



FINANCIAL INFORMATION AND BUSINESS REGULATIONS

Ms. Sue E. Mitchell Fuciarelli
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.

FEE SCHEDULE

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 \$40 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, parking facility fee, and health facility fee.

All students are charged the following mandatory fees each semester regardless of campus or registered credit hours: technology fee, access card fee and a Board of Regents Institutional 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. However, health, health facility, student activity, athletic, transportation, parking facility, and access card fees 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 Registration Fee: Failure to register by end of regular registration	\$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
Post Office Box per semester	\$10
Key Replacement Charge	\$50
Music Lessons, including use of instrument for practice, per term:	
private lessons	\$50
group lessons	\$35
Art Studio Materials fee	\$30
Science Laboratory fee (per laboratory)	\$30
E-core fee (per credit hour)	\$189
E-tuition (per credit hour), graduate	\$255
GOML rate per credit hour	\$385
MPA and MLIS Online Tech fee	\$48
Student Teaching fee	\$100
MSW Field Ed Fee	\$30
Nursing MS professional program, in-state rate per credit hour	\$255
out-of-state rate per credit hour	\$918
MSW professional program, in-state rate per credit hour	\$225
out-of-state rate per credit hour	\$810
WebMBA classes, per credit hour	\$670
ESOL Endorsement Distance Ed Fee	\$30
KPE Fitness Center Fee	\$5
Mandatory Insurance, Annual	\$1,161
(Nursing Majors, Graduate Assistants, International Students)	
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.

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, ACH direct payment (online webcheck), money order, traveler's check, online credit card (MasterCard, Discover, or American Express), university short-term loans (separate qualifications required), completed and fully authorized financial aid (meaning all promissory notes have been signed for loans). **Credit card payments are accepted only online through the Banner student information system.**

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

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

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> >

THE 62+ PROGRAM FOR GEORGIANS 62 AND OLDER

Georgians 62 years of age and older are eligible to resume, continue, or even begin their college education without paying most of the normal fees or tuition. The program, as directed by Amendment 23 to the Georgia Constitution and approved by the Board of Regents, is designed to allow eligible applicants to register for college-level courses for credit or audit (same requirements as for credit), on a "space available" basis subject to the following requirements:

- Must apply, meet all applicable admission requirements for program of study, and be accepted
- Must be 62 years of age or older at the time of registration, (proof of age is required)
- Must be classified as a Georgia resident in accordance with the Regents' Requirements for Resident Status

To receive the waiver of tuition and fees, applicants eligible for this program are required to register during late registration on a space available basis.

For undergraduate application information and deadlines, contact the Admissions Office located at 1413 N. Patterson Street. Graduate application information and deadlines are available at the The Graduate School, 1500 North Patterson Street, Valdosta, GA 31698.

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.

VERIFICATION OF LAWFUL PRESENCE

The Board of Regents of University System of Georgia (USG) has recently instituted new policies that affect all applicants who seek in-state tuition at USG institutions. According to USG policy, individuals who apply for Fall 2011 and beyond must submit documentation of US citizenship or permanent residency before being considered for in-state tuition.

The following documents serve as proof of lawful presence in the United States. One of the following is required before you are eligible for in-state tuition:

- Your completed FAFSA for the current or next financial aid year. Lawful presence can be determined through this process.
- A certified US birth certificate showing the applicant was born in the US or a US territory. *Photocopies are not acceptable.*
- Copy of a current US passport.
- Copy of a current driver's license issued by the state of Georgia after January 1, 2008.
- Copy of a US certificate of naturalization or a US certificate of citizenship.
- A US certificate of birth abroad issued by the Department of State or a consular report of birth abroad.

Please note: Any applicant whose status cannot be verified is not eligible for in-state tuition regardless of how long he or she has lived in Georgia.

