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2010 2011 StudentGuidebook



Georgia
Perimeter
College

Two Years That Will Change Your Life



2010-2011

Student Calendar & Academic Planner

AUG 2010

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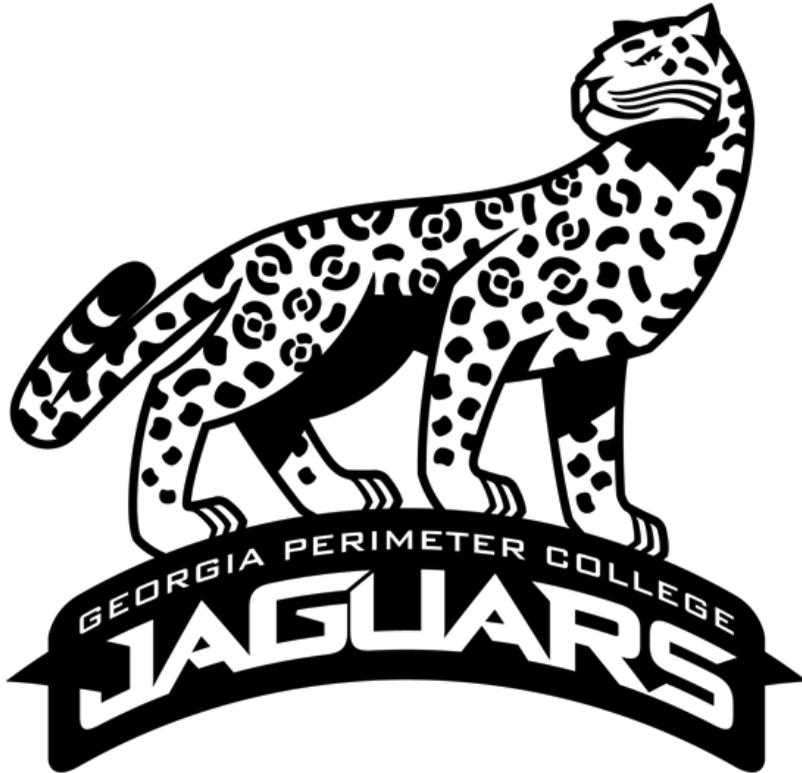
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GEORGIA PERIMETER COLLEGE



Student Guidebook and Planner 2010-2011

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

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Georgia Perimeter College

COLLEGE ADMINISTRATIVE OFFICES

3251 Panthersville Road
Decatur, Georgia 30034
Phone: (678) 891-2300

CLARKSTON CAMPUS

555 North Indian Creek Drive
Clarkston, Georgia 30021
Phone: (678) 891-3200

DECATUR CAMPUS

3251 Panthersville Road
Decatur, Georgia 30034
Phone: (678) 891-2300

DUNWOODY CAMPUS

2101 Womack Road
Dunwoody, Georgia 30338
Phone: (770) 274-5000

NEWTON CAMPUS

239 Cedar Lane
Covington, Georgia 30014
(770) 278-1200

ALPHARETTA CENTER at GSU

3705 Brookside Parkway
Alpharetta, GA 30022-4408
(404) 413-7878

If more specific directions are required or if you have questions, please call the appropriate campus.

The University System of Georgia/AA/EOE

www.gpc.edu

Dear Students:

I am pleased to welcome you to Georgia Perimeter College where you are a valuable member of a wonderful institution. As you move forward in meeting your educational goals, we are delighted that you have chosen to be a part of the GPC family. We truly believe that you have made a great decision to attend GPC- -whether you are beginning or continuing your academic journey.

GPC is committed to providing you the tools needed to succeed. The College is committed to helping students in the development and realization of their expectations and goals. We offer exceptional academic programs and student support services. We will work hard to help you succeed, but we can't do that without you. You need to work equally as hard to prepare for each course, always focusing on your ultimate goal of transfer and/or graduation.

GPC recognizes that students benefit from a balanced program of involvement in organizations and activities. As such, we offer numerous student activity clubs, honors clubs and nationally competitive athletic teams. We encourage you to explore the full range of opportunities available at GPC and to become fully engaged in student life activities. Please read the handbook carefully. It contains important information for your life as a student here.

Again, welcome to GPC and best wishes for a great academic year.

Sincerely,

Dr. Anthony S. Tricoli
President

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ABOUT THIS HANDBOOK

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

The statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure accuracy of the material stated herein, the college reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Updates to this handbook are made on the web. For the most recent version of the information available, go to www.gpc.edu.

STATEMENT OF NON-DISCRIMINATION

Georgia Perimeter College supports the Civil Rights Act of 1964, Executive Order #11246, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. No person shall, on the basis of age, race, religion, color, gender, sexual orientation, national origin or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the college.

Any student with a grievance which is related to the enforcement of any of the above provisions should contact the Ombudsperson. Please refer to Appendix E, Student Discrimination Grievance Procedure.

ACADEMIC SERVICES AND POLICIES

OFFICES

ACADEMIC SERVICES

Academic Services is responsible for oversight of academic student support, the Learning and Tutoring Center and the Learning Resource Center, and has oversight of campus student and personnel issues related to academics.

LIBRARY

The campus libraries provide research services for students and support the academic programs of the College. For the hours of operation, consult the library on your campus or go to www.gpc.edu/library/.

Georgia Perimeter's library services include GALILEO and GIL. GALILEO (www.galileo.usg.edu) includes databases that provide citations, abstracts, and full-text articles in the humanities, social sciences, general sciences, and business and management. GALILEO is available at all Georgia Perimeter College campuses. GIL (www.gil.gpc.edu/) is the database of all GPC library holdings including books, videos, and other non-print items. Materials not housed at a particular campus are provided to students through an intercampus courier delivery, usually within 48 hours. Books from other University System libraries can be requested using GIL Express, usually within 72 hours. Other services include photocopy machines and interlibrary loan services. For Online Classes at GPC students, reference assistance is provided via chat or email through "Ask a Librarian" service.

Library orientation is provided to incoming students in various subject disciplines as well as research appointments with librarians.

ONLINE CLASSES at GPC

- Individual courses and entire degree programs available;
- You can register for both online and on-campus courses in the same semester;
- Online courses have the same transferability as all other GPC courses;
- Some online courses have proctored, on-campus final exams;
- Go to <http://www.gpc.edu/online> or call (678) 891-2805 for more information.

SERVICES AND PROGRAMS

FINE ARTS

Faculty and Student dramatic and musical performing organizations are based on many of the GPC Campuses. They are open to participation by all students, faculty and staff from any campus as well as community residents.

The Theatre Arts Guild at Clarkston Campus and Dunwoody Playcrafters

Major dramatic and musical theatre productions are presented throughout the year at both the Clarkston and Dunwoody campuses. Students, faculty, staff and community residents are invited to audition for any production. They may also participate in a technical capacity of these productions. Class credit in THEA 1701 "Theatre Practicum – acting/directing", and THEA 1702 "Theatre Practicum – technical" is available to registered students.

Musical Performing Organizations

The Chorale at the Clarkston campus of Georgia Perimeter College is open to any student, staff or faculty member or resident of the community who is interested in singing. Several concerts of varied styles of choral literature are presented each year, both on and off campus. No audition is required, but the basic ability to sing is expected. One hour of class credit is available for students enrolled in MUSC 1652.

The Jazz Ensemble at Dunwoody campus and the Student Jazz Bands at Dunwoody and Clarkston campuses perform works in a wide variety of jazz and jazz-derived styles. Any student, faculty, staff or

resident of the community is eligible to audition for the Jazz Groups in the fall term or as vacancies occur. One hour of class credit is available for students enrolled in MUSC 1756.

The Wind Ensemble at Georgia Perimeter College is open to any student, staff, faculty member or resident of the community by audition. In addition to formal campus concerts, the Ensemble has performed for professional meetings and many other off campus events. One hour of class credit is available for students enrolled in MUSC 1654.

The DeKalb Symphony Orchestra is open to students, staff, faculty members, and residents of the community by audition only. The orchestra performs two to three times a term at college and community venues. This 45 year old orchestra performs standard orchestral repertoire often with soloists of a national reputation. One hour of class credit is available for students who have auditioned and are enrolled in MUSC 1656.

HONORS PROGRAM

The Honors Program is an academic and student services program for students in all programs of study who have demonstrated outstanding achievement and motivation. The program offers intellectually challenging courses taught by dedicated faculty, interaction with other students, and opportunities for recognition and service. The purpose of the program is to encourage students to achieve excellence in all areas of their experience at Georgia Perimeter College. The Honors Program fosters in its students a lifelong commitment to intellectual inquiry through their engagement with the academic community and society at large. The Honors Program seeks to promote the academic and personal growth of outstanding students at Georgia Perimeter College, helping to prepare them for leadership roles in careers of their choice.

As members of this unique learning community, students will engage in a stimulating Honors curriculum focusing on interdisciplinary investigation and independent research, further enhanced by the emphasis on small classes and seminars. Outside the classroom, Honors students benefit from a wide variety of Honors activities and programs.

HONOR SOCIETIES

Alpha Beta Gamma is an International Business Honor Society for men and women at junior and community colleges. To become a member of Alpha Beta Gamma, one must be a currently enrolled student in the program of Business Administration with a 3.0 cumulative GPA after earning 15 semester credit hours.

Phi Theta Kappa, the national honor society for two-year colleges, recognizes and furthers outstanding academic achievement. Membership is offered to those students who have completed 18 semester credit hours at Georgia Perimeter College with a GPA of 3.5 or better. Chapter activities promote both fellowship and scholastic excellence. Students are invited to join each semester.

Who's Who Among Students In American Junior Colleges recognizes outstanding achievement among junior college students. Membership is by selection and is based on scholarship, leadership, participation in extracurricular activities, and general citizenship. Selections are made yearly from sophomore students.

LEARNING AND TUTORING CENTER (LTC)

The Learning and Tutoring Center (LTC) offers academic support to Georgia Perimeter College students in most courses with written or mathematical components. Each campus LTC facility supports college curriculum and methodology and offers tutorials that address diverse learning styles.

The LTCs offer students one-on-one or small-group tutoring. Tutoring sessions, available by appointment and by drop-in, are conducted by experienced math and writing tutors. The LTCs offers access to computer technology, including computer-assisted instruction in math, editing, grammar, reading, and other subjects. All centers are supplied with reference materials, selected texts, and helpful hints. Contact the LTC on any campus for hours of operation and information about other special services.

STUDY ABROAD

Study abroad allows students to combine academic coursework with an overseas experience, making their education even more globally relevant. GPC students can find an array of study abroad opportunities through the Center for International Education (CIE). Short and long-term programs are available. Financial Aid can be applied toward the costs, and scholarships are available for approved programs. Students should plan at least six to twelve months in advance and work closely with a study abroad advisor throughout the process.

TRANSFER ADMISSION GUARANTEE (TAG)

Georgia Perimeter College has transfer admission guarantees with numerous four year public and private institutions within Georgia as well as in other states. See the GPC TAG web site at <http://www.gpc.edu/tag> for a list of institutions and their criteria. Students who wish to transfer to one of these institutions after completing their program of study at GPC should meet with a TAG advisor in Advising, Counseling and Retention Services.

POLICIES & PROCEDURES

ACADEMIC HONESTY POLICY

Please refer to college website for policy

CHEATING AND PLAGIARISM POLICY

Cheating includes any attempt to defraud, deceive or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. Through course syllabi or course requirements, students will be informed of the cheating policy. The policy has been established by Georgia Perimeter College to insure due process in cases of cheating and plagiarism (See Academic Honesty Policy, on college website).

DEAN'S LIST

The Dean's List is an honor roll of high-achieving Georgia Perimeter students. At the end of each semester, students who have achieved a grade-point average of 3.5 or better while carrying an academic load of nine semester hours or more of courses numbered 1000 or higher will be placed on the Dean's List.

DISRUPTIVE STUDENT BEHAVIOR

Disruptive student behavior in an academic setting is prohibited at Georgia Perimeter College. Disruptive behavior is defined as any behavior that interferes with teaching, administration, college activities, and the collegiate learning process. Determination of a behavior as disruptive is at the discretion of faculty or staff and can be dependent upon many factors.

Behavior which college personnel may declare disruptive includes, but is not limited to, the following:

- Entering class late or leaving early (without permission)
- Eating/drinking in class without permission
- Sleeping in class
- Persistent speaking without permission
- Inappropriate use of electronic devices
- Disputing the authority of faculty or staff
- Arguing with faculty, staff or other students
- Electronic communications which are abusive, harassing, or excessive
- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault

PROCEDURE

Disruptive behavior occurring outside of an academic setting will be reported to the Dean of Student Services and will be handled according to the Student Code of Conduct.

Disruptive behavior occurring during academic activities will be addressed using the following procedure. The instructor will inform a student if he or she is disruptive. If the behavior continues or escalates, the instructor will ask the student to leave the class for the day, possibly resulting in grade penalties for work missed. If the student does not leave, the instructor will call Public Safety to remove the student. If disruptive behavior occurs during academic activities conducted outside of a physical classroom, such as in on-line instruction or during a field trip, the instructor may remove students from participation in that activity.

Instructors should call Public Safety immediately if any of the following occur:

- A student threatens or intimidates faculty, staff, or other students
- A student engages in violent behavior
- Faculty suspect criminal activity
- A situation begins to escalate, such as a discussion turning into shouting

Any time a student is dismissed from class, the instructor will complete the Disruptive Behavior Form. Within five college instructional days of the incident, the instructor and student will meet to discuss the disruptive behavior and develop a corrective behavior to prevent future disruptions. (A “college instructional day” is a weekday when classes meet or final exams are scheduled.) The instructor will retain a copy of the form and submit a copy to the Department Chair and to the student. If Public Safety was called to remove the student from class, the instructor will also send a copy of the form to Public Safety. If the student fails to meet with the instructor or refuses to sign the form, the instructor will note this on the form and send it forward to the Department Chair five college instructional days after the incident.

Five college instructional days after receiving the Disruptive Behavior Form, the Department Chair will sign the form, deliver a copy to an Academic Dean on that campus, and retain a copy. The Academic Dean will review the form and determine if further disciplinary action is required as governed by the Student Code of Conduct. Five college instructional days after receiving the Disruptive Behavior Form, the Dean will sign the form and send a copy to the Vice President of Academic Affairs (or the office/designee of the Vice President of Academic Affairs), send a copy to the instructor, and retain a copy.

The office of the Vice President of Academic Affairs (or the office/designee of the Vice President of Academic Affairs) will conduct a records search each time a disruptive behavior violation is entered. If three (3) or more violations of the disruptive behavior policy are found, the Vice President of Academic Affairs will direct an Expulsion Panel to convene to decide if the student should be expelled. Disruptive conduct of a sexual nature may require further action (See Page 23, Sexual Harassment).

The student may appeal the instructor’s decision by delivering a completed Appeal of Instructor’s Decision Form to the Department Chair within five college instructional days of receiving the Disruptive Behavior Form. The Department Chair will schedule a meeting with the instructor and the student within five (5) college instructional days of receiving the appeal form. The Department Chair will inform the student and the instructor of his or her decision, in writing, within five college instructional days of the meeting.

The Department Chair’s decision may be appealed by delivering a completed Appeal of Department Chair’s Decision Form to the Academic Dean within five (5) college instructional days of receiving the Department Chair’s decision. The Dean will schedule a meeting with the instructor and the student within five (5) college instructional days of receiving the appeal form. The Dean will inform the student and the instructor of his or

her decision, in writing, within five (5) college instructional days of the meeting. The decision of the Dean will be final.

GRADE POINT AVERAGE (GPA) CALCULATIONS

Use the following steps to calculate a term GPA:

1. Multiply the number of credit hours for the course by the number of grade points for the corresponding letter grade to get the number of quality points for the course.
(Credit hours X Grade Points = Quality Points)
Repeat this for each course in the term.

Grade	Grade Points
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
WF (Withdrawal Fail)	0.0

Note: Courses with any other letter grade (i.e. W, V, etc.) or grades followed by % (Learning Support, ESL, Regents' Prep), \$ (Transfer Credit), # (Academic Renewal) are not used in the GPA calculation.

2. Total the credit hours for each course used in the GPA calculation.
3. Total the quality points for each course used in the GPA calculation.
4. Divide the total quality points by the total credit hours to obtain the GPA.
(Term Quality Points / Term Credit Hours = Term GPA)

EXAMPLE

Course	Letter Grade	Credit Hours		Grade Points		Quality Points
ENGL1101	B	3	X	3	=	9
MATH0098	C%	0	X	0	=	0 (not used)
PSYC1501	C	3	X	2	=	6
COMM1201	A	3	X	4	=	12
PHED1063	W	0	X	0	=	0 (not used)
Totals		9				27

$$27 / 9 = 3.00 \text{ GPA}$$

To calculate a cumulative GPA, divide the total number of quality points earned by the total number of credit hours using the guidelines in item #1 above.

$$(\text{Total Quality Points} / \text{Total Credit Hours} = \text{Cumulative GPA})$$

GRADUATION

Students are encouraged to fulfill all requirements for graduation to earn an associate degree in arts, science, or applied science. Students who earn associate degrees enhance their chances of being accepted into the senior institution of their choice. Students with associate degrees also enhance their employment opportunities after they graduate.

Students who are within a few hours of earning an associate degree but transfer to a senior institution before completion may, in many cases, transfer the necessary hours back to Georgia Perimeter College from the senior institution and earn the associate degree. Students should consult the campus Enrollment and Registration Services Office to explore this option.

The annual formal commencement ceremony is held in December and May of each year. Students completing degree requirements at the end of the summer or fall semesters may participate in the December commencement. Students completing degree requirements at the end of spring semester may participate in the May commencement ceremony.

Graduation Requirements

Associate of Arts, Associate of Science, and Associate of Applied Science degrees and certificates are awarded each semester to those students who meet all graduation requirements. All students who have earned 30 semester hours are eligible for a graduation evaluation. Students should complete a graduation application form, available in the campus Enrollment and Registration Services office or by downloading from the Student Forms page of the GPC website. A separate application must be submitted for each Program of Study in which a degree audit is sought and a \$25 (non-refundable) graduation application fee is required per application. Students should apply for graduation by the following graduation deadlines

Fall Semester	July 1
Spring Semester	November 1
Summer Session	March 1

To graduate, students must do the following:

- Successfully complete an approved program of academic work, including the basic physical education requirement
- Earn an overall grade point average of “C” or better in courses presented for graduation.
- Pass all courses on Area A (Essential Skills) with “C” or better
- File an application for graduation with the campus Enrollment and Registration Services Office by the appropriate deadline.
- Complete at least 18 semester hours at Georgia Perimeter College and be enrolled during the semester of graduation
 - Students who transfer their final nine semester credit hours for approved courses back to Georgia Perimeter College to complete their associate degree requirements can be exempt from the enrollment requirement
 - Transfer students must take 18 hours of courses from Areas A through F in the Core Curriculum of the degree they are seeking
- Demonstrate a satisfactory knowledge of United States and Georgia history and Constitutions (These requirements can be met by successfully completing Area E in the Program of Study).
- Settle all financial obligations to the College before a degree, certificate, or transcript will be issued
- Pass both the reading and essay sections of the Regents’ Test if required by the program of study

Note: Students seeking a degree will not be credited with the completion of the requirements for graduation while on probation.

To be eligible for graduation in Nursing or Dental Hygiene, a student must make a minimum grade of “C” in all professional courses and in all basic science courses required by the program.

Second Degree

Graduates seeking a second degree from Georgia Perimeter College must complete all degree requirements for the second degree to include a minimum of 18 semester hours above the hours submitted for the first degree.

- Hours must be taken in Areas B through F in the Core Curriculum for the second degree
- Courses already taken may not be repeated for credit in the second degree
- No third degrees will be awarded unless they are a combination of two associate transfer degrees and a degree or certificate in a Career Program offered by Georgia Perimeter College

Graduation With Honors

Students who graduate from Georgia Perimeter College and excel in their academic work shall be recognized at graduation. The following grade point averages will be used in the selection of students who receive honors recognition:

3.50 - 3.69	Graduation with honors
3.70 - 3.89	Graduation with high honors
3.90 - 4.00	Graduation with highest honors

Computation will be based on all academic work completed at Georgia Perimeter College. At least 27 semester hours must be earned at Georgia Perimeter College to receive consideration for honors.

REGENTS' TEST

The Board of Regents of the University System of Georgia instituted the Regents' Testing Program to ensure that students receiving degrees possess certain minimum reading and writing skills.

Students must either pass or exempt both parts of the Regents' Test.

The Regents' test has two components: a Reading Test and an Essay Test. Each semester, during the testing period specified by the Regents' Testing Program Office, the Regents' Test is administered to eligible students at all institutions in the University System. Eligible Georgia Perimeter College students should register for the Regents' Test during the regular registration period.

Student enrolled in the remedial courses may not register for the Regents' Test.

Remedial course instructors will provide an admission ticket for testing to students who successfully complete the course requirements.

Students transferring from outside of the System or from a System program that does not require the Regents' Test should take the test during their first semester of enrollment.

Students may satisfy the Regents' Test requirements with other approved standardized scores. Scores must be from national administration of the approved test. Scores from institutional administration (I-SAT, R-ACT) are not admissible. Reading comprehension requirement is fulfilled by students with a SAT Critical Reasoning score, a SAT I score of 510 or an ACT Reading score of at least 23. These students do not need to take the Reading portion of the test. The essay requirement of the Regents' Test is considered fulfilled by students with one of the following:

- SAT Reasoning Test, Writing Section score of at least 560 or a SAT II English Writing score of at least 650.
- College Board Advance Placement (AP) English Language and Composition or English Literature and Composition score of at least 3.
- International Baccalaureate (IB) higher level English score of at least 4.

A student holding a baccalaureate or higher degree from a regionally accredited institution of a higher education will not be required to complete the Regents' Test in order to receive a degree from a University System institution. For additional information and sample practice tests go to <http://www.gsu.edu/rtp>.

STUDENT SERVICES AND POLICIES

OFFICES

ADVISING, COUNSELING AND RETENTION SERVICES

Advising, Counseling, and Retention Services (ACRS) provides supportive curricular and co-curricular guidance to students to support their educational, career, and life goals.

These include:

- Academic and Transfer Advisement, including Transfer Admission Guarantee (TAG);
- Career Development Assessments;
- Learning Support Programs;
- Program of Study Evaluations;
- Student Success Series Workshops (e.g., time management, test taking, time management, etc);
- Comprehensive Personal Counseling.

It is the intent of the Advising, Counseling, and Retention Services to provide students with services that will assist in their academic and personal success.

ENROLLMENT AND REGISTRATION SERVICES

The Office of Enrollment and Registration Services provides information to assist students with admissions, tuition classification changes, registration, grades, course withdrawals, graduation evaluations, enrollment verifications, and transcript requests. Students requiring changes in personal information and/or student record information should contact this office. Offices are located at the Clarkston, Decatur, Dunwoody, and Newton campuses and at the Alpharetta Center.

DISABILITY SERVICES

Disability Services ensures access for students with disabilities who self identify through accommodations that are:

- Individualized, flexible and confidential
- Based on the nature of the disability and the educational environment
- Supported by documentation from a licensed professional
- Sanctioned by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act
- Provided by a Faculty Accommodation Letter developed with each student

For additional information visit <http://www.gpc.edu/cds> and contact a Disability Coordinator at one of the following locations:

- | | |
|---------------------------------|--------------|
| • Clarkston Campus: | 678-891-3385 |
| • Decatur Campus: | 678-891-2406 |
| • Dunwoody/Alpharetta Campuses: | 770-274-5235 |
| • Newton Campus: | 770-278-1316 |

INTERNATIONAL STUDENT ADMISSIONS AND ADVISING

International Student Admissions and Advising is designed to address the needs and concerns of Georgia Perimeter College's international student population. The following services are offered through the department:

- Admission applications and supporting documents are received, evaluated and processed.
- Expertly trained staff is available to handle immigration matters and assist international students with concerns related to their F-1 visa status.
- Support services and enrichment programs are provided for cultural and social adjustment and to ease transition into college life.

A limited number of non-resident tuition fee waivers are available to international (F-1) students. Guidelines and applications are available from International Student Admissions and Advising or from the GPC website.

Maintaining Student Status

Tips for Success for the F-1 VISA (Student)

When you enter the United States with an F-1 (student) visa, you agree to follow certain immigration rules. Violating these rules will put you at risk for deportation and could affect your ability to re-enter the United States for several years. The following is a list of the things you must do to remain in legal student status.

1. Maintain full-time student status. International Students must maintain full-time status by being registered for a minimum of 12 credit hours. There are no excused absences, but you should contact your teacher if you will be absent and explain why. When you complete your program of study, you may stay in the United States for up to 60 days before you must leave or start a new program. F-1 students may count a maximum of 3 credit hours of on-line classes toward full-time enrollment during the fall and spring semesters. This means that F-1 students must enroll in a minimum of 9 credit hours on-campus if they take 3 credit hours on-line.
2. Do not work without authorization. You are eligible to work on campus twenty hours per week. For everything else, you must get special authorization from the Department of Homeland Security (DHS). Working off-campus without DHS authorization will mean you are out-of-status on your student visa and could put you at risk for deportation.
3. Keep your passport valid at all times. If your passport is going to expire, contact your home country embassy for renewal information. Please come to International Student Admissions and Advising if you need information about contacting your closest embassy or consulate.
4. Keep your I-20 valid at all times. Check the "completion of studies date" in item #5 on your I-20. If it will expire soon, speak to an advisor at International Student Admissions and Advising. If you plan to continue your studies, we may issue another I-20 with a later completion date.
5. Maintain adequate health insurance. Georgia Perimeter College requires that all F-1 students maintain adequate health insurance. This is to protect you from the unexpected costs of an accident or illness. The fee for your health insurance is paid along with your payment for tuition each semester. If you have other health insurance, and you want to exempt from the mandatory health insurance policy, you must request a waiver from the insurance provider. Waivers are available at <http://www.studentinsurance.com>. Select "Georgia Perimeter College" from the dropdown box and click "waive online" and complete the form. Please remember that International Student Admissions and Advising plays no role in approving or denying waivers of the mandatory insurance policy.
6. Report address changes to International Student Admissions and Advising. If you move or change your address, please inform us.
7. Do not take an unauthorized vacation from school. To maintain status, F-1 visa students need to be enrolled full-time (12 credits) for fall and spring semesters. Summer term is optional and students may choose to either not take any classes or take fewer than 12 credit hours during summer semester (unless summer semester is the first term of enrollment).
8. Plan ahead for overseas travel and make the proper preparations. If you will be traveling outside the United States, please come to International Student Admissions and Advising at least two weeks before traveling to get your I-20 and other documents checked. You will need a valid passport, a valid F-1 visa, and your I-20 form.
9. Do not worry if your F-1 visa expires. The F-1 visa in your passport is an entry visa only. Do not worry if it expires while you are in the United States. However, the next time you travel outside of the United States (except for short trips to Canada, Mexico or the Caribbean) you will need to go to the US embassy or consulate to get a new F-1 visa. This should be requested in your home country. Be prepared to show a valid I-20, updated financial documents and your current GPC transcript to the consular office when requesting a new F-1 visa. As always, we recommend that you come to the

office of International Student Admissions and Advising to have your documents checked before you travel overseas.

10. Get good advice if you have questions. If you have questions about your visa status, speak with an advisor in International Student Admissions and Advising. There have been many changes in immigration law in the last few years that you and your friends may not be familiar with. So, play it safe and ask for advice from the staff in International Student Admissions and Advising when you need it.

STUDENT FINANCIAL SERVICES

FINANCIAL AID

The Financial Aid programs of Georgia Perimeter College provide equal opportunities for deserving students who, without financial assistance, might otherwise be unable to attend college.

Applying for Financial Aid

Applications for financial aid may be obtained from any Financial Aid Office on the Clarkston, Decatur, Dunwoody, Newton campuses.

- All students seeking financial assistance **must** apply by:
 - Completing the Free Application for Federal Student Aid (**FAFSA**) or FAFSA on the web www.fafsa.ed.gov
 - List Georgia Perimeter College on the FAFSA.
 - Our school code is 001562.
 - A conviction of possessing or selling illegal drugs may affect a student's eligibility for financial aid. For more details see your financial aid counselor.
- Transient students and students who are auditing courses are not eligible to receive Title IV Federal Financial Aid.
- Other funds (Scholarships institutional and non-institutional) may not be available to applicants if the FAFSA is not completed.
- In order to receive financial aid at registration, all documents (student aid reports and supporting documents) must be submitted to the office of Student Financial Services by the following priority processing dates:

Financial Aid Priority Dates

<i>Returning students</i>	
<i>All semesters:</i>	April 1
<i>New Applicants</i>	
<i>Fall Semester:</i>	June 1
<i>Spring Semester:</i>	October 1
<i>Summer Semester:</i>	March 1

Processing takes 2-4 weeks from date of file completion.

- If a student's file is not complete by the priority processing date, the student must be prepared to pay his/her own fees at the time of registration.
- Financial aid can be used to assist with paying for tuition and fees provided the student completes his/her financial aid file by the priority processing date. If the aid is not sufficient to cover tuition and fees, the student is responsible for the remainder due by the posted fee payment deadline date.

Bookstore allowance

A student is eligible for a bookstore allowance if there is a credit remaining from financial aid after tuition and fees are paid.

- A bookstore account is set up on the GPC ID to purchase books on the first day of classes at the

GPC Bookstore.

- The amount of the bookstore account may not exceed \$750.
- Any unused portion of the bookstore account will be refunded to the student after all bookstore charges are posted and the student remains eligible.

Refunds

A student is eligible for a financial aid refund if the total financial aid awarded exceeds the total tuition, fees and other charges.

- You will receive a Higher One card in the mail within 2 to 3 weeks through the mail.
- During the activation process, you can choose how you want to receive your refund.
- Financial aid is sent to GPC and is credited electronically to your student account each semester to cover tuition, fees, and any other charges. Once your funds have been released to GPC, your refund will usually be applied to your GPC Higher One debit card within three to five business days.

