

GENERAL INFORMATION

HISTORY OF THE COLLEGE

Waycross College, an associate degree granting institution of the University System of Georgia, exists to provide programs of higher education for citizens of the immediate and surrounding communities. The College's philosophy is to provide opportunities for those who need special preparation for regular college-level courses, while giving well-prepared students immediate access to transfer courses that can be applied toward advanced study appropriate to their academic goals. The College attempts to provide a wide range of enjoyable and satisfying experiences calculated to contribute to intellectual objectives and personal interests and aptitudes.

Historically, the establishment of a University System two-year college in the Ware County-Waycross area was originally approved by the Board of Regents in December 1970. A site for the College was approved by the Board in February 1973. A bond issue was approved in May 1973.

The execution of a contract between the Regents and the Board of Commissioners of Ware County for the development of the College was authorized by the Regents in July 1973. The Chairman of the Board of Commissioners of Ware County presented to the Board of Regents a deed for the land and a check to be used for construction of the initial physical plant facilities in March 1974. An official name, Waycross Junior College, was approved by the Board of Regents in January 1975. A \$1,833,600 construction contract for the College was awarded by the Board of Regents to Richards and Associates, Inc., Carrollton, in January 1975.

Waycross Junior College opened for classes in September 1976. It was accredited by the Southern Association of Colleges and Schools in December 1978. The most recent reaffirmation was December 2003. In June 1987, the official name was changed to Waycross College.

The Educational Building was completed in 1984. A Physics/Electronics Classroom and Lab was added to that Building in 1996. A Student Services Building and an addition to the Physical Education Building, a \$4.6 million project, were completed in Spring 2000. The Board of Regents approved the naming of the James M. Dye Student Services Building in November 2002.

MISSION STATEMENT OF WAYCROSS COLLEGE

As a unit of the University System of Georgia, Waycross College is a student-centered institution of higher education committed to instructional excellence. The college provides accessible, affordable, high quality educational opportunities for all southeast Georgians in a diverse and dynamic campus environment through a comprehensive range of programs and services:

- Associate degrees that prepare students for careers and transfer
- Partnerships and collaborative programs with other institutions
- Certificate and career preparation programs
- Educational support services
- Lifelong learning educational programs
- Public service

THE CAMPUS

Waycross College is located on South Georgia Parkway at Augusta Avenue in Ware County, within the city limits of Waycross. The campus is located on a tract of approximately 150 acres of beautifully wooded land which includes two small lakes and an attractive, convenient area for recreational and outdoor classroom use.

The campus abounds with flora native to southeast Georgia, including an abundance of wild flowers, palmetto palms, slash pines and other attractive plants and trees.

The Physical Master Plan for the future includes an addition to the library and new classrooms, a continuing education/public service building and an Okefenokee Science Ecology Center with greenhouse. Present facilities include five main buildings encompassing the institutional areas of administration, library, academics, physical education, student services, and maintenance.

The Administrative Building includes classrooms, laboratories, large lecture rooms, a library and academic support center, faculty and administrative offices, and a student commons area. The Physical Education Building includes a gymnasium, classrooms, faculty offices, locker-shower facilities, and a fitness/wellness room. The Educational Building includes music studios, two computer classrooms, a large lecture hall, a continuing education room, a community room, a physics/electronics classroom/lab, conference and work rooms, and a commons-exhibit area. The James M. Dye Student Services Building includes offices for admissions, student records, financial aid, and student services. It also includes a game room, cafeteria with dining area, conference rooms, testing rooms, bookstore, and lounges.

THE LIBRARY

Waycross College's library, built in 1976, then enlarged and renovated in 1990, is located in the Administrative Building of the College. This facility of 13,588 square feet houses staff offices, various print and non-print collections, and computer facilities. It is open 65.5 hours per week during the Fall and Spring semesters and a minimum of 60 hours during the Summer session. A variety of study tables, carrels, and easy chairs are located throughout the library to accommodate patrons.

