



FINANCIAL INFORMATION AND BUSINESS REGULATIONS

Mr. James Black
Vice President for Finance and Administration

Valdosta State University is a unit of the University System of Georgia and receives a major portion of its operating funding through appropriations from the State of Georgia. This support enables the University to offer high quality educational programs at a minimal cost to its students.

Valdosta State University's academic year consists of two terms: Fall and Spring, as well as a series of Summer Sessions.

The University's tuition is set by the University System of Georgia Board of Regents each spring and is effective the following fall term. Mandatory Fees and Other Fees are proposed annually by the University, supported by a committee, half of whom are students, and ultimately approved by the Board of Regents. However, the University and the University System reserve the right to change fees at the beginning of any term.

FEESCHEDULE

All charges are based on approved fees and are subject to change according to the policy of the Board of Regents.

Fee schedules can be found on the Web at

<<http://www.valdosta.edu/finadmin/financial/feeschedules.shtml>>

All new students who attend orientation programs will be charged \$35 to cover the related costs. All transfer students who attend an orientation program will be charged \$20 to cover the related costs.

VSU assesses mandatory fees each semester to students who are registered for 4 or more credit hours on the main campus. Valdosta State University's mandatory fees for these students include: health fee, student activity fee, athletic fee, transportation fee, and parking facility fee.

All students are charged the following mandatory fees each semester regardless of campus or registered credit hours: technology fee and access card fee.

All fees are tentative and subject to change according to Board of Regents policy.

Off-Campus Courses

Off-campus and on-campus fees are the same. Health, Activity, Access Card, and Athletic fees, however, are assessed only for on-campus courses.

Audit (non-credit) Fees

Fees for attending class on an audit or non-credit basis are calculated on the same schedule as regular academic fees.

Other Fees and Charges*

***All charges are based on approved fees and are subject to change according to the policy of the Board of Regents. Figures shown here are approximations provided for readers' planning purposes.**

Late Payment Fee: Failure to pay fees by specified payment date	\$75
Returned Check Fee: For each check	\$25
or 5% of the face amount of the check (whichever is greater)	
If the check is for tuition fees, an extra \$75 fee will be charged.	
Excess check stop payment and reissue request processing fee	\$10
Music Lessons, including use of instrument for practice, per term:	
private lessons	\$50
group lessons	\$35
Art Studio Materials fee	\$20
Science Laboratory fee (per laboratory)	\$30
GLOBE (E-core) fee (per credit hour)	\$144
Orientation Fee: charged undergraduates...	
who attend fall, spring, or summer orientation program	\$35
charged transfers who attend spring or summer orientation	\$20
fall orientation program guest fee (each) (Limit 2)	\$15
Post Office Box per semester	\$10
Key Replacement Charge	\$50
Honors Program Course fee	\$20
Student Teaching fee	\$100
Nursing Testing Fee	\$75
Mandatory Insurance, Annual (Nursing Majors, International Students)	\$830
Electronic transmission (FAX) of unofficial transcripts or certification	
forms/letters, per copy (Official transcripts cannot be FAXed.)	\$10
Transcript Fees, 1-5 copies	no charge
6th and subsequent copies (each)	\$2
Priority Fee for Certification Forms/Letters/Transcripts, per copy	\$5
Graduation Fee: Bachelor's or Graduate Degree	\$25
(Students who apply for graduation and who do not meet degree require-	
ments must pay appropriate graduation fees again upon re-application.)	
Parking Fee--Annual	\$50

PAYMENT OF FEES AT REGISTRATION

Registration is complete only when tuition and fees are paid by the established deadline.

Students are responsible for determining account balances and securing payment by the established fee payment deadline. The University's web site is the most up-to-date reference for registration and fee payment deadline dates, but notices are also sent to University e-mail accounts. The VSU e-mail is an official means of communication with students.

However, in the event that an account balance is not paid or scheduled to be paid, the University mails an invoice to students with account balances 2-3 weeks before each fee payment deadline. Generally, the invoice will reflect the amount owed, which is based on the courses selected, living arrangements on campus, the meal plan selected, and other student choices.

Financial Aid may be used to pay for tuition and room and board in accordance with federal regulations. However, if there is any other charges, a student must give the University consent to pay other charges with federal financial aid. This authorization is maintained in the Banner student system. A written statement is required to rescind the authorization and should be delivered to the Financial Aid Office in the University Center.

Methods to accomplish payment include both telephone and online services. VSU accepts the following payment forms - all of them may be used to secure registration, but in all cases, full payment is required: cash, personal check, money order, traveler's check, credit card (Visa, MasterCard, or Discover), university emergency loans (separate qualifications required), completed and fully authorized financial aid (meaning all promissory notes have been signed for loans).

VSU does not accept the following payment forms: third party checks, credit card checks, starter checks, counter checks, or partial payments.

If full payment is not made by the fee payment deadlines, VSU reserves the right to take the following actions and will notify students of such action: cancel registration in progress, hold student records, prevent future registration, and pursue collection of debt.

Students who register but do not attend VSU for a given term must withdraw from courses paid for by financial aid in order to avoid unsatisfactory grades or financial accountability. A withdrawal from one class does not mean a complete withdrawal from the University.

Please refer to the following section for the University's Refund Policy.

Complete payment instructions are located on the Web at
<www.valdosta.edu/finadmin.financial/student/html>.

Because fees for fall 2008 were not available at press time, estimations are provided for readers' planning purposes.

The following schedule is an **estimation** of the cost per term:

	In-state*	Out-of-state*
Tuition and Student Fees 12 hrs.+	\$2,300	\$7,900
Dormitory, Double Occupancy Room	1,580	1,580
Cafeteria 21 meals/week	1,470	1,470
Estimated cost of books and supplies	<u>500</u>	<u>500</u>
Estimated Total	\$5,850	\$11,450
Two Semesters	\$11,700	\$22,900

*All charges are based on approved fees and are subject to change according to the policy of the Board of Regents.

REFUND OF FEES

Students officially withdrawing from the University after paying fees for the term will be issued a 100% refund for tuition, mandatory fees, campus housing, and board meal plans, provided the official withdrawal occurs **NO LATER THAN** the official drop/add day for refunds. Students officially withdrawing from **ALL** classes **AFTER** the official drop/add day will receive a refund based upon the following official refund policy:

The refund amount shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total of calendar days in a semester includes weekends but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the time that the amount earned equals 60%.

Students who withdraw when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges. A refund of all non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

Housing fees, post office box fees, and music fees are non-refundable fees. Refunds of elective charges upon withdrawing from the institution during a term will be made on a prorated basis determined by the date of withdrawal. Flex charges and à la carte meal plans are refundable only to the extent they are unspent

It is the student's responsibility to withdraw officially in accordance with university regulations, which are set out in this *Catalog*. Students receiving funds and financial aid monies will have their refunds restored to the following programs in this precise order: outstanding balances on non-subsidized loans, subsidized loans, PLUS loans, Pell, SEOG, other Title IV student assistant programs, HOPE, private scholarships, and finally to the student.

No other refunds or reductions are allowed unless such reductions are necessitated by schedule changes initiated by the University. Students suspended or expelled for disciplinary reasons are not entitled to a refund of any deposits, tuition, or fees paid. Additionally, students who are asked to vacate their residence hall rooms as a result of disciplinary actions are not eligible for refunds.