Academic Policies for Financial Aid

Students must register for the semester and any half sessions of the semester by the last day of schedule adjustment.

- Eligibility for financial aid is based on a student's enrollment after schedule adjustment.
- Changes in enrollment status may cause a reduction in aid eligibility.
- If you change your enrollment you may have to repay all or part of aid received.
- Satisfactory Academic Progress must be maintained in order to receive financial aid. Please review these standards in the College Catalog.

Appeal Process

Students failing to meet the Academic Policies for Financial Aid will be notified in writing by the Financial Aid Office and should be prepared to pay tuition and fees by the fee payment deadline.

- Any extenuating circumstances which influenced the student's academic performance may be submitted in writing on a Financial Aid Appeal Form to the Financial Aid Office for consideration.
- No financial aid will be disbursed until the financial aid appeal is approved.
- If the appeal is denied, the student will be notified in writing.

College Jobs

In addition to the Federal Work-Study Program, the college provides, through its own resources, a limited number of other student assistantships involving part-time work on campus.

- Students are employed on an hourly basis.
- Students interested in student assistantships should consult individual departments for employment opportunities.
- Federal Work-Study students should consult the Financial Aid Counselor on the campus they attend.

Federal Family Education Loan Programs

Georgia Perimeter College participates in the Federal Family Education Loan Program (FFELP). This is a federal loan program designed to assist students in meeting their college expenses.

- Students must first complete the need analysis (FAFSA) document and show "need" for this assistance. The loans are made available through banks, private lenders, credit unions and other lenders that participate in the FFELP program.
- In order to receive student loans, students must enroll in at least 6.0 credit hours.
- All first semester, first-time borrowers may not have their loan funds disbursed until 30 days after classes begin.
- A subsidized loan is awarded on the basis of financial need. You will not be charged any interest

before you begin repayment or during authorized periods of deferment. The federal government “subsidizes” the interest during these periods.

- An unsubsidized loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized, which means the interest will be based upon the higher amount. For more information, please contact the financial aid office.
- PLUS loans are available through the FFEL program. Parents with good credit histories may borrow money to pay the education expenses of each child who is a dependent undergraduate student.

Federal Title IV Financial Assistance Return Calculation

Students receiving Federal Title IV Financial Assistance who formally or informally withdraw from school are subject to Federal Return of the Title IV aid regulations as specified in the Higher Education Amendment of 1998. The calculation determines the aid earned by the student based on the days enrolled for the semester in relation to the total days in the semester. The aid considered not to be “earned” must be returned to the federal programs in the following order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal PLUS loans received on behalf of the student
4. Federal Pell Grant
5. Federal Supplement Educational Opportunity Grant (FSEOG)
6. Other Federal Title IV assistance.

Receipt of Federal Title IV Aid in excess of aid earned may be subject to repayment by the student if the student has withdrawn from school. The office of Financial Aid and Veterans Affairs notifies the student if a repayment is due. Failure to repay could result in loss of future Title IV eligibility. All students who fail to repay will be reported to the Department of Education or to their Guarantor/Lender, and will become ineligible for future Title IV aid.

Scholarships

- Various scholarships are available. Please refer to the College Catalog for information regarding scholarships
- HOPE Scholarship recipients must complete the HOPE Scholarship and Grant Application by applying on line at www.gacollege411.org or by completing a FAFSA. Students must also visit the Office of Financial Aid.

STUDENT ACCOUNTS

Tuition and Fees

- A college education is an investment in your future. It requires a commitment of time, energy, and money, but it will reward your efforts tremendously.
- This section is designed to help you consider the cost of a college education. By planning ahead, you can ensure that college will not prove to be too heavy a financial burden.
- Georgia Perimeter College students are responsible for tuition and fees, which are set by the Georgia Board of Regents each year.
- Fees include student activity, student support services, athletics, technology and other special fees.
- Tuition and fees are due each semester at the time of registration. Registration is not complete until all tuition and fees have been paid.
- Payment can be made with cash, check, or credit card. The college reserves the right to determine the acceptability of all checks.
- A fine of \$25 or 5 percent of the face value of the check, whichever is greater, will be assessed for each check returned unpaid by the bank.
- A financial hold will be placed on the student's record when a check is returned. The student will be

notified of the hold.

- Checks that are not cleared are subject to additional charges for collection.
- The college will withhold copies of transcripts and other student records and/or revoke the enrollment of students who owe the college money.

Fees

- Most fees are assessed for on-campus classes only.
- Instruction delivered at Clarkston, Decatur, Dunwoody, Newton and Alpharetta is considered on-campus.
- Instruction at other locations or Online Classes at GPC is considered off-campus.
- **Application Fee**—A non-refundable fee is charged for each admission application. The payment of this fee does not constitute acceptance of the student by the college.
- **Applied Music Fee**—The music fee is charged to students taking fewer than four credit hours of music per semester. Depending on the amount, this fee covers one weekly 25-minute private lesson or one weekly 50-minute private lesson.
- **COMPASS Placement Test Fee** – fee charged for students who take the COMPASS Placement Test.
- **Dental Hygiene Insurance and Lab Fee**—This charge applies to students taking dental hygiene courses and is designed to cover the cost of liability insurance for students engaged in clinical activities.
- **Health Insurance Fee**—All F-1 Visa students will be charged a non-refundable health insurance fee.
- **Late Registration Fee**—Any student failing to register during the scheduled registration period may be charged a late registration fee.
- **Nursing Exam/Lab/Insurance Fee** – This charge covers special N.L.N. examinations and applies to A.S. degree students taking nursing courses. It covers liability insurance for students engaged in clinical activities.
- **Student Activity Fee**—All students enrolled in on-campus classes pay a Student Activity Fee each semester to finance activities available to all students.
- **Student Athletic Fee**—All students enrolled in on-campus classes pay an Athletic Fee each semester to finance student athletics.
- **Student Support Fee**—All students enrolled in on-campus classes pay a Student Support Fee each semester to finance student-related facilities.
- **Technology Fee**—All students pay a Technology Fee each semester to support existing technological resources and to provide for upgrades and improvements.

Fees and expenses are subject to change without notice. For the most current fee schedule, go to www.gpc.edu.

- Other fees may be assessed for services or programs with special costs. These include charges for such things as breakage, damage to college property, field trips, and certain physical education courses.

Announcing ... A new, more efficient and faster refund delivery system for students

- Refunds include scholarship checks, financial aid related checks and refunds for dropped classes.
- To improve the refund delivery process, Georgia Perimeter College is partnering with Higher One, a financial services company that exclusively serves higher education.
- The banking services of Higher One are designed to specifically meet the needs of college students.
- What does this mean for GPC students?
- Every student will receive a **GPC MasterCard Debit** card in the mail. The card is not a credit card.
- Students will need to activate the GPC Debit card and choose how they want their refund delivered.
- You may choose from two options:
- Refund deposited directly to the student GPC Debit card;

- Refund deposited via ACH to another bank account of their choice;
- **It is the student's responsibility to verify that his or her correct address is on file with the college.**
- The college is very excited about improving the refund process for our students.
- To learn more about Higher One, you may visit www.HigherOne.com and for GPC's program you can visit www.GPCone.com

VETERANS EDUCATIONAL SERVICES

- The Georgia Perimeter College Veterans' Affairs Office assists former service personnel and other students eligible for veterans' educational benefits.
- The office provides counseling and advisement services as well as certifying enrollment with the Veterans Administration.
- Eligible students should be prepared to pay the initial costs for tuition and fees since payment of benefits do not begin until six to eight weeks after enrollment.
- Students may apply for financial aid to cover their tuition and fee, if eligible.
- Veterans who would like more information about applying for benefits should contact the Office of Student Financial Services and Veterans' Affairs on the Clarkston Campus, or visit the website, www.gpc.edu/~finaide/veterans.htm.

STUDENT SERVICES

Five Deans of Student Services assist Georgia Perimeter College students, faculty and staff at these locations: Alpharetta; Clarkston; Decatur; Dunwoody; Newton. They are responsible for the following areas:

- Student Life and Student Activities
- Civic Engagement
- Judicial Affairs
- Health, Wellness, & Recreation

In addition, the Deans support the customer service functions of admissions, registration, new student orientation, advising, disability services, student financial aid, bookstore services, and campus safety.

TESTING CENTERS

Georgia Perimeter College offers its students a full range of testing services on each campus. Testing Centers are located on the Clarkston, Decatur, Dunwoody, and Newton campuses. The testing programs are specifically designed to meet the needs of Georgia Perimeter College's current and prospective students. Additional information about the testing programs and testing schedules is available through the campus testing centers or the college website at www.gpc.edu.

Admission testing is required for Joint Enrollment applicants and applicants needing to present proof of English language proficiency. Joint Enrollment applicants are required to submit either minimum national SAT scores of 530 Critical Reading and 440 Math with a total of 970 or national ACT scores of 23 English and 18 Math with a Composite score of 20.

English proficiency may be established by submitting minimum national TOEFL (Test of English as a Foreign Language) or minimum national SAT or national ACT English scores. Georgia Perimeter College does not accept institutional TOEFL scores for admission purposes. The TOEFL website is www.toefl.org.

Placement testing determines the appropriate level of beginning instruction for newly admitted students. Students take either the computerized COMPASS (Computer-Adaptive Assessment and Support System) or the computerized COMPASS/ESL (Computer-Adaptive Assessment and Support System/English as a Second Language). Sample questions are available at www.act.org/compass.

Georgia Perimeter College serves as a national testing site for the SAT Reasoning Test and the SAT

Subject Test, the ACT, CLEP and the National Dental Hygiene Certification Testing Program.

It is GPC policy that students obtain a Faculty Accommodation Letter through Disability Services before classroom accommodations can be approved. For additional information visit <http://www.gpc.edu/cds> and/or call a Disability Coordinator at one of the following locations:

Clarkston Campus:	678-891-3385
Decatur Campus:	678-891-2440
Dunwoody/Alpharetta Campuses:	770-274-5235
Newton Campus:	770-278-1316

SERVICES AND PROGRAMS

BOOKSTORES

Your College Bookstore is the source for your academic materials and general merchandise while attending Georgia Perimeter College. We work closely with faculty to ensure that the books you need are in stock. We offer a comprehensive range of customer services for your success and convenience. There is a bookstore located on each campus to provide students with textbooks, supplies, gift items, and equipment for your classroom success and your shopping convenience.

- **Academic Materials**

Your College Bookstore understands the importance of stocked shelves and timely delivery of textbooks. We work closely with faculty to ensure that the books you need are in stock and available for you to purchase. We also carry various study aids and supplies you may need to assist with your academic success.

- **General Merchandise**

We carry a range of quality emblematic and branded merchandise, gifts and supplies. We sell gift cards for your convenience for your in-store purchases.

- **Store Promotions**

Throughout the year, we present unique promotions tied to seasonal events, such as the start of classes, homecoming, the holiday seasons, book buyback, and graduation. Please check your College Bookstore for other inshore promotions.

- **Career Opportunities**

We are looking for dynamic customer service individuals to work at our college bookstores during the busy back-to-school season. We offer a discount on textbooks, flexible schedule, great store discounts, a fun place to work, and future career opportunities. Please stop by your campus bookstore and complete an application.

- **Used Books**

We understand that used books are an important part of making your college experience more affordable. Each College Bookstore strives to provide as many used books for each course whenever possible. Please shop early in the semester if you are seeking money saving used textbooks.

- **BuyBack**

Textbook buyback is another customer service your College Bookstore offers to GPC students year round. This is a great way to make your college experience more affordable. The College Bookstore offers cash back for your textbook at the end of each term. Although buyback is available year round, you will get the best value for your textbook at the end of the term.

- **Online Solutions**

Today's GPC students are sophisticated consumers who enjoy the ease and convenience of shopping online as an alternative to the campus store environment. Efollett.com is available to GPC students for the convenience and flexibility of ordering textbooks 24 hours a day, seven days a week. GPC students receive the convenience of on-site service for returns, exchanges, and buybacks. GPC

students can reserve books, pre-pay for pick-up in the College Bookstore or have them shipped to their home or office.

• Refund Policy

The customer's satisfaction is our #1 priority! We gladly accept returns of merchandise.

- ✓ Always have your receipt available!
- ✓ **A non-textbook item is available for return or exchange within 30 days of the sale with the original receipt, providing the merchandise is in the original purchased condition.**
- ✓ **Your textbook is available for refund with the original receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter.**
- ✓ **Make sure shrink-wrapped 'sets' are returned with all of the enclosures. Please be careful before opening shrink-wrapped sets. Many contain electronic media and are only returnable if it is defective.**
- ✓ **During the summer term, textbook refunds with a receipt will be given within seven (7) calendar days from the start of classes or within two (2) days of purchases thereafter.**
- ✓ **Used book buying guide prices are available if your return is outside these guidelines.**
- ✓ **Textbooks purchased during the last week of classes or during exams are available for buyback only.**
- ❖ **The following items are not returnable: magazines, newspapers, testing materials, study guides, and computer products.**

COMPUTER LABS

The Office of Information Technology (OIT) operates open computer labs and computer classrooms on each campus to provide students and faculty the support necessary for academic programs. OIT realizes the dynamic changes in the computer industry and offers services using the latest technology within its reach. The College encourages students to be competent in the use of computers in analyzing and solving problems in order to increase productivity.

The technology fee has allowed the college to provide upgrades to existing systems and add new resources to provide the latest in computer support for students both in and outside the classroom. Check with the open computer lab on any campus or OIT's web site at <http://www.gpc.edu/oit> or more details.

FOOD SERVICES

CampusCafé operates all food services on Georgia Perimeter College campuses. A wide variety of foods to include Blimpie sandwiches, pizza, grilled items, grab-n-go items, muffins, cookies and Java Lane coffee are offered at most campus locations. The Dunwoody and Clarkston campuses have coffee bars offering many specialty coffee drinks and bakery items. Operating hours vary by campus. CampusCafé also offers a wide variety of catering services. Catering arrangements may be made by calling 678-891-3476.

GPC E-MAIL ACCOUNTS

Students are automatically assigned an email address and web space when they initially register for a course at GPC. To activate your email login and password, visit <http://www.gpc.edu/getmylogin>. Upon doing this, you are agreeing to the computer usage policies outlined in this handbook. The College World Wide Web Policy can be found at http://www.gpc.edu/StyleGuide/Standards_Final.htm. If you have any questions or problems with policies or procedures involved with this process, you can contact the Service Desk or send an email to servicedesk@gpc.edu. Assistance is also provided in the open computer labs throughout all of the campus locations. Information can also be found on OIT's web site at <http://www.gpc.edu/oit>.

Student GPC E-Mail Policy Statement

Purpose

This policy is intended to communicate to students that the GPC-provided email account is the official means of communication between the College and students for all information that is not considered Restricted. Having an official means of communication will ensure that all students are receiving information from GPC consistently and in a timely manner. This policy also provides instructions for use of the College-provided email accounts. Having an official means of communication will ensure that all students are receiving information from GPC consistently and in a timely manner.

Georgia Perimeter College will provide all students with a GPC email system account upon admission to the College. Email messages sent by GPC to GPC student email accounts will constitute an official means of communication. The College considers students to be duly informed and in receipt of communications sent to their respective account via the GPC email system. Due to security and compliance requirements, Restricted information will not be sent via email.

Official Means of Communication

All students must access their College assigned email account. Notifications such as financial aid status, registration dates, and payment deadlines will be sent to student accounts. Students should be aware that certain communications may be time-critical and that their email account should be checked on a regular basis.

Restricted information will not be sent via email. Restricted information includes FERPA-protected student education record data, HIPAA protected health information, protected financial account information, personally identifiable information, Social Security Numbers, and any information that can be used in identity theft. In order to comply with legal and regulatory requirements and protect our students' information, Restricted information must be communicated by a secure GPC-provided system. GPC's learning management system, iCollege, is recommended for communicating grades and other sensitive education records information. The Office of Information Technology can help determine the best method of sending other Restricted information.

Students must use their GPC email accounts when responding to institutional requests. This ensures blocked or blacklisted senders will not impede the delivery of email communication from students.

The full Student e-mail policy can be reviewed at <http://www.gpc.edu/oit> under the policies and procedures section.

ID SERVICES

Georgia Perimeter College issues Campus Access ID Cards to all students. The use of these cards will continue to increase as additional services are offered. The Access ID Card is required for all students, faculty and staff.

Everyone must present an ID card when requested by Public Safety personnel. This provides a more secure campus environment for everyone at the college.

It is best to obtain a card at registration or orientation, but ID services are available throughout the semester if a card is lost or damaged. There will be a \$10 charge for replacement cards. The fee can be paid at any Student Accounts Office.

NEW STUDENT ORIENTATION

To assist in the successful transition to Georgia Perimeter College, all new students are required to attend a new student orientation session. New students can sign up by going to www.gpc.edu/studentsignup. Each year the Offices of Student Life selects students that demonstrate strong academic achievement, and leadership potential to serve as STAR Orientation Leaders. STAR leaders receive extensive training; develop interpersonal skills and the aptitude for lifelong success. Interested students are encouraged to contact the Office of Student Life on their respective campus.

VENDING SERVICES

Vending Services are available on all campuses, in a variety of convenient locations. Georgia Perimeter College Vending Services offers a wide array of beverages, snacks, and other convenience foods. Vending Services is always ready when you are hungry. Check out our well-stocked, easy-to-use machines today. Vending machines accept several forms of payment - cash, JCard or credit card -depending on the machine.

POLICIES AND PROCEDURES

AIDS GUIDELINES

- I. Georgia Perimeter College students will receive educational programs on the prevention of AIDS. Current, reliable information will be easily accessible to the students.
- II. Georgia Perimeter College students and employees who have AIDS,ARC, or a positive HTLV-III antibody test may attend classes or continue work as long as they are physically and psychologically able to do so. Response will be made on a case-by-case basis.
- III. The rights of students with AIDS will be protected. Any harassment of these students will be condemned. Confidential information will be handled with extraordinary care. No specific information concerning complaints or diagnosis is to be provided to faculty, administrators, agencies or parents without the expressed written consent of the student.
- IV. Georgia Perimeter College will provide confidential referrals to any student requesting AIDS counseling assistance programs.
- V. Applicants will not be denied general college admission or employment because of AIDS,ARC, or a positive HTLV-III antibody test.
- VI. Georgia Perimeter College will abide by the current safety guidelines adopted by the Center for Disease Control and the Occupational Safety and Health Administration for the handling of bodily fluids and potentially infective waste. A program of education will be established to introduce new employees involved in instructions in Biology laboratories, the Nursing Program, the Dental Hygiene Program, and in Cardiac Pulmonary Resuscitation (CPR) to the procedures.

DRUG AND ALCOHOL POLICY

Georgia Perimeter College recognizes that the uses of certain drugs are harmful and damaging to the health and safety of students. In compliance with Federal and State Laws, Georgia Perimeter College has a Drug and Alcohol Policy. Please read this important information.

Student Drug and Alcohol Policy

The manufacture, distribution, possession, or use of alcoholic beverages, controlled substances or illegal drugs, in any quantity, on campus and at all Georgia Perimeter College Campus approved events off campus is prohibited.

You cannot bring in, make, distribute, sell, or be under the influence of alcoholic beverages, controlled substances or dangerous drugs while you are on campus including buildings, grounds, and vehicles.

If you violate the policy, you will be punished under the Student Conduct Code through formal hearing. Sanctions may include:

- Loss of academic credit.
- Suspension or expulsion.
- Loss of all financial aid.
- Mandated evaluations and treatment.
- Community service work.

You have the right to due process when accused of a violation of the Drug and Alcohol Policy.

Group Drug and Alcohol Policy

Any student organization which permits, authorizes, or condones the manufacture, sale,

distribution, possession, serving, consumption, or use of, controlled substances, or other illegal or dangerous drugs at any affair, function or activity, social or otherwise, on or off campus, shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirement of due process and the right of appeal, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt.

Your student group must follow the Drug Free Campus Policy or your organization shall:

- Be expelled from campus.
- Be prohibited from using college property or facilities.
- Having your group's lease or rental agreement with the College or the Board of Regents and the organization terminated.

The Student Drug and Alcohol Policy remains in effect for each individual participating in a group function.

Criminal Sanctions for Drug and Alcohol Violations

Under the Penal Code of Georgia, it is a crime to possess, manufacture, sell, or distribute illegal drugs. Penalties may include community service, fines, and imprisonment. Possession of alcohol by a person under the age of twenty-one, or providing alcohol to such a person, is prohibited under the Georgia Penal Code and carries up to twelve months incarceration and a fine of up to one thousand dollars. Driving under the influence of alcohol or drugs incurs penalties which may include mandatory treatment and education programs, community service, and fines starting at three hundred dollars, imprisonment and loss of license. Federal criminal law also prohibits the possession, manufacture, or distribution of controlled substance.

Provisions and Resources

Substance abuse is dangerous to you, both physically and mentally, and may cause long-lasting health effects and even death. Impaired skills while under the influence can cause motor vehicle accidents, falls, fires, and other injuries. Help is available for you if you need it and seek it. Individuals can receive confidential services from the following resources:

Individual County Board of Health, Mental Health Services

Clayton:	866-821-0465	Cobb:	770-422-0202
DeKalb:	404-892-4646	Fulton:	866-821-0465
Gwinnett:	770-963-8141	Newton:	770-787-3977
Rockdale:	770-483-6840		

National Cocaine Hotline:	1-800-COCAINE
Narcotics Anonymous:	770-421-8881
Alcoholics Anonymous:	404-525-3178
Georgia Drug Abuse Helpline:	1-800-388-6745

Suicide Prevention 1-866-821-0465

SEXUAL ASSAULT POLICY

Policy

Sexual assault is an act of violence in which one person subjects another person to contact of a sexual nature against the latter's will. The various forms of sexual assault are defined under Georgia law and those definitions are incorporated herein. Those sexual offenses are prohibited on the campuses of Georgia Perimeter College. The sexual offenses include, but are not limited to rape, assault to commit rape, sexual battery, aggravated sexual battery, object rape, statutory rape, sodomy, aggravated sodomy, public indecency, and stalking.

Procedure

- A. Students should immediately report sexual assaults to the Georgia Perimeter College Public Safety department.
- B. Public Safety will notify the Dean of Student Services and the Dean of Academic Services.
- C. Students shall be afforded assistance in seeking counseling and follow-up medical care, making changes to their academic situations, and reporting to the appropriate criminal authorities after an assault has occurred.
- D. The victim of a sexual assault should take care to preserve any evidence that may be necessary to prove that the sexual assault occurred. Victims are advised to consult law enforcement authorities before showering, bathing, or changing or laundering any clothing that was worn during the assault. However, the fact that the victim of a sexual assault has already bathed, showered, or otherwise compromised potential evidence, should in no way dissuade the victim from reporting the assault, as such actions may not prevent prosecution or proceedings from going forward.
- E. After a campus sexual assault has been reported, campus personnel shall take reasonable and necessary steps to prevent any unnecessary or unwanted contact or proximity with alleged assailant(s).

VICTIMS' RIGHTS AND RESPONSIBILITIES

Georgia Perimeter College recognizes and upholds the rights of victims of sexual assault, including:

- A. The right to have any and all sexual assaults against them treated with seriousness; the right as victims, to be treated with dignity; and the right of campus organizations which assist victims to be accorded recognition.
- B. The right to have sexual assaults investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- C. The right to be free from any kind of pressure from campus personnel that victims (1) not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials, or (2) report crimes as lesser offenses than the victims perceives them to be.
- D. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under report, crimes because (1) the victims are somehow responsible for the commission of crimes against them, (2) victims were contributively negligent or assumed the risk of being assaulted, (3) by reporting crimes victims would incur unwanted personal publicity.
- E. The same right to advisement and assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits the accused; and the right to be notified of the outcome of such proceeding.
- F. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical exam) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- G. The right to be made aware of and assisted in exercising any options as provided by state and federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases, and with regard to notification to victims of the results of such testing.
- H. Referral information for counseling from mental health services will be made available.

To report an assault to Public Safety, contact: 770-274-5500 (non-emergency)

Clarkston:	678-891-3944
Decatur:	678-891-2675
Dunwoody:	770-274-5315
Newton:	770-278-1255
24 Hour Emergency:	770-274-5511

The telephone numbers for the Dean of Student Services on each campus are listed below. It is important for the victim of a sexual assault not to destroy potential physical evidence by bathing, showering, douching, or changing or destroying clothing.

It is also vital for a victim to receive prompt medical attention. For the full range of medical and counseling services, contact:

DeKalb Rape Crisis Center:	404-377-1428
Grady Rape Crisis Center:	404-616-4861
Gwinnett Rape Crisis Center:	770-476-7407

For additional assistance about resources available and the campus judicial process, contact the Dean of Student Services at the following numbers:

Clarkston:	678-891-3525
Decatur:	678-891-2695
Dunwoody:	770-274-5460
Newton:	770-278-1220

RIGHTS OF THE ACCUSED

- A. The right to have sexual assaults investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- B. The same right to advisement and assistance, or ability to have others present in any campus disciplinary proceeding that the institution permits the accuser; and the right to be notified of the outcome of such proceeding.
- C. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence as may be necessary for use in subsequent legal proceedings.
- D. Referral information for counseling from mental health services will be made available.

Sexual assault is a criminal offense and can be adjudicated through the College Court, county court or both. If handled through College Court, please refer to procedures under the Sexual Harassment Policy.

SEXUAL HARASSMENT

Policy and Procedure

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or

3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Other than charges made against the chancellor, a senior vice chancellor or an officer or member of the Board of Regents, all charges of sexual harassment within the University System Office of the Board of Regents shall be made in writing to the Director of Human Resources or his/her designee and will be investigated. The Director of Human Resources shall either investigate the complaint of sexual harassment, or at his or her discretion, refer the complaint for investigation to the Office of Legal Affairs or an employee of the Board of Regents who is not employed in the University System Office and who possesses the requisite training and experience to investigate charges of sexual harassment.

The investigator, after investigating the complaint shall within fourteen days submit findings and recommendations to the Chief Operating Officer, who shall, within a reasonable time after the submission of the investigation report, make a determination in the matter and, if appropriate, determine any disciplinary measures to be imposed.

A final decision of the Chief Operating Officer may be appealed to the Chancellor within (10) ten days of the Chief Operating Officer's determination. The Chancellor may, at the request of the charging party or the party charged, refer any matter to an appropriate person or body for a hearing. The Chancellor shall issue a determination on the appeal within a reasonable time.

No provision of these policies shall prevent an employee from reporting instances of sexual harassment in writing directly to the Chancellor if the employee believes that the Director of Human Resources cannot fairly and objectively investigate the charge.

When complaints or charges of sexual harassment based on essentially the same underlying facts are made both to (1) the Director of Human Resources and (2) the United States Equal Employment Opportunity Commission or the Georgia Commission on Equal Opportunity, the Director of Human Resources shall refrain from investigating such complaints and shall cooperate in the investigation by the appropriate federal or state regulatory body.

Sexually harassing behavior, like other forms of discrimination prohibited by law, is prohibited at Georgia Perimeter College in accordance with University System of Georgia policy and the law.

I. SEXUALLY HARASSING BEHAVIOR

For purposes of this policy, sexual harassment may be defined as follows:

1. Sexual conduct of any nature which is unwelcome and not freely or mutually agreeable to both parties; or,
2. Communication of sexual nature, whether verbal, written or pictorial, which are unwelcome and made with the intent to intimidate the person(s) receiving such communication; or,
3. Solicitation of sexual conduct of any nature, when submission to or rejection of such conduct is intended to be the basis for implicitly imposing adverse or favorable terms and conditions of employment or academic standing.

II. UNWELCOMED SEXUAL ADVANCES

Requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or a condition of an individual's employment; or,
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual; or,

- Such conduct reasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive environment. (Regents' Policy Manual, Section 802.16; BR Minutes, 1980-81, pp. 237-38).

III. INFORMAL PROCEDURES

Problems, questions, and grievances may be brought to and discussed with any individual at the next supervisory level (above the level of the person being complained of) or the College Ombudsperson. Some college officials or faculty members are particularly well-informed and well-placed to help with problems of sexual harassment. These officers may be especially useful in advising and aiding a person's own efforts to resolve a problem.

Students may seek the help of a Faculty member, Department/Division Chair, Dean, or Ombudsperson, Teaching Assistants, Clerical, or Classified Personnel, may consult appropriate Division Chairperson or Dean, Director, or College Ombudsperson.

Faculty members may see the appropriate Dean, Division Chairperson, or College Ombudsperson. Any of the above-named officers may be prepared to offer information informally or to refer the complainant to a good source of information.

Throughout the advising process, information will ordinarily be held by these officers in confidence until the initiating individual agrees that a third party or parties must be informed to facilitate a solution. Information on the formal complaint procedures may be obtained from the Affirmative Action Officer.

Anyone with an inquiry, complaint or concern is welcome to bring another member of the Georgia Perimeter College faculty or staff to discussions with a designated officer. No person will be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. It is also the college's policy to protect the rights of any person against whom a complaint is lodged.

Once an inquiry or complaint is brought forward, every effort will be made to resolve the problem within a reasonable period of time. It should be emphasized that merely discussing a complaint with one of these officers does not commit one to making a formal charge.

IV. FORMAL PROCEDURES

Anyone who believes himself/herself to be the object of sexual harassment may choose, either initially or after having sought a resolution through one of the officers described above, to bring a complaint through the college's formal procedures, with the possible outcome of disciplinary action against the accused. Those procedures are described below.

1. Written or formal charges of sexual harassment may be filed with the Ombudsperson of Georgia Perimeter College. The written charges must be brought by sworn affidavit and signed by the complainant; the complaint may be shown to the accused.
2. Formal charges should be brought within a reasonable time (usually thirty working days) of the occurrence of the alleged act which is the subject of the complaint.
3. The Ombudsperson will make a preliminary investigation of the written charges and make a determination as to the possibility of an informal resolution.
4. The Ombudsperson may consult with the complainant, the person named in the complaint and others, if appropriate, in order to ascertain the facts and views of both parties.
5. The Ombudsperson may request affidavits from the person named in the complaint and all other parties and witnesses.
6. The Ombudsperson will report his/her findings to the President of Georgia Perimeter College and to the parties, along with recommendations, if any, regarding formal resolution.
7. Any written requests for a hearing shall be made to the President within ten days of the Ombudsperson's report.
8. The President shall appoint a Chairperson and two members of the Committee of

Review shall be selected in the following manner:

(a) The complainant may select one committee members; and,

(b) The person named in the complaint may select one committee member.