CHECK CASHING SERVICE

All checks and money orders must be payable through a U.S. bank. To accommodate students, the University Bursary will cash one personal check per day, per student, for \$50.00 or less. 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 and returned checks (NSF) that are past due 180 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

Mr. Russell F. Mast
Vice President for Student Affairs
and Dean of Students

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 in Old Farber Hall. For more information, call 229-245-2498 (V/VP), 229-219-1348 (TTY), e-mail <access@valdosta.edu>, 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- or two-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 students who wish to discuss and explore their thoughts, feelings, behaviors, and lifestyles. In addition, group counseling provides an opportunity for students to grow in their communication, social, and interpersonal skills with others who have similar goals and interests. The Center also provides consultation to students, staff, and faculty and offers 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, 1st 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.

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 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/>>.

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. at the very heart of education.

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.



AMERICANS WITH DISABILITIES ACT

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.

Social Equity Office

Students who feel they have been discriminated against on the basis of their sex, race, religion, color, national origin or handicap, should contact the Social Equity Office. 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 Social Equity Office, 1208 North Patterson Street. Telephone 229-333-5463.



STUDENT RECORDS

Mr. Stanley Jones
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 secure and accessible, state-of-the-art computing and networking facilities to support the mission of instruction, research, and service and associated activities. The facilities include a 1,700 square foot, raised floor data center, constructed in 2008 with the support of the Division of Auxiliary Services, housing over 200 servers for high-performance computing, server clusters, and storage array networks with redundant 140kVA enterprise class uninterruptable power supplies, backup 300kVA electrical power generator, redundant cooling in four 15 ton air conditioning units, a redundant, high-speed campus network core connecting all buildings by gigabit fiber optic cabling and gigabit copper cabling to the desktop for the majority of buildings.

This infrastructure services 1,225 student computers in 61 computer labs, 2,275 faculty and staff desktop and notebook computers, and over 200 smart classrooms utilized in instruction, research, and administration. Internet service to the campus is

provided by the University System of Georgia's PeachNet network, providing primary and secondary links with a total of 157mbps of bandwidth, 100mbps of which is dedicated to the public Internet and 50mbps dedicated to internal, PeachNet traffic, such as for Galileo and GIL library resources. Video Conferencing is supported by 5 mbps of prioritized, reserved bandwidth and three dedicated classrooms and several portable units. A separate PeachNet link at 110mbps provides dedicated bandwidth to users of the campus wireless network located in residence halls and academic areas.

A number of core services are supported by the systems server and network infrastructure. The student information system is comprised of the Banner Student Information and Financial Aid modules supporting admissions, registration, and financial aid functions. A recent component, Degree Works, has been added to better support advising and degree audit functions with self-service capabilities for students. The Live@VSTATE system hosted by Microsoft Windows Live@edu services provides email, calendars, document storage, and online office applications for all students, faculty, and staff. The university hosts its own Blackboard Vista 8 learning management system known as BlazeVIEW with the capability to support as many as 1,000 concurrent users and online classroom resources available for every class. Wimba web conferencing services are integrated into the Vista system to provide real time audio, video, chat, and whiteboard conferencing, for these classes.

Additional services integrated into the Vista system include Safe Assign plagiarism detection and Turning Technologies student response systems (i.e., clickers). Oracle database systems support all of these services. Finally, an updated and secured Apache web server system provides the public web site, utilizing the Adobe Contribute content management system to allow programs and departments to maintain updated information using a simple workflow for administrative approval and publishing without the need for technical support or specialized knowledge of web authoring.

Employee training for these resources is provided by the Division of Information Technology in coordination with the department Human Resources and Employee Development. Additional Vista and Wimba training is provided to faculty by the eLearning department utilizing the collaborative HUB teaching cooperative facilities located in the Odum Library. Since 2005, a special, proactive focus has been applied to information security and awareness with the application of dedicated resources and programs to eliminate the use of social security numbers where appropriate and scanning and monitoring of systems and network resources to discover vulnerabilities and correct them. Regular audits of information security and information technology operations ensure continued progress toward these goals.