Additional information is located on the web:

Registration dates and course schedules: < <http://www.valdosta.edu/it/eas/sis/> >

Fee Schedules: <<http://www.valdosta.edu/finadmin/financial/feeschedules.shtml>>

Refund policies: <<http://www.valdosta.edu/finadmin/financial/student.shtml>>

(Also found at the Student Financial Services Office located in the University Bursary)

THE 62+ PROGRAM FOR GEORGIANS 62 AND OLDER

Georgians 62 years of age and older are eligible to enroll as undergraduate or graduate students on a “space available” basis without paying most of the normal fees or tuition. For complete eligibility requirements and application information, contact the Admissions Office, located at 1413 N. Patterson Street.

RULES GOVERNING THE CLASSIFICATION OF STUDENTS AS IN-STATE RESIDENTS AND NON-RESIDENTS (OUT-OF-STATE)

A. United States Citizens

1. An independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term shall be classified as “in-state” for tuition purposes.
It is presumed that no student shall have gained or acquired in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Georgia for purposes other than attending a postsecondary educational institution in this state.
2. A dependent student shall be classified as “in-state” for tuition purposes if either i) the dependent student’s parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the student has graduated from a Georgia high school or ii) the dependent student’s parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the parent claimed the student as a dependent on the parent’s most recent federal income tax return.
3. A dependent student shall be classified as “in-state” for tuition purposes if a U. S. court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term, provided that appointment was not made to avoid payment of out-of-state tuition and the U.S. court-appointed legal guardian can provide clear evidence of having established and maintained domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term.
4. If an independent student classified as “in-state” relocates temporarily but returns to the State of Georgia within 12 months, the student shall be entitled to retain in-state tuition classification.
5. If the parent or U.S. court-appointed legal guardian of a dependent student currently classified as “in-state” for tuition purposes establishes domicile outside of Georgia after having established and maintained domicile in the State of Georgia, the student may retain in-state tuition classification as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed legal guardian.

B. Noncitizens

Noncitizens initially shall not be classified as “in-state” for tuition purposes unless there is evidence to warrant consideration of in-state classification. Lawful permanent residents, refugees, asylees, or other eligible noncitizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification. International students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are not eligible for in-state classification.

A glossary defining the terms in the tuition classification policy can be found in the University System of Georgia Board of Regents Tuition Classification

Out-Of-State Tuition Waivers

- a. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
- b. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
- c. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
- d. Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia (BR Minutes, 1986-87, p. 340).
- e. Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BR Minutes, 1988-89, p. 43).
- f. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
- g. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status (BR Minutes, February 2004).
- h. Border County Residents. Residents of an out-of-state county bordering a Georgia county in which the reporting institution or a Board-approved external center of the University System is located.
- i. National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children. (BR Minutes, April, 1998, pp. 16-17).
- j. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.
- k. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
- l. Students in Pilot Programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of

good public policy and the best interests of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.

- m. Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program.
- n. Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students.
- o. Economic Advantage. As of the first day of classes for the term, an economic advantage waiver may be granted to a dependent or independent student who can provide clear evidence that the student or the student's parent, spouse, or U.S. court-appointed guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. This waiver will expire 12 months from the date the waiver was granted.
As of the first day of classes for the term, an economic advantage waiver may be granted to a student possessing a valid employment-related visa status who can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state must be for reasons other than enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken all legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Students currently receiving a waiver who are dependents of a parent or spouse possessing a valid employment-sponsored visa may continue to receive the waiver as long as they can demonstrate continued efforts to pursue an adjustment of status to U.S. legal permanent resident.
- p. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.
- q. Nonresident Student. As of the first day of classes for the term, a nonresident student whose parent, spouse, or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months so long as the student can provide clear evidence showing the relationship to the parent, spouse, or U.S. court-appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term.
If the parent, spouse, or U.S. court-appointed legal guardian of a continuously enrolled nonresident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the nonresident student may continue to receive this waiver as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed legal guardian.

Please Note: In order to avoid delay and inconvenience upon arrival for registration, any question concerning residence status should be clarified immediately upon receipt of acceptance of admission or not later than one month prior to the registration date. Questions for clarification should be addressed to Resident Committee, Office of Admissions, Valdosta State University, Valdosta, Georgia 31698.

Student Responsibilities

- A. **Student Responsibility to Register Under Proper Classification:** The responsibility of registering under the proper residence classification is that of the students. If there is any

question of the right to classification as a legal resident of Georgia, it is the student's obligation, prior to or at the time of their registration, to raise the question with the administrative officials of the institution in which he or she is registering and have the classification officially determined. The burden always rests with the student to submit information and documents necessary to support the contention of qualification for in-state residency under Regents' regulations.

- B. **Notification Upon Becoming a Non-Resident:** Students who are classified as residents (in-state) must notify the proper administrative officials of their institution immediately of any change (out-of-state) in their residency status.

Reclassification of Non-Resident Students

Those non-resident (out-of-state) students who believe they have met the resident requirements as previously set forth may complete a Petition for Residence Status, which is available in the Registrar's Office and must be completed and supported by the required documentation before an initial review of status can be conducted.

The initial review is conducted by a member of the Registrar's staff, who will rule on the basis of oral evidence and other documentation supporting the petition for in-state resident status. The results of the initial review, if unfavorable, may be appealed to the Residence Status Review Committee and ultimately to the president, if such action is required.

Such petitions and appeals must be completed no later than 60 days following registration for the academic term for which residence status is to be effected. If the petition is granted, reclassification will not be retroactive to prior terms.

Should it be determined that the student has misrepresented or omitted material facts which results in classification or re-classification as a resident student, retroactive charges for out-of-state tuition will be made and must be paid prior to the close of the academic term in which they are levied.

CHECK CASHING SERVICE

All checks and money orders must be payable through a United States bank. To accommodate students, the University will cash one personal check per day, per student, for \$50.00 or less at the Bursary. Bursary hours are Monday-Thursday, 8:00 a.m. to 5:00 p.m. and Friday, from 8:00 a.m. to 2:30 p.m. Checks will not be cashed if the student has a "Hold" on his or her student account. Checks drawn for cash only must be made payable to "VSU-CASH." The University will not accept two-party checks for cashing. Parents who send their son or daughter spending money by check should make their check payable to VSU, with the student's name on the "for" section of the check.

Checks issued to the University in payment of fees, purchases of books, etc., or to be cashed for personal convenience must be paid upon presentation to the bank on which they are drawn. Checks returned to the University for insufficient funds, account closed, stopped payment, or for any other reason will be handled in accordance with the Collections Policy, below.

Additionally, the University can suspend the student from class and from any facilities of the University for a returned check of any reason. Suspension from class will not relieve the student from the obligation for payment of the returned check and fees.

COLLECTIONS

The University recognizes that circumstances may arise to create a balance due to the University. In effort to protect the financial interests of the institution and the State of Georgia, VSU follows the *Business Procedures Manual* of the Board of Regents, chapter 10.0, regarding collection, due diligence procedures, and write-off.

Financial holds are placed on student accounts for balances due. These holds will not allow students to register, graduate, or receive official VSU documents until outstanding balances are paid. Students can check their account status and hold type by visiting the Banner Registration Website.