The library's reference materials, circulating print and electronic book collections, as well as its short-term reserve materials, can all be accessed through the library's on-line catalog, a component of the Voyager Library system. Computer resources include access to e-mail, the Internet, and word processing software. Galileo, the State of Georgia resource database, provides access to over 180 periodical databases and other selected electronic resources.

In addition, the library owns a substantial audio-visual collection and subscribes to over 160 magazines and journals. Patrons have access to photocopiers, cassette duplicators, televisions, video players, and a microfilm reader/printer. Distance learners and off-campus users can access library information through the library web-page (<http://www.waycross.edu/library>).

ACADEMIC SUPPORT CENTER

The Academic Support Center (ASC) offers supplemental instruction to all students enrolled at the College. Students may be referred by instructors or may independently seek additional help. The ASC provides alternative learning opportunities which allow students to develop strengths and to eliminate deficiencies. The ASC, staffed by members of the faculty and student tutors, offers assistance to students enrolled in any course. The ASC offers tutoring and supplementary materials in reading, writing, and mathematics; provides alternate learning strategies through audio-visual, individualized, computerized, self-paced, and one-on-one tutorial work; offers assistance in developing effective study skills; and helps students prepare for the Regents' Test. In addition, students enrolled in core curriculum courses may find materials on writing research papers and critiques, taking essay and objective tests, and mastering the mathematical skills necessary for chemistry, physics, and nursing classes.

The Academic Support Center also consists of an in-house Testing Lab. The Testing Lab is usually open about 20 hours per week, with the hours varying by semester. The lab allows students the opportunity to make up missed tests, or re-take other tests. Testing Lab participation requires the support and permission of the individual instructors.

ACCREDITATION AND MEMBERSHIPS

Waycross College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the Associate of Arts Degree, the Associate of Science Degree, the Associate of Applied Science Degree, and Certificates in Teaching, General Business, and Accounting.

Waycross College is a unit of the University System of Georgia; credits earned within college transfer programs at the College are transferable to all other institutions within the University System.

The College holds membership in the following organizations:

- American Association of Community Colleges
- Southern Association of Colleges and Schools
- Southern Association of Community, Junior and Technical Colleges
- Georgia Association of Colleges

A partial list of the state and federal programs for which the College has been approved includes:

- Federal Work Study Program
- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant
- Federal Family Education Loan Program
- HOPE Scholarship
- Accel Program
- Governor's Scholarships
- Vocational Rehabilitation
- Law Enforcement Personnel Dependent Grant
- Georgia Public Safety Memorial Grant
- Georgia's Leveraging Educational Assistance Partnership

CHANGES IN REQUIREMENTS

The statements set forth in this *Catalog* are for informational and guidance purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this *Catalog* will ordinarily be applied as stated, Waycross College reserves the right to change any provision listed in this *Catalog*, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of Student Records. It is each student's responsibility to keep apprised of current graduation requirements for particular degree programs.

PROGRAMS

Waycross College is authorized to grant the Associate of Arts, Associate of Science, and Associate of Applied Science degrees, and to award certificates.

COLLEGE TRANSFER PROGRAMS

College transfer programs for the Associate of Arts and the Associate of Science degrees are supported by the Core Curriculum which has approval of the University System of Georgia. The Core Curriculum is designed to ensure that all courses satisfactorily completed at Waycross College will be acceptable and transferable to other units of the University System of Georgia provided that the student completes all courses in an area or for a degree.

Major areas of concentration for college transfer are available in agricultural and environmental sciences, biological sciences, business administration, chemistry, computer information systems, computer science, criminal justice, English, general and interdisciplinary studies, health and information management, health and physical education, history, mathematical subjects, medical technology, political science, physical therapy, psychology, physician's assistant, physics, pre-dental hygiene, pre-engineering technology, pre-nursing, radiologic technology, respiratory therapy, sociology, and teacher education.

