

SECTION V

STUDENT GUIDANCE AND SUPERVISION

A. ACADEMIC ADVISING

A very vital part of instructional responsibilities is to assist students in determining courses and course sequences for programs of study and answering students' questions about careers and occupations. Good academic advisement requires that the faculty member be well versed on the Core Curriculum and on requirements for graduation. All faculty members are expected to assist with academic advisement and/or registration and are to keep advising folders current. Career counseling is available through the Student Life Office. Encourage students to use this service.

Students assigned to the Learning Support Program must be advised by designated Learning Support faculty.

B. ACADEMIC STUDENT CONDUCT

Detailed information concerning Student Conduct may be found in the Student Handbook. A faculty member should report any suspected acts of cheating, plagiarism, dishonesty, or other incidents of academic misconduct on the part of students to the Vice President and Dean of Academic and Student Affairs, through the Division Chairperson, for appropriate action.

C. COUNSELING

Faculty members have unique opportunities to assist students on a one-to-one basis, and some students will readily seek the counsel of available and receptive faculty members. Part-time faculty members should utilize the Coordinator of Guidance in the Office of Student Life or Division Offices as resources in referring students.

Faculty members should consider all of the administrative officers as assistants in the guidance of students and refer students to appropriate personnel who may provide the needed assistance.

D. HANDLING EMERGENCIES

Emergency first aid kits are available in each building on campus (see Appendix 13 for locations of kits; see Appendix 12 for Emergency/Accident Report Form). Faculty members should familiarize themselves with the location of kits nearest to their classrooms and offices. Diagrams for exiting the building and procedures for handling emergencies are posted in classrooms and in other strategic locations. Faculty should become familiar with these and talk about them in classes. Anyone at the College who may be injured or ill enough to require medical treatment should be referred to the Emergency Room at Satilla Regional Medical Center. Emergency medical assistance can be secured by **calling 911**. In the case of an injury or illness of a student, the Office of Student Life should be contacted for assistance. For accidents involving faculty or staff, the Office of Vice President for Business Affairs should be notified. After regular office hours Campus Security may be contacted at one of the following numbers:

Physical Plant	285-6131
Mobile Phone	770-778-3513
Pager number	9-1-800-829-2255 then dial 921-9358
Denny Davis	9-1-800-829-2255 then dial 921-9357

Others to be contacted are:

Mr. William Deason	285-6132(w)	285-0788(h)
Dr. Barbara Losty	285-6134(w)	283-3585(h)
Dr. Derek Mpinga	285-6135(w)	338-8892(h)

Please familiarize yourself with the content of the Emergency Operations Plan prepared by personnel in the Office of the Vice President for Business Affairs. Copies are located in all administrative offices and in the Library.