Generally, student account balances that are past due 120 days and returned checks (NSF) that are over 60 days will be turned over to the University's Collection Agency.

CANCELLATION OF STUDENT REGISTRATION FOR CAUSE

The University reserves the right to cancel the registration of any student who fails to meet his or her financial responsibility, according to the rules and regulations of the University. The rules and regulations provide that:

1. All fees are due and payable upon completion of registration. Students should not report for registration without having sufficient funds available to pay their fees. The payment instructions are located at < www.valdosta.edu/finadmin.financial/student/html >.
2. Any check issued to the University in payment of fees, or to be cashed for personal convenience, must be paid upon presentation to the bank on which it is drawn. A student who issues a check on a bank without having sufficient funds on deposit in that bank has violated the statutes of the State of Georgia and may be prosecuted.
3. All fines for violations of the rules related to parking and traffic, and charges related to the library and other facilities such as laboratory breakage, etc., must be paid promptly. Those students having outstanding obligations will not be allowed to enroll in subsequent terms.
4. Misuse of an I.D. card may result in suspension from classes of all involved students.
5. Students who have secured short term loans must have this obligation paid in full according to the terms agreed upon with the Loan Officer to avoid suspension or possible cancellation of the term's registration.
6. Students who misrepresent the facts pertaining to their qualifications to live off-campus may be suspended from classes. In each instance, students will be given proper notice to comply with the housing regulations before action is taken to effect cancellation of their registration.
7. The University reserves and intends to exercise the right to withhold copies of education records and/or to cancel enrollment of students who owe the University money.



DEPARTMENT OF PUBLIC SAFETY

Scott Doner, Director

The Department of Public Safety is responsible for the protection of life and property for the Valdosta State University community. The department, consisting of both Police Services and Environmental Health and Safety, is located in Pine Hall and is open 24 hours a day. The emergency telephone number is 229-259-5555. For information, call 229-333-7816. For additional information, see < <http://www.valdosta.edu/dps> >.

Annual Security Report - Clery Act

The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the university, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. A copy of the report is available in the Department of Public Safety in Pine Hall and on the Internet, < <http://www.valdosta.edu/dps> >.



STUDENT AFFAIRS AND SERVICES

Dr. Kurt J. Keppler
Vice President for Student Affairs

The Division of Student Affairs is charged with responsibility for student life outside the classroom and includes a number of areas: office of the Dean of Students, cooperative education, counseling, alcohol and other drug education, student conduct, financial aid, housing, health promotions, Access Office for Students with Disabilities, orientation, student employment, career services, Greek life, event services, campus recreation, student organizations, student publications, student government, the University Union, University Center, student life, and testing. It is the division's philosophy that students' non-academic experiences are important to both their formal education and their personal development.

The Vice President for Student Affairs coordinates the activities within the Division of Student Affairs. His office is available to serve the needs of students as well as parents, alumni, faculty, and staff with student concerns. The Office of the Vice President for Student Affairs is located in 1150 Nevins Hall. Telephone: 229-333-5359. Valdosta State University is committed to the idea that total education involves more than academic pursuit. More information is available at [www.valdosta.edu/student affairs/](http://www.valdosta.edu/student%20affairs/).

OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students is dedicated to student development both inside and outside the classroom. Its goal is to provide quality programs, facilities, and services that will enhance the educational and personal experiences of VSU students. The Office of the Dean of Students is responsible for the supervision of the following VSU departments, programs, and services: Campus Recreation (Student Recreation Center, IM Fields & Ropes Course), Student Conduct, Orientation and Leadership Development, Student Life (Homecoming, Volunteer Services, Greek Life, student organizations, and Campus Activities Board), Student Government Association, school mascot (Blaze), medical withdrawals for students, Who's Who, and all Student Activity Fee Funded Budgets. Valdosta State has over 175 registered student organizations, ranging from social to religious in nature. Construction of the new Student Union will begin in the summer of 2008. This state-of-the-art facility will include a 35-seat movie theater, food court (Nathan's Hot Dogs, Starbucks, and Loop Pizza Grill), bookstore, game room, student lounge space, student organization offices, large multi-purpose room, and meeting rooms. Office, first floor of Hopper Hall. Telephone 229-333-5941.

ACCESS OFFICE FOR STUDENTS WITH DISABILITIES

The Access Office is responsible for coordination of services for students with disabilities. The primary objectives are to provide reasonable accommodations and assure that campus programs and activities are accessible to students with disabilities. Some of the services available to meet the needs of students include classroom and testing accommodations, textbooks in alternate formats, access to adaptive technology, and referral to other services.

Eligibility for provision of services requires students to provide current documentation of a disability that meets criteria established by the University System of Georgia Board of Regents. All of the services are provided at no charge. The Access Office is located at 1115 Nevins Hall. For more information, call 229-245-2498 (V/VP), 229-219-1348 (TTY) or visit the website at <www.valdosta.edu/access>.

CAREER SERVICES

Valdosta State University understands the special needs that university students have in determining their career goals. The Career Services Office is available to assist VSU students in choosing their major programs of study and career objectives and in obtaining satisfactory employment upon graduation.

Individual career counseling is available for students who wish to explore how their abilities, values, and interests match particular career fields. Also, group workshops and seminars on career-related topics are offered each semester.

Students may utilize the varied resources that are in the Career Library: printed career materials, audio and video tape descriptions of occupational opportunities, and computer-assisted career exploration programs.

Various career-oriented workshops are offered each semester. Job vacancy listings of interest to seniors and graduate students are posted. On-campus interviews are scheduled with employers interested in interviewing students and alumni for professional employment. Seniors are encouraged to register with the office the first semester of their senior year so that the office can best assist in their employment search.

The Career Services Office is located on the second floor of Powell Hall-West. Telephone 229-333-5942 or 229-333-5414. <www.valdosta.edu/career>.

COOPERATIVE EDUCATION

Valdosta State University offers students the opportunity to integrate their classroom instruction with practical work experience as part of their academic program. The Cooperative Education Office works with local, state, and national agencies and employers to give students an opportunity to complement their academic and vocational interests and to gain valuable experience in their chosen fields prior to graduation while also earning an income for their educational expenses. Students also develop professional work habits and can make valuable career contacts.

The co-op program is offered as an option for students. In order to be eligible, students must have completed a minimum of 30 semester hours and be in good academic standing. A minimum GPA of 2.0 is required. Students may work on a full-time basis during alternate semesters, a part-time continuous basis, or during a one-to-three semester

internship. Opportunities exist to earn academic credit as part of the co-op program. Interested students are encouraged to apply as early as possible in their university career to enhance the prospects of placement in the best possible position. The Co-op Office is located in Powell Hall West, second floor. Telephone 229-333-7172. The Web site is <<http://valdosta.edu/coop>>.

COUNSELING CENTER

In an effort to enhance personal growth and development, the Counseling Center offers a variety of services to all students, staff, and faculty at VSU free of charge. Professionally trained counselors are available to assist with personal, social, or educational concerns. The Counseling Center offers an atmosphere in which individuals may discuss their problems with the assurance that all counseling information will remain confidential.

Individual counseling is available for those who wish to discuss and explore their thoughts, feelings, behaviors, and lifestyles. In addition, group counseling provides an opportunity for individuals to grow in their communication, social, and interpersonal skills with others who have similar goals and interests. The Center also provides consultation to staff and faculty in addition to offering outreach programs to various target groups on campus, in residence halls, and in the community.