CERTIFICATE PROGRAMS

Certificate programs in Teaching, General Business and Accounting have been designed to prepare students for entry level positions in area businesses. All courses required for the certificates can be used to pursue an Associate degree in that area of concentration.

Students pursuing a certificate program at Waycross College may at the end of a semester and before the beginning of the next semester change to a degree program by processing a Change of Major form.

Students pursuing a certificate program at Waycross College and receiving HOPE Grant funds may take courses not in the certificate program *during the last semester* of enrollment on the program. The HOPE Grant will not pay for those courses or any associated costs. Students will be responsible for the additional tuition and fees associated with the courses not covered by the HOPE Grant. The advisor and student must submit the "Request to Add Non-Certificate Course(s) Form" to the Financial Aid office.

COMMUNITY EDUCATION PROGRAM

The Community Education Program is designed to meet the needs and interests of the community and area residents who may not need or want an academic degree, but who may want expert instruction and/or dialogue with others in gaining or improving career or leisure-time skills, in satisfying curiosity, or simply in finding pleasure in a collegiate atmosphere. Courses are designed to appeal to professional, cultural, and recreational interests.

The Community Education Department also assists educational, professional, business, industrial, governmental, or interested groups that may wish to participate in or host special career or developmental oriented workshops for their employees. For additional information contact (912-449-7588), email contedu@waycross.edu, or visit the Office of Community Education, located in the Education Building.

INTERNATIONAL STUDIES PROGRAM

Waycross College students may participate in a variety of international studies programs offered by University System institutions. Further information may be obtained from the Coordinator of International Studies (912-449-7575).

LEARNING SUPPORT PROGRAM

Waycross College is committed to the philosophical concept of providing postsecondary educational opportunities for individuals who need assistance in developing or reviewing basic academic skills. The Learning Support (LS) Program provides instruction in English, reading, mathematics, and study skills in preparation for college-level courses.

The primary purpose of the Learning Support Program is to identify and assist individuals who need to develop and/or review academic skills. Individuals with inadequate college preparation, those with records of poor academic performance, and those whose educational experiences have been delayed or interrupted may benefit from Learning Support courses.

Applicants whose performance on college placement exams or COMPASS indicates required placement in one or more Learning Support courses will be admitted to the Learning Support Program (see page 19). Students must take required Learning Support courses during their first semester of enrollment and each semester thereafter until requirements are completed. Regularly admitted students may be advised to take Learning Support courses to remove academic deficiencies which might otherwise prevent their successful completion of college work.

Students who wish to elect Learning Support courses may do so with the approval of the Division Chairperson. Learning Support courses carry institutional credits which are not applicable to any degree programs. A student who has successfully completed the prescribed Learning Support courses may enroll in degree-applicable courses. Some students may be eligible to enroll concurrently in Learning Support courses and degree-applicable courses.

Learning Support students must (1) exit or exempt LS Reading and LS English as prerequisites for college-level English and Public Speaking, (2) exit or exempt LS Reading as a prerequisite for Social, Natural, and Physical Science courses, and (3) exit or exempt LS Mathematics as a prerequisite for Physics and Chemistry.

EVENING PROGRAM

The Waycross College evening program includes regularly scheduled classes designed for those students who desire to attend classes at night. Students may take day or evening classes or a combination of both.

MINORITY ADVISING PROGRAM

The Minority Advising Program (MAP) was established in 1983 to enhance the academic welfare of minority students in the University System of Georgia. Waycross College seeks to promote academic success and develop the human potential while creating an environment that fosters the success and retention of minority students.

Waycross College's MAP program has been designed to involve minority students in the cognitive components of academics; to include MAP alumni; to involve majority faculty members, administrators, and staff; to increase the use of tutoring opportunities; to provide appropriate advisement to ensure graduation and transfer to baccalaureate institutions; to promote activities to increase community awareness; and to attract minority students.