9. Only full-time, permanent employees may serve on the Committee of Review. The Committee of Review may include representation from the faculty, the staff, or a combination of both provided, however, that in the event the person charged in the complaint is a faculty member, the Committee shall be composed only of faculty members and selected in compliance with the Bylaws of the Board of Regents (Article VI [B] 8d).
10. The Committee of Review will thoroughly investigate the written charge of sexual harassment and conduct the hearing. The parties shall be informed of the date of the hearing at least three days prior to said date by certified mail, return receipt requested. Said accused faculty member shall be given notice pursuant to Section 803.12 of the Policy Manual and other relevant sections of the Policy Manual and Georgia Perimeter College statutes.
11. The hearing shall be conducted pursuant to procedures established by the Committee of Review and in compliance with this Policy.
12. The Committee will present its findings or confidential information to the President for further action within ten working days of the conclusion of the hearing.
13. The President shall render a final decision in the matter and notify the parties involved within a reasonable period of time.
14. At each step, the college's procedures seek to protect, insofar as possible, the privacy of individuals involved in a complaint. Both in fact-finding and in the final disposition of a complaint, every effort will be made to carry out procedures confidentially insofar as it does not interfere with the college's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that misconduct has occurred.
15. Prompt reporting is strongly urged, as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Ordinarily, formal complaints must be brought within thirty days of the incident(s).
16. Use of these internal procedures does not foreclose subsequent legal action. Complainants may wish to obtain legal advice as they consider the courses of action open to them. However, the proceedings are not those of a court of law and the presence of legal counsel is not permitted during the proceedings. The strict rules of legal evidence shall not apply. Complainants may wish to have at discussions of the complaint another member of the college faculty or staff.
17. A permanent, written record of the formal complaint process and its outcome shall be retained by the Ombudsperson.
18. Throughout the complaint process, every effort will be made to protect the complainant from reprisals and to protect the accused from irresponsible complaints.

V. **PENALTIES**

Any person who is found in violation of this policy shall be subject to dismissal or other sanctions, (Regents' Policy Manual, Section 802.16; BR Minutes, 1980-81, pp. 237-38.

VI. **APPEALS**

Any appeals of the final decision of the President shall be made in accordance with the procedures set forth in Article IX of the Bylaws of the Board of Regents.

STANDARDS OF CONDUCT FOR USE OF GEORGIA PERIMETER COLLEGE COMPUTERS

All users of the Georgia Perimeter College computer systems are subject to state and federal laws involving computer fraud, software piracy, etc., including the Georgia Computer Systems Protection Act. They are also prohibited from engaging in (1) academic dishonesty involving Georgia Perimeter College computer systems, (2) disruption and destruction of computer facilities and (3) violation of licenses and copyright agreements, Georgia Perimeter College policy and state or federal laws.

Academic honesty is defined in the Georgia Perimeter College Student Conduct Code. Examples of this type of behavior involving computers include, but are not limited to:

- submitting the programs, documentation or program results of another person as your own;
- obtaining or attempting to obtain unauthorized access to information stored in electronic form;
- submitting false results of a program's output for a class assignment or falsifying the results of program execution for the purpose of improving a grade.

The Georgia Computer Systems Protection Act outlaws certain accesses, alteration, damage, or destruction of any computer, computer system, computer network, computer software program or data. All Georgia Perimeter College computer users are subject to the terms of that law. Under the terms of this law, it is the responsibility of the Academic Computing, Administrative Computing, and Network Services departments to report any violations involving computer systems for which they are responsible. Examples of behavior disruptive or destructive to computer facilities involve the following:

- damaging or stealing college owned equipment or software;
- causing the display of false system messages;
- maliciously causing system slow-downs or rendering systems inoperable;
- gaining or attempting to gain access to accounts without proper authorization; and
- introducing viruses or worms into a system.

Georgia Perimeter College adheres to EDUCOM appropriate copyright policies. Most software used on Georgia Perimeter College computers is covered by copyright, license or non-disclosure agreements. Violation of these agreements puts Georgia Perimeter College and the individual in jeopardy of civil penalties. Examples of such violations include, but are not limited to:

- making copies of copyrighted or licensed software without proper authorization;
- using software in violation of copyright, license or non-disclosure agreements;
- using college computers for unauthorized private or commercial purposes.

INTERNET USE

Internet usage in support of research and educational objectives is acceptable. Access to the Internet does not imply automatic authorization to access any system connected to the Internet, and unauthorized access to any Internet-connected system is prohibited. Such unauthorized access is considered justification for termination of Internet access privileges.

Note: Some sections of this document have been adapted or used with permission of the University of Nevada System Computing Services and Southern Tech.

STUDENT CODE OF CONDUCT

Membership in the college community confers upon students certain rights and imposes certain responsibilities, which are defined below. Students are expected to understand and exercise their rights, to meet their responsibilities, and to respect the rights of others. The College's student conduct code is expected to enforce these responsibilities and to afford the same rights to students. The College will help to preserve a climate in which students can develop without denying this same opportunity to others. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the college community.

A. Student Rights

1. Students have the right to be heard in matters that affect their rights and responsibilities. (e.g. through Student Government Association, Dean of Student Services, etc.)
2. Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt college operations or interfere with the rights of others. Students or student groups wishing to engage in peaceful demonstrations must obtain a Free Expression Permit to do so from the Office of Student Life at least two business days prior to the demonstration. The demonstration must be restricted to the area specified in the permit.
3. Student publications and communications are guaranteed the rights inherent in the concept of "freedom of the press." Individual students and student organizations have the right to publish, distribute, and broadcast material on the college campus provided that the materials are identified by the name of the student or student organization. All publications and broadcasts shall demonstrate responsible journalism, including the avoidance of defamation, indecency and obscenity, undocumented allegations, and harassment.
4. Students have the right to form and participate in student organizations that provide opportunities for educational and social enrichment. All student organizations registered with the Student Life Office may meet on college premises provided that they make reservations in accordance with the established rules and regulations for room and space reservation. Students and/or student groups may not make reservations or any contractual agreements on behalf of the institution.
5. Student organizations registered with the campus Student Life Office have the right to invite any persons of their choosing as speakers on college premises. The President of the college, the Dean of Student Services or the Director of Student Life may cancel a speaker's reservation where there is a clear and present danger to the orderly operation of the college. Such cancellation shall be communicated to the sponsoring organization at the earliest opportunity.
6. Students have the right to have their academic records kept confidential subject to existing law. No official records shall be kept which reflect political activities or beliefs of students. No official records shall be available to unauthorized persons within the institution, or to any person outside the institution without the expressed written consent of the student involved, except under legal compulsion.
7. Students have the right to due process when accused of any violations of college regulation or rules of conduct. A student will find adequate due process accorded through the Student Government Association Constitution, administrative procedures, and the College Court. This right shall include the following:
 - A. Right to a notice in writing of any charges.
 - B. Right to admit the alleged violation, waive a hearing in writing and accept the college's action.
 - C. Right to admit the alleged violation but request a hearing.
 - D. Right to deny the alleged violation and request a hearing.
 - E. Right to a hearing before an impartial committee.
 - F. Right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be interpreted as indicative of guilt.
 - G. Right to select an advisor of their choice, in accordance with the College Court policy, to attend the hearing with them.
 - H. Right to call witnesses and present evidence on their behalf.
 - I. Right upon request to a list of witnesses who will appear against them.
 - J. Right to confront and cross-examine witnesses and/or accusers during the hearing.
 - K. Right to request a copy of any available record or tape recording of a hearing if the offenses involve possible suspension or expulsion.
 - L. Right to appeal to the Vice President for Academic and Student Affairs or their designee, and then to the President of the College.

The College Court is the designated agency to hear charges regarding alleged violations of established

college codes and policies. Each campus shall have a college court.

B. Student Regulations and Rules of Conduct

It is a basic and fundamental responsibility of a college to maintain order through reasonable policies and procedures. The filing of an application for admission shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of Georgia Perimeter College. Students forfeit their right to remain enrolled if they fail to comply with such standards and regulations.

The following is a statement of the regulations and responsibilities of students both as individuals and as groups at Georgia Perimeter College. Additional rules or regulations may be initiated under established procedures during the year.

1. Weapons/Firearms

Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the college premises or to college-sponsored events except as authorized by the proper officials of the College.

2. Alcohol and Controlled Substances

The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on the campus and at institutionally approved events off campus is prohibited and subject to criminal prosecution.

3. Personal Abuse

No person shall threaten or endanger the health or safety of self, faculty, staff, students or visitors to the College by acts such as, but not limited to, physical or verbal abuse or intimidation including verbal or written threats, bullying, harassment and or/coercion of any kind.

4. Larceny/Property Damage

The taking, damaging, or malicious destruction of property belonging to the College, visitors, or any member of the College community is prohibited and subject to criminal prosecution.

5. Disruptive Conduct

No persons shall assemble on campus for the purpose of creating a riot or disruptive or disorderly diversion which interferes with the normal educational processes and operations of the College. This policy shall not be interpreted as the denial of any student's right to peaceful assembly.

Behavior that is disruptive or that interferes with teaching, administration, college activities and the campus learning process is not permitted. Please refer to the Disruptive Student Behavior Policy on page 11.

6. Gambling

Gambling on the campus premises is prohibited.

7. Noncompliance with an Official Request

No person shall interfere with, fail to cooperate with, or fail to identify himself or herself to any properly identified Public Safety officer, administrator or staff person while that person is in the performance of his or her duties.

8. Unauthorized Use of Keys and/or Entry

Unauthorized entry into, use, or occupation of college facilities which are locked, closed to student activities, or otherwise restricted as to use, or which have not been reserved for use through the proper college authorities is prohibited and may be subject to criminal prosecution.

9. Falsification/Fraud

Falsification, alteration, fabrication, or misuse of college forms, documents, records, or identification cards is prohibited. This policy includes any documents submitted in support of official college purposes.

10. Student Organizations

The operation on campus of student organizations not properly registered with and recognized by the Student Life Office is prohibited.

11. Dissemination of Publications

The dissemination on campus of publications which do not bear the name of the originator or which are not distributed in accordance with college rules and regulations is prohibited.

12. Hazing

Hazing is not permitted. Hazing violations include, but are not limited to, abusive (physical or mental) initiation requirements for entrance into a club or organization.

13. Unauthorized Use of College Property

Unauthorized use of college property or services is prohibited.

14. Computer Misuse and Telephone Resources

Students must not violate copyright, license or non-disclosure agreements. Examples of such violations include but are not limited to, making copies of copyright or licensed software without proper authorization; using software in violation of copyright, license or non-disclosure agreements; using college computers for unauthorized private or commercial purposes. (Please refer to the Standards of Conduct for Use of GPC Computers policy.)

15. Appearance/Dress

Appearance and/or dress that is extreme or unusual to the point of distracting from or being disturbing to the learning environment within classes or on campus will not be tolerated. In certain technical labs, student dress is expected to meet all safety codes.

16. Tobacco Use

The use of tobacco products is prohibited in all buildings of Georgia Perimeter College.

17. Postal and Telephone Use

College telephone and postal services are not available for students. The Office of Public Safety should be contacted (770-274-5511) only in cases of emergencies which involve the illness or death of a family member.

Students accused of Student Conduct Code violations will be given adequate due process through administrative procedures and the College Court. Violations will be adjudicated through an administrative hearing with the Dean of Student Services and/or through a formal hearing via the College Court.

An administrative hearing is a meeting between the accuser, the accused, and the Dean of Student Services. An administrative hearing is appropriate when all parties voluntarily agree to engage in an attempt to resolve the complaint. This may result in sanctioning if needed. If the administrative hearing does not result in resolution, the case will be forwarded to the College Court for a formal hearing.

C. Disciplinary Sanctions

Failure by a student to follow prescribed rules of conduct will subject him or her to disciplinary sanctions by the College Court and/or Dean of Student Services.

1. Admonition or oral statement to the student who has violated regulations.
2. Official reprimand, warning, or notice in writing that continuation or repetition of wrongful conduct may cause more severe action.
3. Educational sanction including but not limited to public service, participation in a particular program, receipt of specific instruction, or completion of a research assignment. The accused shall be responsible for the payment of any required fees.
4. Disciplinary probation or exclusion from privileged or extracurricular activities.
5. Restitutions or reimbursement for damage or loss caused to others.
6. Suspension or exclusion from classes and other privileges for a definite period of time which may result in forfeiture of academic credit.
7. Expulsion or termination of student status in the college community which may result in

forfeiture of academic credit.

8. Any other sanctions as deemed appropriate by the College Court and/or the Dean of Student Services.

All disciplinary sanctions handed down by the College Court will be reviewed by the Dean of Student Services and reported to the Associate Vice President of Student Affairs and Enrollment Services and/or the Vice President of Academics and Student Affairs.

Except under unusual circumstances (i.e. threat of personal safety or physical danger), dispositions resulting from administrative hearings will not involve suspension or exclusion from classes or expulsion or termination of student status in the college community.

Students under disciplinary suspension, exclusion, or expulsion and termination are forbidden the use of college facilities during the term of their sanction. Disciplinary charges against a student or student organization alleging infraction of the rules and regulations of the college may also subject such student or student organization to temporary sanctions by the campus Dean of Student Services, including suspension, pending the final disposition of the case, if the circumstances indicate that this is necessary to maintain the orderly operation of the college.

COLLEGE COURT

Policy

In order to provide due process to students charged with infractions of the student conduct code or academic honesty policy, the Dean of Student Services may refer these students to the College Court for disposition of the charges.

Procedure

- I. **COMPOSITION** of the Courts will consist of two (2) Faculty Justices and three (3) Student Justices. In case of unavoidable schedule conflicts or other good cause shown, alternate faculty justices will be appointed by the Dean of Student Services to serve. Members of the Student Government Association may be designated by the Dean of Student Services to serve as alternates for Student Justices.

II. TERMS OF OFFICE

- A. Members are appointed in June (Summer term) for one year or until an existing case is decided.
- B. Faculty Justices are appointed by the Dean of Student Services.
- C. Student Justices are appointed by the Student Government Association with one appointed Chief Justice.

III. THE PRE-HEARING PROCESS

A. Filing of a charge

1. The accuser files a written complaint with the Dean of Student Services, stating the facts underlying the alleged violations and the witnesses to the alleged violation.
2. GPC Public Safety Incident Reports or the Dean of Student Services Incident Report may be used to initiate College Court procedures.
3. Except under extraordinary circumstances, complaints must be filed within **45 days** of the occurrence of the alleged violation.

B. Notification

1. The Dean of Student Services will give the accused student notice of charges against him/her. If the accused is a student organization, the notice will be served to an officer of the organization and the advisor of the organization.

2. The notice will be in writing and contain the facts underlying the alleged violation, the specific College Conduct regulation(s) the student is alleged to have violated, possible penalties, the date, time, and place of the hearing before the College Court, and the right to receive a list of witnesses.
3. Except in emergency circumstances, service of notice will be by letter delivered by hand or by registered mail at least **five (5) business days** before the date of the hearing.
4. The accuser and accused will notify the Dean of Student Services at least **three (3) business days** prior to the hearing of the names of witnesses he or she wishes to appear on his or her behalf; the Dean of Student Services will supply the names of these witnesses to the accused or accuser upon request.

C. Request for Postponement

1. The College Court hearing will be held at the date and time specified in the written notice unless an official postponement has been requested and approved in writing by the Dean of Student Services.
2. If the accused has a serious reason for postponing the hearing, he or she must notify the Dean of Student Services no later than **two (2) business days** prior to the hearing time.
3. If the accused has not obtained an official postponement and fails to appear for the hearing, the College Court may decide to conduct the hearing without the accused and to impose penalties.

D. Hearing Involving Multiple Defendants of Multiple Campuses

1. Two or more accused students may be required to participate jointly in a hearing if they are alleged to have participated in the same incident, act, events, or series of related acts. The regulation(s) or factual circumstances alleged need not be identical for the accused in a hearing held jointly.
2. When students from more than one campus are alleged to have participated in the same incident, the Deans of Students from those campuses will determine the location of the court hearing.
3. Motion for a separate hearing: The accused students may file a written motion, within **two (2) business days** of notification, with the Dean of Student Services for a separate hearing, citing specific reasons why being heard jointly would unfairly prejudice his/her defense. The motion will be decided by the Dean of Student Services.

E. Summons of Witness

If there are reasonable grounds to suspect that a witness will refuse to appear before the College Court, any party may request the Dean of Student Services to summon a witness. Failure of a summoned witness to appear or to submit a written statement may result in disciplinary action.

IV. HEARING PROCESS

A. Attendance at the Hearing:

1. Members of the College Court
2. The accused
3. The accuser
4. Students, faculty and staff of the College
5. Both the accuser and the accused are entitled to have an advisor, who may not actively participate in the dialogue of the hearing but will be restricted to consulting and advising the accuser and the accused. Attorneys may not serve as advisors in the college

administrative hearing. Failure to abide by these rules may result in the advisor's removal from the hearing. The accused may request the SGA to appoint an advisor for the accused.

6. The accuser and the accused will be given an opportunity to present necessary witnesses and documentary or other evidence, but all witnesses will be admitted to the hearing only when their personal participation is necessary.

B. Rights of the Accused Students

1. Right to a notice in writing of any charges.
2. Right to admit the alleged violation, to waive a hearing and to accept the College's action.
3. Right to admit the alleged violation but request a hearing.
4. Right to deny the alleged violation and request a hearing.
5. Right to a hearing before an impartial committee.
6. Right to appear in person at a hearing or not to appear with assurance the failure to appear will not be interpreted as indicative of guilt.
7. Right to select an advisor of their choice to attend the hearing with them.
8. Right to call witnesses and present evidence on their behalf.
9. Upon request, the right to a list of witnesses who will appear against them.
10. Right to confront and cross-examine witnesses and/or accusers.
11. Right to request a copy of the record of the tape recording of a hearing if the offenses involve possible suspension or expulsion.
12. Right to appeal to the Associate Vice President of Student Affairs and Enrollment Services and then to the Vice President of Academics and Student Affairs, and then to the President of the College.

C. Burden of Proof

The accused student will be presumed innocent until proven guilty. The accuser must prove his/her case against the accused by a preponderance of evidence. This may be defined as a belief that it is more probable than not that the facts are true and exist, which is sometimes expressed as 51% certainty.

D. General Guidelines for Conducting a Hearing

The following guidelines for hearings will be followed in all cases. These rules will be interpreted to maintain a procedure for hearings to the extent that informality will not hinder or obstruct the basic fact-finding function of the Court.

1. The College Court will not be bound by formal rules of legal proceedings and may admit any information that may be of value in determining the issues involved.
2. Hearings will be open except for cases involving academic records.
3. A recording of the proceedings will be kept in the office of the Dean of Student Services.
4. The College Court may grant adjournments to enable either the accuser or the accused to investigate evidence if a valid claim of surprise is made or when in the opinion of the Court an interruption in the hearing would be desirable.
5. The accuser and the accused will have the right to question all witnesses.
6. The findings of fact and the decision of the College Court will be based solely on the record of the hearing.

E. Oath/Affirmation by Witness

1. As each witness is called, he/she will take an oath or affirmation, administered by the Chief Justice, that he/she will tell the truth.
2. The oath will be: "Do you swear or affirm that the testimony you will give at this hearing will be the truth?"

F. Pleas

A plea is not required; however, the accused will have the right to plead guilty or not guilty.

G. Evidence

1. The Court will consider only evidence presented at the hearing. Irrelevant, immaterial, or unduly repetitious evidence will be excluded.
2. Written statements will be admissible. If for good reason—as determined by the Dean of Student Services-- a witness cannot appear at the hearing that witness may submit a written statement to the Dean of Student Services no later than **three (3) business days**. However, the Court will recognize that no questioning of the witness is then possible. The Court will place high value on direct examination of all witnesses; therefore, it is in the best interest of all parties to ensure the attendance of their witnesses.

H. Orders of Proceedings

1. The Chief Justice will explain the order of proceedings and answer questions regarding that order.
2. The Chief Justice will read the statement regarding truthful testimony to all parties in the hearing. Afterwards, witnesses will wait outside the hearing room.
3. The accuser presents the charge. (3 minute statement)
4. The accused answers the charge. (3 minute statement)
5. The Court may question the accuser and accused at any time during the hearing.
6. The accuser presents relevant evidence and witnesses.
7. The accused may question the accuser and the accuser's witnesses.
8. The Court may question those witnesses.
9. The accused presents relevant evidence and witnesses.
10. The accuser may question the accused and the witness of the accused witnesses.
11. The Court may question those witnesses.
12. The Court presents any witnesses separately summoned by the Court as relevant to the case.
13. First the accuser and then the accused may question the Court's witnesses.
14. Any witnesses may be recalled for further questioning by any participants.
15. Final statement by the accuser.
16. Final statement by the accused.
17. The Court deliberates.

I. Deliberations of the College Court

1. The deliberations of the College Court will be closed to all except Court members.
2. Decision of the Court will be based on a majority vote.
3. The Chief Justice will vote only in case of a tie.

J. Prior Record

1. During the hearing, evidence of the accused student's past violations of the Student Conduct Code will be excluded from the hearing unless the Court concludes that it is necessary and that admitting the prior record would not be unduly prejudicial to the accused student.
2. In recommending a penalty, if the Court concludes that the accused student is guilty of the present charge(s), the Court may then consider the accused student's prior record in determining the appropriate penalty.
3. The accused student has the option of raising the matter of his/her prior record for the Court to consider when setting a penalty.

K. Sanctions may be imposed by the College Court.

(See Disciplinary Sanctions section on page 36 for a listing of possible sanctions.)

V. REPORTING THE COURT'S DECISION

- A. Within one **(1) business day** of the hearing, the Chief Justice of the Court will forward the Court's decision and penalty to the Dean of Student Services.
- B. Within **five (5) business days** of the hearing, the Dean of Student Services will inform the accuser and the accused of the decision of the Court and the penalty. Notification will be in writing and will be delivered by hand or by registered mail.
- C. One record of the charge and the Court's decision and penalty will be kept in the student's confidential activity file in the office of the Dean of Student Services. Court records will be maintained in a college-wide database maintained by the Dean of Student Services. A copy of the file will be made available to the Vice President of Student Affairs and Enrollment Services.
- D. Any further distribution of the information will be restricted because of the confidentiality requirements for student records.

VI. APPEALS

Within five (5) business days of notification of the Court's decision, the accuser, the accused, or the executing administrator may file a written appeal with the Vice President of Student Affairs and Enrollment Services. Further appeals can be made through the President.

STUDENT DISCRIMINATION GRIEVANCE

Policy

Discrimination as prohibited by law is a matter of particular concern to Georgia Perimeter College. The College's policies and procedures for dealing with discrimination have been designed to protect all individuals while ensuring academic freedom to teach, learn and work. The policy is in accordance with the University System of Georgia Board of Regents Policy 401.02 and the law. The policy has the support of the college's President and administration.

Discrimination means to treat a person adversely because of race, color, gender, religion, creed, national origin, age, disability, veteran status or sexual orientation to implement policies or practices that intentionally or unintentionally adversely impact a person on the basis of race, color, gender, religion, creed, national origin, age, disability, veteran status or sexual orientation.

Confidentiality will be maintained insofar as it does not interfere with the college's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that misconduct has occurred.

Throughout the process, every effort will be made to protect the complainant from reprisals and to protect the accused from irresponsible complaints.

The Student Discrimination Grievance procedure encourages and provides guidelines for informal resolution of disputes by communication between the parties involved.

Procedure

I. GENERAL INFORMATION

This procedure provides a means by which students who are aggrieved of actions taken by college personnel (faculty, staff or administration) which they feel are discriminatory, including assignment of grades (so long as the basis of the grade appeal is alleged discrimination), can voice their grievances and be heard in a meaningful manner.

In cases where a student is appealing a grade on the basis of alleged discrimination, the student must elect between the College Grade Appeal procedure at Section 304.50 of the Administrative Procedures Manual and the Student Discrimination Grievance Procedure, but cannot use both for the same grade appeal. (See Student Appeal Regarding Grades, Georgia Perimeter College Administrative Procedures Manual, Section 304.50)

All proceedings pursuant to this procedure will be conducted as confidentially as is practical.

All time limitations are not to exceed the specified number of days. All references to days are to working days.

II. CAMPUS DEAN OF STUDENT SERVICES' ROLE

An aggrieved student shall meet with the Campus Dean of Student Services at the earliest opportunity after the most recent incident which is the subject of the grievance. The student should be prepared to explain to the Campus Dean of Student Services all relevant facts and circumstances surrounding the grievance.

III. FILING OF WRITTEN GRIEVANCE

If an informal resolution cannot be reached a written grievance shall be filed by the student and any other party in interest with the Ombudsperson within ten working days after the aggrieved student's meeting with the Campus Dean of Student Services. Such grievance must contain specific factual allegations of the discriminatory practice(s) or incident(s), and a statement of at the alleged basis or bases of the discrimination, which must be one or more of the following: race, color, sex, religion, age, persons with disabilities, national origin, sexual orientation or veteran's status.

IV. APPOINTMENT OF GRIEVANCE COMMITTEE

An Ad Hoc Grievance Committee will be appointed by the Ombudsperson no later than ten working days after the filing of a written grievance and will consist of five members: a student, a faculty member, and a student affairs professional, plus two other individuals, either staff, administrative or faculty, corresponding to the position of the individual against whom the grievance is brought. All committee members will be from the campus on which the grievance originated. The Ombudsperson will name one of the five members as chair of the committee.

V. DUTIES OF GRIEVANCE COMMITTEE

A. Notice of Hearing

Within ten working days of the appointment of the committee, the chair shall issue a written notice of the date, time, place and issue of the hearing to the student and any other party in interest. The date of the hearing shall be within ten working days of the notice.

B. Hearing Procedure

The hearing will follow the same general guidelines as found in the College Court procedure.

VI. APPEAL TO THE VICE PRESIDENT OF STUDENT AFFAIRS AND ENROLLMENT SERVICES

The parties may appeal to Vice President of Student Affairs and Enrollment Services within five working days. The Vice President of Student Affairs and Enrollment Services shall issue a decision based on review of the record.

VII. APPEAL TO THE PRESIDENT

A party in interest who is aggrieved by the decision of the Vice President of Student Affairs and Enrollment Services may appeal the decision to the President within five working days of the date of the respective decision of the Vice President of Student Affairs and Enrollment Services' decision.

VIII. FINAL DECISION

The President shall issue a final decision on the appeal within a reasonable amount of time. The decision shall apprise the appealing party of the right to further appeal to the Board of Regents of the University System of Georgia pursuant to Paragraph IX of the Bylaws of the Board of Regents or any other applicable provision of the Policies of the Board of Regents.

COLLEGE LIFE

OFFICES

ATHLETICS

The Georgia Perimeter College athletic programs boast a rich tradition of excellence that serve as one of the finest in junior college athletics. A member of the National Junior College Athletic Association and the Georgia Junior College Athletic Association, Georgia Perimeter fields eight competitive teams in:

- Men's soccer (Dunwoody)
- Women's soccer (Clarkston)
- Men's and Women's Basketball (Decatur)
- Men's Tennis (Clarkston)
- Women's Tennis (Dunwoody)
- Baseball and Fast-pitch Softball (Newton)

Scholarships are available for eligible student-athletes. For more information contact the office at 678-891-2360.

HEALTH, WELLNESS AND RECREATION

Georgia Perimeter College Health and Wellness Department is your pathway to better health. As a student, you have invested a great deal of time, effort and money towards your education. College-wide Health and Wellness fully supports your academic endeavors. GPC believes it is as important for students to invest time and effort in their physical development as it is in their academic development.

Today, it is vital that students maintain a more healthy balance between academics, family, work, rest and physical activity. Statistics reveal the leading causes of death can be significantly reduced by maintaining proper diet and consistent exercise program. Heart attacks, diabetes, strokes, obesity and many forms of cancer end lives and take away valuable resources each day.

College-wide Health and Wellness is committed to improving the health and wellbeing of students enrolled at the College and long after leaving GPC. Wellness events focus on increased physical activity, decreased weight and body fat, decreased risks of STD/HIV/AIDS and reduction of stress.

Your student activity fees allow access to programs and resources that empower the student to achieve their optimal level of mental, emotional and physical health. Students may participate in a variety of free wellness activities on and off campus; including HIV/STD testing, health screenings, stress reduction activities, campus walks, health fairs, exercise incentive programs, nutritional incentive programs, outdoor wellness programs, water aerobics classes and intramural sports activities.

College-wide Health and Wellness is dedicated to seeing your investment in education pay off for you with years of good health. Our motto reflects that belief: Get fit. Stay fit... the game lasts a lifetime!

Each campus provides recreational and intramural programs for students, faculty, and staff. Hours of operation, cost of participation and other information may be obtained from the Student Life Office on each campus.

OFFICE OF STUDENT LIFE

The Office of Student Life strives to create a college community of engaged learners by providing intellectual, cultural, civic, social, and recreational programs. Student Life coordinates all student activities, leadership development, student organizations, community service, campus recreation services, and advises the Student Government Association. Students are encouraged to contact the Student Life Office to obtain information about activities taking place on their campus, leadership opportunities, and to get information on organizing new student clubs.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Associations on each campus consist of elected representatives from the student body. They serve as a voice of the students and promote campus activities that enhance the intellectual, physical, social, and cultural life of the student. The Student Government Associations consider matters presented to them from the student body and coordinate co-curricular programs. All students are welcome to attend the campus SGA meetings and make recommendations to SGA elected and appointed representatives. The SGA constitution and campus by-laws are available in the Student Life Office.

CLUBS AND ORGANIZATIONS

The following service clubs, honor societies, and other organizations are available to all students. Not all organizations are located on every campus. Check with the Student Life office for a complete listing of active organizations on your campus.