The Counseling Center is accredited by the International Association of Counseling Services, Inc. It is located in Powell Hall East, and appointments may be made in person or by calling 229-333-5940. When necessary, referrals will be made on campus or in the community so that all available resources are utilized.

OFFICE OF ALCOHOL AND OTHER DRUG EDUCATION

The Office of Alcohol and Other Drug (AOD) Education is dedicated to taking a proactive approach in addressing the issue of substance use and abuse in the VSU community and its potential impact on academic, professional, and social development.

We provide assessments and accurate up-to-date information in the areas of prevention, education, and referral. We encourage student involvement through Peer Education (KARMA, a for-credit class) and substance-free social programming (Natural High). Educational opportunities include presentations to classes and organizations as well as “Alcohol 101 Plus” and “Prime for Life: On Campus Talking About Alcohol.” Certification is available to students through Training for Intervention Procedures (TIPS). Videos and print resources are also available through our office.

AOD sponsors and participates in several campus awareness campaigns, including the National Collegiate Alcohol Awareness Week and Safe Spring Break Fair.

Our services are available to students, faculty, and staff. We are located in Powell Hall East, 2nd floor and may be contacted by phone at 229-259-5111 or e-mail at <mfwillia@valdosta.edu>. Our web site is <www.valdosta.edu/aode/>.

OFFICE OF TESTING

Numerous standardized tests are administered by the Office of Testing to assist students with their testing requirements. The Valdosta State University Office of Testing is responsible for administering many tests: to entering students for the purpose of admission and placement, to undergraduate students for proficiency, to teacher education majors for certification, and to graduate students for admission to specialized programs. Testing programs designed for students to earn college credit hours by examinations are also available. As a designated national test center, the Testing Office administers testing programs for the Educational Testing Service, The Psychological Corporation, the Law School Admissions Council, The American College Testing Program, the State of Georgia, and the University System of Georgia, as well as for other educational and governmental agencies.

The yearly testing calendar offers 27 testing programs with many general and specialized components. Beyond the regular group testing dates, individual test administrations are also given on a weekly or monthly basis. All tests are administered by the paper and pencil method except the CLEP, COMPASS, DANTES, Major Field Test, Miller Analogies Test (MAT) and TOEFL, which are computerized.

Prospective registrants should check with the appropriate offices at VSU to determine the required tests needed for admission to a specific discipline and the deadline for test score submission.

The Office of Testing is located in Powell Hall-West, First Floor, Room 1120. You may contact us by telephone (229-245-3878) or at <www.valdosta.edu/testing>.

Some tests available to entering students are the Scholastic Assessment (SAT I & II), American College Testing Program (ACT), Computer-Adaptive Placement Assessment and Support System (COMPASS). Other tests for undergraduate include the Regents' Testing Program (RTP), the Professional Assessments for Beginning Teachers Series (PRAXIS), the College Level Examination Program (CLEP), DANTES, eCore testing, the Independent Study Program (ISE) and the Major Field Test for Biology majors. Some tests required for graduate admissions include the Graduate Record Examinations (GRE), the Miller Analogies Test (MAT), the Law School Admission Test (LSAT) and the Pharmacy College Admission Test (PCAT). Credentialing exams such as the American Nurses Credentialing Center (ANCC) examinations are available. The Test of English as a Foreign Language (TOEFL) is administered on a national and institutional basis.

Assessment and certification examinations are also administered for other educational and governmental institutions, including the Georgia Department of Corrections, International Code Congress, and the National Strength and Conditioning Association (NSCA).

VETERANS AFFAIRS

The Veterans Affairs Office is part of the Office Financial Aid. A full-time counselor assists all veterans in completing applications for benefits, making adjustments in payments, providing tutorial assistance, updating enrollment certifications, and with other services to assist veterans with their education. Veterans enrolled in physical education courses can be certified to the Veterans Administration for VA benefits when the courses will be credited toward the completion of their approved educational program. It must be

documented that credit cannot be granted for the courses based upon prior military training or experience. Veterans should refer any problems to the Veterans Office for assistance. Telephone 229-333-5935.

STUDENT CONDUCT OFFICE

The primary responsibility of the Student Conduct Office (SCO) is to oversee and conduct the student disciplinary process on campus. SCO deals mostly with individual violators but is also called on to assist with groups that violate the Code of Conduct. SCO is located on the first floor of the University Union in the Office of the Dean of Students. SCO assists students, staff, and faculty in the determination of the appropriate response needed relative to alleged violations of the Student Handbook's Student Code of Conduct. SCO's primary mission is to get students back on track regarding the completion of their degree program. For more in-depth SCO information, please call 229-333-5941 or visit SCO's webpage at <<http://www.valdosta.edu/judicial/>>.

HEALTH PROMOTIONS

The Office of Health Promotions is located in Centennial Hall 135B. The mission of the office is to empower Valdosta State University students to make healthier lifestyle choices through prevention education. The goal is to provide wellness education through interactive formats and to assist students in connecting with various resources throughout the VSU community. For more information call 229-245-3896.

STUDENT CONDUCT CODE

All rules listed under Student Code of Conduct in the Student Handbook apply to residence hall living. All resident students must also abide by the Community Living Guidelines found on the Housing website and in the Student Success Planner.

The University reserves the right to remove any student from housing who is delinquent in the payment of bills to the University, has demonstrated an unwillingness to abide by the University Code of Conduct and Community Living Guidelines, violates any section of the Housing contract or published Residence Life rules and regulations, or exhibits behavior that is incompatible with the maintenance of order and propriety in the residence halls.

REGULATIONS

General Expectations

Inasmuch as Valdosta State University is an institution committed to the quest for knowledge, truth, and wisdom, all students are expected:

- ◆ to examine critically and otherwise to evaluate themselves, their knowledge, and their society;
- ◆ to commit themselves to genuine enlightenment rather than to inflexible adherence to limited knowledge;

- ♦ to respect the regulation and order of the university community, which must exist for real learning to take place;
- ♦ to respect and obey the laws of the State of Georgia and the United States;
- ♦ to respect and obey the Code of Conduct as set forth by the Student Government Association in the University Handbook;
- ♦ to assume full responsibility for their individual and collective actions;
- ♦ to participate seriously and purposefully in campus life as both student and person;
- ♦ to make mistakes because they are “students,” but to profit from these mistakes by maturing eventually into fully-participating, responsible, educated leaders in whatever careers they select.

DRUGS

Valdosta State University, as a regional university within the University System of Georgia and recipient of federal funds, supports and complies with the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989, and the Drug Free Postsecondary Education Act of 1990.

Faculty, staff, and students of Valdosta State University are advised that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited, and violations of this policy will result in appropriate disciplinary action, to include suspension or termination.

Faculty, staff, and students are expected to adhere to the policies of the institution, observe the basic rules of good conduct, and observe all local, state, and federal regulations relative to illegal drugs and alcohol. Violations of such regulations, including misdemeanor or felony convictions during the course of one’s employment or enrollment, will result in appropriate disciplinary action. This policy is subject to modifications, and said changes will be publicized. Questions regarding this matter may be directed to the Office of Personnel or the Office of the Vice President for Student Affairs.