The advising program activities are designed to serve college students, public school students in this service area, and members of the local community. Minority students have an opportunity to participate in the following programs: early alert/warning academic counseling, personal counseling, suspension/readmit counseling, SGA social activities, and peer counseling. The Minority Advising Program has expanded these programs to include peer tutoring, which has consistently been identified as the most beneficial component of the MAP program. The Academic Support Center provides group peer tutoring sessions for all students. As part of the Early Warning System, faculty members identify students who are experiencing problems in their classes to the MAP coordinator. These students are contacted and offered free, individualized tutoring by faculty and peers.

The Minority Advising Program remains committed to creating a diverse, vibrant campus community that fosters personal development and academic achievement of minority students at Waycross College.

POST-SECONDARY READINESS ENRICHMENT PROGRAM (PREP)

Waycross College's PREP began in 1996. The focus of the program is to provide an academic and outreach initiative to prepare middle and high school students and their parents for post-secondary education. Currently, PREP's service area includes Bacon, Brantley, Charlton, Pierce, and Ware counties.

PREP's students are chosen based on risks that may interfere with their chances of going to college. Some of these risks are single-parent families, low socioeconomic status, or being the first one in the family to go to college. PREP enrolls students in the seventh and eighth grades. These students remain in the program until graduation as long as they continue to meet program guidelines. PREP's students must stay on the college preparatory curriculum track once they enter high school. They must maintain passing scores in all academic subjects, remain free from major discipline referrals, and they must remain active in PREP activities and functions.

PREP offers learning experiences for its students throughout the academic school year and during the first part of summer. One-on-one tutoring is provided in all subjects by trained tutors who are employed as student assistants with Waycross College, students participate in monthly community service activities, workshops are held to provide students and their parents with information on admission and financial aid for college or future career choices, and students learn about various college campuses throughout the University System of Georgia. During the summer students visit a University System institution for a residential college experience. Students attend classes, sleep in dorms, and participate in college-life recreation. Students also attend classes on the Waycross College campus during a second week of summer learning experiences.

DEVELOPMENT AND COMMUNITY SERVICES

The Office of Development and Community Services (DCS) assists community, government, industry, and business groups by scheduling and providing the use of campus-wide facilities at Waycross College. The office is also responsible for assisting the College with the generation of news and public information for the College's internal and external constituents. In addition, the DCS office is responsible for assisting the College in various marketing efforts to help generate enrollment and in providing a consistent image of the College to the public. For additional information, please call (912-449-7510), email dcs@waycross.edu, or visit the Office of Development and Community Services located in the campus' Administrative Building.

WAYCROSS COLLEGE FOUNDATION, INC.

The Waycross College Foundation, Inc. was established in the fall of 1976. The Foundation is a non-profit and tax-exempt organization whose purposes are to promote higher education at Waycross College; to acquire funds to continue the building of an endowment, the proceeds of which will guarantee continuing support for the established goals of the Foundation; and to promote research. The Foundation is governed by a Board of Trustees selected from and by the membership of the Foundation. The Trustees are a group of dedicated community individuals.

The Foundation supports Waycross College in many ways, including providing academic scholarships to students who meet Foundation requirements; providing funds to enable College faculty and staff to pursue professional development opportunities; and providing financial assistance to the College's non-traditional students through the Adult Start College Grant program. The Foundation is dedicated to assuring that every qualified student can afford to attend Waycross College. For additional information about the Waycross College Foundation, please call (912-449-7509), email dcs@waycross.edu, or visit the Office of Development and Community Services located in the campus' Administrative Building.

OTHER SCHOLARSHIPS

All available scholarships may not be listed. Contact the Office of Development and Community Services at (912) 449-7509 or the Office of Financial Aid (912) 449-7560 for additional information.

WAYCROSS COLLEGE FOUNDATION SCHOLARSHIPS/GRANTS

Waycross College Foundation scholarships and grants were established by local citizens and organizations to provide incentive, encouragement, and recognition to Waycross College students with proven records of academic accomplishment and excellence in their high school and college work. For additional information regarding scholarships and grants through the Waycross College Foundation, please call (912) 449-7510, email des@waycross.edu, or visit the Office of Development and Community Services located in the campus' Administrative Building.

