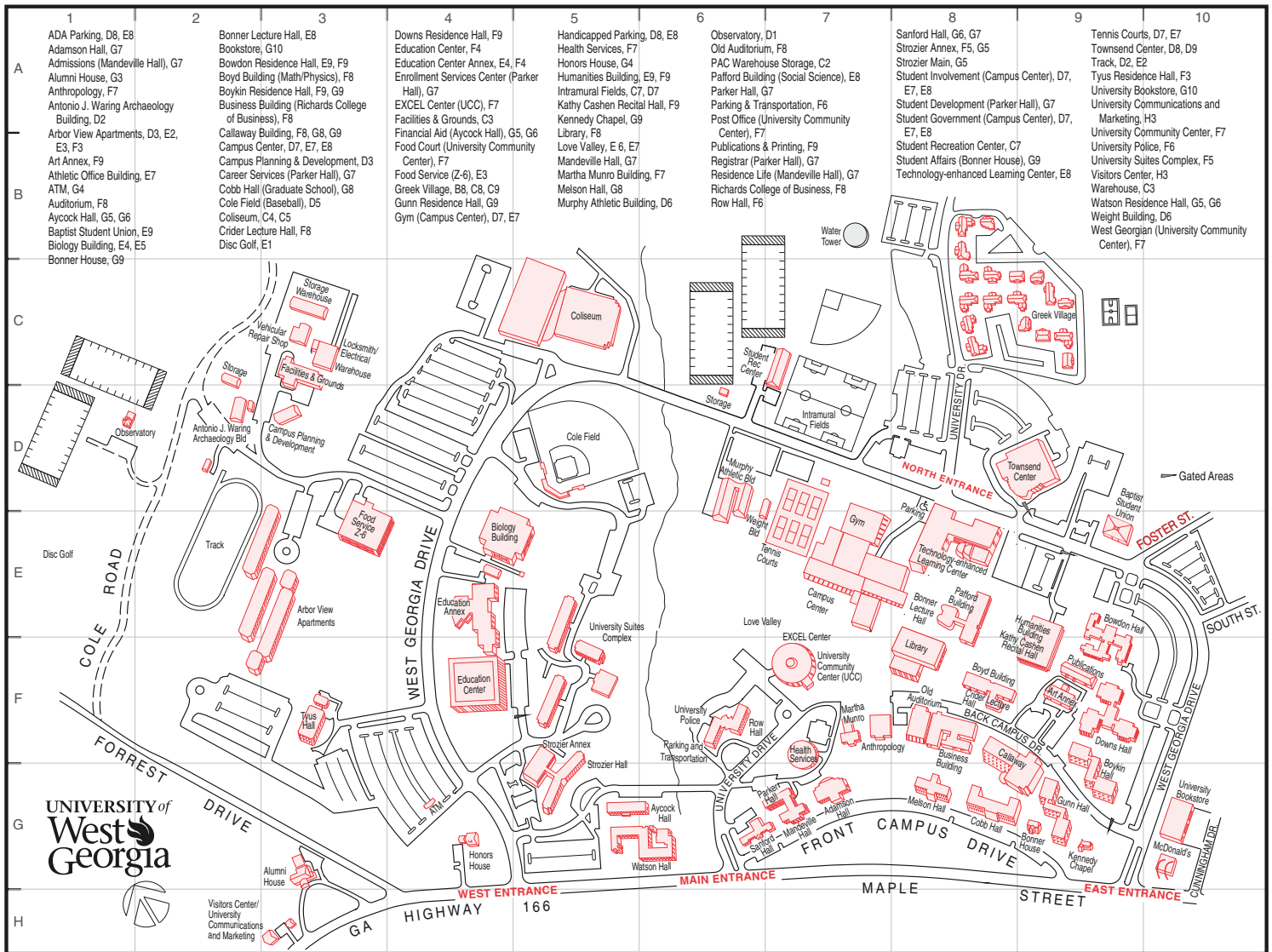
staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person, including a student, serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

With no attempt to make this list exhaustive, other types of disclosures which do not require prior consent of the student include these:

- Upon request, to officials of another school in which the student seeks or intends to enroll,
 - To parents of dependent students, as defined in section 152 of the Internal Revenue Code of 1986,
 - In case of a health or safety emergency,
 - Results in disciplinary hearings to an alleged victim of a crime of violence,
 - Directory information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of West Georgia to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave., SW, Washington, DC 20202-45605.

University officials may provide Directory Information concerning a student unless the student files a Non-Disclosure Form with the Enrollment Services Center. This form must be filed annually by September 15 to assure that locator information not be published in the student directory. Directory Information includes name, address, telephone listing, date and place of birth, major field of study, dates of attendance, previous institutions attended, degrees and awards received, participation in officially recognized activities and sports, height and weight of members of athletic teams, photograph, and full- or part-time status.

Office of the Registrar
University of West Georgia
Carrollton, Georgia 30118-4530



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