STUDENT DISSENT

Valdosta State University will not permit any demonstrations or protests that would disrupt any academic or regularly scheduled non-academic pursuits. Dissent which is voiced in a constructive way and is manifested in an orderly and peaceful manner is acceptable. Threats, demands, and coercion are not acceptable. All students affiliated with Valdosta State University are expected to abide by the Student Code of Conduct.

Notification of Rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) for Post-Secondary Institutions Dealing with Student Educational Records

In accordance with the policy of the Board of Regents of the State of Georgia and under the provisions of The Family Educational Rights and Privacy Act of 1974 (FERPA), Valdosta State University maintains various educational records for each matriculating student. VSU affords students certain rights with respect to these educational records, and these rights include:

- (1) The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the registrar, the dean of the appropriate college, the head of the appropriate academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. VSU's official contact person for such record requests is the Custodian of Official Records in the Office of the Vice President for Academic Affairs. There will be a nominal fee for the retrieval and reproduction of any record requests.
- (2) The right to request the amendment of the student's educational records that the student believes are inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the university decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Directory information: Valdosta State University publishes student information in the form of directories, programs, etc. Students who desire that directory information not be released without consent should notify the Office of the Registrar. The following is considered directory information unless notification is received to the contrary:

Student's name, address (local and home), telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, class schedule, photograph, full- or part-time status, e-mail address, and the most recent previous educational agency or institution attended by the student.

Educational records may be furnished to a requesting party in compliance with a judicial order or pursuant to any lawfully issued subpoena.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by Valdosta State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, (202) 260-3887.

The following are exceptions within FERPA, and students should take note of them:

- A. Students do NOT have access to the financial records of parents of students.
- B. Students do NOT have access to letters of recommendation placed in records prior to January 1, 1975.
- C. Personal records of instructional, supervisory, and administrative personnel are NOT open for review and inspection by students.
- D. The professional records of the institution's medical staff are not open for review and inspection by students. However, physicians or other appropriate professionals of the student's choice can review these records.



The Americans with Disabilities Act, Public Law 101-336, extends the prohibition against discrimination on the basis of disability in Section 504 to all programs, activities, and services provided or made available by state and local governments, regardless of whether those entities receive federal financial assistance. Section 504 of the Rehabilitation Act of 1973 states that no otherwise qualified disabled individual can be denied access to or participation in any federally funded activity or program solely on the basis of disability.

Equal Opportunity Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

Equal Opportunity Programs and Multicultural Affairs

Students who feel they have been discriminated against on the basis of their sex, race, religion, color, national origin or handicap, should contact the Office of Equal Opportunity Programs and Multicultural Affairs. Through the use of due process procedures appropriate action will be taken to address instances of discrimination and sexual harassment. For more information, contact the Office of Equal Opportunity Programs/Multicultural Affairs Office, 1208 North Patterson Street. Telephone 229-333-5463.



STUDENT RECORDS

Mr. Charles L. Hudson
Registrar

The Office of the Registrar maintains the academic records of students and issues transcripts of records and certificates for various governmental agencies.

Students are encouraged to check with the Registrar's Office when questions arise concerning academic status. All students have a permanent record to which only they and authorized personnel have access, and it is to the student's advantage to check this record periodically. Official transcripts are provided upon written request of the student. All undergraduate and graduate work constitutes a complete academic record. Portions of that record will not be deleted when transcripts are provided. All grades assigned remain on the student's permanent record and transcript. Two weeks' processing time should be allowed for the preparation of transcripts and certifications.

Transcripts of academic records from other universities and high schools are not provided. The student must contact previous institutions attended for those transcripts. It is also the student's responsibility to contact testing agencies for test score reports.



COMPUTING AND DATA NETWORKING FACILITIES

Mr. Joe Newton
Chief Information Officer

The university operates a variety of sophisticated, state-of-the-art computing and data networking facilities to support its academic, research, and administrative activities. The facilities include several powerful UNIX-based central servers, over 3,000 microcomputers, 90 high-end workstations, and 50 distributed file servers running Novell NetWare or Microsoft Windows Server 2000/2003, all of which are interconnected via a high-speed data network.

VSU was recognized nationally in October 2001 by *Yahoo! Internet Life* magazine as one of the "Top 100 Most Wired" campuses in the United States and is known in the University System of Georgia as a technology leader. Located in the Computer Center in Nevins Hall, a Hewlett Packard 9000 large-scale business server supports the student information system. VSU keeps updated with the state-wide implementation of the SCT Banner Student Information and Financial Aid Systems, which greatly enhances student support operations such as admissions, registration, advising, and financial aid pro-

cessing. Student registration and general access to data can be easily accomplished via the web or the Campus Pipeline Luminis portal. The Business and Financial Software System from PeopleSoft Corporation, installed centrally by the Board of Regents, has been managed by VSU since June 1999 and placed in full production in November 2001. All systems utilize the Oracle RDBMS database product.

Housed in two secured server rooms located in the heart of the main campus and managed by the Systems Support Services group, a load-balanced series of Sun V and E series servers and StorEdge storage servers provide domain name services, email, web, portal, and courseware services for the students, faculty, and staff. Directory and email services are provided to the portal and email clients via the Sun One platform products that are integrated into the Campus Pipeline Luminis portal. Courseware is provided using the WebCT Vista product and supports as many as 350 faculty and 9,000 students in 500 courses. Supporting both the portal and courseware services is a separate Oracle RDBMS instance.

An extensive data network, with its central core of bridges and routers, provides Fast Ethernet and Gigabit Ethernet communications between all servers and microcomputers. The 20 miles of fiber and 62 miles of copper wire connect the main campus buildings, as well as three on North Campus, the VSU Regional Center for Continuing Education, Plant Operations, and 12 buildings adjacent to the main campus. Internet access is provided via a circuit to the state-wide PeachNet network (currently 100Mbps). In addition to the 'hardwired' network described, VSU has also implemented an extensive wireless data network. Over 250 wireless access points have been installed in all academic buildings and residence halls on the campus to create an umbrella of coverage. All resident students have wireless capability, and all academic buildings including Odum Library are supported, as well as three student activities locations. To increase utilization, 12 roll-around carts with 20 wireless laptops each have been provided to various academic departments for student checkout to use in classes.

Currently 3,710 "end user" type computers are located on the campus. Microcomputers are provided to every faculty member and all staff in administrative offices. Over 1,800 microcomputers are available to students in 60 labs and classrooms, with 3 to 80 machines each, located throughout the campus. Special purpose labs provide CAD, molecular modeling, graphics, video production, and music software to support programs such as pre-engineering, interior design, chemistry, mass media, and music. Two labs are installed at Kings Bay Naval Base to support VSU operations at that location. All machines have the campus standard software installed: Microsoft Windows XP and Office 2003 Professional, communications products (Internet Explorer, Outlook, Netscape, Eudora, Secure Shell, and others) and centrally managed virus protection software. Various microcomputer servers, Sun and Compaq high-end workstations, local networks, and other facilities are located centrally and in the colleges and administrative offices to provide additional support to students, faculty, and staff.

VSU's Odum Library operates seven student computer labs with 18-80 PCs each. The library has 20 study rooms available to VSU affiliates, each equipped with a computer connected to the campus network, the Internet, and a network printer. The library uses a new Web catalog called GIL (Galileo Interconnected Libraries), which is now used by all University System schools. GIL provides not only a Online Public Access Catalog but also the University System of Georgia Union Catalog, making it possible to place electronic requests for books held by other libraries in the system.