Adults Start College Grant: The Adults Start College Grant program is designed for the Waycross College adult/non-traditional student who has been out of high school or college for five or more years and has earned fewer than fifteen (15) transferable semester hours or twenty (20) quarter hours of college credit. The Waycross College Foundation will cover in-state tuition for one course. Applications are available in the Admissions Office located in the James M. Dye Student Services Building.

Company Scholarships: Some companies in the region provide scholarship funds for their employees or employees' children to study at Waycross College. Check with your company's human resources representative to see if your company has a scholarship that is administered through the Waycross College Foundation.

Grants: The Waycross College Foundation administers many grants. Requirements for these grants are different from the scholarships. Grants may be awarded to help students who may not qualify for other assistance but who have a particular financial need.

Honor Graduate Scholarships: Graduating high school students receiving academic distinction as honor graduates are eligible for a Waycross College Foundation scholarship in addition to the HOPE scholarship and other financial assistance. This scholarship is available for graduating high school students in Appling, Atkinson, Bacon, Brantley, Charlton, Clinch, Long, Pierce, Ware, and Wayne counties.

Salutatorian Scholarships: Graduating high school students receiving the academic distinction of salutatorian are eligible for a Waycross College Foundation scholarship equal to tuition for one year in addition to the HOPE scholarship and other financial assistance. This scholarship is available for graduating high school students in Appling, Atkinson, Bacon, Brantley, Charlton, Clinch, Long, Pierce, Ware, and Wayne counties.

Valedictorian Scholarships: Graduating high school students receiving the academic distinction of valedictorian are eligible for a Waycross College Foundation scholarship equal to tuition, fees, and a book stipend for one year in addition to the HOPE scholarship and other financial assistance. This scholarship is available for graduating high school students in Appling, Atkinson, Bacon, Brantley, Charlton, Clinch, Long, Pierce, Ware, and Wayne counties.

Woodward Scholarships: Woodward scholarships are designated for students majoring in mathematics or science or pursuing an education degree in either subject. Students who wish to be considered for a Woodward scholarship at Waycross College should contact their high school counselor or the Office of Development and Community Services at Waycross College.

STUDENT SERVICES

STUDENT SERVICES

To enhance personal growth and development, the Office of Student Services offers a variety of services to current and prospective students. Whether students are here to take a few courses to improve job skills or to earn a degree, Waycross College is organized to assist them with their plans. A professionally trained staff is available.

Guidance Services

Office staff offer assistance in a limited, confidential manner with academic, career, and personal problems. Guidance may include the use of career information, catalogs from other colleges, general information involving admissions requirements of programs of study offered at the College and elsewhere, or referral to a community health agency.

Testing Services

The Student Services Office administers the Institutional Scholastic Aptitude Test (SAT-I), the Regents' Testing Program, the College Placement Examination or COMPASS, the College-Level Examination Program (CLEP), and other tests, on a regulated basis. In addition to administration fees, students pay for SAT and CLEP exams. (See page 29 for Testing Administration Fees.)

Orientation Services

Orientation is provided to new students in order to promote clarity of academic policies and to offer assistance for easing the transition into college. Orientation sessions will be held at scheduled times provided by the Student Services staff. The program includes a discussion concerning college life. All new students are required to participate in orientation activities during registration periods.

Disability Services

In compliance with the requirements of the Americans with Disabilities Act (ADA), it is the policy of the College that it does not discriminate against an individual on the basis of his or her disability, as covered under the ADA and Section 504 of the Rehabilitation Act of 1973. The College also affirms that all programs are open to regularly admitted students without regard to disability.