African-American Student Association
African Student Association
Alpha Beta Gamma
Amnesty International
Asia Society
The Business Club
Brother-to-Brother/Sister-to-Sister
Campus Crusade for Christ
Chess Club
Chinese Student Organization
Circle K
The COLLEGIAN
Community Service
Computer Club
Creative Cartel
Cypher Artists Association
Dental Hygiene Club (S.A.D.H.A.)
Drama Club
Entertainment
G.A.N.S. (Georgia Association of Nursing Students)
German Club
Gwinnettian Players
History and Current Events Club
Honors Program Student Association
Inter-club Council
International Students' Club
Interpreter Training Society
La Vida Es Sueno (Spanish Club)
LITE (Leaders In Training for Excellence)
Lyceum
Math Club
Music Educators National Conference
Muslim Student Association
Over the Rainbow
The Parents Support Group
Partners Advocating Learning Success (PALS)
PHI THETA KAPPA

Philosophy Club
Playcrafters
Pre-Law Club
PRIDE
Rotaract
Second Wind
Students of Caribbean Ancestry (SOCA)
Science Club
Soccer Club
STAR Leaders
Student Georgia Association of Educators (SGAE)
Student Government Association
Vietnamese Club
Wellness
Writer's Forum

STUDENT NEWSPAPER AND PUBLICATIONS

Student publications offer students the opportunity to showcase their writing and artistic talents, gain an in-depth knowledge of college activities, and learn valuable skills.

- *The Collegian* - Georgia Perimeter College's student newspaper, is published by a staff composed of students from each of the six locations. Staff members learn writing, editing, photography and desktop publishing in a newsroom environment. Students are also responsible for advertising, sales and publication distribution. Students who are interested in serving on *The Collegian* staff should contact staff at 678-891-3380.
- *The Chattahoochee Review*, *the Polishing Cloth*, and *Creative License* is also publications offered by Georgia Perimeter College. *The Review* is a literary journal edited by students and faculty of the college and distributed internationally. It publishes stories, poems, essays, and book reviews. Over 4,000 submissions are received each year from across the United States and from other countries. *The Review* publishes accomplished, well-known authors as well as promising, young writers.
- *Creative License* is an annual literary magazine that publishes poetry, prose and photographs by Georgia Perimeter students. It is edited by faculty members, with students serving as advisory editors.
- *The Polishing Cloth* is an annual publication of essays by Georgia Perimeter students collected from English and writing classes from all campuses. Many instructors use *The Polishing Cloth* in college writing classes.
- *The Collegian* - Georgia Perimeter College's student newspaper is published by students from each campus. Students write, edit, take photographs and contribute artwork. Editors learn to use page design software to construct pages and to maintain *The Collegian's* online products. Students also participate in advertising sales and distribute the newspaper. All students are eligible to contribute to *The Collegian*, regardless of field of study. Certain editors receive small stipends. Students who are interested in serving on *The Collegian* staff should contact the Coordinator of Student Publications at 678-891-3381.

POLICIES & PROCEDURES

DISPLAY OF NON-COLLEGE PUBLICATIONS

As an institution of higher education, Georgia Perimeter College seeks to foster a "free marketplace of ideas" in support of the ideas written in our state and national constitutions. To that end, Georgia Perimeter College allows the display of non-college publications on its campuses. The regulations contained herein in no way approve, disapprove, support, or fail to support the content of the publications included

in this policy. The policy simply assists Georgia Perimeter College in the use and management of college facilities.

Procedure

1. An Agreement of Display of Non-College Publications must be on file in the Office of Student Life at the campus where a publication is to be displayed. Agreements must be renewable annually; however, all agreements may be cancelled at the discretion of Georgia Perimeter College at any time by giving two weeks' notice.
2. Display locations will be identified by the Office of Student Life on each campus, and all locations are solely within the discretion of Georgia Perimeter College.
3. Appropriate display racks, provided by each publication must be used.
4. Publications that are primarily advertisements are subject to the Georgia Perimeter College Sales and Solicitation Policy, consequently, any publications which are deemed by Georgia Perimeter College to be an advertisement will be removed and the agreement subject to be cancelled.
5. Each publisher must keep his/her rack clean and in good order, with only current issues on display.
6. Georgia Perimeter College display racks (i.e., The Collegian, registration information, college forms) may not be used by non-college publications.
7. Georgia Perimeter College retains the right to modify these regulations and to take action including, but not limited to:
 - Removing outdated issues of a publication;
 - Changing display locations;
 - Canceling any agreement.

Free Expression Policy

Georgia Perimeter College supports free expression as stated in the First Amendment of the U.S. Constitution. The College in no way supports, fails to support, agrees, or disagrees with ideas that may be voiced in the Free Expression Area but does make provision for the expression of diverse viewpoints in an academic setting.

Procedure

- A. Each campus procedure shall identify a particular area as the Free Expression Area. The campus Office of Student Life shall be responsible for identifying the Free Expression Area.
- B. The first priority for use of the area will be given to student activities, academic, and administrative uses.
- C. Individuals and/or groups wishing to use the Free Expression Area must complete a Free Expression Application form at least three (3) working days in advance. Registration forms may be obtained from the campus Office of Student Life.
- D. Any publicity material must be submitted with the application form. Upon Approval, copies of the application form and any publicity material shall be distributed to the campus Provost, the Director of Public Safety, the Dean of Student Services, and the applicant.
- E. The Free Expression Area may be used during the following hours (when classes are in session):
Monday through Thursday | 1:00 a.m. – 1:00 p.m. and 5:30 p.m. – 7:30 p.m. Friday | 1:00 a.m. – 1:00 p.m.
- F. Individuals using the Free Expression Area should have a copy of the approved registration with them during those times the area is being used.
- G. Persons utilizing the Free Expression Area shall not interfere with the free flow of traffic nor the ingress and egress to buildings on campus.
- H. No interruption of the orderly conduct of college classes or other college activities shall be permitted.
- I. No commercial solicitations, campus sales, or fundraising activities shall be undertaken in the Free Expression Area.

- J. The individual filing the Free Expression Registration Form shall be responsible for seeing that the area is left clean and in good repair.
- K. The organization/individuals using the area must supply their own tables, chairs, etc. No sound amplification devices may be used at any time.

SALES AND SOLICITATION

Georgia Perimeter College does not permit the operation of private business enterprises on its campuses, except as otherwise provided by contract. Except as specified by related procedure, all business enterprises operated on a campus of Georgia Perimeter College shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the chief business officer of the institution.

Procedure

Students and Student Organizations

Students may place notices of items for sale on the bulletin board designated "Campus Advertising Board." The posting of such notices must be approved in the Student Life Office. Students may only solicit for the sale of services through:

- Advertising in *The Collegian*
- Auxiliary Services (bookstore, food service, vending)
- Athletic Teams Programs

Non-Students, Businesses

Non-students and businesses may only solicit for the sale of items or services on campus through:

- Advertising in *The Collegian*
- Auxiliary Services (bookstore, food service, vending)
- Athletic Teams Programs

Flyers, handbills, or leaflets advertising for the sale of items or services and any other information may not be placed on campus, or presented to students in any way other than that listed above.

STUDENT ACTIVITY FEE FINANCIAL CODE

The Student Activity Fee Financial Code is designed to provide guidance in the form of procedural directives that are used for clarification on operational procedures and internal compliance. The Student Activity Fee Financial Code includes information on the annual Student Activity Fee Budget Process which is the primary means of allocating Student Activity funds to recognized student organizations, College departments, and other activities. The Student Activity Fee Financial Code document is available in the Office of Student Life or the Dean of Student Services.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Purpose

The purpose of the Student Government Association is to serve and represent the student body; to work toward the improvement of the College; to provide a sound, democratic self-government; to encourage cooperation among students, faculty, administration, and community; and to promote a sense of school spirit and loyalty to Georgia Perimeter College.

Each campus unit of Georgia Perimeter College is authorized to elect an individual campus Student Government Association as indicated in this constitution. This Constitution serves the entire college student body, and may be supplemented by individual campus SGA operating guidelines

Authority: The Student Government Association will have authority and responsibility in Student Activities Fee allocations, appointments of students to college committees, as the official voice of the students, and in issues of concern to the students of Georgia Perimeter College.

Article I Name

The name of this organization shall be the Georgia Perimeter College Student Government Association, also referred to as the SGA Senate.

Article II Membership, Qualifications, and Terms of Office

- A. The membership shall be composed of all enrolled students at Georgia Perimeter College who pay fees to support the Student Activities program. The SGA senate shall consist of 4 elected Executive Officers (President, Vice President, Secretary, and Treasurer) and six elected senators.
- B. No student who is on disciplinary probation, or with a grade point average below 2.0, may serve on the SGA, or any of its committees.
- C. No student may hold more than one SGA position at the same time.
- D. Qualifications for Senators
 1. Senators must be qualified as described in Article II, Sections A, B, and C. Learning Support courses shall be included in the calculation of grade point average.
 2. Senators must be enrolled at the campus at which the office is held for the duration of the term of office.
- E. Qualifications for Executive Officers:
 1. Executive Officers must be qualified as described in Article II, Sections A, B, and C, with the additional requirement that Executive Officers have and maintain a 2.5 grade point average. Learning Support courses shall be included in the calculation of grade point average.
 2. Executive Officers must have accumulated 16 semester hours at Georgia Perimeter College.
 3. Executive Officers must be enrolled at the campus at which the office is held for the duration of the term of office.
- F. Terms of Office
 1. The term of office of the SGA Executive Officers and Senators elected in the spring semester shall begin at the conclusion of spring commencement.
 2. All other Senate members and committee chairs shall assume their duties at the time the Oath of Office is administered.
 3. The term of office for all SGA Executive Officers, Senators and committee chairs shall end at the yearly spring commencement.
 4. Senate members do not need to be enrolled during the summer term, but are expected to attend all meetings held.
 5. No member may serve more than 2 academic years as an Executive Officer and/or a Senator.

Article III Elections and Appointments

- A. Candidates must submit an official petition containing the signatures and proper identification of 25 currently enrolled students. The Director of Student Life will confirm eligibility.
- B. Elections shall be by secret ballot and be coordinated by the SGA Secretary.
- C. SGA Executive Officers and 3 Senators shall be elected, following the midterm, in spring semester.
- D. Three Senators will be elected no later than the midterm of fall semester.
- E. When only one candidate is seeking a position, balloting for these positions shall be suspended and the President of SGA shall declare the candidate elected at the first meeting following the election date.

- F. Presidential vacancies shall be filled with the Vice President. Vice President, Secretary, and Treasurer Vacancies shall be filled when the President, after consultation with the Executive Board, appoints one eligible senate member. These appointments will be confirmed by a 2/3 vote of the Senate. Senator vacancies shall be advertised to the general student body and filled by appointment after approval of the Senate.

Article IV Job Descriptions

- A. The Executive Board shall:
1. Be composed of the SGA President, Vice President, Secretary, and Treasurer. The President will serve as chair.
 2. Preview matters to be brought before the Senate and establish meeting agendas.
- B. The President shall:
1. Coordinate Senate activities with the administration and report pertinent data during SGA Senate meetings.
 2. Preside over all SGA meetings.
 3. Make appointments after approval of the Senate.
 4. Secure all legislation for approval or veto by the next Senate meeting. Failure to sign or veto legislation enacts the document as effective. A two-thirds vote overrides any veto.
 5. Call special meetings of the Senate.
 6. Appoint all ad hoc committees.
 7. Serve as ex-officio member of all SGA committees.
 8. Attend meetings each semester with all four SGA Presidents in order to discuss issues and encourage programs that will enhance college-wide unity.
- C. The Vice President shall:
1. Preside over SGA meetings in absence of President.
 2. Assume the duties of the President in the absence of or at the request of the President.
 3. Preside over the Campus Programming Board.
 4. Preside over any ad hoc committee responsible for amending the SGA Constitution.
 5. Ensure that all legislation to be considered by Senate is in proper order and has a Senate member as a sponsor.
 6. Deliver all legislative matters to the Senate in an expedient manner.
 7. Maintain a record of all resolutions and the vote in book form to be available to all SGA members.
- D. The Secretary shall:
1. Record the minutes of all Senate functions.
 2. Distribute copies of Senate meeting minutes to the SGA Senate and appropriate college offices.
 3. Post minutes in a visible location for the general student body.
 4. Preside over SGA meetings in the absence of the President and Vice President.
 5. Coordinate all student elections and petitions.
- E. The Treasurer shall:
1. Supervise SGA financial affairs.
 2. Maintain records of expenditures and income.
 3. Make a financial report bi-weekly at regular Senate meetings.
 4. Coordinate Campus Budget hearings for clubs and committees.
 5. Perform the functions of Parliamentarian and Sergeant-at-Arms.
- F. Senators shall:
1. Serve as general representatives for the student body.

2. Present and address issues and concerns from student body.
3. Chair and serve on committees as assigned.
4. Coordinate special projects as assigned.

Article V Quorum and Meetings

1. The SGA Senate shall meet at regularly scheduled times and be available for meetings called by the President when notified at least 48 hours in advance.
2. The presence of a majority of the current Senate members shall constitute a quorum.
3. Senate members are required to attend all regular and special SGA meetings.
4. No more than 2 total unexcused absences per semester will be allowed.
5. The rules contained in the current edition of Robert's Rules of Order shall govern the SGA meetings.

Article VI Legislation

1. Legislation shall be defined as any constitutional amendment, requests for funds or support, endorsements, resolutions, petitions, or any topic relevant to the student body.
2. Legislation will contain the following:
 - A listing of the items that will form an official motion on the Senate floor
 - A detailed description of the funds desired
 - The appropriate budget source for funding
 - The name of the person or organization requesting the funds or support
 - The name of the senate member who will act as sponsor during the senate meetings and will be informed of all facts related to the legislation.
3. All legislation shall be submitted to the Vice President no later than noon on the day prior to the senate meeting in which it will be introduced as new business.
4. All legislation to be considered by the Senate shall be in prescribed form and read to the Senate by the sponsoring Senate member.
5. All new legislation will be tabled for one scheduled meeting. The legislation will then be reread at the next Senate meeting and acted upon.
6. If immediate action is requested, the tabling procedure may be suspended by majority vote of the voting members at the initial submission of the legislation.
7. The absence of a sponsor during the Senate meeting may cause legislation to be tabled.
8. Legislation may be introduced for consideration in the Senate by a petition containing signatures of 25 currently enrolled students. This shall constitute a student body membership request for Senate action and shall be dealt with as any new legislation.

Article VII Senate Voting

1. All voting in Senate meetings shall be by a show-of-hands or general consent, unless otherwise stated or requested by a simple majority of Senate members.
2. Proxy or absentee votes may be accepted if submitted in advance of the meeting.
3. The President or chair shall not have the right to vote in Senate meetings, except to break a tie vote.

Article VIII Internal Affairs

1. Any member of the SGA senate or Campus Programming Committees who fails to perform assigned duties as indicated in this constitution or who fails to adhere to guidelines in the Georgia Perimeter College Student Handbook shall be open to accusations by members of the SGA Senate.
2. These accusations shall be heard by the Internal Affairs Committee, hereafter referred to as the IAC.

3. The IAC shall be an ad hoc committee consisting of one member of the SGA Executive Committee and two senators.
4. The IAC shall be chaired by the President of SGA. If the President is accused, the chair reverts to the Vice President of SGA.
5. The chair of the IAC shall be responsible for ensuring that the accused is provided due process as described below:
 - Notice: Any member of the SGA Senate accused of violation must be notified within 48 hours of the complaint and notification must clearly state all charges.
 - Fair Hearing: The accused has the right to introduce facts pertinent to the complaint and to relay reasons for said violation.
 - Majority: In order to sustain charges against the accused, a 2/3 majority must be achieved.
 - Confidentiality: The findings of the IAC must remain confidential if the accused is found not guilty.
6. A guilty finding by the IAC may result in removal from office and/or reduction in stipend.
7. Appeals of the IAC hearing results may be made to the campus Dean of Student Services.

Article IX Judicial - College Court

1. The purpose of the College Court is to hear violations of the student conduct code.
2. The College Court shall be composed of a Student Chief Justice, two additional Student Justices, and two Faculty Justices.
3. The Chief and Student Justices shall be appointed by the SGA Executive Committee with the approval of the SGA Senate during the spring semester, to begin service summer semester.
4. Faculty Justices shall be actively employed as Faculty members at the campus where they are appointed and serve.
5. Faculty Justices shall be appointed by the Campus Provost during the spring semester, to begin service summer semester.
6. Chief, Student, and Faculty Justices shall serve one year terms, beginning upon appointment and ending at spring commencement.
7. The Chief and Student Justices shall:
 - A. Have and maintain at least a 2.75 cumulative grade point average, including Learning Support courses.
 - B. Have accumulated at least 16 semester hours earned at Georgia Perimeter College, including Learning Support courses.
 - C. Be currently enrolled at the campus where they are appointed and serve.
8. The College Court shall:
 - A. Adhere to appropriate rules and procedures as found in the Georgia Perimeter College Student Handbook for the hearing of cases within its jurisdiction. The rules and procedures shall be filed in the SGA office and copies made available to students.
 - B. Notify the SGA President 48 hours in advance of scheduled meeting times and place.

Article X Campus Programming Board

The Campus Programming Board shall be chaired by the SGA Vice President. The Director of Student life will coordinate the Board's activities. Board members include chairs of the following committees:

1. Entertainment - responsible for providing activities of an entertaining nature.

2. Lyceum - responsible for choosing and arranging forums, seminars, and special events speakers which will offer information, intellectual stimulation, and various points of view.
3. Wellness - responsible for working with the Wellness Coordinator to provide programs relating to health and wellness.
4. Community Service - responsible for coordinating volunteers and volunteer programs at the College and in the community.
5. Interclub Council - responsible for coordinating club activities and for providing clubs with information concerning budgeting and institutional policies.

Committee chairs shall be appointed by a majority vote of the SGA Senate. They should have a 2.0 minimum grade point average (including Learning Support courses) and be enrolled at the campus at which they hold a position for the duration of their service. Committee Chairs serve one-year terms, beginning on appointment and ending at spring commencement.

Article XI Standing Committees

1. Election Committee - Chaired by the Secretary of SGA, this committee coordinates the elections of the SGA Executive Officers and Senate members.
2. Budget Committee - Chaired by the Treasurer of SGA, this committee coordinates the campus budget hearings for the clubs and committees.

Article XII Clubs and Organizations

All student organizations must register with the Student Government Association.

Article XIII SGA Advisor/Faculty Liaison

The Director of Student Life shall serve as the advisor for the Student Government Association and SGA committees. A campus SGA may select a faculty liaison from that campus if so desired.

Article XIV Amendments

1. Amendments to this constitution may be submitted by any student who provides a petition containing signatures and proper identification of 200 students who support it, or by a Senate member.
2. The amendment(s) must be submitted in writing and conform to legislative form.
3. Any proposed amendment shall be declared ratified upon receiving a majority vote of each voting Senate and a majority of the votes cast in an election that encompasses all students of Georgia Perimeter College.

Article XV Oath of Office

All elected and appointed officials of the SGA shall be installed by the Dean of Student Services or a designee or by a justice of the College Court, who shall administer the following oath:

I (name) do solemnly affirm that I will serve the student body faithfully, execute the duties and responsibilities entrusted to me by virtue of my office and will, to the best of my ability, preserve, protect, and enforce the constitution of the student body of Georgia Perimeter College.

PUBLIC SAFETY

The Department of Public Safety is responsible for providing a safe and secure educational environment for the entire Georgia Perimeter College community. Public Safety personnel are assigned to all campuses of the College. All departmental personnel work under the direction of a Police Lieutenant. The Chief of Police is the overall administrator of the Department of Public Safety and in conjunction with the Police Lieutenant and the Campus Academic Deans ensures that the specific public safety needs of that campus are met.

The Department of Public Safety is comprised of Georgia P.O.S.T. certified Police Officers and Public safety Guards. Georgia Perimeter College Police Officers enforce state laws, county ordinances and conduct criminal and traffic investigations for all offenses occurring on College property. Georgia Perimeter College Police and Security Officers provide services and routine patrol. All departmental personnel are authorized to enforce college policy as well as parking regulations.

The Department of Public Safety is committed to providing professional, courteous service to all members of the Georgia Perimeter College community to the best of its ability. In addition to regular patrol functions, personnel are available to handle jumpstarts, unlock doors, provide escorts, and additional services as needed. Personnel may also be on hand during special functions to help direct traffic and facilitate crowd control.

- **Campus Watch** — Campus Watch is a crime prevention safety program that asks students, faculty, and staff to look out for each other's welfare, to be alert to anything that threatens the quality of campus life, and to report all suspicious activities, emergencies, and other public safety concerns to the Department of Public Safety.

- **Lock It Or Lose It** — This is an educational program designed to inform the college community about the need to be proactive in preventing crime. Seminars, brochures, posters and promotional materials are available from Public Safety to promote a safe campus.

- **Operation Identification** — Students and staff may have their personal or college property permanently marked by Public Safety for identification purposes. This service is free and aids in recovery. Come to any campus Public Safety office for more information.

- **Vehicle Assistance** — Public Safety Officers will respond to a student's request for assistance with a privately owned vehicle on campus. The driver/owner of the vehicle must sign a Request for Service Waiver before any hands-on assistance can be given in the form of jump-starting or unlocking a vehicle.

- **Lost and Found** — Each campus Public Safety Office maintains a lost-and-found depository.

Federal Disclosure Requirements

Georgia Perimeter College's annual Crime Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Georgia Perimeter College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by accessing the following web site www.ope.ed.gov/public_safety/search.asp and entering the name Georgia Perimeter College.

Reporting Procedures for Emergencies and Non-emergencies:

GPCPD Emergency Line- 5511 from any campus phone; 770-274-5511 from off campus or cell phone.

GPCPD Non-emergency Line- 5500 from any campus phone; 770-274-5500 from off campus or cell phone.

The Georgia Perimeter College community is strongly encouraged to report all suspicious or criminal activity whenever observed, either in person at any campus public safety office or by telephone. All emergencies should be reported directly to the Public Safety emergency line at 770-274-5511 in order to coordinate the proper emergency response. Non-Emergencies should be directed to 770-274-5500. Calls concerning tickets and vehicle registration information should be made directly to your local campus Public Safety office at the above listed numbers.

Emergency call-boxes are located on each campus in parking areas and between buildings as an additional means of communication. These phones are marked by a blue light atop the phone pole and once

activated, report directly to the 24-hour communications center. These phones should be used to report criminal activity or request a Public Safety service.

VEHICLE CODE

Article I-Statement of Policy

- A. Authority & Jurisdiction – The Georgia Perimeter College Department of Public Safety has the responsibility and authority to administer the traffic policy for the institution and to control traffic and parking accordingly. The Georgia Motor Vehicle and Traffic Code (Title 40) confers the right to Georgia Perimeter College to control traffic and parking on its properties. All individuals who register a vehicle with Public Safety or operate a vehicle on Georgia Perimeter College property shall abide by the regulations set down by this vehicle code.
- B. Enforcement – Georgia Perimeter College Public Safety enforces Georgia State law and vehicle codes and the rules and regulations of the College. Statutes are enforced 24 hours a day, 365 days a year except as otherwise indicated within this code. Violators are subject to having their vehicle immobilized (booted) and/or towed for serious violations or after a fourth and subsequent unpaid fine.
- C. Vehicle Insurance – Georgia law requires that every owner and driver of a motor vehicle in this state maintain financial responsibility through liability insurance coverage. Any other means of financial responsibility must be approved by the Department of Motor Vehicles. Anyone who registers a vehicle or drives on Georgia Perimeter College property must meet this requirement.
- D. Driver's Licenses – The State of Georgia requires that any non-resident student over the age of 18 must obtain a Georgia driver's license and vehicle registration within 30 days of entering the state.
- E. Liability – Georgia Perimeter College does not assume responsibility for any damage to a vehicle due to theft, vandalism, flood, fire, or accident.
- F. Permission to Park and Operate a Vehicle on Campus – A PARKING PERMIT DOES NOT GUARANTEE OR RESERVE A PLACE TO PARK. It does give license to drive and park on Georgia Perimeter College property in the manner prescribed by this vehicle code. PARKING PERMITS ARE REQUIRED AT ALL TIMES FOR VEHICLES PARKED ON GEORGIA PERIMETER COLLEGE PROPERTY. These privileges may be revoked at any time at the discretion of the College.
- G. Control of College Roads and Parking Lots – The College reserves the right to close any campus parking area when it is necessary for maintenance, safety or to meet special needs. When possible, notices will be posted indicating the closure.
- H. Fines – Fines shall be levied according to the schedule indicated in Article III & IV. Fines must be paid upon receipt of a violation. Fourth and subsequent unpaid fines may result in a vehicle being booted and/or towed. Student grades, subsequent registration and diplomas shall be withheld until all fines are paid. Violations may be appealed as indicated in Article V.
- I. Suspension of Privileges – The privilege to operate or park a vehicle on campus may be suspended to preserve the safety of the campus. Vehicle operators accruing 7 or more unpaid citations (parking or moving) in a semester may be subjected to this suspension at the discretion of Public Safety.

Article II-Vehicle Registration and Responsibility

- A. Vehicle Registration – Parking permits are free. All vehicles operated on campus by students or employees MUST be registered with the Public Safety Department. Vehicles that are unregistered or do not display a valid College permit are not permitted to park

- on campus. Visitors may obtain a permit free of charge from the Public Safety office during business hours. **It is unlawful to forge, fabricate or alter a parking permit.**
- I. Registration – Vehicles must be registered with Public Safety within 5 business days from the first time a vehicle is on college property.
 - II. Student Permits – permits must be affixed to the **exterior** lower driver side of the rear windshield or driver side of the rear bumper.
 - III. Visitor/Temporary Permits – permits are to be placed on the driver side dashboard.
 - IV. Handicap Parking Permits – Public Safety is not authorized to issue temporary or permanent handicap parking permits. The vehicle owner can go to the nearest DMVS office in the county in which they reside to obtain a Disabled Person's Parking Affidavit (MV-9D) or they can complete the form on line at <http://motor.etax.dor.ga.gov/forms/pdf/motor/mv-9d.pdf>.
 - V. Unregistered Vehicles – An unregistered vehicle may be subject to a check with the Georgia Department of Motor Vehicles or other agency, an immobilization boot or towing if it is found to be in violation of any of these regulations. If a College student or employee has an unregistered vehicle on campus, he/she will be responsible for all costs involved in the removal of an immobilization boot, towing charges and the cost of verification of ownership through the appropriate agency. Any previously unbilled citations will be billed to the student's account.
 - VI. Selling or transfer of a Registered Vehicle – When selling a vehicle, the original owner must remove any Georgia Perimeter College parking permits on the vehicle and notify Public Safety of the sale within 5 business days. Failure to do so may result in any citations received being the responsibility of the owner of record.
- B. Curb Designations – All curbs adjacent to campus buildings are considered Fire Lanes unless there are parking spaces designated by parking bumpers and/or white lines painted on the pavement. Parking on a yellow curb is prohibited.
 - C. Lot Restrictions: Reserved parking for Staff and Faculty is indicated by signage and is enforced Monday-Friday, 7a-7p. Students may park in any lot NOT designated as Staff/Faculty parking when displaying a valid parking permit. **** Any Georgia Perimeter College permit is valid for ANY LOT on weekends and holidays.**
 - D. Visitor Permits – Visitors, vendors and other special groups may be issued a Temporary Permit at no charge. Permits may be obtained from the Public Safety Office during normal business hours. Visitor Permits for large groups must be ordered seven (7) business days in advance by the department requesting permits.
 - E. Temporary Permits – Students who have not obtained a student ID can obtain a Temporary Permit from the Public Safety office.
 - F. Lost Parking Permits – If a parking permit is lost it must be reported immediately to the Public Safety office before a new permit will be issued. A replacement fee of \$5.00 will be assessed for lost permits. Recovered permits must be returned to the Public Safety Administrative office.
 - G. Inoperable Vehicles – Vehicles that are inoperable or are not properly registered with DMV will be considered abandoned after a period of 10 business days from their date of discovery. These vehicles may be fined and/or towed at the owner's expense. Inoperable vehicles may not be stored on campus.
 - H. Auto Work – Auto work of any kind is not permitted on campus.
 - I. Motorcycles – Motorcycles and motorized bicycles (mopeds, motor scooters, etc.) are subject to all regulations in this code.

- I. Motorcycles must park in normal vehicle parking spaces or designated motorcycle areas.
- II. Mopeds that have an engine size of 100cc or less may park in the bicycle racks.
- J. Bicycles – Bicycles are not required to be registered with Public Safety.
 - I. Bicycles may not be ridden on pedestrian sidewalks. Bicycles must use roads open to automobile traffic only. Roads closed to automobiles are for pedestrians only.
 - II. Bicycles are to be chained to bicycle racks only. Bicycles chained to building handrails, etc. are subject to fines and impoundment by Public Safety.
 - III. Public Safety reserves the rights to sell abandoned bicycles or give them to charity after a 90 day hold from the date of impound.

Article III - Violations and Fines

All warnings and violations are documented in a Driver History. Repeat violators are subject to a Repeat Violator fine schedule (see Article IV). Fourth and subsequent unpaid tickets may result in your car being booted and/or towed. Student grades, subsequent registration, transcripts and diplomas may be held until all fines are paid.

Vehicle Registration/Permits:

10.0 Permit Not Displayed/Not Registered – \$30.00 Fine: All vehicles parked on Georgia Perimeter College property must be registered with Public Safety. Students, staff and faculty must register for a parking permit. Visitors and guests must display a temporary parking permit.

10.1 Expired Permit – \$30.00 Fine: Student permits are valid for one year and must be renewed prior to expiration.

10.2 Expired Temporary Permit – \$30.00 Fine: Temporary permits are valid only for a limited period of time as indicated on the permit.

10.3 Improper Display – \$30.00 Fine: All parking permits must be displayed on the exterior rear window in the lower driver side corner OR on the rear driver side bumper. Temporary permits must be displayed on the front dash board.