FINANCIAL AID FOR GRADUATE STUDENTS

Mr. Douglas Tanner
Director of Financial Aid
University Center

The purpose of the student aid program is to help make higher education a reality for persons who would be unable to attend without financial assistance. However, financial aid is awarded only to eligible students who have been admitted to the University. Transient students are not eligible for financial aid. The financial aid application may be submitted at any time after the applicant has applied for admission.

Financial aid applications are accepted and processed throughout the academic year, but priority is given to those submitted by May 1.

Graduate students must maintain a minimum graduate grade point average of 2.5 to be eligible for financial aid.

GRANTS

Vocational Rehabilitation Assistance. Vocational Rehabilitation provides assistance to students with physical limitations. Usually, fees are paid for eligible students. Apply through your local office of Vocational Rehabilitation, a division of the Department of Human Resources.

OTHER FEDERAL PROGRAMS

Veterans Financial Aid Services. The Veterans Affairs Office, a part of the Office of Financial Aid, is located in the University Center. A full-time counselor assists all veterans in completing applications for educational benefits, making adjustments in payments, providing tutorial assistance, updating enrollment certifications, and with other services to assist veterans with their education.

Veterans Administration Assistance. Veterans, service personnel, and eligible dependents may qualify to receive benefits through the Veterans Administration. Applications may be made through the VSU Office of Veterans Affairs.

Montgomery GI Bill (Active Duty). This program of education benefits is for students who enter active duty for the first time after June 30, 1985. The student must, with certain exceptions, serve continuously on active duty for three years of a 3-year enlistment or, for a lesser benefit, two years of an initial active duty obligation of less than three years. A student also may qualify for benefits by initially serving two continuous years on active duty, followed by four years of Selected Reserve Service.

Montgomery GI Bill (Selected Reserve). This program of education benefits is for Reservists of the armed forces as well as the Army National Guard and the Air National Guard. For eligibility, a reservist must have a 6-year obligation to serve in the Selected Reserve, complete Initial Active Duty for Training, have a HS diploma or its equivalent, and remain in good standing in a drilling Selected Reserve Unit. If a student has a parent who is a military veteran, the student may qualify for help from the U.S. Department of Veterans Affairs. Benefits may be awarded for pursuit of associate, bachelor's, or graduate degrees. Details are available in the Office of Veterans Affairs of Valdosta State.

LOANS

The Federal Direct Stafford/Ford Loan. This loan allows students enrolled at least half-time to borrow money at low interest for educational expenses. There are two types of Federal Direct Stafford/Ford Loans: (1) Federal Direct Subsidized Stafford/Ford Loans and (2) Federal Direct Unsubsidized Stafford/Ford Loans. The Federal Direct Subsidized Stafford/Ford Loans is need based, and the Federal Government subsidizes and pays the interest on this loan while the student is in school and during the six-month grace period. The unsubsidized loan is not need-based. This loan was created for borrowers who do not qualify for federal interest subsidies. The student either pays the interest while in school and during the six-month grace period or it is added to the balance of the loan. A completed Free Application for Federal Student Aid is required.

VSU Short-Term Loans. Short-term emergency loans are available from the Office of Business and Finance each semester. Apply to the VSU Office of Student Accounts in the Bursary.

EMPLOYMENT OPPORTUNITIES

Federal Work-Study Program (FWSP). The University participates in the Federal Work-Study Program. Eligible students may work part-time during the academic year. To be placed on FWSP, the student must complete and submit all required financial aid documents to the VSU Office of Financial Aid. Priority is given to those students who have completed financial aid applications by May 1.

Graduate Assistantships. The University provides a limited number of graduate assistantships. Interested applicants should apply to the Graduate School. An out-of-state student who holds a graduate assistantship is given a waiver of out-of-state tuition.

Student Assistant Program. On-campus jobs, financed by the University, are also available. Each department has its own funds for this program. Inquiries should be made to Student Employment Services, located in Powell Hall West, 2nd Floor.

Other Employment. The Job Location and Development Program, administered through the Office of Student Employment Services, Powell Hall West, 2nd Floor, assists students in obtaining part-time employment off-campus.

SCHOLARSHIPS

Regardless of your family's income or your potential for a scholarship, complete all financial aid applications required by the VSU Office of Financial Aid. Application forms and information about VSU General Scholarships are available on line at <www.valdosta.edu/finaid>.

HOPE Teacher Scholarship. Funded by the Georgia Lottery for Education and is a component of the HOPE Scholarship Program. This scholarship provides financial assistance to teachers, counselors, and individuals seeking advanced degrees in critical fields of study in education. Scholarship recipients agree to teach in a Georgia public school at the preschool, elementary, or secondary level after graduation. If a recipient fails to meet this obligation, the scholarship becomes a loan, which must be repaid in cash, with interest. Applications should be available late Spring Semester. Complete HOPE Scholarship Program regulations and a printable application form are available from Georgia Student Finance Commission at <www.gsfc.org/> or call 770-724-9030 or toll-free at 1-800-505-GSFC, or contact the VSU Office of Financial Aid at 229-333-5935 and request a HOPE Promise Scholarship Application.

Gail Aberson Scholarship. This endowed scholarship was created to honor the memory of Gail Aberson, to assist teachers at the graduate level in their professional development/certification as Teacher Support Specialists (mentors) and science teachers K-12. The award will provide assistance to teachers from member school systems in the Okefenokee RESA. Qualified recipients may contact the College of Education for application information.

Louise S. Chastain Scholarship. This fund was established by Mrs. Chastain for students pursuing a Master of Social Work degree. Preference is given to residents of Thomas County, Georgia. Apply to the Division of Social Work.

Vicky Lynne Foshee Scholarship. This endowed scholarship was created to honor the memory of Vicky Lynne Foshee, daughter of Dr. and Mrs. Donald P. Foshee. The scholarship is to be awarded to a graduate student enrolled in the Industrial/Organizational Psychology Program. It may be renewed by completing at least 9 hours per semester with a B or better grade point average. Apply to the College of Education.

Air Force ROTC. Scholarships are available to students enrolled in ROTC at Valdosta State University and are based on performance, academic achievement and leadership potential. For further information contact the Air Force ROTC, Valdosta State University.

A. B. "Sonny" Martin Scholarship. This scholarship is awarded based on recommendations by the College of Education Scholarship Committee. Students must be pursuing a Master of Education Degree. Based on ability and promise. For application and deadline information, contact the College of Education.

Dorothy Smith Salter Scholarship. This scholarship is awarded to a graduate of VSU who has been admitted to the Medical College of Georgia Doctor of Medicine degree program and who plans to practice in Georgia. The scholarship covers the full cost of tuition and fees and is renewable for up to three years, provided the student is making satisfactory progress toward the degree. The scholarship is awarded by the Scholarship Committee of the VSU Alumni Association in consultation with the Pre-Medicine faculty advisor at VSU. Complete the VSU General Scholarship Application.

VSU Alumni Association Scholarship. This scholarship was created to recognize and support graduate students who have demonstrated a significant amount of academic achievement. The scholarship will be awarded at the beginning of each academic year in the form of a grant. The amount of the scholarship is equivalent to one year of in-state tuition, or two consecutive semesters. Application materials are available from the Graduate School.

