

II. CAMPUS LIFE

Students are individuals having unique qualities, yet possessing basic potential for growth and development. Various offices and administrative units of the College offer services designed to meet the needs of the individual student; to promote good communication and working relationships between students, faculty, administrators, and the community; and to create an environment, which encourages cultural, personnel, physical and academic development.

Orientation

The best way for new students to learn about Waycross College is to participate in the new student orientation program held at the beginning of each semester. Participants are given information about student activities, campus facilities, student services, and general college policies. In addition, they meet with advisors to schedule their first term's enrollment. Students missing orientation should see the Student Life Office personnel for details.

Library

The Waycross College Library is open from 7:30 AM - 8:30 PM, Monday - Thursday, 7:30 AM - 5:00 PM Friday, and from 2:00 - 6:00 PM on Sunday. Hours during summer, between term breaks, and during holidays will vary.

Students are issued a library card upon presentation of a current Waycross College ID card. The library card is required for Reserve item transactions, items generally used within the library, as well as for regular circulating materials leaving the library. The card is also needed in order to obtain the password for the GALILEO periodical database. (Password is needed when GALILEO is accessed off-campus).

The library's versatile online catalog, GIL, provides access to over 42,000 print and electronic books and audiovisual materials. Library patrons can access their accounts online and renew their own books. GIL Express features a Universal Catalog comprised of all the Georgia University System library holdings and allows library patrons to initiate book requests from this shared catalog.

GALILEO (Georgia Library Learning Online) provides students with access to a wide variety of journal and newspaper databases, some of which feature full-text journal articles, and to academically selected Internet sites. Students also have access to computers for other Internet searching, word processing, and e-mail applications.

The library Home Page is located at <http://www.waycross.edu/library/index.htm>. The web site provides information on hours of operation, personnel, interlibrary loan and book request forms,

Academic Support Center

The Academic Support Center (located in Building C) is a resource center where students may seek help in order to develop and strengthen their language, reading, or math skills. It includes English and math center and a testing room. There is also a computer system for visually impaired student use. A qualified coordinator and student assistants staff the ASC during posted hours of operation.

The ASC contains a wide variety of textbooks, cassette tape modules, slide/tape presentations, filmstrips, videotapes, and microcomputer discs to aid in the development of math and language skills. Tape recorders, film viewers, and microcomputers are available for student use.

Georgia Career Information System

As a service to its students, the College has access to the Georgia Career Information System (GCIS). Students may access this program with the help of a staff person at the Student Life Office or individually at the computer lab and Library (GCIS icon). GCIS is a computer program to receive information regarding possible career and academic program options. This program is of particular benefit to those students whose major is undecided and those seeking to transfer for four-year degrees. For an appointment or further information, students should contact the Student Life Office Secretary at 285-6012.

Student Employment

On occasion, the Student Life Office receives calls from area businesspersons requesting part-time/full-time help. Notices of such jobs are posted on appropriate bulletin boards and files are kept on the openings for referrals.

Students interested in work can access the "GAHire" link under "Career Services" located on the College web page or inquire of the various divisions on campus.

Minority Advising Program

The Minority Advising Program (M.A.P.) was established in 1983 to enhance the academic welfare of minority students in the University System of Georgia. For further information concerning this program, please contact the [MAP Advisor](#).

Recreation and Leisure Time Activities

The W.C. Student Government Association sponsors events throughout the term for student co-curricular enjoyment. These activities utilize student activity fees and are often free to the student. Events include such activities as concerts, trips (theater, white water rafting, Braves games, etc.), family activities, and intramurals.

Facilities available to students are the PAR course (a one mile physical/nature trail with eighteen activity stations), tennis courts, outdoor racquetball courts, and the lakefront picnic area. A large intramural field, softball field, putting green, gym, game room and volleyball/shuffleboard area are also available for student use.

The Student Services Building includes a student game room and television lounge. The Physical Education addition includes an exercise room and a large multipurpose room in which basketball, volleyball and badminton may be played.

Guidelines for Obtaining an E-Mail Account

Any student currently enrolled at Waycross College may obtain an e-mail account. Students must fill out and sign the [Student E-Mail Account Request](#) form, which can be obtained from the Computer Lab or Student Life. The signed form should be left with the Computer Lab personnel. Approximately one day should be allowed for an account setup. After this one-day period, students should return to the computer lab to receive instruction on e-mail procedures at which time they will receive user IDs and passwords.

Students who are no longer enrolled will have their accounts removed from the system with the exception of summer term. Student e-mail addresses will not be published. Violations regarding use of e-mail will be reported to the Vice President and Dean of Academic and Student Services, as well as the appropriate law enforcement authorities. (Please see additional policies and procedures pertaining to computer usage on campus in section V "Rights and Responsibilities" or at <http://www.waycross.edu/policy.htm>).

- **Computer Lab Locations**

The computer labs are located in C Building. The English computer lab is in room 117C. The general computer lab is in room 132C, and the foreign language lab is located next door in room 133C. Additional computers are located in the Academic Support Center and the Library.

Bookstore

The Waycross College Bookstore is self-supporting, non-subsidized, wholly owned and operated by Waycross College. Its purpose is to provide students with a source of all materials needed in the educational process and to provide other services for students, faculty, and staff. To service this purpose, the Bookstore makes every effort to carry a complete line of required textbook items, as well as supplemental material and general school supplies. The Bookstore also carries T-shirts, book bags and other personal items.