Inappropriate Use of University Computing Facilities

Students are expected to comply with all rules pertaining to the use of the University's computers. These are described in detail in the Code of Ethics contained in the *Student Handbook*. The misappropriation of intellectual property, i.e., software piracy, or the use of the computers for personal or commercial gain is prohibited. Students are expected to respect the privacy of others in all matters of access and records.



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 April 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 for graduate students: (1) Federal Direct Unsubsidized Stafford/Ford Loans (2) Federal Graduate PLUS Loans.

The Federal Direct Unsubsidized Stafford/Ford Loans are non-need-based, and the Federal Government does not subsidize or pay the interest on this loan while the student is in school or during the six-month grace period. 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.

The Federal Graduate (PLUS) Loan is an educational loan for graduate students enrolled at least half-time. Financial need is not an eligibility requirement, but an acceptable credit rating is required. Loan eligibility is based on the Cost of Attendance minus all other aid received.

A completed Free Application for Federal Student Aid is required for either loan.

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, located in Langdale Hall or visit the Web site at <www.valdosta.edu/finadmin/human_resources/studemp/>.

Other Employment. The Job Location and Development Program, administered through the Office of Career Services, Langdale Hall West, 2nd Floor, assists students in obtaining part-time employment off-campus. Web site: <www.valdosta.edu/career/>.

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/financialaid>.

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.

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.

Alpha Kappa Delta Scholarship. This 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.

Maggie Webb Bridges and Michael Anthony Stoddard Fund. Ms. Mary B. Stoddard established this endowed scholarship to honor her son, Michael Anthony Stoddard, and her sister, Maggie Webb Bridges. Apply to the Office of Financial Aid by completing a VSU General Scholarship Application.

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.

Colquitt EMC (Electric Membership Corporation) Scholarship. Colquitt EMC Scholars are chosen on the basis of merit and Colquitt EMC member status and are available to undergraduate and graduate students attending VSU. Recipients must have a minimum 2.5 GPA, provide proof of enrollment at VSU, and reside in the household of a Colquitt EMC member. Application forms are available via <www.colquitemc.com> or any Colquitt EMC office.

Vicky Lynne Foshee Scholarship. Created to honor the memory of Vicky Lynne Foshee, daughter of Dr. and Mrs. Donald P. Foshee, this scholarship is to be awarded to a graduate student enrolled in the Industrial/Organizational Psychology Program with at least a "B" average who demonstrates financial need. Completing at least 10 hours per semester with a "B" or better grade point average may renew it. For application and deadline information, contact the Dewar College of Education.

Manelle Jeter Scholarship. The Manelle Jeter Scholarship was established by Mr. and Mrs. Dean Barnum of North Carolina in memory of Mrs. Barnum's mother, Dr. Manelle Jeter. Dr. Jeter, a former VSU student and faculty member, served in the Department of Early Childhood and Reading. Criteria for application include the following: The recipient must be a graduate student in the Department of Early Childhood and Reading and

must be in good academic standing. Financial need will be one criterion considered, but this factor alone will not determine the scholarship award. For application and deadline information, contact the Dewar College of Education.

Lorene Joiner Memorial Scholarship. This endowed scholarship was established by Mr. and Mrs. John W. Thomas, in memory of Mrs. Thomas's mother, Lorene Joiner. The scholarship is to be awarded to a VSU student who is in good academic standing and has financial need (must have a FAFSA application on file). Apply to the Office of Financial Aid by completing a VSU General Scholarship Application.

Kentucky Fried Chicken of Valdosta, Inc., Scholarship. Mr. Owen Harris, President, Kentucky Fried Chicken of Valdosta, Inc., endowed this scholarship to assist Kentucky Fried Chicken of Valdosta, Inc., employees. See the scholarship section in the undergraduate catalogue for details. Qualifying applicants should contact their store manager.