Elizabeth Darlene Sikes Scholarship. This scholarship was established to recognize an outstanding graduate student in communication disorders. Based on continuous community service, good academic standing and financial need. Must provide two letters of support. For application and deadline information, contact the College of Education.

Speech and Hearing Scholarship. The members of the Valdosta Junior Service League have established this scholarship for a student majoring in communication disorders, who have completed 50 semester hours, has a minimum 2.5 grade point average, has demonstrated financial need (must have a FAFSA application on file with the Office of Financial Aid). Contact the Department of Special Education and Communication Disorders for application information.

Alpha Kappa Delta Scholarship. This annual endowed scholarship is available to graduates and undergraduates and is based on a combination of academic achievement and financial need. The scholarship was established to promote interest in the study of sociology at Valdosta State University. Recipients are chosen by the Department of Sociology, Anthropology, and Criminal Justice, where application may be made.

Athletic Scholarships. For scholarship information regarding a particular sport, contact the VSU Athletic Office.

FINANCIAL AID ACADEMIC REQUIREMENTS

In accordance with the Higher Education Act of 1965, as amended, students must be making satisfactory academic progress, to qualify for and continue to receive Title IV federal financial aid.

Graduate students are expected to maintain the academic standards outlined in the official catalog of Valdosta State University. Students who fail to meet the standards will be placed on academic suspension. Students receiving financial aid who are placed on academic suspension will have their financial aid terminated. Financial aid applicants who were placed on academic suspension at the end of the last semester they attended are not eligible for financial aid.

Graduate students must maintain a cumulative grade point average of not less than 2.5 in order to be eligible for financial aid.

Monitoring of Satisfactory Progress

Compliance with the academic requirements will be checked at the end of each semester and at the time the student applies for financial aid. The 67% completion requirements will be checked at the end of each spring semester. When students apply during the academic year the grade point average will be checked as of the last semester

attended; the 67% completion requirement will be checked as of the end of the last academic year of attendance.

Summer Session

Courses taken during the summer are counted exactly the same as courses taken any other semester.

Reinstatement of Aid

Reinstatement of Financial Aid depends upon availability of financial aid funds at the time of the application for reinstatement and other factors:

Graduate students terminated from aid because of academic suspension or failure to complete 67% of their courses in an academic year must complete nine semester hours, at their own expense, at VSU with a grade of "C" or better in each of the courses before they will be eligible to receive financial aid in the future.

Appeals

Students wishing to appeal may do so by filling out a Satisfactory Progress Petition and presenting it to the Financial Aid Office, along with any supporting documentation. The Financial Aid Office staff may take into consideration illness, death in the immediate family, or any other extenuating circumstances. Students will be notified, in writing, of the decision.

Students wishing to appeal the decision of the Financial Aid Office may do so, by writing to the Student Financial Aid Committee.

FINANCIAL AID FOR INTERNATIONAL STUDENTS

Outstanding students may qualify for a waiver of the out-of-state tuition fees; such a waiver greatly reduces the cost of study at Valdosta State University. Interested international applicants should include with their applications a formal statement requesting consideration for a waiver of out-of-state tuition fees.

In addition to the tuition waivers, a limited number of graduate assistantships are available each year. Recipients work a specified number of hours in an academic department or with a faculty member and receive a partial waiver of tuition plus a small amount of money to help them with their living expenses. Students interested in information about graduate assistantships should write directly to: The Graduate School, Valdosta State University, Valdosta, GA 31698 USA.



AUXILIARY SERVICES

Mr. Rob Kellner, Director
103 East Brookwood Place

As a part of the Office of Finance and Administration, the Auxiliary Services Division is responsible for providing support services to students, faculty, and staff members of the University. The Division includes the Bookstore, Dining Services, 1Card Services, Parking and Transportation, Vending, Health Services, and Housing and Residence Life (financial management). Administrative offices are, at press time, located at 103 East Brookwood Place and will relocate to the Oak Street Parking Deck in October, 2008. Telephone 229-333-5706; fax 229-333-7419. For information about 1Card Services, the Bookstore, Dining Services, Health Services, Parking and Transportation, or Housing and Residence Life, visit our web pages: < [http:// services.valdosta.edu](http://services.valdosta.edu) >.

Valdosta State University has been defined by the Board of Regents of the University System of Georgia as a residential institution, and the University must provide on-campus housing and dining service. All undergraduate students who live in residence halls are required to participate in the meal program. The policy is a part of the total "Living-Learning" concept of the University and is supported by an amendment to the Georgia Eighteen-Year-Old Bill which reads, "Nothing in this Act shall be construed to limit the powers of the Board of Regents of the University System of Georgia to adopt and enforce rules and regulations for the government, control, and management of the University System; nor shall this Act be construed so as to limit the authority of any institution in the University System of Georgia to adopt and enforce rules and regulations governing housing, conduct, discipline, and other related activities of the student body." Following Regents' policy, the Auxiliary Services Division is totally self-supporting and receives no state allocations of funds.

HOUSING AND RESIDENCE LIFE

Housing Application and Contract

The Housing Application and Contract forms are sent to students after their acceptance to the University. Housing applications may be submitted only after a student has been formally accepted by Valdosta State University. All students applying for campus housing will be required to sign a contract with Housing for the academic year. Apartment residents must sign a 12-month contract. All students who plan to live in campus housing must pay an application fee of \$25.00 when they submit their Housing Application and Contract. Additionally, each student must pay a \$300.00 deposit by the deadline established in the Housing Contract. The deposit is a one-time fee that will be refunded once the student decides to no longer reside on campus or upon graduation.

The housing contract outlines conditions under which refunds may be made. Occupancy of a traditional-style residence hall room is terminated at the end of each spring semester. Apartment contracts terminate at the end of summer term. Students currently enrolled should obtain an application for housing at the annual Room Selection Process held in March at the University Center. Refer to the housing contract for specific terms and conditions. Please read the contract carefully; it constitutes a fully binding legal agreement with the University. Requests for release from the housing contract prior to the conclusion of the academic year will be considered after the student resident completes a *Request for Release from Contract*, available in the Office of Housing and Residence Life.

Freshman Residency Program

Valdosta State University administers a Freshman Residency Program which requires that all freshmen live on campus. To obtain an exemption from this requirement, a student must apply for exemption and meet one of the following criteria: (a) have officially completed two semesters of work beyond high school and have attained sophomore status; (2) age 20 by September 30 of the current academic year; (3) married; (4) single parent; or (5) residing with parent(s), grandparent(s), or legal guardian within a 50 mile radius of Valdosta. Exemption forms are available online: <<http://housing.valdosta.edu>> or at the Office of Housing and Residence Life, located on the 1st floor of Powell Hall East, telephone 229-333-5920.

Residence Hall Fees

Traditional residence halls offer double-occupancy rooms opening onto conventional hallways with community bathrooms. The rate of \$1,580 per semester for 2008-2009, which includes the Housing Activity Fee (\$20) and Post Office Box Fee (\$10), is in effect for Langdale Hall. The rate of \$1,670 is in effect for Brown, Lowndes, and Patterson Halls. This rate is based on dual occupancy. Reade Hall will be open for Fall semester only at a rate of \$1805. The new Hopper Hall, a suite-style facility, offers both private and semi-private rooms. The private rate is \$2100, and the semi-private rate is \$1875. It is the University’s option to close any of its residence halls in any given semester or to reassign students to rooms at any time.