Restricted Parking:

11.0 Posted Reserved Space – \$35.00 Fine: Reserved parking by special permit or permission from Public Safety only.

11.1 Posted No Parking – \$35.00 Fine: No parking or standing.

11.2 Posted 15 Minute Zone – \$35.00 Fine: 15 minutes is the maximum time permitted in temporary loading/unloading zones unless otherwise specified by posting.

11.3 Posted Faculty/Staff Parking – \$35.00 Fine: Faculty staff parking only from 7a-7p Monday-Friday.

Illegal Parking:

12.0 Parking on a Curb – \$40.00 Fine: Parking on a curb lacking pavement markings to indicate a designated parking space is prohibited.

12.1 Parking on Lawn or Walkway – \$40.00 Fine: Parking on sidewalks or lawns is prohibited.

12.2 Blocking a Driveway or Wheelchair Ramp– \$40.00 Fine: Vehicles shall not block driveways or handicap access ramps.

12.3 Occupying More Than One Space – \$40.00 Fine: Vehicles shall not occupy more than one designated parking space.

12.4 Red Zones/Fire Lanes/Fire Hydrants–\$100.00 Fine: A vehicle may not stop or park in a red zone or fire lane, whether the vehicle is attended or not.

12.5 Handicapped Parking –\$200.00 Fine: Blue handicapped spaces with a sign posted are for handicapped parking only, including nights, weekends and holidays. The only

vehicles allowed to park in handicapped spaces are those displaying a special handicap license plate or placard issued by the DMV. PERMITS ARE VALID FOR THE PERSON NAMED ON THE PERMIT ONLY. College employees may not park in handicapped zones without proper DMV issued permits.

Traffic Control Devices:

13.0 Entering the Wrong Way – \$50.00 Fine: Vehicles shall at all times travel in the proper direction by lane assignment and shall not enter into areas posted Wrong Way.

13.1 Failure to Stop – \$50.00 Fine: Vehicles must come to a complete stop at all posted Stop signs.

13.2 Failure to Yield – \$50.00 Fine: All vehicles must yield the right-of-way to vehicles and pedestrians where posted. All vehicles must yield to Public Safety vehicle lights/siren when necessary.

13.3 Unsafe Vehicle Operation – \$50.00 Fine: The operation of a vehicle in a manner deemed hazardous or unsafe is prohibited. All vehicle operations are limited to public roadways unless prior permission is obtained from Public Safety.

13.4 Tampering With Vehicle Gates, Barricades/Cones – \$75.00 Fine: Attempting to open, raise or alter static or motorized vehicle gates is prohibited. The altering a traffic cones or barricades is prohibited.

13.5 Tampering with Immobilization Device – \$100.00 Fine: The College reserves the right to impound any vehicle that violates parking regulations by using an immobilization boot. Tampering with or attempting to remove an immobilization device is prohibited.

Exceeding the Posted Speed Limit:

14.0 15-19mph Over Posted Limit – \$75.00 Fine

Misuse of Vehicle:

15.0 Reckless Driving – \$75.00 Fine: Vehicles driven in an abusive manner, with wanton disregard for the safety of others are considered reckless. This includes, but is not limited to “laying drags” and display of speed.

15.1 Obstructing Traffic \$50.00 Fine: There is no stopping, standing or parking in a way that prevents another vehicle from moving or hinders the normal flow of traffic.

15.2 Passing a Moving Vehicle – \$50.00 Fine: Passing a moving vehicle on campus roads is prohibited.

15.3 Aggressive Driving – \$75.00 Fine: A person commits the offense of aggressive driving when he or she operates any motor vehicle with the intent to annoy, harass, molest, intimidate, injure, or obstruct another person or motor vehicle.

15.4 Limits on sound volume produced by radio, tape player, or other mechanical sound-making device from within the motor vehicle – \$50.00 Fine: It is unlawful for any person operating or occupying a motor vehicle on any campus property to operate or amplify the sound produced by a radio, tape player, or other mechanical sound-making device from within the motor vehicle so that the sound is plainly audible at a distance of 100 feet or more from the motor vehicle.

Article IV – Repeat Offenses

Repeat Violator: Repeat violators will be assessed an additional fine for any warning or violation in excess of the proscribed number.

RV.1 3rd violation, base fine plus \$15

RV.2 4th violation, base fine plus \$25

RV.3 5th violation, base fine plus \$40

RV.4 6th violation, base fine plus \$50

RV.5 7th unpaid violation, possible revocation of vehicle privileges on GPC property

(Repeat violations accrued by semester)

Article V – Appeals

- A. On the back of the citation form there is space to write an appeal. All information must be filled out completely and returned in person or by mail (post dated) within seven (7) business days of issuance. Results of your appeal will be mailed to your home address. Appeals made after seven (7) days may be grounds for denial.
- B. Failure to complete all information on back of the form may be grounds for denial.
- C. Causes due but not limited to tardiness, weather conditions, or a lack of parking do not constitute a valid appeal.
- D. Student appeals are adjudicated by a student led judiciary board.





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1 SUNDAY

• Early Registration (Web)

"Never part without loving words to think of during your absence. It may be that you will not meet again in this life."
 - Jean Paul Richter

2 MONDAY

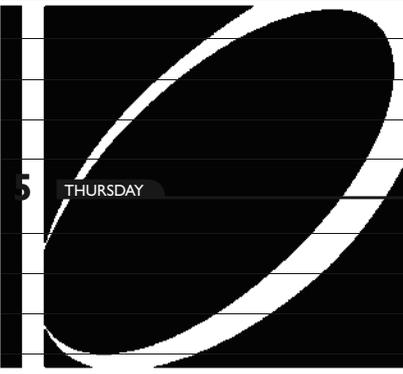
• Early Registration (Web)

3 TUESDAY

• Early Registration (Web)

4 WEDNESDAY

• Early Registration (Web)



Georgia Perimeter College

5 THURSDAY

• Early Registration (Web)

6 FRIDAY

- Early Registration (Web)
- Early Registration Payment Deadline for Fall (5:30 p.m.)

7 SATURDAY

WEDNESDAY THURSDAY FRIDAY SATURDAY

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8 SUNDAY

"We are all inventors, each sailing out on a voyage of discovery, guided each by a private chart, of which there is no duplicate. The world is all gates, all opportunities."

- Ralph Waldo Emerson

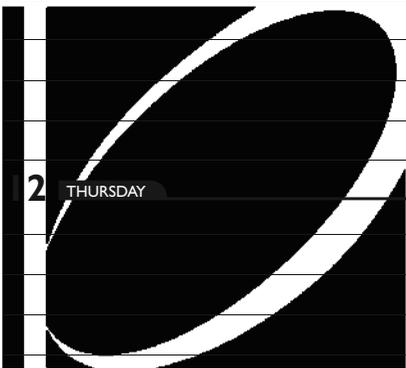
9 MONDAY

- Fall Convocation (College Closed)

10 TUESDAY

- Registration (Web)

11 WEDNESDAY



12 THURSDAY

Georgia Perimeter College

RAMADAN

- Registration (Web)
- Advisement & Registration Assistance Available

Registration (Web)
Advisement & Registration Assistance Available

13 FRIDAY

- Registration (Web)
- Advisement & Registration Assistance Available
- Fee Payment Deadline for Fall (5:30 p.m.)

14 SATURDAY

- Registration (Web)

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15 SUNDAY

- Registration (Web)

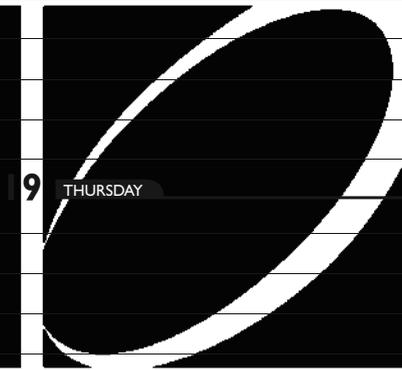
"The only way of finding the limits of the possible is by going beyond them into the impossible."
- Arthur C. Clarke

16 MONDAY

- Classes Begin for Full & 1st Half Term (Day & Evening)
- Schedule Adjustment for Currently Enrolled Students
- Advisement & Registration Assistance Available

17 TUESDAY

18 WEDNESDAY



Georgia Perimeter College

19 THURSDAY

20 FRIDAY

- College-wide SGA Meeting - Decatur

21 SATURDAY

- Weekend Classes Begin

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22 SUNDAY

- Weekend Classes Begin

"If you don't know where you are going, you'll end up someplace else." - Yogi Berra

23 MONDAY

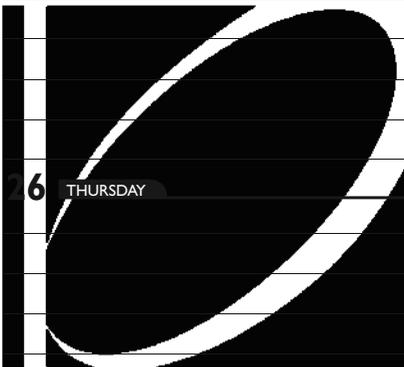
- SGA Applications Available
- Welcome Week

24 TUESDAY

- Welcome Week

25 WEDNESDAY

- Welcome Week



Georgia Perimeter College

26 THURSDAY

- Welcome Week

27 FRIDAY

- Welcome Week

28 SATURDAY

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29 SUNDAY

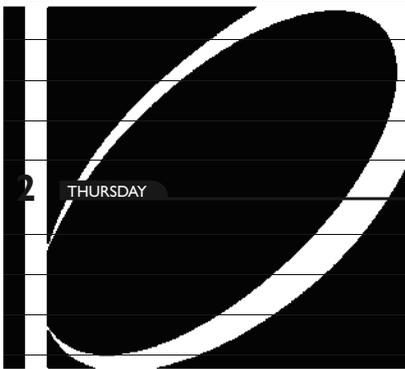
"The secret of many a man's success in the world resides in his insight into the moods of men and his tact in dealing with them."

- J.G. Holland

30 MONDAY

31 TUESDAY

1 WEDNESDAY



2 THURSDAY

Georgia Perimeter College

4 FRIDAY

5 SATURDAY

2010 | SEPTEMBER

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
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SEPT

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5

SUNDAY

"Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude."

- Thomas Jefferson

6

MONDAY

LABOR DAY

- College Closed for Labor Day Holiday

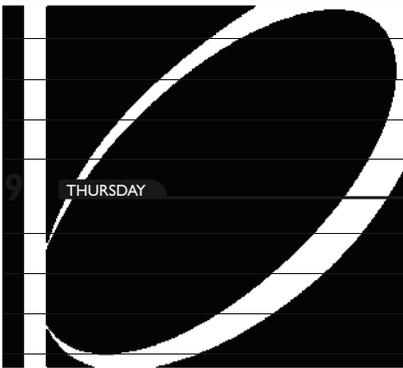
7

TUESDAY

8

WEDNESDAY

ROSH HASHANAH
(BEGINS AT SUNDOWN)



THURSDAY

Georgia Perimeter College

10

FRIDAY

- Midpoint for RGTE, RGTR & 1st Half Term Classes

11

SATURDAY

- Dragon Boat Rowing

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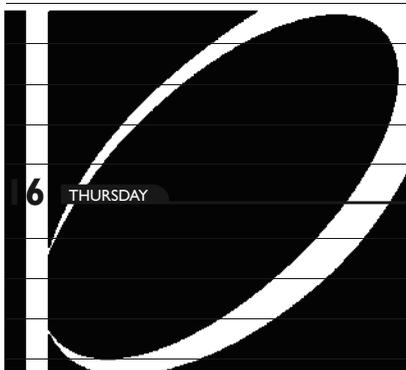
12 SUNDAY

"The better part of one's life consists of his friendships." - Abraham Lincoln

13 MONDAY

14 TUESDAY

15 WEDNESDAY



Georgia Perimeter College

17 FRIDAY

YOM KIPPUR
(BEGINS AT SUNDOWN)

18 SATURDAY

SEPT

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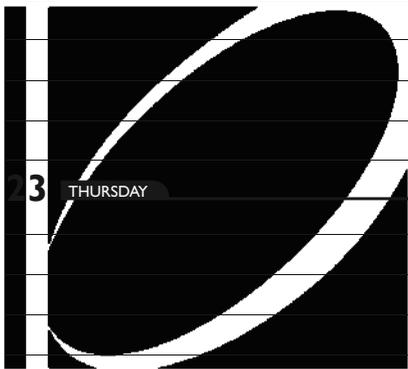
19 SUNDAY

"It is our choices...that show what we truly are, far more than our abilities."
 - J.K. Rowling

20 MONDAY

21 TUESDAY

22 WEDNESDAY



Georgia
 Perimeter
 College

23 THURSDAY

Perimeter College has a deadline for in-state tuition for all students (Tennessee)

24 FRIDAY

25 SATURDAY

- Kayak Trip (Health & Wellness)

26 SUNDAY

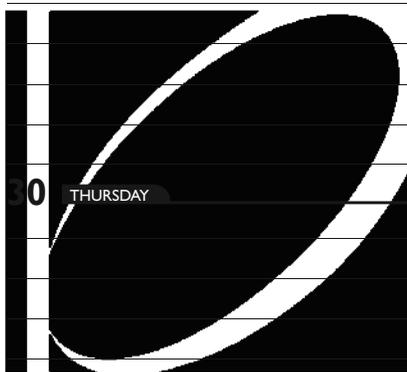
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"The future belongs to those who believe in the beauty of their dreams."
 - Eleanor Roosevelt

27 MONDAY

28 TUESDAY

29 WEDNESDAY



Georgia Perimeter College

30 THURSDAY

- GPC new students' priority processing deadline for Financial Aid application for spring 2011.
- New Students' Deadline for Financial Aid Application for Spring 2011
- ASGA National Conference - Washington, D.C.

1 FRIDAY

- ASGA National Conference - Washington, D.C.

2 SATURDAY

SEPT

2010 | OCTOBER

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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OCT

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3 SUNDAY

- Final exams for first half term weekend classes.

"Love is the answer, and you know that for sure; Love is a flower, you've got to let it grow."
- John Lennon

4 MONDAY

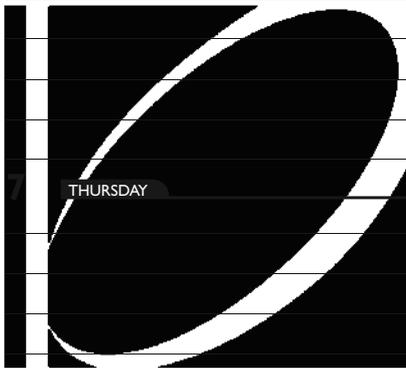
- Last day for first half term classes.

5 TUESDAY

- Student Study Day. No classes held (day and evening).
- College open.
- Student Leadership Conference

6 WEDNESDAY

- Final exams for first half term classes.



Georgia Perimeter College

Final exams for first half term classes. Learning Support will be open for first half term classes. All Learning Support students should check their course syllabus for specific date. NACAC South, Chattanooga, TN

8 FRIDAY

- Learning Support exit exams for first half term classes. All Learning Support students should check their course syllabus for specific date.

9 SATURDAY

- Final Exams for 1st Half Term Weekend Classes

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10 SUNDAY

- Final exams for first half term weekend classes.

"If passion drives you, let reason hold the reins." - Benjamin Franklin

11 MONDAY

COLUMBUS DAY (OBSERVED)

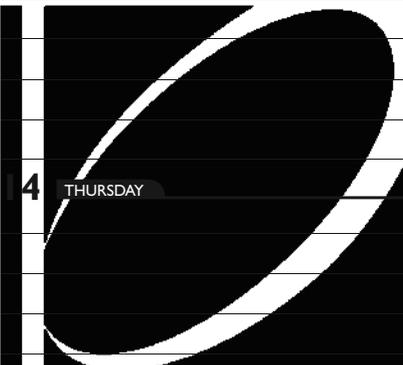
- Grades due for first half term classes (whichever is earlier):
Within 48 hours of giving final exam
OR
By 12:00 noon, October 11
- Midpoint for full term classes.

12 TUESDAY

- Last day for registration for second half term classes.
- Fee payment deadline (7:00pm).

13 WEDNESDAY

- Second half term classes begin.
- Schedule adjustment for second half term classes.



Georgia Perimeter College

14 THURSDAY

15 FRIDAY

16 SATURDAY

- Fall Canoeing Trip - Okefenokee Swamp Park (Health & Wellness)

OCT

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17 SUNDAY

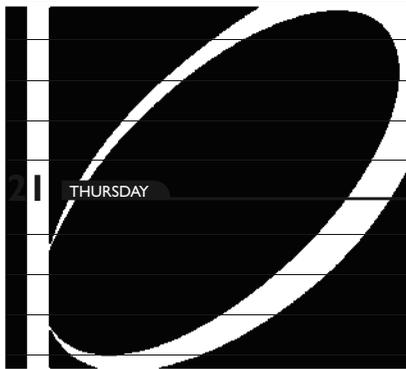
- Fall Canoeing Trip - Okefenokee Swamp Park (Health & Wellness)

"Satisfaction lies in the effort, not in the attainment, full effort is full victory."
- Gandhi

18 MONDAY

19 TUESDAY

20 WEDNESDAY



Georgia
Perimeter
College

22 FRIDAY

- Regents' Test (Tentative)

23 SATURDAY

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24 SUNDAY

• Regents' Test (Tentative)

"You have to think anyway, so why not think big?" - Donald Trump

25 MONDAY

- Regents' Test (Tentative)
- Advisement period begins.
- Early registration (Web, thru Dec. 3 2010).

26 TUESDAY

• Regents' Test (Tentative)

27 WEDNESDAY

• Regents' Test (Tentative)



Georgia Perimeter College

28 THURSDAY

29 FRIDAY

30 SATURDAY

OCT

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31 SUNDAY

HALLOWEEN

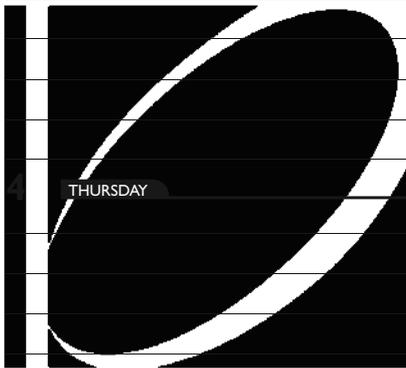
"Our doubts are traitors and make us lose the good we oft might win by fearing to attempt."
- William Shakespeare

1 MONDAY

- Application and Document deadline for spring 2011. (Nonrefundable application fee required.)
- Graduation application deadline for spring 2011. (Nonrefundable application fee required.)

2 TUESDAY

3 WEDNESDAY



Georgia Perimeter College

5 FRIDAY

• SAC

6 SATURDAY

• SAC

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7 SUNDAY

"Service to others is the rent you pay for your room here on earth." - Muhammad Ali

8 MONDAY

- Midpoint for second half term classes.
- Homecoming

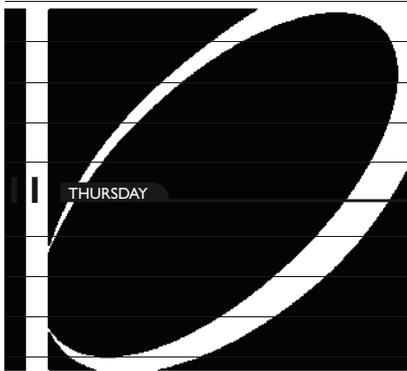
9 TUESDAY

- Homecoming

10 WEDNESDAY

- Homecoming

11 THURSDAY



Georgia Perimeter College

- Homecoming

12 FRIDAY

- Homecoming

13 SATURDAY

- Homecoming
- Paintball Challenge (Health & Wellness)

2010 | NOVEMBER

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6
10	11 VETERANS DAY	12	13
17	18	19	20
24	25 THANKSGIVING DAY (US)	26	27

NOV

NOTES _____

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28	29	30				

14 SUNDAY

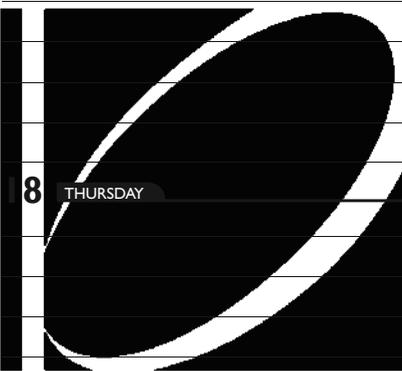
"Kind words can be short and easy to speak, but their echoes are truly endless."
- Mother Theresa

15 MONDAY

• RACSL GA Southwestern

16 TUESDAY

17 WEDNESDAY



Georgia
Perimeter
College

18 THURSDAY

• SAC Organizational Meeting

19 FRIDAY

20 SATURDAY

S	M	T	W	T	F	S
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21 SUNDAY

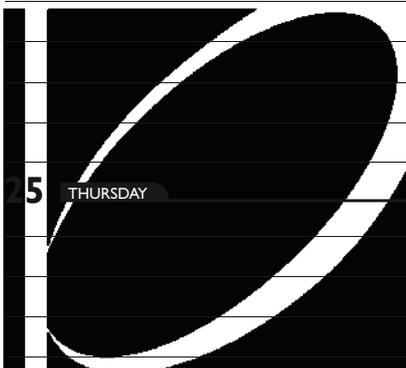
"You miss 100% of the shots you don't take." - Wayne Gretsky

22 MONDAY

23 TUESDAY

24 WEDNESDAY

- No Classes Held (Day & Evening)
- College Open



25 THURSDAY

Georgia Perimeter College

- THANKSGIVING DAY (US)
- College closed for Thanksgiving holiday.

26 FRIDAY

- College closed for Thanksgiving holiday.

27 SATURDAY

- College closed for Thanksgiving holiday.

NOV

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28 SUNDAY

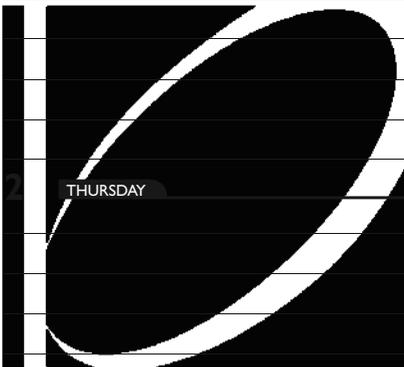
- College closed for Thanksgiving holiday.

"You see things; and you say, 'Why?' But I dream things that never were; and I say, 'Why not?'"
- George Bernard Shaw

29 MONDAY

30 TUESDAY

1 WEDNESDAY



THURSDAY

CHANUKAH (BEGINS AT SUNDOWN)

Georgia Perimeter College

3 FRIDAY

- Last day for full term and second half term classes.
- Application and Document deadline for spring 2011. (Nonrefundable application fee required.)
- College-wide SGA Meeting - Dunwoody

4 SATURDAY

- Last Day for Saturday Classes

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5

SUNDAY

- Last Day for Sunday Classes

"Even if you're on the right track, you'll get run over if you just sit there." -Will Rogers

6

MONDAY

- Learning Support MATH 0098 final exams.
- Final exams for full term and second half term classes.

7

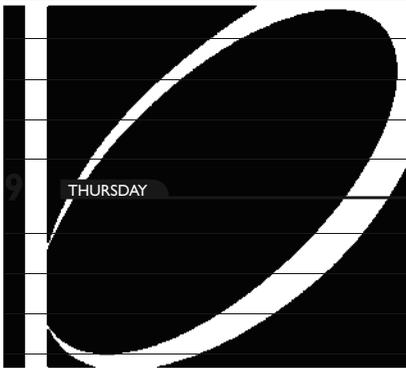
TUESDAY

- Final exams for full term and second half term classes.

8

WEDNESDAY

- Final exams for full term and second half term classes.



Georgia Perimeter College

9

THURSDAY

- Final exams for full term and second half term classes.

10

FRIDAY

- Final exams for full term and second half term classes.

11

SATURDAY

- Final exams for full term and second half term classes.

NOV

2010 | DECEMBER

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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8	9	10	11
15	16	17	18
22	23	24	25 CHRISTMAS DAY
29	30	31	

DEC

NOTES _____

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12 SUNDAY

- Final exams for full term and second half term classes.

"Focusing your life solely on making a buck shows a certain poverty of ambition. It asks too little of yourself. ... Because it's only when you hitch your wagon to something larger than yourself that you realize your true potential." - Barack Obama

13 MONDAY

- Fall Commencement
- Grades due for full term and second half-term classes (whichever is earlier):
Within 48 hours of giving final exam
OR
By 12:00 noon, December 13
- Official graduation date for fall semester.

14 TUESDAY

15 WEDNESDAY

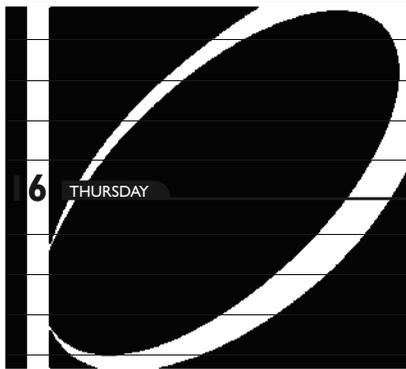
16 THURSDAY

17 FRIDAY

- Registration (Web, Thru Jan. 1, 2011).

18 SATURDAY

- Registration (Web, Thru Jan. 1, 2011).



Georgia Perimeter College

Registration (Web, Thru Jan. 1, 2011).

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19 SUNDAY

• Registration (Web,Thru Jan. 1, 2011).

"Hold fast to dreams, for if dreams die, Life is a broken winged bird that cannot fly."
- Langston Hughes

20 MONDAY

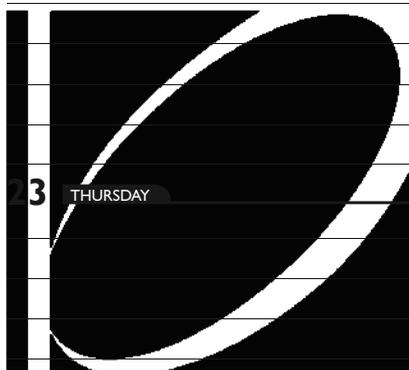
• Registration (Web,Thru Jan. 1, 2011).

21 TUESDAY

• Registration (Web,Thru Jan. 1, 2011).

22 WEDNESDAY

• Registration (Web,Thru Jan. 1, 2011).



Georgia Perimeter College

23 THURSDAY

• Registration (Web,Thru Jan. 1, 2011).

24 FRIDAY

• Winter Holiday - College Closed (Tentative)
• Registration (Web,Thru Jan. 1, 2011).

25 SATURDAY

CHRISTMAS DAY

• Winter Holiday - College Closed (Tentative)
• Registration (Web,Thru Jan. 1, 2011).

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26 SUNDAY

KWANZAA (BEGINS)

- Winter Holiday - College Closed (Tentative)
- Registration (Web, Thru Jan. 1, 2011).

"We are what we repeatedly do. Excellence, therefore, is not an act but a habit." - Aristotle

27 MONDAY

- Winter Holiday - College Closed (Tentative)
- Registration (Web, Thru Jan. 1, 2011).

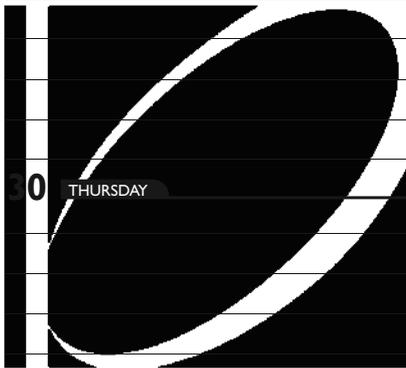
28 TUESDAY

- Winter Holiday - College Closed (Tentative)
- Registration (Web, Thru Jan. 1, 2011).

29 WEDNESDAY

- Winter Holiday - College Closed (Tentative)
- Registration (Web, Thru Jan. 1, 2011).

30 THURSDAY



Georgia Perimeter College

- Winter Holiday - College Closed (Tentative)
- Registration (Web, Thru Jan. 1, 2011).

31 FRIDAY

- Winter Holiday - College Closed (Tentative)
- Registration (Web, Thru Jan. 1, 2011).

SATURDAY

NEW YEAR'S DAY

- Winter Holiday - College Closed (Tentative)
- Last Day of Registration (Web).

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2 SUNDAY

- Winter Holiday - College Closed (Tentative)
- APCA Advisor Summit

"Do not follow where the path may lead. Go instead where there is no path and leave a trail."
- Harold R. McAlindon

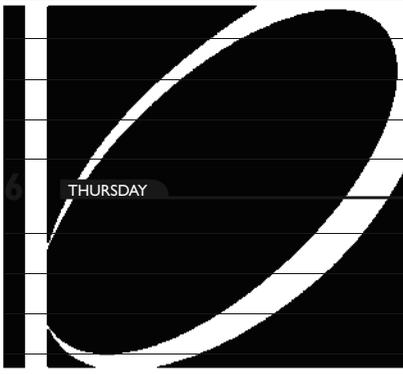
3 MONDAY

- APCA Advisor Summit

4 TUESDAY

- APCA Advisor Summit

5 WEDNESDAY



THURSDAY

Georgia Perimeter College

- Registration for first half term, second half term, and full term classes.
- Advisement and registration assistance available on campuses during posted hours.

- Registration for first half term, second half term, and full term classes.
- Advisement and registration assistance available on campuses during posted hours.

7 FRIDAY

- Registration for first half term, second half term, and full term classes.
- Advisement and registration assistance available on campuses during posted hours.
- Fee payment deadline. Full payment for spring 2011 is due by 5:30 pm. Unpaid or partially paid registrations will be cancelled.

8 SATURDAY

DEC

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 NEW YEAR'S DAY
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JAN

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9

SUNDAY

"Don't compromise yourself. You are all you've got." - Janis Joplin

10

MONDAY

- Employee registration.
- Day and evening classes begin for full term and first half term classes.
- Classes Begin for Full & 1st Half Term (Day & Evening)
- Schedule Adjustment available for currently enrolled students.
- Advisement and registration assistance available on campuses during posted hours.