KFC of Nashville and Waycross Scholarship. Awards shall be made to students who are attending VSU, are employed at the KFC stores in either Nashville or Waycross, and plan to continue employment at no fewer than 15 hours per week for at least one year. Recipients must maintain a "C" average in all courses attempted. Qualifying applicants are to contact their store manager.

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.

Master of Library and Information Science Program Short-term Financial Assistance Grant. Created by the gift of an MLIS alumna, this scholarship grant pays for tuition of one course per semester for students who encounter financial difficulty while attending the program. The goal is to provide short-term assistance so that a student will continue his or her graduate education. The award covers one class for one student during fall and spring semesters. Student must be a Georgia resident, must have successfully completed nine credits with at least a B average. Student must not be receiving tuition reimbursement or other scholarship or grant. Apply to the Master of Library and Information Science Program.

Master of Library and Information Science Merit Scholarship. Available to MLIS students whose academic records show proven progress toward the MLIS degree, this scholarship covers the cost of one course at the in-state-rate. Students must have completed at least 18 credits toward the MLIS degree and have a minimum GPA of 3.5; all courses taken must be a 3.0 (B) or higher, and the recipients must have a completed program of study with all sign-offs and grades earned. Apply to the Master of Library and Information Science Program.

Ahleida B. Seever Scholarship. Mrs. Joan Seever Bailey established this endowed scholarship to honor her mother, Mrs. Ahleida B. Seever. Awardees must be currently enrolled in the Master of Social Work program at VSU, must demonstrate financial need (must have a FAFSA application on file), have a grade point average of 3.0 or higher in undergraduate or graduate programs prior to receiving the scholarship award, and demonstrate a pattern of community service and volunteerism in areas that are related to the field of social work, including campus and community organizations and projects. Scholarship is renewable for up to three years if awardee continues to meet the above criteria. The selection committee of the Master of Social Work Program chooses the recipient. Apply to the Division of Social Work.

Barbara Pearlman Soshnik Scholarship. This scholarship was created by Mr. and Mrs. Bill Pearlman to honor the memory of their daughter, Barbara Pearlman Soshnik, and is awarded to deserving graduate or undergraduate students with demonstrated financial need (must have a FAFSA on file). Apply to the Office of Financial Aid by completing a VSU General Scholarship Application.

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

Valdosta Junior Service League Speech and Language Pathology Scholarship. The members of the Valdosta Junior Service League have established this scholarship for an undergraduate or graduate student majoring in communication disorders, who has completed 50 semester hours, has a minimum 3.0 GPA, and has demonstrated financial need (must have a FAFSA on file). Selection is made by the College of Education Scholarship and Honors Committee. Contact the Department of Communication Sciences and Disorders for information.

Valdosta Kiwanis Club Nursing Scholarship. This nursing scholarship is sponsored annually by the Valdosta Kiwanis Club. It is renewable, and recipients are recommended by the College of Nursing. Apply to the Office of Financial Aid by completing a VSU General Scholarship Application.

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 dismissed from their program of study and will have their financial aid terminated. Financial aid applicants who were dismissed at the end of the last semester they attended are not eligible for financial aid.

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

Quantitative Requirement: Graduate students must maintain a 67% completion pace in all courses attempted at VSU. The grades of "A," "B," "C," "D," and "S" count as the successful completion of a course. The grades of "F," "W," "WF," "I," "IP," "U," "NR," and "V" do not count as the successful completion of a course.

Graduate students must also complete their program of study before they have attempted more than 150% of the hours required for their program of study. This is the maximum time frame allowed by the U.S. Department of Education.

Monitoring of Satisfactory Progress

Compliance with the qualitative and quantitative academic requirements will be checked at the end of each semester and at the time the student applies for financial aid. Students who are dismissed from their academic program will be immediately ineligible for aid. The 2.5 GPA and 67% completion pace requirements will be checked at the end of each semester. Students who are found to be in violation of the 2.5 GPA requirement and the 67% completion requirements will be placed on warning and will receive a warning

letter notifying them that they have one semester to graduate or bring their GPA and completion rate up to the required levels. Students who reach the maximum time frame or who not come into compliance with the 2.5 GPA and 67% completion pace requirements within one semester of being placed on warning will have their financial aid terminated.