No student will be denied access to any program or to any administrator or faculty person because of the person's disability. Any person, employee, or job applicant who has a complaint or grievance should contact the ADA Compliance Officer in the Student Services Office, Waycross College, Waycross, Georgia 31503. The Student Services Office staff provides disability related accommodations, information, and referral services. Waycross College does not provide eyeglasses, hearing aids, or personal attendants. The college requires six weeks notice to provide disability accommodations. The ultimate goal of providing these services is to ensure the independent functioning of each disabled student in the collegiate environment.

Students With Learning Disorders

Students who have a learning disorder or suspect that they have a learning disorder should go to the Student Services Office for assistance. In order to provide the service needed, students are asked to provide documentation of the disorder. This documentation must meet the criteria set by the Board of Regents of the University System of Georgia. Students may choose to have an outside evaluation completed or to go to the Regents' Center for Learning Disorders at Georgia Southern University for documentation. The ADA Compliance Officer will provide information on the criteria and steps involved in this process.

Accommodation of students is based upon the outcome of assessment. Among the accommodations that students may receive are: extended testing times, extended semesters in Learning Support, substitution of CPC foreign

language requirement, use of computer, and System testing accommodations. The accommodation is dependent upon the recommendation from the Regents' Center for Learning Disorders at Georgia Southern University.

Part-Time Employment Services

The Student Services Office keeps a limited file of off-campus part-time employment opportunities available to Waycross College students. Jobs available are posted on the job board located in the Student Services reception area in the James M. Dye Student Services Building.

Career Planning

The career planning service is available to help students in identifying careers that appeal to them. Assistance is available in resume writing and interviewing techniques. The student should visit the Student Services Office for:

- Taking self-assessments and career assessments
- Finding out about various careers
- Researching options for careers available in a major
- Writing a resume or cover letter
- Getting information on transfer requirements

Student Activities

Complementing and supplementing classroom instruction is an extensive range of extra-curricular and co-curricular activities. These activities, financed for the most part by Student Activity Fee monies, are developed in response to student interest in such areas. Activities include, but are not limited to the following: intramural and extramural sports competition, lectures, family activities, concerts, plays, musical groups, Student Government Association, student organizations, student publications, and recognition and encouragement of scholastic achievement. The process of initiating an activity or organization is outlined in the *Student Handbook*.

Food Service

The Swamp Fox Cafe is operated by the college in the Student Services Building. Vending machines are located in the Administrative, Educational, and Student Services buildings.

Bookstore

The Waycross College Bookstore is maintained by the college. The Bookstore carries all required materials, new and used textbooks, reference materials, school supplies, snacks, imprinted gifts, and clothing.

Parking

Vehicles operated by both students and employees must display a current parking decal. Parking decals are obtained at the time of registration for classes. Student decals are issued at minimum cost to the students. Persons with disabilities must have a State of Georgia Disabled Person Parking Permit to park in spaces designated for persons with disabilities. Students must park in spaces designated with white stripes. Parking for visitors is provided in designated spaces. (See the Business Office for permits.)

HEALTH SERVICES

Health service is not available at Waycross College. In a serious emergency, 911 emergency services will be called. The college is not responsible or legally obligated for the student's medical expenses. Only emergency first aid is available on campus. Emergency first aid kits are located at designated places in every building on campus. Emergency medical assistance is provided by the Ware County Ambulance Service and/or the Emergency Room at the Satilla Regional Medical Center.

The University System of Georgia has made available to all students a student health/wellness insurance at a reasonable cost. Contact the Student Services Office (912-449-7600) for details and prices.

All International students must present evidence of personally acquired health insurance from a U.S. company. This insurance must be paid in full for the student's current period of enrollment and must be maintained during the student's entire period of attendance at the College.

HOUSING

Waycross College has no residence halls and assumes no responsibility for the acquisition or supervision of housing for students. Information on city/community housing is available through the Student Services Office.

STUDENT CONDUCT

Students at Waycross College are expected to be mature and responsible citizens at all times and in all places. Information regarding student rights and responsibilities is discussed in detail in the *Student Handbook*. Inquiries should be directed to the Student Services Office.