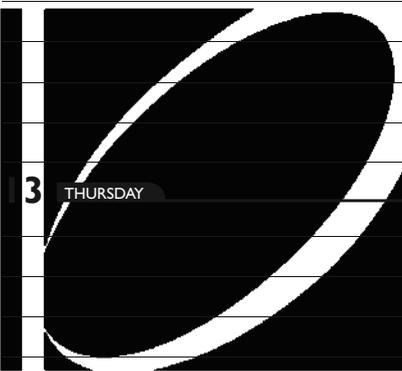
11

TUESDAY

- Schedule Adjustment available for currently enrolled students.
- Advisement and registration assistance available on campuses during posted hours.
- Financial Aid freezes credit hours for disbursement of awards at midnight.

12

WEDNESDAY



Georgia Perimeter College

13

THURSDAY

14

FRIDAY

15

SATURDAY

- Weekend Classes Begin
- MLK Program

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16 SUNDAY

• Weekend Classes Begin

"It is hard to fail, but it is worse never to have tried to succeed." - Theodore Roosevelt

17 MONDAY

MARTIN LUTHER KING, JR. DAY

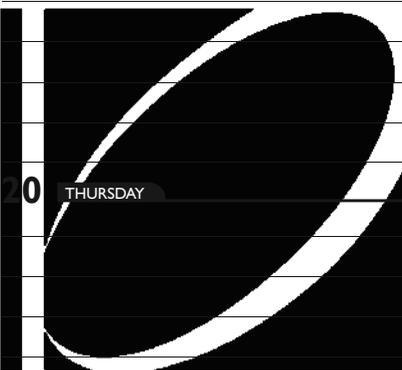
- College closed for Martin Luther King, Jr. Day holiday.
- Welcome Week

18 TUESDAY

• Welcome Week

19 WEDNESDAY

• Welcome Week



Georgia Perimeter College

20 THURSDAY

• Welcome Week

21 FRIDAY

• Welcome Week

22 SATURDAY

JAN

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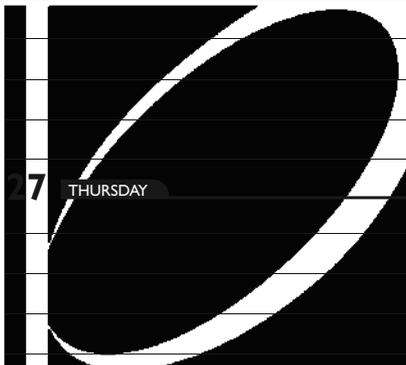
23 SUNDAY

"Somebody once asked me if I ever went up to the plate trying to hit a home run. I said, 'Sure, every time.'" - Mickey Mantle

24 MONDAY

25 TUESDAY

26 WEDNESDAY



Georgia Perimeter College

27 THURSDAY

28 FRIDAY

29 SATURDAY

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30 SUNDAY

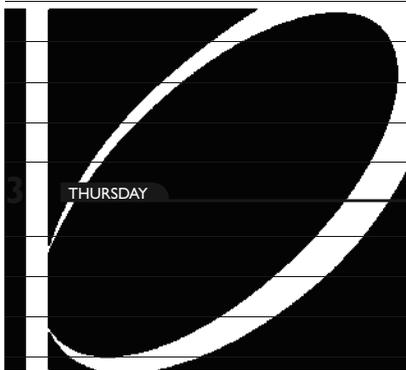
"This world demands the qualities of youth: not a time of life but a state of mind, a temper of the will, a quality of the imagination, a predominance of courage over timidity, of the appetite for adventure over the love of ease." - Robert F. Kennedy

31 MONDAY

1 TUESDAY

2 WEDNESDAY

GROUNDHOG DAY



THURSDAY

Georgia Perimeter College

4 FRIDAY

- Midpoint for RGTE, RGTR, and first half term classes.
- College-wide SGA Meeting - Clarkston

5 SATURDAY

JAN

2011 | FEBRUARY

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
_____ _____ _____			1
_____ _____ _____	6	7	8
_____ _____ _____	13	14 VALENTINE'S DAY	15
_____ _____ _____	20	21 PRESIDENT'S DAY	22 WASHINGTON'S BIRTHDAY
_____ _____ _____	27	28	
_____ _____ _____			

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5
9	10	11	12 LINCOLN'S BIRTHDAY
16	17	18	19
23	24	25	26

FEB

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6

SUNDAY

"What's money? A man is a success if he gets up in the morning and goes to bed at night and in between does what he wants to do." - Bob Dylan

7

MONDAY

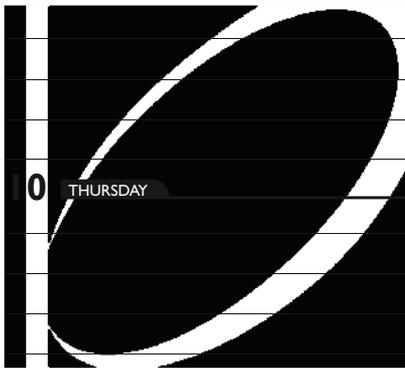
8

TUESDAY

9

WEDNESDAY

• Midpoint for RGTE, RGTR, and first half term classes.



Georgia Perimeter College

10

THURSDAY

11

FRIDAY

12

SATURDAY

• Lincoln's Birthday

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13 SUNDAY

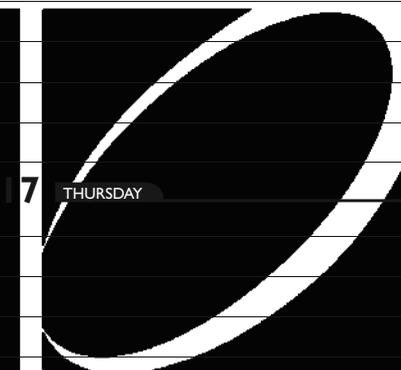
"Without courage we cannot practice any other virtue with consistency. We can't be kind, true, merciful, generous, or honest." - Maya Angelou

14 MONDAY

VALENTINE'S DAY

15 TUESDAY

16 WEDNESDAY



Georgia
Perimeter
College

17 THURSDAY

18 FRIDAY

19 SATURDAY

FEB

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20 SUNDAY

"Life is either a daring adventure or nothing." - Helen Keller

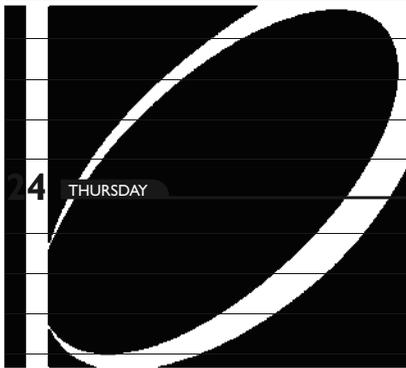
21 MONDAY

PRESIDENT'S DAY

22 TUESDAY

WASHINGTON'S BIRTHDAY

23 WEDNESDAY



Georgia Perimeter College

25 FRIDAY

26 SATURDAY

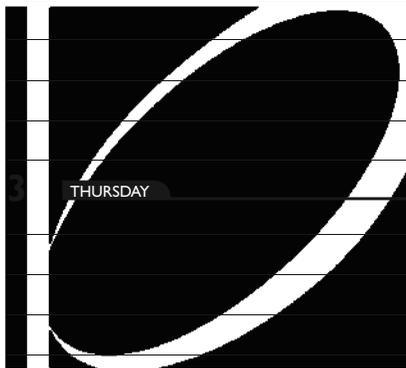
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27	28					

"You have to go on and be crazy. Crazyness is like heaven." - Jimi Hendrix

- Last day for first half term classes.

- GPC new students' priority processing deadline for Financial Aid application for summer 2011.
- Graduation application deadline for summer 2011. (Nonrefundable application fee required.)
- Student Study Day. No classes held (day and evening). College open.
- College Open
- Faculty meetings/professional development.

- Final exams for first half term classes.



Georgia Perimeter College

THURSDAY

- Final exams for first half term classes.
- Learning Support exit exams for first half term classes. All Learning Support students should check their course syllabus for specific date.

- Learning Support exit exams for first half term classes. All Learning Support students should check their course syllabus for specific date.

- Final exams for first half term weekend classes.

2011 | MARCH

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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9	10	11	12
16	17	18	19
23	24	25	26
30	31		

MAR

NOTES _____

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6 SUNDAY

- Final exams for first half term weekend classes.

"If there is no struggle, there is no progress. Those who profess to favor freedom, and yet depreciate agitation, are men who want crops without plowing up the ground. They want rain without thunder and lightning."
- Frederick Douglass

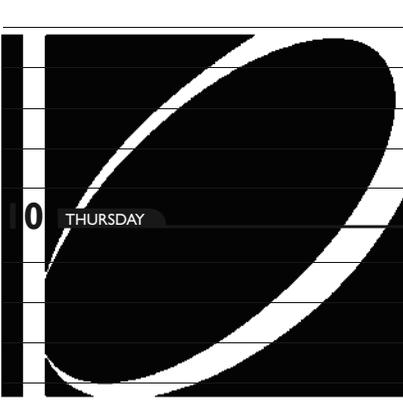
7 MONDAY

- Grades due for first half term classes (whichever is earlier):
Within 48 hours of giving final exam
OR
By 12:00 noon, March 7
- Spring Break. No classes held.

8 TUESDAY

- Spring Break. No classes held.

9 WEDNESDAY



Georgia Perimeter College

ASH WEDNESDAY

- Spring Break. No classes held.

10 THURSDAY

- Spring Break. No classes held.

11 FRIDAY

- Spring Break. No classes held.

12 SATURDAY

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13 SUNDAY

- Spring Break. No classes held.

“The enemy of a love is never outside, it’s not a man or woman, it’s what we lack in ourselves.”
- Anais Nin

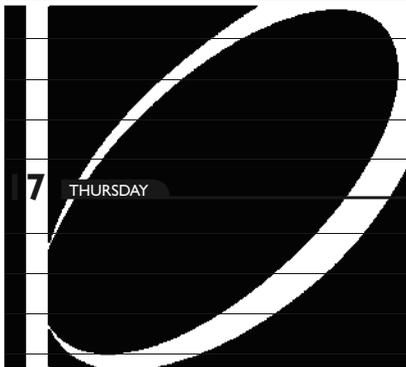
14 MONDAY

15 TUESDAY

- Last Day to Register for 2nd Half Term Classes
- Schedule Adjustment for 2nd Half Term Classes
- Fee Payment Deadline (7:00 p.m.)
- Midpoint for full term classes.

16 WEDNESDAY

- Second half term classes begin.
- Schedule adjustment for second half term classes.



**Georgia
Perimeter
College**

MAR

17 THURSDAY

ST. PATRICK'S DAY

18 FRIDAY

19 SATURDAY

PURIM (BEGINS AT SUNDOWN)

- Regents' Test (Tentative)

S	M	T	W	T	F	S
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20 SUNDAY

- Regents' Test (Tentative)

"Go confidently in the direction of your dreams. Live the life you have imagined." - Henry David Thoreau

21 MONDAY

- Regents' Test (Tentative)
- Early Registration for All Summer Classes (Web, Thru May 12)

22 TUESDAY

- Regents' Test (Tentative)
- Early Registration for All Summer Classes (Web, Thru May 12)

23 WEDNESDAY

- Regents' Test (Tentative)
- Early Registration for All Summer Classes (Web, Thru May 12)
- APCA - Atlanta

24 THURSDAY

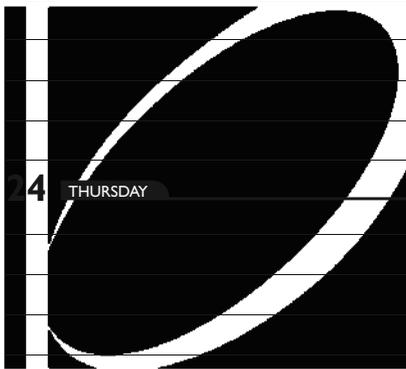
- Early Registration for All Summer Classes (Web, Thru May 12)
- APCA - Atlanta

25 FRIDAY

- Early Registration for All Summer Classes (Web, Thru May 12)
- APCA - Atlanta

26 SATURDAY

- Early Registration for All Summer Classes (Web, Thru May 12)
- APCA - Atlanta



Georgia Perimeter College

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27 SUNDAY

- Early Registration for All Summer Classes (Web,Thru May 12)

"The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack in will." -Vince Lombardi

28 MONDAY

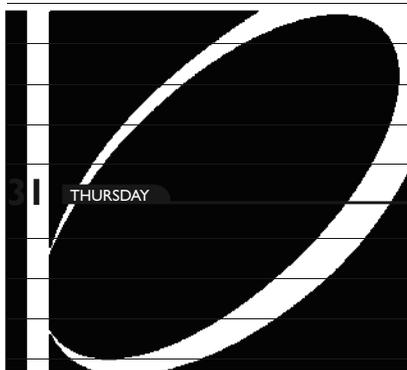
- Early Registration for All Summer Classes (Web,Thru May 12)

29 TUESDAY

- Early Registration for All Summer Classes (Web,Thru May 12)

30 WEDNESDAY

- Early Registration for All Summer Classes (Web,Thru May 12)



Georgia Perimeter College

MAR

THURSDAY

- Early Registration for All Summer Classes (Web,Thru May 12)

FRIDAY

- Application and Document deadline for summer 2011. (Nonrefundable application fee required.)
- GPC continuing students' priority processing deadline for Financial Aid application for fall 2011, spring 2012, and summer 2012.
- Early Registration for All Summer Classes (Web,Thru May 12)

2 SATURDAY

- Early Registration for All Summer Classes (Web,Thru May 12)

2011 | APRIL

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
_____ _____ _____			
_____ _____ _____	3	4	5
_____ _____ _____	10	11	12
_____ _____ _____	17 PALM SUNDAY	18 PASSOVER (BEGINS AT SUNDOWN)	19
_____ _____ _____	24 EASTER	25	26
_____ _____ _____			

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
6	7	8	9
13	14	15	16
20	21	22 GOOD FRIDAY	23
27	28	29	30

APR

NOTES _____

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3 SUNDAY

• Early Registration for All Summer Classes (Web, Thru May 12)

"Great spirits have always encountered violent opposition from mediocre minds." - Albert Einstein

4 MONDAY

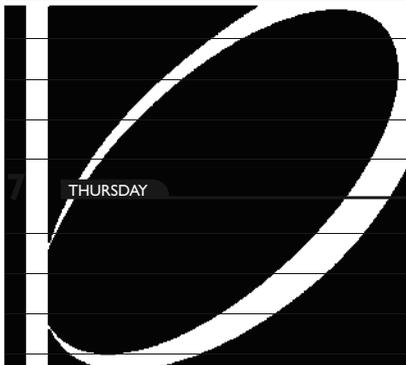
• Early Registration for All Summer Classes (Web, Thru May 12)

5 TUESDAY

• Early Registration for All Summer Classes (Web, Thru May 12)

6 WEDNESDAY

• Early Registration for All Summer Classes (Web, Thru May 12)



Georgia Perimeter College

8 FRIDAY

• Early Registration for All Summer Classes (Web, Thru May 12)

9 SATURDAY

• Early Registration for All Summer Classes (Web, Thru May 12)

S	M	T	W	T	F	S
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10 SUNDAY

- Early Registration for All Summer Classes (Web,Thru May 12)

"We only become what we are by the radical and deep-seated refusal of that which others have made of us."
- Jean-Paul Sartre

11 MONDAY

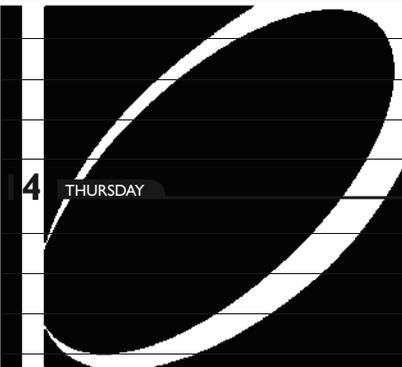
- Midpoint for second half term classes.
- Early Registration for All Summer Classes (Web,Thru May 12)
- Spring Fling

12 TUESDAY

- Early Registration for All Summer Classes (Web,Thru May 12)
- Spring Fling

13 WEDNESDAY

- Early Registration for All Summer Classes (Web,Thru May 12)
- Spring Fling



Georgia Perimeter College

14 THURSDAY

- Early Registration for All Summer Classes (Web,Thru May 12)
- Spring Fling
- SAC

15 FRIDAY

- Early Registration for All Summer Classes (Web,Thru May 12)
- SAC

16 SATURDAY

- Early Registration for All Summer Classes (Web,Thru May 12)

APR

S	M	T	W	T	F	S
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17 SUNDAY

PALM SUNDAY

- Early Registration for All Summer Classes (Web, Thru May 12)

"Life isn't a bed of roses, nor is it a world of thorns. The world is as you make it realizing that with forward thinking action, you can move through those situations that stop many." - Byron Pulsifer

18 MONDAY

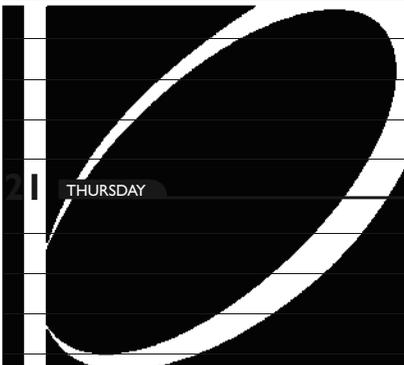
PASSOVER (BEGINS AT SUNDOWN)

- Early Registration for All Summer Classes (Web, Thru May 12)

19 TUESDAY

- Early Registration for All Summer Classes (Web, Thru May 12)

20 WEDNESDAY



Georgia Perimeter College

- Early Registration for All Summer Classes (Web, Thru May 12)

21 THURSDAY

- Early Registration for All Summer Classes (Web, Thru May 12)

22 FRIDAY

GOOD FRIDAY

- Early Registration for All Summer Classes (Web, Thru May 12)
- College-wide SGA Meeting - Newton

23 SATURDAY

- Early Registration for All Summer Classes (Web, Thru May 12)

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

24 SUNDAY

EASTER

- Early Registration for All Summer Classes (Web,Thru May 12)

"When we are in competition with ourselves, and match our todays against our yesterdays, we derive encouragement from past misfortunes and blemishes. Moreover, the competition with ourselves leaves unimpaired our benevolence toward our fellow men." - Eric Hoffer

25 MONDAY

- Early Registration for All Summer Classes (Web,Thru May 12)

26 TUESDAY

- Early Registration for All Summer Classes (Web,Thru May 12)

27 WEDNESDAY

- Early Registration for All Summer Classes (Web,Thru May 12)

28 THURSDAY

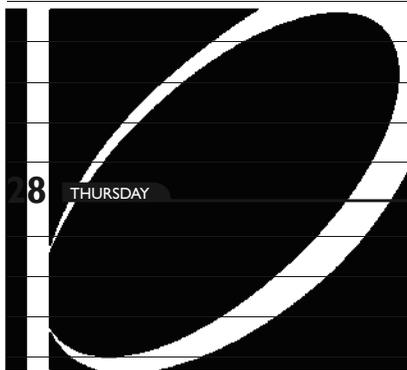
- Early Registration for All Summer Classes (Web,Thru May 12)

29 FRIDAY

- Early Registration for All Summer Classes (Web,Thru May 12)

30 SATURDAY

- Last day for Saturday classes.
- Early Registration for All Summer Classes (Web,Thru May 12)



Georgia Perimeter College

APR

2011 | MAY

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
	1	2	3
	8 MOTHER'S DAY	9	10
	15	16	17
	22	23	24
	29	30 MEMORIAL DAY	31

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

MAY

NOTES _____

S	M	T	W	T	F	S
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SUNDAY

- Last day for Sunday classes.
- Early Registration for All Summer Classes (Web, Thru May 12)

"One of the things I learned the hard way was that it doesn't pay to get discouraged. Keeping busy and making optimism a way of life can restore your faith in yourself." - Lucille Ball

2 MONDAY

- Early Registration for All Summer Classes (Web, Thru May 12)

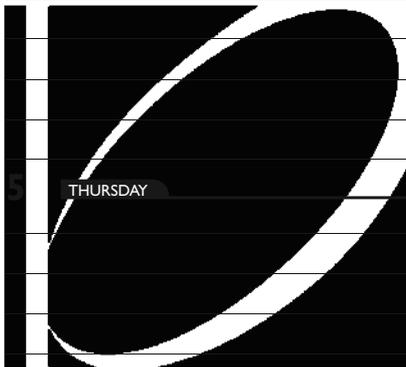
3 TUESDAY

- Last day for full term and second half term classes.
- Early Registration for All Summer Classes (Web, Thru May 12)

4 WEDNESDAY

- Student Study Day. No classes held (day and evening). College open.
- College-wide faculty meeting.
- Early Registration for All Summer Classes (Web, Thru May 12)

5 THURSDAY



Georgia Perimeter College

- Learning Support (MAT 0098) final exams.
- Final exams for full term and second half term classes.
- Early Registration for All Summer Classes (Web, Thru May 12)

6 FRIDAY

- Final exams for full term and second half term classes.
- Early registration fee payment due date for all classes. Full payment for summer 2011 is due by 5:30 pm. Unpaid or partially paid registrations will be cancelled.

7 SATURDAY

- Final exams for full term and second half term classes.
- Early Registration for All Summer Classes (Web, Thru May 12)

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8 SUNDAY

MOTHER'S DAY

- Final exams for full term and second half term classes.
- Early Registration for All Summer Classes (Web,Thru May 12)

"We must embrace pain and burn it as fuel for our journey." - Kenji Miyazawa

9 MONDAY

- Final exams for full term and second half term classes.
- Early Registration for All Summer Classes (Web,Thru May 12)

10 TUESDAY

- Final exams for full term and second half term classes.
- Early Registration for All Summer Classes (Web,Thru May 12)

11 WEDNESDAY

- Final exams for full term and second half term classes.
- Early Registration for All Summer Classes (Web,Thru May 12)

12 THURSDAY

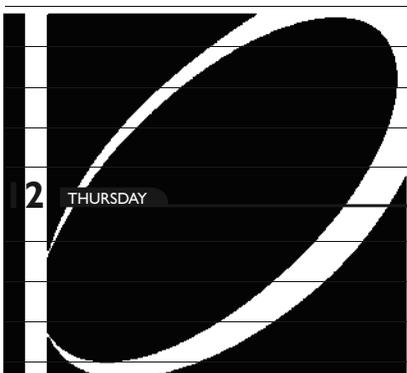
- Last Day of Early Registration for All Summer Classes (Web)

13 FRIDAY

- College Commencement
- Official Graduation Date for Spring 2011 Semester

14 SATURDAY

- Early registration and advisement ends



Georgia Perimeter College

MAY

S	M	T	W	T	F	S
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15 SUNDAY

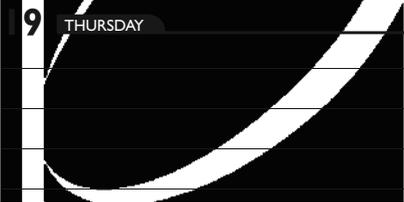
"Do not spoil what you have by desiring what you have not; remember that what you now have was once among the things you only hoped for." - Epicurus

16 MONDAY

- Grades due for full term and second half term classes (whichever is earlier): Within 48 hours of giving final exam OR
- By 12:00 noon, May 16
- RACSL Coastal

17 TUESDAY

18 WEDNESDAY



Georgia Perimeter College

- Final Registration
- Advisement & Registration Assistance Available

Registration/Schedule adjustment for all classes. Fee payment due at registration.

- Advisement and registration assistance available on campuses during posted hours. Fee payment due at registration.
- Registration/Schedule adjustment for short-term classes. Fee payment due at registration (prior to June 9)
- Employee registration.

20 FRIDAY

- Final Registration
- Advisement & Registration Assistance Available
- Registration/Schedule adjustment for all classes. Fee payment due at registration.

21 SATURDAY

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29	30	31				

22 SUNDAY

“Look within, for within is the wellspring of virtue, which will not cease flowing, if you cease not from digging.” - Marcus Aurelius

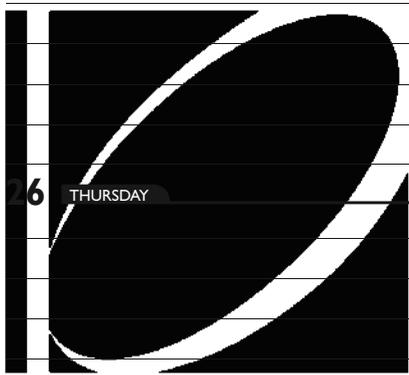
23 MONDAY

- Full term classes and Regents' Prep (RGTE and RGTR) classes begin. (Day & Evening)
- Schedule adjustment available for currently enrolled students in full term and Regents' Prep classes. Advisement and registration assistance available on campuses during posted hours.

24 TUESDAY

- Schedule adjustment available for currently enrolled students in full term and Regents' Prep classes. Advisement and registration assistance available on campuses during posted hours.

25 WEDNESDAY



Georgia Perimeter College

26 THURSDAY

- Schedule Adjustment for Currently Enrolled Students

27 FRIDAY

28 SATURDAY

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29	30	31				

29 SUNDAY

"Mistakes are a part of being human. Appreciate your mistakes for what they are: precious life lessons that can only be learned the hard way. Unless it's a fatal mistake, which, at least, others can learn from."
- Al Franken

30 MONDAY

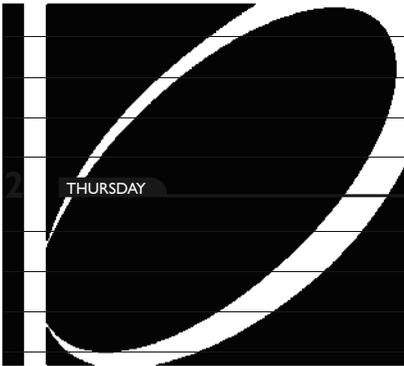
MEMORIAL DAY

- College Closed for Memorial Day Holiday

31 TUESDAY

- GPC new students' priority processing due date for Financial Aid application for fall 2011.

1 WEDNESDAY



Georgia Perimeter College

3 FRIDAY

4 SATURDAY

S	M	T	W	T	F	S
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5 SUNDAY

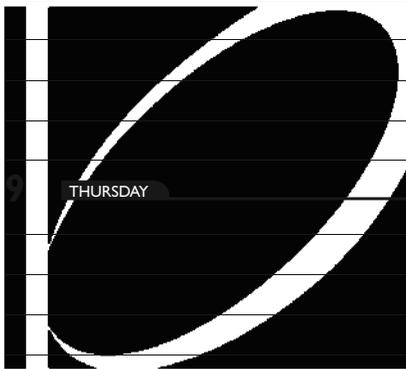
"How a man plays a game shows something of his character, how he loses shows all of it." - Anonymous

6 MONDAY

- Midpoint for Regents' Prep (RGTE and RGTR) classes.

7 TUESDAY

8 WEDNESDAY



Georgia Perimeter College

- Last day for registration/schedule adjustment for Spring semester.
- Advisement and registration assistance available on campuses during posted hours. Fee payment due date (7:00 pm). Unpaid or partially paid registrations will be cancelled.

10 FRIDAY

11 SATURDAY

2011 | JUNE

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
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<hr/> <hr/> <hr/>	5	6	7
<hr/> <hr/> <hr/>	12	13	14
<hr/> <hr/> <hr/>	19 FATHER'S DAY	20	21
<hr/> <hr/> <hr/>	26	27	28
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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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8	9	10	11
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NOTES _____

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
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12 SUNDAY

"Yesterday is but a dream, tomorrow but a vision. But today well lived makes every yesterday a dream of happiness, and every tomorrow a vision of hope. Look well, therefore, to this day." - Indian Proverb

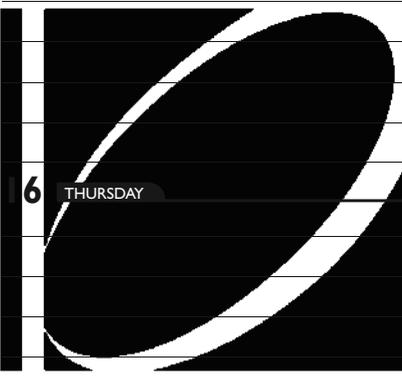
13 MONDAY

- Short term classes begin.
- Schedule adjustment available for currently enrolled students in short term classes. Advisement and registration assistance available on campuses during posted hours.

14 TUESDAY

- Short term classes begin.
- Schedule adjustment available for currently enrolled students in short term classes. Advisement and registration assistance available on campuses during posted hours.

15 WEDNESDAY



6 THURSDAY

Georgia
Perimeter
College

Look for Regents' Prep (RGT) and RCTR classes.

17 FRIDAY

18 SATURDAY

- Regents' Test (Tentative)

S	M	T	W	T	F	S
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19 SUNDAY

FATHER'S DAY

- Regents' Test (Tentative)

"Our lives begin to end the day we become silent about things that matter." - Martin Luther King Jr.