The grade point average of students who apply during the academic year, the limitation on the total hours attempted, the 2.5 GPA requirement, and the 67% completion pace requirement will be checked at the end of the last semester attended.

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:

Students who lose eligibility for financial aid for failure to maintain the required 2.5 GPA or maintain the required 67% completion pace can apply for reinstatement of their financial aid once their GPA reaches 2.5 or higher and their completion pace increases to the required 67%.

Appeals

Students wishing to appeal may do so by filling out a Satisfactory Progress Petition and presenting it to the Office of Financial Aid, along with any supporting documentation. The Office of Financial Aid 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 Office of Financial Aid 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

Dr. Rob Kellner, Director
Oak Street Parking Deck, Level 2

As a part of the Division 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 University Stores, Dining Services, 1Card Services, Parking and Transportation, Key Shop, Telecommunications, Vending, Health Services, and Housing and Residence Life (financial management). Administrative offices are located in the Oak Street Parking Deck, on the second level. 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 is 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 available on-line at <<http://housing.valdosta.edu>>. Once admitted, new students will receive a postcard invitation to apply for housing. 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 and a \$300 deposit when they submit their Housing Application and Contract.

The deposit is a one-time fee that will be refunded once the student fulfills the requirements set forth by the Housing contract or upon graduation from the University.

The housing contract outlines conditions under which refunds may be made. Occupancy of a traditional-style and suite-style residence hall room is terminated at the end of each spring semester (9 months). Apartment contracts terminate at the end of summer term (12 months). Students currently enrolled should obtain an application for housing at the annual Room Selection Process held in March.

Please read the contract carefully, as 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 online at <<http://housing.valdosta.edu>> .

Residence Hall Fees

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

Traditional residence halls offer double-occupancy rooms opening onto conventional hallways with community bathrooms. The rate of \$1,780 per semester is projected for the 2012-2013 year, which includes the Housing Activity Fee (\$20) and Post Office Box Fee (\$10), is in effect for the un-renovated part of Langdale Hall. The rate of \$1,885 is projected for Brown, renovated part of Langdale, Lowndes, Reade, and Patterson Halls. This rate is based on dual occupancy.

Georgia Hall and Hopper Hall, both suite-style facilities, offer both private and semi-private rooms. The private rate is projected at \$2,360 and the semi-private rate is projected at \$2,115. The University reserves the right 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. Converse Hall offers efficiency units with a bathroom and a kitchenette and one-bedroom (2-person) units with a bathroom and a full kitchen. Centennial Hall, an apartment style facility, opened in 2005, features individual bedrooms, a kitchen shared by no more than four residents, one or two bathrooms, and a dining/living room area. Students should note that the number of class hours earned and GPA will establish priority for apartment assignments. Students interested in the apartments must complete an application and apartment contract available online at <<http://housing.valdosta.edu>> or in the Office of Housing and Residence Life, located in Hopper Hall, telephone 229-333-5920. Prices include Housing Activity Fee (\$20) and Post Office Box fee (\$10).

Converse efficiency (projected rate)	\$2,305
Converse one-bedroom (per person) (projected rate)	\$1,970
Centennial two-bedroom (per person) (projected rate)	\$2,470
Centennial four-bedroom (per person) (projected rate)	\$2,340

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 policies of the Board of Regents.

DINING SERVICES

Valdosta State University and Dining Services firmly believe that today's hard-working student should be rewarded with a dining service that makes eating on campus palate-pleasing, healthy and entertaining. With 12 different dining locations in 8 different buildings and 2 on-campus convenience stores, there's always a place to grab a bite to eat no matter where you are on campus. A VSU meal plan gives you the freedom to make your own dining decisions, with several plans to choose from, depending on your specific eating habits and lifestyle.