Apartments

Converse Hall and Centennial Hall apartments are available to upperclassmen. Students should note that the number of class hours earned and GPA will establish priority for apartment assignment. Students interested in the apartments must complete an application and apartment contract available in the Office of Housing and Residence Life. Prices include Housing Activity Fee (\$20) and Post Office Box fee (\$10).

Converse Efficiency (one person only)	\$2,050
One Bedroom (with two people, per person)	\$1,755
Centennial Two Bedroom (per person)	\$2,270
Four Bedroom (per person)	\$2,050

Housing charges are assessed on a semester basis and must be paid in full during the registration process at the beginning of each semester. Rates include all utilities. Rates for future academic years will be posted at <<http://housing.valdosta.edu>> and available on campus once the rates have been established. All charges are based on approved fees and are subject to change according to policy of the Board of Regents.

DINING SERVICES

So many choices—with more than 12 locations in seven different buildings, there is always food close to where you are on campus. Meal plans are available for resident and non-resident students each semester, with meals offered in an all-you-care-to-eat format in Palms Dining Center. All students living on campus are required to purchase a meal plan as part of the housing contract. Students may choose from the following meal plans:

Meal Plans

The following meal plans are \$1,470. Students living on campus are asked to choose from the following plans at registration. If you do not choose a plan, the Blazer Plus plan will be chosen for you.

The Blazer Plus with \$125 Blazer Bucks: This plan offers unlimited access to the dining hall for meals and snacks throughout the week and includes \$125 in Blazer Bucks.

14 Meal Plan with \$225 Blazer Bucks: This plan offers 14 meals a week at any of the on-campus dining locations and includes \$225 in Blazer Bucks

10 Meal Plan with \$370 Blazer Bucks: This plan offers 10 meals a week at any of the on-campus dining locations and includes \$370 in Blazer Bucks.

A La Carte Plans

\$800 A La Carte Plan: \$800 declining balance available to students officially ranked as sophomores or above.

\$400 A La Carte Plan: \$400 declining balance available ONLY to students residing in Converse or Centennial Hall.

Commuter Meal Plans

In addition to the above meal plans, we have added commuter meal plans. Students living off campus, faculty, and staff members are welcomed to choose from one of the following plans:

100 Meals + \$130 Blazer Bucks: Allows 100 meals at Palms Dining Center and \$130 in Blazer Bucks to use all semester, at \$535.

75 Meals + \$103 Blazer Bucks: Allows 75 meals at Palms Dining Center and \$103 in Blazer Bucks to use all semester, at \$423.

50 Meals + \$70 Blazer Bucks: Allow 50 meals at Palms Dining Center and \$70 in Blazer Buck to use all semester, at \$294.

Note: Additional Blazer Bucks can be added at any time throughout the semester to ANY meal plan.

Blazer Bucks

Blazer Bucks act like an automated checking account. Each time students make a purchase with the 1Card, the amount is automatically deducted from their account. Blazer Bucks can be used to make purchases at The Loop Pizza Grill, Einstein's Café in the Education Building, Jazzman's Cafe in the library, Palms Retail units, the University Center Food Court, and the Langdale or Sustella Street Markets and to purchase additional meals at Palms Dining Hall.

For the latest dining information, visit <<http://services.valdosta.edu/dining>>.

CONVENIENCE STORES

There are two convenience stores located on campus, Langdale Market and Sustella Street Market. Langdale Market is located on the first floor of Langdale Hall (west side) and Sustella Street Market is located on the first floor of Centennial Hall East. They provide a variety of snacks, grocery items, health and beauty items, and drinks.

UNIVERSITY STORES

The VSU Bookstore, located at 1306 Patterson Street, provides quality products and services to enhance the educational and social experiences of the students, faculty, and staff of the University. In addition to providing all course-related textbooks and materials, the Bookstore offers stationery, limited fraternity and sorority items, and imprinted clothing. Graduation announcements and class rings are also available through the Bookstore. The Bookstore sponsors a textbook buy-back service during the first three days of class and at the end of the semester during final examinations. The average semester cost for all course-related textbooks, materials, and supplies is approximately \$525, depending on the student's designated area of study.

In addition, VSU has added a Tech Shop for most of your software and electronic needs. The Tech Shop is located on the first floor of Langdale Hall (east side). The Bookstore accepts cash, checks, VISA, MasterCard, Discover, and the Campus 1Card. Customers can shop on the web at <www.thevsubookstore.com>. Tel. 229-333-5666.

HEALTH SERVICES

The Farber Health Center, located north of the Palms Dining Hall on North Oak Street, provides routine health care, along with some emergency care, for all students who have satisfied the health fee requirement. Health care is provided by a physician, nurse practitioners, registered and licensed practical nurses, a pharmacist, a medical technologist, and office staff. All students living in campus housing are required to pay the Health Fee, regardless of the number of hours in which they are enrolled.

All new students are required to provide evidence of inoculation for mumps, measles, and rubella. The University Health Service recommends additional inoculations for diphtheria, tetanus, polio, influenza, meningitis, and chicken pox. Various health screenings are provided throughout the year.

PARKING AND TRANSPORTATION

All motorized vehicles parked on campus must properly display a current parking permit at all times. Parking on campus is by permit only and is a privilege which may be withdrawn for cause at any time. All campus community members (students, faculty, staff, and visitors) are responsible for knowing and obeying parking regulations. Moreover, campus citizens are responsible for their guests and should ensure that they as well are aware of regulations. A parking regulations brochure (available to students, faculty, staff, and visitors) may be obtained at the Parking and Transportation Department. Detailed information about parking lots and instructions is also available on our web pages. Campus parking and traffic regulations are enforced under the authority of Georgia Code, Section 20-3-21. Parking Policies will be in effect and uniformly enforced at all times. Citations will be issued for infractions of parking policies. Fines may be paid at the Departmental Office at 1204 N. Patterson Street (temporary location through October 2008) or at the new office located in Sustella Avenue Parking Deck after October 2008 (telephone: 229-293-PARK).

VSU operates a shuttle bus service. A Blazer Express Shuttle Guide, available at the Parking and Transportation Department, indicates stops, routes, and operating hours. Maps may also be found at each bus stop and on our web page <www.vsuparking.com>.

“VSU 1Card” SERVICES

The VSU 1Card is your official Valdosta State University identification card and on-campus debit card. It allows access to your assigned plans and privileges, after payment has been made. The card is automatically assigned a FLEX Account, which allows you to deposit funds 24 hours a day, online via credit card. No deposits may be made via phone or fax.

Financial Aid will not transfer to a FLEX Account unless it is EXCESS—after all other fees are paid. A FLEX Account is non-transferable and may be used only by the cardholder.

To obtain a VSU 1Card, all students must visit the VSU 1Card Office, be registered, provide government-issued photo identification (such as driver's license, passport, military ID) and have a photograph made,

Replacement cards are \$15 and photo identification must be submitted prior to a replacement card's being produced. Please visit our website at <www.vsu1card.com> for more information regarding the VSU 1Card.