20 MONDAY

- Regents' Test (Tentative)
- Final Exams for 1st Half Term Classes

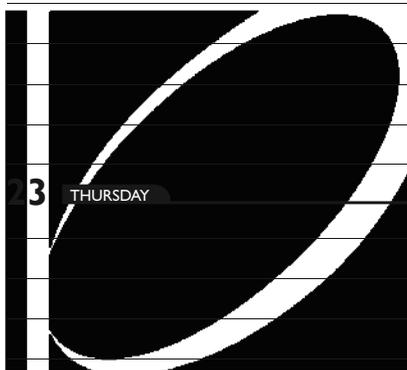
21 TUESDAY

- Regents' Test (Tentative)
- Financial Aid freezes credit hours for disbursement of awards at midnight. (Tentative)
- Midpoint for Full Term Classes
- Student Study Day - No Classes Held
- College Open

22 WEDNESDAY

- Regents' Test (Tentative)
- Classes Begin for 2nd Half Term
- Schedule Adjustment for 2nd Half Term Classes

23 THURSDAY



Georgia Perimeter College

24 FRIDAY

25 SATURDAY

26 SUNDAY

S	M	T	W	T	F	S
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"The superior man is modest in his speech, but exceeds in his actions." - Confucius

27 MONDAY

28 TUESDAY

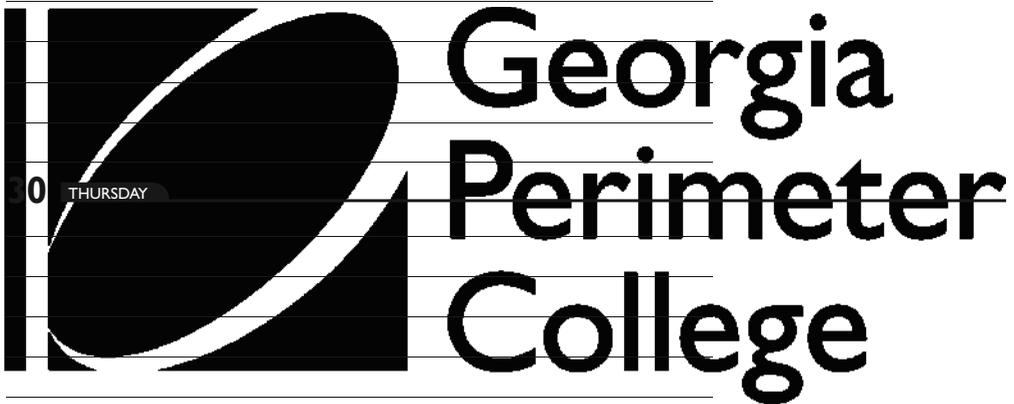
29 WEDNESDAY

30 THURSDAY

1 FRIDAY

- Application and Document due date for fall 2011. (Nonrefundable application fee required.)
- Graduation application due date for fall 2011. (Nonrefundable application fee required.)

2 SATURDAY



S	M	T	W	T	F	S
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26	27	28	29	30		

3 SUNDAY

“When you cannot get a compliment any other way, pay yourself one.” – Mark Twain

4 MONDAY

US INDEPENDENCE DAY

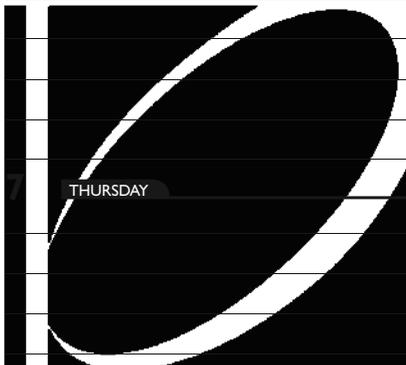
- College Closed for Independence Day

5 TUESDAY

- Midpoint for short term classes.
- Petition for in-state tuition due date for summer 2011.

6 WEDNESDAY

- Midpoint for 2nd Half Term Classes



Georgia Perimeter College

8 FRIDAY

9 SATURDAY

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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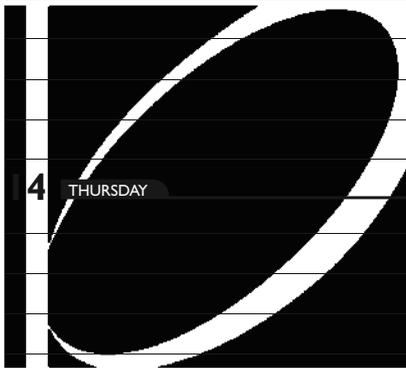
10 SUNDAY

"Live your heart, and never follow." - Chuck Ragan

11 MONDAY

12 TUESDAY

13 WEDNESDAY



Georgia
Perimeter
College

15 FRIDAY

16 SATURDAY

S	M	T	W	T	F	S
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17 SUNDAY

"In the practice of tolerance, one's enemy is the best teacher." - Dalai Lama

18 MONDAY

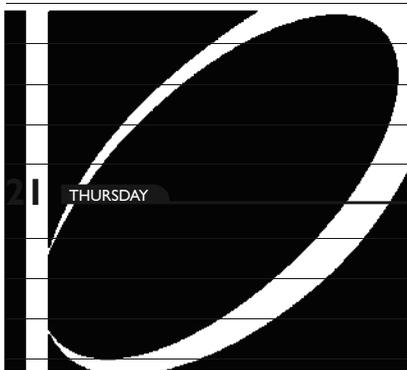
- Full Term Classes End

19 TUESDAY

- Final Exams for Full Term Classes
- 2nd Half Term Classes End

20 WEDNESDAY

- Final Exams for 2nd Half Term Classes



Georgia
Perimeter
College

21 THURSDAY

- Official Graduation Date for Summer 2011 Session

22 FRIDAY

23 SATURDAY

JUL

24 SUNDAY

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24	25	26	27	28	29	30
31						

"Even a fool knows you can't touch the stars, but it doesn't stop a wise man from trying."
- Harry Anderson

25 MONDAY

- Last day for full term and short term classes.

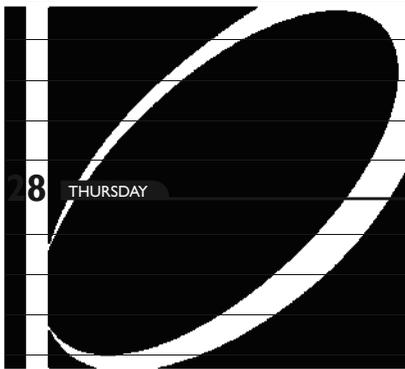
26 TUESDAY

- Final exams for full term and short term classes. There is no special day for MATH 0098 exams.

27 WEDNESDAY

- Final exams for full term and short term classes. There is no special day for MATH 0098 exams.
- Learning Support exit exams. All Learning Support students should check their course syllabus for specific dates.

28 THURSDAY



Georgia Perimeter College

29 FRIDAY

- Grades for all summer classes due by noon.
- Official graduation date for summer session.

30 SATURDAY

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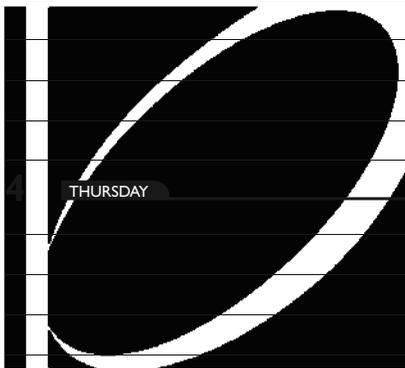
31 SUNDAY

"We turn not older with years, but newer every day." – Emily Dickinson

1 MONDAY

2 TUESDAY

3 WEDNESDAY



Georgia Perimeter College

5 FRIDAY

6 SATURDAY

JUL

COLLEGE TRANSITION

Congratulations! You have successfully completed high school, and anyone who tells you that this accomplishment is “no big deal” should consider the following: by completing this important phase of your life, you have laid the groundwork for future success and happiness.

According to Census Bureau statistics, your high school diploma alone will earn you over \$10,000 per year more than those without the diploma. You're already ahead of the game, right? Not so fast. Before you get too excited about your shiny new high school diploma, consider these statistics:

- Census Bureau figures show that a college degree is worth nearly twice the annual amount of what a high school diploma is worth (\$51,206 a year, compared with \$27,915 a year for those with a high school diploma only).
- College graduates will earn \$402,959 more than non-college graduates over the course of their lives.
(Barrow, Lisa and Rouse, Cecilia Elena (2005) “Does College Still Pay?,” *The Economists Voice*: Vol. 2 : Iss. 4, Article 3.)
- According to several published reports, college graduates are by-and-large happier than those who have not completed college.

So pat yourself on the back- you have already successfully made the most important decision that you can make: to go to college and pursue a degree! Now the real work begins, and this guide is here to help you make the most of your college experience.

Here is the most important tip we can give you: instead of focusing on simply “getting by” over the next four years, think of your college education as a series of small but important decisions that, if chosen wisely, will move you closer and closer to your ultimate goals in life. This is a crucial time in your personal development. So make the most of what your campus has to offer: attend your classes and never forget why you are in school. Join a club or two. Make friends with your roommates, your suitemates, your classmates, and your professors. Try new dishes, learn new skills, pick up an intramural sport you've never even heard of. College is a unique time for you to be an integral part of a learning community.

Seize the day!

TIPS FOR SUCCESS

So what are your goals- Fame? Fortune? Happiness? Perhaps you crave a career that affords you the opportunity to travel around the world. Or maybe you wish to earn your living in a position that will allow you to make a positive difference in the world around you. The choice is completely up to you, and a college degree will help you reach the goals you set.

Tip #1: **Attend All Classes.**

Do the math. And by this, we mean:

- 1) Figure out how much you (or your parents) are paying for tuition to your college.
- 2) Divide the cost by the total number of classes you will take in the semester. This will tell you how much each class session is costing you.

Education is extremely valuable, and it's not cheap. In these tough economic times, can you really afford to waste the \$200 (or more) that each class session is costing you or your parents? We didn't think so.

If the economic cost of skipping classes does not grab your attention, here are some other great reasons to attend all of your classes:

1. **Class Is The Reason You Are Here.** Period. End of story. All of the extra stuff that you do in college- the clubs, the social mixers, the intramural sports, the weekend activities- they are all great. Still, the only tangible thing you actually pay for in college is the right to an advanced education, and this is found first inside the classroom. Go to class.
2. **You Can't Learn This Stuff On Your Own.** College education is serious, and attendance matters. Your professor might take attendance and figure it into your final grade, but even if she doesn't, you can bet that the only sure way to be well prepared for your exams is to actively listen to everything your professor tells you throughout the class. Face it: she probably knows more about the subject than you will ever know. You may have gotten by on your intelligence and good looks in high school, but if your memories of the college semester have even small gaps, you can bet that even your best effort is going to earn you a lousy grade come exam time.
3. **You Never Know Who You'll Meet.** Having trouble meeting people? Wishing you could find a more interesting group of friends to hang out with on the weekends? There is no better way to become connected to your campus community than to attend every class during the semester. A simple conversation between two classmates has been known to spawn a new friendship or even a hot new relationship.

Tip #2:

Learn To Trust Your Sylla-buddy.

Getting organized in college is extremely important because it's likely that most of your classes will not meet everyday. Without being careful, it's easy to forget that you have a paper due tomorrow, or a project that's due in two days that you had better start on ASAP. And if that stuff is not due tomorrow or the next day, then something else must be. Now what could that be...It's enough to make your head spin!

Here are some tips for getting and staying organized in college:

1. **Color-Code Your Notebooks and Folders.** Your campus bookstore carries countless colors and styles of notebooks and folders. Why not get a separate notebook and folder for each class- and make them both the same color! This will make it easier for you to find the handouts that go along with the notes that you are reviewing, or to grab the right binder and notebook for the class you need to be at in ten minutes.
2. **Your Syllabus Is Your Real Best Friend...** Most every course you attend will follow a syllabus, which is a course-long schedule of what to expect in a particular class. All syllabi should list your professors' full names, office hours, and contact information. Some syllabi are extremely detailed, listing the assignment that will be due in each class and the date it will be due. Most syllabi will tell you at least the topic to be covered during a particular class period, or a reading assignment you will be expected to know by a certain date. Review the syllabi often, as some assignments might take you longer than you think, and it's always better to be a little bit ahead of the rest of the class than to fall behind.
3. **...But Your Class Buddy Is Really Your Best Friend.** Don't be shy about striking up conversations with your classmates on the first day. Plan to come away from that first class with email addresses, cell-phone numbers, and possibly even firm plans to meet for coffee with a perfect stranger to study or discuss a difficult chapter of reading.

There will be plenty of time to get past the awkward getting-to-know-you phase of classmate interaction, but you just might need to chat about something urgent and class-related right away. Better to have someone you can call or email when you have a question about an assignment, even if you don't know them particularly well, than to attempt braving it on your own and risk spending hours and hours doing the wrong assignment.

Tip #3:

Take Advantage of Your College's Resources.

Are you having trouble understanding your introductory chemistry course? Perhaps you should go to your school's Academic Support Center to talk to a tutor. Having trouble starting that term paper that's due in two weeks? Your school's Writing Center is a great place to start. Did you enjoy being a member of the Fencing team in high school and want to meet other people who also enjoy Fencing? Check out your college's Intramural Board that might be hanging up at the Fitness Center.

Your school has all of the resources available to help you to make the most out of your college experience—inside and outside of the classroom.

Here are a few suggestions as to where to start:

1. **The Web.** Check out your school's web page for information about news and various events going on on-campus and contact information for the various offices that you might need to contact.
2. **College and Career Center.** This is where you go when you want information about a certain career path you are considering, or where you can connect with alumni who can offer you advice or even possibly an internship or a job.
3. **Office of Residence Life.** Having issues with your roommate? Are you interested in living in a theme house devoted to Yoga fanatics? Any issues that arise regarding where you sleep should be directed to this office.
4. **Medical and Counseling Services.** Your health is essential to your success as a college student. Make sure you take care of yourself, physically as well as mentally. Most colleges' infirmaries and counseling centers are staffed by medical professionals trained to help you with any issue that might arise. Plus, it's confidential.
5. **Student Activities.** This is where you go to learn about getting involved in student government, clubs and organizations, cinematic and dramatic showcases, and student-run activities.

**Remember: getting involved is no longer simply a way to boost your chances of getting into college. You're already in. So discover what you're truly passionate about, and pursue it at your school.

CHOOSING A MAJOR

Nobody expects you to learn everything that your college offers, so it is important to focus on one or two specific subject areas that you feel will help you to achieve your ultimate goals.

Choose your major wisely; it is never too late to become educated in any area that you choose to study, but since you are expected to complete your college studies in four years, most colleges recommend that you decide on your major of study by the end of your sophomore year.

So what major should I choose?

The right answer to this question is different for each and every student. In order to answer this question for yourself, fill in the following chart:

My Past

What academic and extracurricular areas have you excelled in during your high school career?

List them here:

Successful Area #1.

Successful Area #2.

Successful Area #3.

My Present

What areas are you most interested in learning about over the next four years? Think about topics that you find yourself talking about and reading about most often. List the three that come to mind below:

Interest #1.

Interest #2.

Interest #3.

CHOOSING A MAJOR, cont'd

My Future

What is your dream career? Where do you see yourself in five, ten, or even twenty-plus years? List your top three dream careers below, and do a little research on the Internet or in books and magazines to find out which majors typically end up in these careers:

Possible Career #1.

Possible Career #2.

Possible Career #3.

15 PRESTIGIOUS CAREERS

(and their possible majors):

If you have your eye on a specific career or future line of work, you should choose an appropriate major to get your career off to the best possible start. Here are some popular career choices and the majors that are most often chosen by students looking to work in these fields:

Profession:	Some Possible Majors:
Scientist	Chemistry, Biology, Physics, Astronomy, Geology.
Doctor	Chemistry, Biology, Psychology, Biochemistry.
Teacher	Education, Psychology, any specific subject area you wish to teach.
Nurse	Biology, Anatomy and Physiology, Psychology.
Member of Congress	Political Science, History, English, Philosophy, Psychology.
Engineer	Any undergraduate engineering program.
Architect	Architecture, Studio Art, Math, Art History, Engineering.
Business Executive	Economics, Business, Political Science, Psychology.
Lawyer	History, Philosophy, English, Political Science, Psychology.
Journalist	Journalism, English, History, Philosophy, Psychology.
Accountant	Accounting, Mathematics, Economics.
Banker	Mathematics, Economics, Managerial Economics.
Actor	Theater Arts, English, Classics, Sociology, Psychology.
Stockbroker	Business, Economics, History, Psychology.
Real Estate Broker	Sociology, Psychology, Political Science, Economics.

Did You Know?

According to published reports, the top 10 highest paying undergraduate majors (based on annual starting salary) are:

1. Engineering (Chemical)
2. Engineering (Computer)
3. Engineering (Electrical)
4. Engineering (Mechanical)
5. Computer Science
6. Accounting
7. Economics and Finance
8. Engineering (Civil)
9. Business Administration
10. Marketing

CAREER PLANNING

The only way to make college work for you in the long run is to use the academic learning, practical experience, and important connections you have gained during your four years and parlay them into a career that you're passionate about. Aside from studying hard and doing your best in your classes, there are several things you will want to consider doing while you are still in college:

- **Find An Internship.**

It's a dirty little secret in the working world, but it's the truth: even so-called entry-level jobs often require you to have practical experience and on-the-job training. So how does one get this experience? One common way to get this necessary experience before you graduate is to invest your time in an internship.

An internship is a temporary, often unpaid position set up solely for the purpose of allowing the intern to gain practical experience in a particular career area.

In addition to the experience, an internship will help you establish important connections with people who will be able to provide references and letters of recommendation for you when you start to look for your full-time career.

A strong letter of recommendation or a kind word on the phone to an interviewer from an established person in your profession can mean the difference between getting the job of your dreams, or getting your resume shuffled to the shredding machine.

- **Visit Your Career Center.**

Your campus most likely has an office full of dedicated professionals whose sole purpose is to help you find an internship or a job after college. At most schools, this is called the College And Career Development Center.

The career center will often deliver seminars on such topics as resume writing, interviewing skills, and marketing yourself to the working world. They might host career networking mixers where you can chat informally with people who already work in the career you are planning to pursue.

Contact your campus's career center to learn more about upcoming events or to get on an email list to update you periodically.

- **Plan To Attend Career Fairs on Campus.**

Career fairs are usually set up by your career center and present you with a valuable opportunity to deliver your resume to many different employers at once.

Visit each company's booth that interests you, and talk to the representative as you drop off your resume. Anything you can do to distinguish yourself from the other candidates milling around the career fair will go a long way in making sure that your resume lands in the right hands.

Make sure to follow up with a short email to thank the person you spoke to for taking time to talk to you.

- **Network With Alumni in Job Areas That Interest You.**

Your career center will most likely have a database of alumni who have already agreed to allow current students to contact them for networking purposes.

STUDY SKILLS

Practice Good Note-Taking Habits

So you've made the right choices so far and attended all of your classes. For each class, you have a shiny new notebook and a color-coordinated folder that has your syllabus and all of the important documents that you were given on the first day of class. Now, you want to know how to get a good grade in your class. The answer, quite simply, is to mindfully and diligently take notes by hand. Forget your laptop, especially if you are in a large lecture hall. It will only serve as a distraction as you maneuver it around your lap in your tiny fold-up chair, only to force you to search for a place to power it up when the battery gets low. And if your school's lecture halls have wi-fi, avoid using your laptop in class like the plague. It will only tempt you to plug in and tune out.

Good Note-Taking Habits Include:

- Actively listening to your professor's lecture and jotting down the main ideas in an orderly, easy-to-read outline.
- Writing down in the margins of your notebook any subject-relevant questions, areas of confusion, or interesting connections that pop into your head.

Draw diagrams of ideas as a way to visualize them. Some helpful ideas for diagramming include:

- **Venn Diagrams:** Draw two overlapping circles. Use the overlapping portion to write down the similarities between two ideas, and use the peripheral areas to show the contrasting points.
- **Clustering:** Write a term or idea in a circle and draw a line from that circle to a different circle that houses a related idea. Repeat this process in as many directions as you like. This is another great way to visualize the relationships between abstract ideas and concepts.
- **Boxes and Arrows:** Whenever you need to learn the way a process works (such as the Krebs Cycle, the water cycle, or the emergence of Existentialism from earlier schools of philosophy), try drawing the progression from A to Z by drawing a box with one idea in it and connecting it with an arrow to a box containing a different idea. Use this method as a way to visualize cause-and-effect relationships and historical progressions.

Retype your notes from class on a computer at some point after the class has finished. This is a good idea for a few reasons:

1. Copying your notes will help you to review the concepts you have just learned, and to reflect on the material. Think of it as instant studying.
2. Writing your notes by hand forges pathways in your brain that typing does not. Pressing a key to type a letter only uses one motion, but when you write letters on a paper, your muscle memory works in tandem with your brain and helps you to retain more of the information for longer.
3. Retyping your notes allows you to reorganize, reorder, and add to the information in your notes, causing your brain to make new connections between ideas that will allow you to retain more of the information.

Manage Your Most Valuable Asset: Time.

Independence can be a double-edged sword. In high school, your in-school time was most likely managed for you; every school day was broken up into the same block periods, and started and finished at the same time every day. After-school activities took place from approximately 2:30 to just before dinnertime, and you juggled the occasional sporting event or evening play practice that took place after dinner. You had to get to bed at a reasonable time every night, or you would not be alert in the morning when your alarm rang at 6am or earlier. Time for studying might have seemed scarce, especially if you juggled multiple after-school activities, sports, and social events, like many high school students nowadays.

However, you always found small pockets of time- an hour or two after dinner, a morning study hall, the half-hour before homeroom in the morning- to get your work done. This was key. In college, there is a lot more unstructured time at your disposal than in high school. Here are some keys for making the most of this time:

1. **Keep A Schedule.** This will help you to keep track of appointments, long-term deadlines, and your priorities. Use this planner to keep all of this essential information in one place, so that you know where to find it when you need to recall an appointment, birthday, or important lecture that you don't want to miss.
2. **Make A List.** Start by making a list of everything that you need to do, including the date that each task must be completed.
 - **Assess Each Task.** Make a quick estimation as to how long each task will take you. If you have a task on your list that will take multiple hours to complete, you might want to split it up into smaller chunks. This will help you to focus on the details without getting bogged down by trying to imagine the big picture all at once.
 - **Prioritize Your List.** Number the tasks on your list in an order based on when each needs to be completed and how long each will take.
 - **Pat Yourself On The Back.** Cross each task off of your list as you complete it. Revel in the feeling of accomplishment as your list dwindles down to nothing.
3. **Don't Procrastinate.** Now that you have a filled-in agenda book and a prioritized list of tasks that need completion, there's only one thing left to do: **get started!**

EMBRACE THE ART OF WRITING

Get used to it- term papers are a fact of life in college. Why? Quite simply, because there is no better or more thorough way of communicating the information you have learned than by organizing and presenting it in the form of a written essay.

Why is writing so important in college?

- Writing forces you to piece together small chunks of information into a clear, logical, sequential package (much like assembling a puzzle from mixed up pieces), allowing you to explain something to the reader in a way that is detailed, clear, and organized.
- When you write, you are organizing your thoughts in a way that tells the reader exactly what you are saying and why they should listen to you.
- Writing requires you to gather your facts ahead of time to say exactly what you want to say, and only what you want to say.
- Unlike with rote memorization, where you learn a piece of information through repetition, the writing process requires that you understand as well as apply (use) the information. Any psych major knows that using the information you learn is the only sure-fire way to lock it into your memory!

I've Been Assigned An Essay....Now What?!

Don't panic! Chances are that you have already written several papers in high school, which is good practice. Remember though: this is college, and unless you are writing a creative essay, style points don't count! Most of your professors are going to be reading your essays for clear, well-developed and well-supported ideas. Logic is much more important than style! So, avoid the flowery language, the colorful adjectives and the distracting adverbs. Organization is key!

3 Time-Tested Tips for Writing an Effective Essay:

1. Prepare your argument ahead of time. Gather information on note cards and add more ideas as they come to you. A little extra time and care at the beginning of the writing process will potentially save you hours of frustration later on!
2. Create an outline. Before you start hammering away at your keyboard, try to visualize the flow of your essay by creating an outline. It doesn't have to be detailed- think of it as your road map that you pack in the glove box before you embark on a long drive. When you are looking for direction later on, you'll be glad you have it to refer back to!
3. Make sure all of the important pieces of the essay are in place. Every essay should include:
 - An Introduction, with a "hook" to lure the reader in, a strong thesis statement, and a brief preview of what you will cover in your essay.

ESSAYS

The Anatomy of the 5-Paragraph Essay

- **Body Paragraphs:** Think of each body paragraph as a brick with which you will build your essay. In order to be strong, a body paragraph must begin with a clear topic sentence connecting the information in each paragraph to your thesis statement, important facts to support the topic sentence, and a smooth transition sentence leading the reader seamlessly to the next topic.
- your thesis statement in the conclusion (in different wording, of course!) to remind the reader what you have just proven.

Remember, the keys to writing a good essay are **Clarity and Support**.

- Know what you are trying to say.
- Know why you are trying to say it.
- Say it clearly and simply.
- Support every idea you use with facts.

What's a thesis statement?

Think of the thesis statement of your essay as the argument that you are trying to prove in your essay. An essay is very much like a criminal court proceeding: it requires evidence to make the case, and specific details to support the evidence. Your thesis statement is the main idea that holds your case together.

Your thesis statement should be simple and specific enough to keep your essay from drifting out of focus, but complex enough so as to require at least three key pieces of evidence for support. Each one of your body paragraphs will present and expand upon information that supports your thesis: the specific details to support your evidence.

Is my thesis statement suitable?

To answer this, as yourself the following questions:

a. Is my thesis significant?	Y / N
b. Is my thesis clear?	Y / N
c. Is my thesis specific?	Y / N
d. Is my thesis detailed?	Y / N
e. Is my thesis disputable?	Y / N

HEALTH & WELLNESS

Obey Your Yin and Yang.

If you think about it, the key to success in college and beyond is to strike a balance in your life between your Body, Mind, and Spirit. Think of these three areas of your life as a tripod: The survival of each part is reliant on the success of the other two.

MIND

- **Knowledge**
- **Security**
- **Creativity**

BODY

- **Rest**
- **Movement**
- **Nutrition**

SPIRIT

- **Purpose**
- **Faith**
- **Relationships**

Think of Exercise as Medicine.

The research has been done, and the results are astounding: regular exercise not only can lengthen your life; it can make you healthier, happier, smarter, and more productive in the short term. Use your planner to keep a log of how often you exercise.

Research has shown that exercising 4-5 times per week:

- Boosts your immune system and makes you less susceptible to infectious disease.
- Enhances your mood, raises your self-esteem, and makes you less prone to depression and anxiety.
- Improves your concentration and your brain function, allowing you to retain more of the information that you learn in class.
- Lowers your risk of long-term ailments such as heart disease, diabetes, high blood pressure, colon cancer, and gallstones.
- Improves your sleep, making you feel better rested and more alert during the day.
- Keeps you trim, helping you lose fat and maintain muscle tone.

The Truth About Cardio

Average Calories Burned per 10 Minutes of Exercise:

Activity	125 lb person	175 lb person
Walking	29 calories	40 calories
Running (5.5 mph)	90 calories	125 calories
Running (7 mph)	118 calories	164 calories
Biking	89 calories	124 calories
Downhill Skiing	80 calories	112 calories
Cross Country Skiing	98 calories	138 calories
Swimming (crawl)	40 calories	56 calories
Tennis	56 calories	80 calories

DAY 1: Abs & Chest

WARM UP:

Stationary Bike = 20 min.

ABDOMINALS:

Crunches = 3 x 20

CHEST:

Dumbbell Press = 1 x 12-15, or
3 x 8-10

Incline Dumbbell Press = 3 x 20

Cable or Dumbbell Flies

= 3 x 10-12

DAY 2: Abs, Back & Biceps

WARM UP:

Elliptical = 20 min.

ABDOMINALS:

Leg Lifts = 3 x 15-25

BACK:

Military Press = 3 x 10

Upright Row = 3 x 10

1-Arm Dumbbell Row = 3 x 10
x 2

Lateral Pulldown = 3 x 10

BICEPS:

Dumbbell Curl = 3 x 10 x 2

DAY 3: Abs, Upper Legs

WARM UP:

Run = 15 min.

ABDOMINALS:

Crunches = 3 x 20

QUADS &

HAMSTRINGS:

Squats or Lunges = 3 x 10

Leg Press = 3 x 10

Leg Extension = 3 x 10

Hamstring Curls = 3 x 10

DAY 4: Abs, Triceps, Calves

WARM UP:

StairMaster = 20 min.

ABDOMINALS:

Hanging Leg-Lifts = 3 x 15

Pilates Crunches = 3 x 20

TRICEPS:

Tricep Extensions = 3 x 10

Dips = 3 x 10

LEGS:

Calve Raises = 3 x 10

The Facts About Drugs and Alcohol On Campus

College is a time of personal growth, independence, and experimentation. And although only about half of all college students are of legal age to purchase and consume alcohol, the reality is that alcohol and drug use is prevalent on today's college campuses, and it is important to know the risks and dangers that this trend portends. Become educated on the potentially disastrous effects of drug and alcohol abuse on your body, your life, and the lives of those around you. Be smart.

Did you know?

- **Alcohol Abuse Can Kill You.** The Core Institute, an organization that surveys college drinking practices, estimates that alcohol use will be a main cause of death for over 300,000 of today's college students.
- **Causes of death linked to alcohol usage** include drunk driving accidents, cirrhosis of the liver, various types of cancers, and heart disease.
- **Alcohol Abuse Can Make You Broke.** According to the Phoenix House, a non-profit organization dedicated to the prevention, treatment, and recovery of alcohol abuse, the average college student spends over \$900 on alcohol per year, but only about \$450 on books.
- **Alcohol Abuse Can Ruin Your Grades.** Just one night of heavy drinking can impair your abstract-thinking abilities for up to 30 days, making it more difficult to understand the difficult subject material you will be studying in college, and more difficult to succeed on exams.
- **Men and Women metabolize alcohol at different rates.** This is because men have a much larger quantity of the enzyme that breaks down alcohol in their bodies than women. A muscular male who weighs 185 lb. will have a higher tolerance than a slightly-built female weighing in at 105 lbs.

Studies show that one student's alcohol abuse affects, on average, up to five other people. Here are just a few examples:

College Students Encounter Problems When Others Drink Too Much

- 60.5 % had study or sleep interrupted
- 53.6 % had to take care of a drunken student
- 29.3 % had been insulted or humiliated
- 20.1 % experienced an unwanted sexual advance (women)
- 18.6 % had a serious argument or quarrel
- 13.6 % had property damaged
- 9.5 % had been pushed, hit, or assaulted
- 1.3 % had been a victim of sexual assault or date rape (women)

Source: "College Binge Drinking in the 1990s: A Continuing Problem. Results of the Harvard School of Public Health 1999 College Alcohol Study." *Journal of American College Health*, 48 (March 2000): 208.