Resident Meal Plans

The following meal plans for 2012-2013 are \$1,755 per semester. 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.

- Blazer Plus: Unlimited meals at Palms or Hopper + \$125 Blazer Bucks
- 14 Meals per week at Palms or Hopper + \$225 Blazer Bucks
- 10 Meals per week at Palms or Hopper + \$370 Blazer Bucks

\$875 Declining Balance (only available to residents ranked sophomores or above)

\$475 Declining Balance (students residing in Centennial or Converse only)

Commuter and Staff Meal Plan Options

- 100 Meals per semester at Palms or Hopper + \$40 Blazer Bucks
- 75 Meals per semester at Palms or Hopper + \$20 Blazer Bucks
- 50 Meals per semester at Palms or Hopper + \$15 Blazer Bucks
- 25 Meals per semester at Palms or Hopper

Meals must be used at one of the residence dining facilities, Palms or Hopper, both of which are all-you-care-to-eat facilities. For a complete list of meal plan prices or a map of dining locations, visit our website at <<http://dineoncampus.com/valdosta>>.

How to obtain a meal plan

You can register for your meal plan online using your Banner account during class registration or visit the Meal Plan Office, located at VSU 1Card Services. Any student living in a residence hall who does not register for a meal plan will automatically be assigned The Blazer Plus/Unlimited plan. The Meal Plan Office is located at VSU 1Card Services, 1204 N. Patterson St. Call (229) 333-5988 or visit our website at <<http://services.valdosta.edu/dining/>>.

Blazer Bucks

Blazer Bucks are "dining dollars" that are reserved for purchases at dining locations. They are designed to give you the flexibility to dine at any of our eateries or to make a purchase at our two on-campus convenient stores, without carrying cash. Each time you make a purchase, the amount is automatically deducted from your VSU 1Card. Any unused Blazer Bucks will be forfeited at the end of the semester. If you run out of Blazer Bucks, we recommend you load money on your Flex Account.

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 in the Student Union offers all required textbooks in addition to required supplies for course. As the official campus store, the bookstore sells a multitude of VSU-imprinted clothing and gifts as well as a growing number of other types of gifts. For students attending the VSU campus at Kings Bay Naval Submarine Base, there is a small store on that campus offering required course material and a few merchandise items.

The Tech Shop, an Authorized Apple Campus Store, also in the Student Union, carries the latest products from Apple, with demonstration units so you can feel it before you buy it! Also at the Tech Shop students are able to buy other technology products, including academically priced software, computer accessories, gaming consoles, and computer games and accessories. The VSU campus is wireless, so the Tech Shop will configure your computer to work on any wireless environment. The store also offers services such as virus removal, system reformats, and installation of software.

For more information on the Bookstore, please visit on-line at <www.thevsubookstore.com>. For more information on the Tech Shop, please visit on-line at <www.vstechshop.com>.

HEALTH SERVICES

The Student Health Center, located on Georgia Avenue, at the end of the Pedestrian Mall, 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, a physician assistant, 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. There is also a new facility fee that is paid by all students.

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 that 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 are well aware of regulations. A parking regulations brochure (available to students, faculty, staff, and visitors) may be obtained at the Parking & Transportation Department. Details about parking lots and instructions are 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 are in effect and uniformly enforced at all times. Citations are issued for infractions of parking policies. Fines may be paid at the Departmental Office, located in 1st Level of the Sustella Avenue Parking Deck (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 the 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, through a swipe of the magnetic strip in a designated reader. 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. Excess funds from financial aid can be applied to your FLEX account via the Banner Registration page, after all of your other fees are paid.

If you designate financial aid for FLEX and you still owe the university, you will not be able to use the FLEX/ 1 Card to make purchases.

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 two forms of identification, one of which must be a 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.