Some Tips For Avoiding Alcohol & Drug Abuse

1. **Get A Life.** Make healthy choices and build your social life around activities that are relaxing and good for you. There are a wealth of social, recreational, and intellectual options of alternative activities on your college's campus. You won't even have to look hard to find them on your campus.
2. **Be Real.** When attending social gatherings where alcohol is in use, don't make the alcohol the focus of your night. If you look around you, you will see that the person at the party who is drinking excessively sticks out like a sore thumb. Trust us, you don't want to be that person.
3. **Know Your Limits.** If you feel like you have had enough, do not let anyone else pressure you into drinking more than you feel comfortable drinking. They might be trying to get you to lower your inhibitions, or to make themselves feel better about drinking another drink. Either way, they don't have your best interests in mind.
4. **Assert Your Independence.** You should never feel bad about turning down someone who offers you drugs or alcohol. If you are worried that they might think less of you, don't. The truth is that they will probably respect you more for sticking up for yourself and asserting your independence.

GOAL PLANNING

Keep Your Eyes On The Prize.

With new independence comes new responsibilities, possibilities, and potential pitfalls. Each choice you make can open doors to new possibilities, or close the door on opportunities or potential paths. While it is true that some choices you make (choosing a major; deciding on a graduate program, accepting your first job) will have more lasting consequences than others (eating dinner at the dining hall or the student union, attending a social gathering, hanging out with your roommate or your friend who lives across campus), all of these choices eventually add up to lead you down a unique path that, in the end, belongs solely to you.

Establishing long-term goals makes it much easier to make positive short-term decisions. Remember, the ancient mariners embarked on their seafaring journeys with little idea of where they might end up, but their compasses always pointed north, so they always knew which direction they were heading.

Make A List Of Your Long-Term Goals.

Consider the long-term goals you would like to accomplish in the next 10-30 years in areas of career, family, relationships, and leisure. Be as specific as possible.

CAREER GOALS:

1.

2.

3.

FAMILY GOALS:

1.

2.

3.

LEISURE GOALS:

1.

2.

3.

GOAL PLANNING, cont'd

Make A List Of Your Medium-Term Goals.

These are the specific things you will need to do in the next 3-5 years to make your long-term goals possible.

1.

2.

3.

4.

5.

Make A List Of Your Short-Term Goals.

These are the things that you would like to accomplish this semester or in the upcoming year. When filling this chart out, keep your long- and medium-term goals in mind. Your short-term goals should contribute in some tangible way to making the longer-term goals a reality.

1.

2.

3.

4.

5.

MATHEMATICS

Polynomials

$$\begin{aligned}
 a(b+c) &= ab+ac \\
 (a+b)^2 &= a^2+2ab+b^2 \\
 (a-b)^2 &= a^2-2ab+b^2 \\
 (a+b)(c+d) &= ac+ad+bc+bd \\
 (a+b)^3 &= a^3+3a^2b+3ab^2+b^3 \\
 (a-b)^3 &= a^3-3a^2b+3ab^2-b^3 \\
 (a+b)(a-b) &= a^2-b^2 \\
 (a+b)(a^2-ab+b^2) &= a^3+b^3 \\
 (a-b)(a^2+ab+b^2) &= a^3-b^3 \\
 (a+b+c)^2 &= a^2+b^2+c^2+2ab+2ac+2bc
 \end{aligned}$$

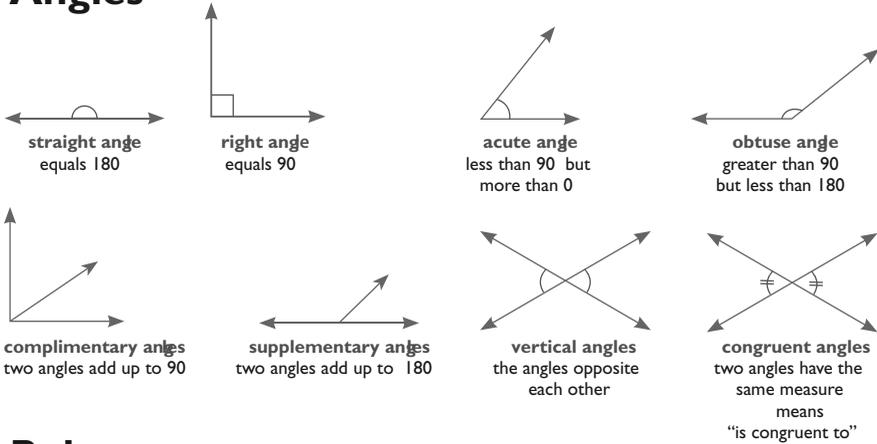
Tables of Formulas

Geometric Formulas	
Area of a square	$A = s^2$ where s = side length
Area of a rectangle	$A = lw$ where l = length and w = width
Area of a triangle	$A = \frac{1}{2}bh$ where b = base and h = height
Area of a parallelogram	$A = bh$ where b = base and h = height
Area of a circle	$A = \pi r^2$ where $\pi = 3.14$ and r = radius
Circumference of a circle	$C = \pi d$ where $\pi = 3.14$ and d = diameter
Perimeter of a polygon	P = Sum of the length of the sides
Perimeter of a rectangle	$P = 2l + 2w$ where l = length and w = width
Perimeter of a square	$P = 4s$ where s = side length
Volume of a triangular prism	$V = Bh$ where B = area of base and h = height
Volume of a rectangular prism	$V = lwh$ where l = length, w = width, and h = height
Volume of a cylinder	$V = \pi r^2h$ where $\pi = 3.14$, r = radius, and h = height
Surface area of a polyhedron	S = Sum of the area of the faces
Surface area of a cylinder	S = Sum of the lateral surface area and the area of the two bases Lateral surface area = $2\pi rh$ Area of two bases = $2\pi r^2$

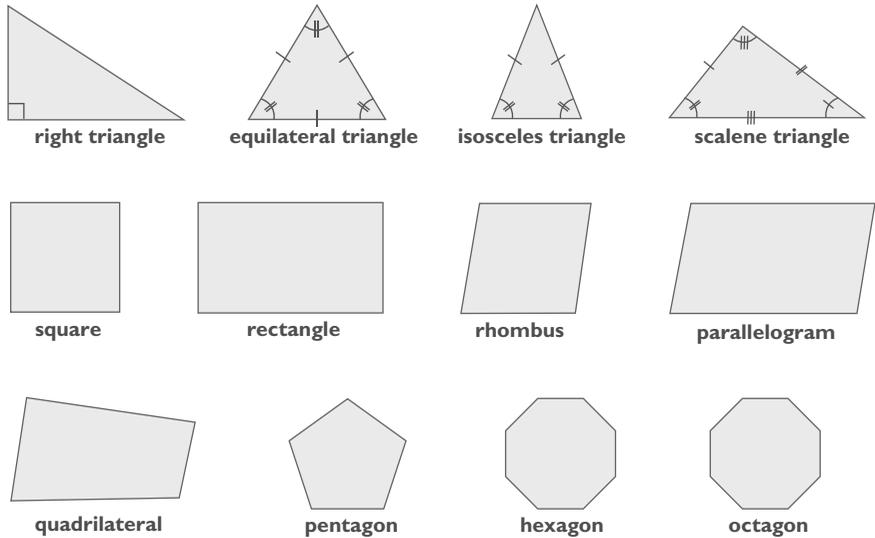
Other Formulas	
Distance traveled	$d = rt$ where r = rate, d = distance, and t = time
Simple interest	$I = Prt$ where I = interest, P = principal, r = rate, and t = time

ANGLES / POLYGONS

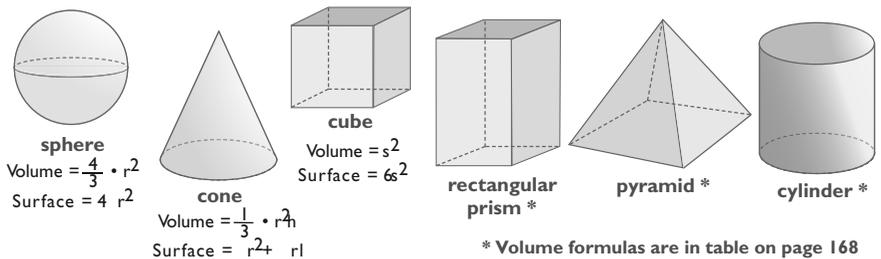
Angles



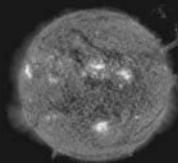
Polygons



Solids



SCIENCE - THE SOLAR SYSTEM



Sun



Earth's Moon

Diameter	864,400 miles	2,159 miles
Distance to Earth	92,955,820 miles	238,855 miles

①

The numbers indicate order from the sun.



① Mercury

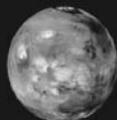


② Venus



③ Earth

Diameter	3,032 miles	7,521 miles	7,926 miles
Distance to Sun	35,983,095 miles	67,237,910 miles	92,955,820 miles
Length of Year	88 days	225 days	88 days
Length of Day	1,408 hours	5,832 hours	24 hours



④ Mars

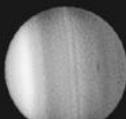


⑤ Jupiter

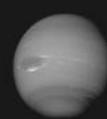


⑥ Saturn

Diameter	4,222 miles	88,846 miles	74,898 miles
Distance to Sun	141,633,260 miles	483,662,810 miles	885,904,700 miles
Length of Year	687 days	4,331 days	10,756 days
Length of Day	24 hours	10 hours	11 hours



⑦ Uranus



⑧ Neptune

Diameter	31,764 miles	30,776 miles
Distance to Sun	1,783,939,400 miles	2,795,084,800 miles
Length of Year	30,687 days	60,190 days
Length of Day	17 hours	16 hours

Photos: NASA

SCIENCE - PERIODIC TABLE

Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	IA	IIA	IIIB	IVB	VB	VIB	VII B	VIII	IX	X	XI	II B	IIIA	IVA	VA	VIA	VIIA	VIIIA	
Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1	H Hydrogen 1.00794	He Helium 4.002602																	
2	Li Lithium 6.941	Be Beryllium 9.012182												B Boron 10.811	C Carbon 12.011	N Nitrogen 14.00644	O Oxygen 15.9994	F Fluorine 18.9984032	Ne Neon 20.1797
3	Na Sodium 22.98976928	Mg Magnesium 24.304094												Al Aluminum 26.9815386	Si Silicon 28.0855836	P Phosphorus 30.973761998	S Sulfur 32.065	Cl Chlorine 35.453	Ar Argon 39.948
4	K Potassium 39.0983	Ca Calcium 40.078	Sc Scandium 44.9559122	Ti Titanium 47.88	V Vanadium 50.9415	Cr Chromium 51.9961	Mn Manganese 54.938044	Fe Iron 55.845	Co Cobalt 58.933194	Ni Nickel 58.6934	Cu Copper 63.546	Zn Zinc 65.409	Ga Gallium 69.723	Ge Germanium 72.64	As Arsenic 74.9216	Se Selenium 78.96	Br Bromine 79.904	Kr Krypton 83.798	
5	Rb Rubidium 85.4678	Sr Strontium 87.62	Y Yttrium 88.90585	Zr Zirconium 91.224	Nb Niobium 92.90638	Mo Molybdenum 95.94	Tc Technetium (98)	Ru Ruthenium 101.07	Rh Rhodium 102.90550	Pd Palladium 106.42	Ag Silver 107.8682	Cd Cadmium 112.411	In Indium 114.818	Sn Tin 118.710	Sb Antimony 121.760	Te Tellurium 127.60	I Iodine 126.90447	Xe Xenon 131.293	
6	Cs Cesium 132.90545	Ba Barium 137.327		Hf Hafnium 178.49	Ta Tantalum 180.9479	W Tungsten 183.84	Re Rhenium 186.207	Os Osmium 190.23	Ir Iridium 192.217	Pt Platinum 195.078	Au Gold 196.96655	Hg Mercury 200.59	Tl Thallium 204.3853	Pb Lead 207.2	Bi Bismuth 208.98038	Po Polonium (209)	At Astatine (210)	Rn Radon (222)	
7	Fr Francium (223)	Ra Radium (226)		Rf Rutherfordium (261)	Db Dubnium (262)	Sg Seaborgium (266)	Bh Bohrium (264)	Hs Hassium (277)	Mt Meitnerium (268)	Un Ununium (281)	Uu Ununium (272)	Uub Ununium (285)	Uuq Ununquadium (289)	Uuq Ununquadium (289)	Uuh Ununhexium (292)	Uuq Ununquadium (289)	Uuh Ununhexium (292)	Rn Radon (222)	
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			

- ☐ Solids
- ▒ Liquids
- ▒ Gases
- ▒ Artificially Prepared

Frequently used fundamental physical constants

1 sec. = 9 162 631 770 periods of radiation corresponding to the transition between the two hyperfine levels of the ground state of ¹³³Cs (exact)

Speed of light in vacuum c 299 792 458 m s⁻¹ (exact)

Planck constant h 6.626 1 × 10⁻³⁴ J s

Elementary charge e 1.6022 × 10⁻¹⁹ C

Electron mass m_e 9.1094 × 10⁻³¹ kg

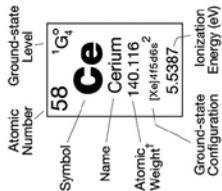
Proton mass m_p 1.6726 × 10⁻²⁷ kg

Fine-structure constant α 1/137.036

Rydberg constant R_∞ 1 097 373 1 m⁻¹

$R_\infty hc$ 13 605 7 eV

Boltzmann constant k 1.3807 × 10⁻²³ J K⁻¹

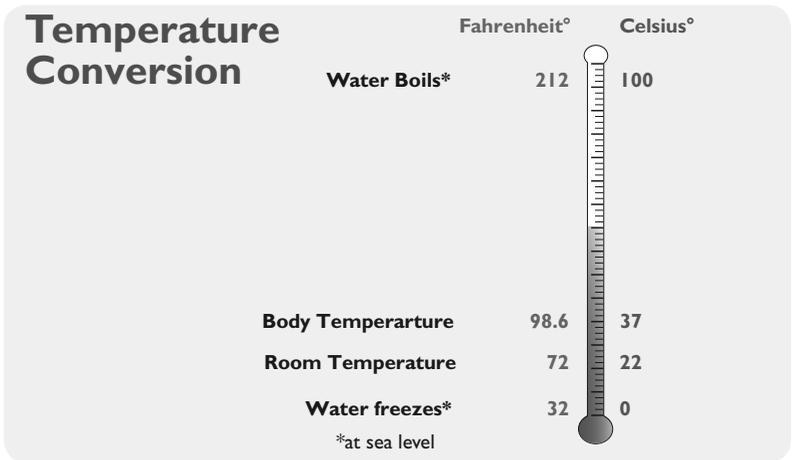


*Based upon ¹²C. 0 indicates the mass number of the most stable isotope.

SCIENCE - TABLES OF CUSTOMARY MEASUREMENT

Metric System	
Length	10 millimeters (mm) = 1 centimeter (cm)
	10 centimeter (cm) = 1 decimeter (dm) = 100 millimeters (mm)
	10 decimeter (dm) = 1 meter (m) = 1000 millimeters
	10 meter (m) = 1 decameter (dam)
	10 decameter (dam) = 1 hectometer (hm) = 100 meters (m)
	10 hectometers (hm) = 1 kilometer (km) = 1000 meters (m)
Weight	10 milligram (mg) = 1 centigram (cg)
	10 centigrams (cg) = 1 decigram (dg) = 100 milligram (mg)
	10 decigram (dg) = 1 gram (g) = 1000 milligram (mg)
	10 gram (g) = 1 decagram (dag)
	10 decagrams (deg) = 1 hectogram (hg) = 100 grams (g)
	10 hectograms (hg) = 1 kilogram (kg) = 1000 grams (g)
	1000 kilograms (kg) = 1 mega gram (Mg) or metric ton (t)
Capacity	10 millimeter (mL) = 1 centiliter (cL)
	10 centiliters = 1 deciliter = 100 milliliter
	10 deciliters = 1 liter = 1000 milliliters
	10 liters = 1 dekaliters (daL)
	10 dekaliters (daL) = 1 hectoliter (hL) = 100 liters
	10 hectoliter (hL) = 1 kiloliters (kL) = 1000 liters
Volume	1 cubic meter = 1000 cubic decimeters
	1 cubic decimeter = 1000 cubic centimeters
Area	1 square meter = 100 square decimeters
	1 square decimeter = 100 square centimeters
	1 are (a) = 100 square meters
	1 hectare (ha) = 100 ares (a)
	1 square kilometer = 100 hectares
Temperature	Degree Celsius (C)

U.S. Customary System	
Length	1 foot(ft) = 12 inches (in)
	1 yard (yd) = 3 feet = 36 inches (in)
	1 chain = 22 yards (yd)
	1 furlong = 10 chains
	1 mile (mi) = 8 furlongs = 5280 feet
	1 mile = 1760 yards
Weight	1 pound (lb) = 16 ounces (oz)
	1 ton = 2000 pounds (lb)
Capacity	1 cup = 8 fluid ounces (fl oz)
	1 pint (pt) = 2 cups (c)
	1 pint (pt) = 16 ounces (oz)
	1 quart (qt) = 2 pints (pt)
	1 quart (qt) = 4 cups (c)
	1 gallon (gal) = 4 quarts (qt)
Volume	1 cubic foot = 11728 inches
	1 cubic yard = 27 cubic feet
Area	1 square foot = 144 square inches
	1 square yard = 9 square feet
	1 acre (A)= 43,560 square feet
	1 square mile = 640 acres
Temperature	Degree Fahrenheit (F)



SCIENCE - CONVERSIONS

Weight Conversion Table

1 milligram (mg)	=	0.001 grams (g)
1 gram (g)	=	0.001 kilograms (kg)
1 gram (g)	=	0.035273962 ounces
1 ounce	=	28.34952312 grams (g)
1 ounce	=	0.0625 pounds
1 pound (lb)	=	16 ounces
1 pound (lb)	=	0.45359237 kilograms (kg)
1 kilogram (kg)	=	1000 grams
1 kilogram (kg)	=	35.273962 ounces
1 kilogram (kg)	=	2.20462262 pounds (lb)
1 stone	=	14 pounds
1 short ton	=	2000 pounds
1 metric ton	=	1000 kilograms (kg)

Volume Conversion Table

1 cubic centimeter	=	1000 cubic millimeter
1 cubic decimeter	=	1000 cubic centimeter
1 cubic meter	=	1000 cubic decimeter
1 liter / litre	=	.001 cubic meter
1 liter / litre	=	10 deciliter
1 deciliter	=	10 centiliter
1 centiliter	=	10 milliliter
1 cubic foot	=	1728 cubic inches
1 cubic yard	=	27 cubic feet

Area Conversion Table

1 square inch	=	645.16 square millimeter
1 square feet	=	144 square inches
1 square yard	=	9 square feet
1 ACRE	=	43560 square feet
1 square mile	=	640 acres
1 Section	=	1 Square Mile
1 Township	=	36 Sections
1 Square	=	100 square foot

Length Conversion Table

12 inches	=	1 foot
3 feet	=	1 yard
1 centimeter	=	0.3937 inches
5280 feet	=	1 mile
1760 yards	=	1 mile
1 foot	=	0.3048 meters
1 mile	=	1.6093 kilometers
1 inch	=	2.54 centimeters
1 foot	=	0.3048 meters
1 yard	=	0.9144 meters
1 meter	=	3.28083 feet
1 kilometer	=	3281 feet
1 kilometer	=	0.6214 miles
3 miles	=	1 league

Mass Conversion Factors

From:	To:	Multiply by:
Pound (lb)	Kilogram (kg)	0.4536
Ounces (oz)	Gram (g)	28.3495
Ounces (oz)	Pound (lb)	0.0625

Length Conversion Factors

From:	To:	Multiply by:
Mile (mi.)	Kilometer (km)	1.609347
Inch (in)	Centimeter (cm)	2.54
Foot (ft)	Meter (m)	0.3048
Foot (ft)	Inch (in)	12
Yard (yd)	Foot (ft)	3
Mile (mi.)	Yard (yd)	1760
Yard (yd)	Meter (m)	0.9144

GEOGRAPHY - U.S. MAP

U.S. States Capitols and Abbreviations

State	Abbr	Capitol	State	Abbr	Capitol
Alabama	AL	Montgomery	Montana	MT	Helena
Alaska	AK	Juneau	Nebraska	NE	Lincoln
Arizona	AZ	Phoenix	Nevada	NV	Carson City
Arkansas	AR	Little Rock	New Hampshire	NH	Concord
California	CA	Sacramento	New Jersey	NJ	Trenton
Colorado	CO	Denver	New Mexico	NM	Santa Fe
Connecticut	CT	Hartford	New York	NY	Albany
Delaware	DE	Dover	North Carolina	NC	Raleigh
Florida	FL	Tallahassee	North Dakota	ND	Bismarck
Georgia	GA	Atlanta	Ohio	OH	Columbus
Hawaii	HI	Honolulu	Oklahoma	OK	Oklahoma City
Idaho	ID	Boise	Oregon	OR	Salem
Illinois	IL	Springfield	Pennsylvania	PA	Harrisburg
Indiana	IN	Indianapolis	Rhode Island	RI	Providence
Iowa	IA	Des Moines	South Carolina	SC	Columbia
Kansas	KS	Topeka	South Dakota	SD	Pierre
Kentucky	KY	Frankfort	Tennessee	TN	Nashville
Louisiana	LA	Baton Rouge	Texas	TX	Austin
Maine	ME	Augusta	Utah	UT	Salt Lake City
Maryland	MD	Annapolis	Vermont	VT	Montpelier
Massachusetts	MA	Boston	Virginia	VA	Richmond
Michigan	MI	Lansing	Washington	WA	Olympia
Minnesota	MN	St. Paul	West Virginia	WV	Charleston
Mississippi	MS	Jackson	Wisconsin	WI	Madison
Missouri	MO	Jefferson City	Wyoming	WY	Cheyenne

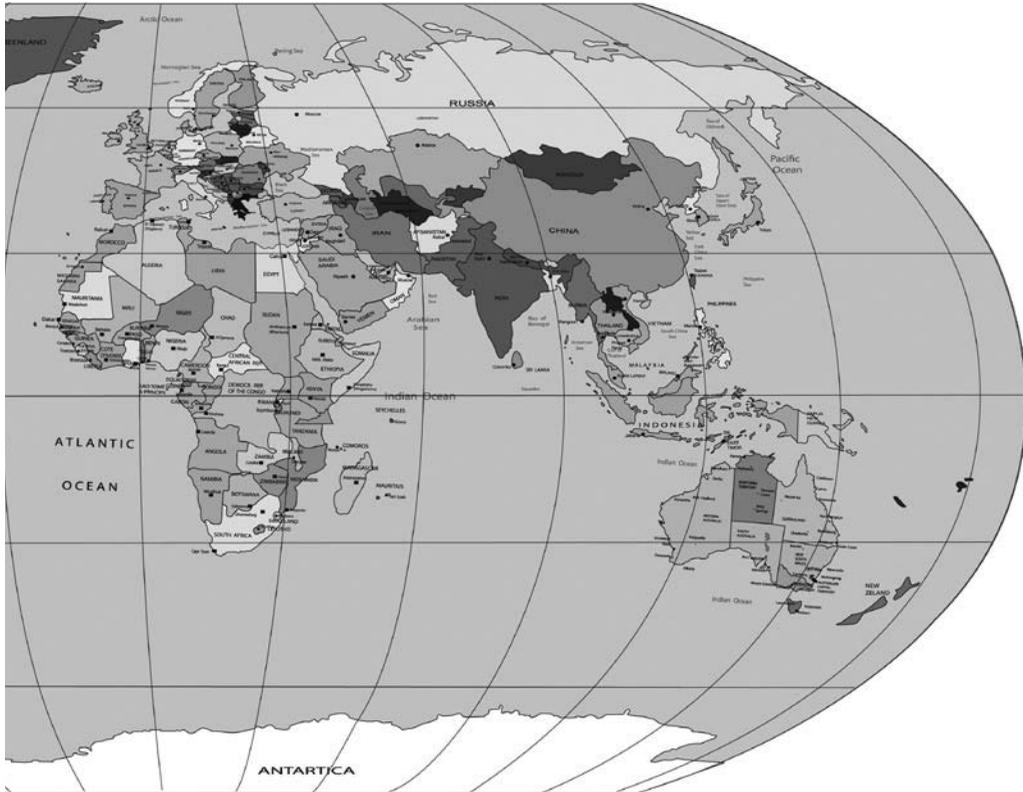
GEOGRAPHY - WORLD MAP

Afghanistan Kabul
Albania Tirana
Algeria Algiers
Andorra Andorra la Vella
Angola Luanda
Antigua and Barbuda
 Saint John's
Argentina Buenos Aires
Armenia Yerevan
Australia Canberra
Austria Vienna
Azerbaijan Baku
Bahamas, The
 Nassau
Bahrain Manama
Bangladesh Dhaka
Barbados
 Bridgetown
Belarus Minsk
Belgium Brussels
Belize Belmopan
Benin Porto-Novo
Bhutan Thimphu
Bolivia La Paz /Sucre
Bosnia and Herzegovina
 Sarajevo
Botswana Gaborone
Brazil Brasília
Brunei Bandar Seri Begawan
Bulgaria Sofia
Burkina Ouagadougou
Burma Rangoon/
 Nay Pyi Taw
Burundi Bujumbura
Cambodia Phnom Penh
Cameroon Yaoundé
Canada Ottawa
Cape Verde Praia
Central African Republic Bangui
Chad N'Djamena
Chile Santiago
China Beijing
Colombia Bogotá
Comoros Moroni
Congo (Brazzaville) Brazzaville
Congo (Kinshasa) Kinshasa
Costa Rica San José
Côte d'Ivoire Yamoussoukro
Croatia Zagreb
Cuba Havana
Cyprus Nicosia
Czech Republic Prague
Denmark Copenhagen
Djibouti Djibouti
Dominica Roseau
Dominican Republic
 Santo Domingo
Ecuador Quito
Egypt Cairo
El Salvador San Salvador
Equatorial Guinea Malabo
Eritrea Asmara
Estonia Tallinn
Ethiopia Addis Ababa
Fiji Suva
Finland Helsinki
France Paris

Gabon Libreville
Gambia Banjul
Georgia Tbilisi
Germany Berlin
Ghana Accra
Greece Athens
Grenada Saint George's
Guatemala Guatemala
Guinea Conakry
Guinea-Bissau Bissau
Guyana Georgetown
Haiti Port-au-Prince
Holy See Vatican City
Honduras Tegucigalpa
Hungary Budapest
Iceland Reykjavik
India New Delhi
Indonesia Jakarta
Iran Tehran
Iraq Baghdad
Ireland Dublin
Israel Jerusalem
Italy Rome
Jamaica Kingston
Japan Tokyo
Jordan Amman
Kazakhstan Astana
Kenya Nairobi
Kiribati Tarawa

Korea, North Pyongyang
Korea, South Seoul
Kosovo Pristina
Kuwait Kuwait
Kyrgyzstan Bishkek
Laos Vientiane
Latvia Riga
Lebanon Beirut
Lesotho Maseru
Liberia Monrovia
Libya Tripoli
Liechtenstein Vaduz
Lithuania Vilnius
Luxembourg Luxembourg
Macedonia Skopje
Madagascar Antananarivo
Malawi Lilongwe
Malaysia Kuala Lumpur
Maldives Male
Mali Bamako
Malta Valletta
Marshall Islands Majuro
Mauritania Nouakchott
Mauritius Port Louis
Mexico Mexico
Micronesia Palikir
Moldova Chisinau
Monaco Monaco
Mongolia Ulaanbaatar





Montenegro Podgorica
Morocco Rabat
Mozambique Maputo
Namibia Windhoek
Nauru Yaren District
Nepal Kathmandu
Netherlands Amsterdam/The Hague
New Zealand Wellington
Nicaragua Managua
Niger Niamey
Nigeria Abuja
Norway Oslo
Oman Muscat
Pakistan Islamabad
Palau Melekeok
Panama Panama
Papua New Guinea Port Moresby
Paraguay Asunción
Peru Lima
Philippines Manila
Poland Warsaw
Portugal Lisbon
Qatar Doha
Romania Bucharest
Russia Moscow
Rwanda Kigali
Saint Kitts and Nevis Basseterre
Saint Lucia Castries

Saint Vincent and the Grenadines Kingstown
Samoa Apia
San Marino San Marino
Sao Tome and Principe São Tomé
Saudi Arabia Riyadh
Senegal Dakar
Serbia Belgrade
Seychelles Victoria
Sierra Leone Freetown
Singapore Singapore
Slovakia Bratislava
Slovenia Ljubljana
Solomon Islands Honiara
Somalia Mogadishu
South Africa Pretoria/Cape Town/Bloemfontein
Spain Madrid
Sri Lanka Colombo
Sudan Khartoum
Suriname Paramaribo
Swaziland Mbabane/Lobamba
Sweden Stockholm
Switzerland Bern
Syria Damascus
Tajikistan Dushanbe
Tanzania Dar es Salaam/Dodoma
Taiwan Taipei

Thailand Bangkok
Timor-Leste Dili
Togo Lomé
Tonga Nuku'alofa
Trinidad and Tobago Port-of-Spain
Tunisia Tūnis
Turkey Ankara
Turkmenistan Ashgabat
Tuvalu Funafuti
Uganda Kampala
Ukraine Kyiv
United Arab Emirates Abu Dhabi
United Kingdom London
United States Washington, DC
Uruguay Montevideo
Uzbekistan Tashkent
Vanuatu Port-Vila
Venezuela Caracas
Vietnam Hanoi
Yemen Sanaa
Zambia Lusaka
Zimbabwe Harare

NOTES



Two Years That Will Change Your Life

Alpharetta Site

3705 Brookside Parkway
Alpharetta, GA 30022

Clarkston Campus

555 North Indian Creek Drive
Clarkston, GA 30021

Decatur Campus

3251 Panthersville Road
Decatur, GA 30034

Dunwoody Campus

2101 Womack Road
Dunwoody, GA 30338

Newton Campus

239 Cedar Lane
Covington, GA 30014

GPC Online

555 N. Indian Creek Drive
Clarkston, GA 30021
www.gpc.edu/online