Marking Books

Students should not write in their books until they are positive they are going to use them since publishers do not extend credit on books that have any marks on them. The Bookstore will not be able to give a full refund on these books.

Special Orders of Books

If a student should need a book not in stock, a special order for that student may be placed. Specific information regarding author, title, and publisher is necessary. A deposit may be required.

Bookstore Refunds and Adjustments

Requests for refunds or adjustments **must** include the register sales receipt. Full refunds or exchanges on texts will be made only during the drop/add period at the beginning of each term. A defective book should be returned immediately and will be replaced. Applications for refunds or adjustments of any kind should be made at the Bookstore. During finals of each term, the Bookstore provides a buy-back service for students. Dates and times will be posted on the bulletin board outside the Bookstore.

Bookstore Hours of Operation

The regular operating hours of the Bookstore during Fall - Spring terms are: 8:00 a.m. - 5:00 p.m. Monday through Thursday (Friday 8:00 a.m. to 2:00 p.m.).

Check Cashing Privileges

Accommodation checks, not to exceed a maximum of \$5.00, may be cashed for Waycross College students at the Business Office. The following procedures should be followed when cashing accommodation checks:

1. Use only personalized checks. No counter checks will be accepted.
2. Checks should be made to **cash**, not to Waycross College.
3. Students must have a valid picture I.D. to cash a check.

Caution: A \$15.00 fee is charged for returned checks. Returned checks will result in the loss of check cashing privileges.

Parking

Registration of Vehicles

All motor vehicles, including motorcycles and motorbikes operated on the campus, must register officially with the Business Office. To register the vehicle, please furnish the following data at the time of registration:

1. Name
2. Address
3. Year, make model, color of vehicle
4. State license number
5. Status: i.e., student, faculty, staff, etc.
6. Name of insurance company
7. The name of the owner of the car if different from the driver.

The parking permit for motor vehicles must be displayed consists of a pressure sensitive decal that must be placed on the left rear window for automobiles and on the rear fender of motorcycles or motorbikes. The parking fee is \$4.00 per term. The registration fee should be paid at the Business Office. All student-parking permits automatically expire at the end of summer term of each year. No registration will be accepted by phone. No student may register the vehicle of another student. Temporary and visitor parking permits are available at no charge for short periods of time.

Persons participating in continuing education courses will be provided a temporary permit when they register for class. Visitors should obtain a temporary parking permit from the Business Office.

Parking decals are issued in different colors designating the individual's specific parking privileges. Parking decals must be attached immediately. All decals remain the property of Waycross College, and are nontransferable. Financial responsibility for each decal remains with the person to whom issued until completely removed from the vehicle and destroyed. Please remove decal prior to vehicle disposal.

Permitted Parking

Student vehicles may be parked only in areas marked student parking. Care must be taken when parking in permitted areas to park within the designated parking lines marked for that purpose. If there are no **white** lines, parking is not permitted. Students are restricted from parking in places marked in **yellow**.

In the case of disability, student should obtain approval from the Business Office granting special parking privileges during the period of disability (see paragraph entitled Rules and Regulations).

The restrictions to the above parking areas are in effect from 8:00 a.m. to 10:30 p.m., Monday through Friday.

Prohibited Parking

Parking is prohibited as follows:

1. On either side of the roadway anywhere on campus.
2. On any of the main driveways except where specific parking areas are marked.
3. At any road turn, intersection or at any portion of a curve or in front of an entrance.
4. On any sidewalk.
5. In such a manner that the wheels of the vehicle rest on the grass.
6. Against traffic.
7. Double parking.

8. No parking is allowed overnight anywhere on campus without special permission.

When a vehicle has been loaned to another person and is subsequently given a ticket, the person who was driving the car at the time it was ticketed should pay the fine. However, the person to whom the vehicle is registered will be held accountable.

Visitors

Cars of persons visiting the campus may be parked, for limited periods of time, in any space marked for visitors or in any student area. Visitors may not park anywhere else without special permission from the Business Office. Visitors must comply with parking rules and regulations as stated in the Motor Vehicle Regulations@ section (see Appendix C) of this handbook. In the event a visitor receives a citation, that person should sign his/her name on the back of the citation and return the citation to the Business Office at once.

Emergency Contact with Students

The College has no centralized paging system. As a result, communicating with students on campus will be limited to extreme emergencies only. All students should advise their families and employers of this limitation. Emergency contact during regularly scheduled office hours should be made through the Office of Admissions at 285-6133. After hours, emergency contacts should be made through security at 1-800-829-2255 (then dial 160-2338 or 921-9358).

Health Services

Only emergency first aid is available. Emergency first aid kits are at designated locations in every building on campus. The Ware County Ambulance Service and/or the Emergency Room at the Satilla Regional Medical Center provide emergency medical assistance.

The College is concerned about students' health and well-being. Health knowledge and skills are gained through various academic classes and student activity programs. Activities in the past have ranged from alcohol awareness programs to AIDS seminars to blood pressure screening. Students are encouraged to take advantage of such activities when scheduled.

Student Right-to-Know and Campus Security Act

The College is committed to implementation of procedures and activities that will insure the institution's compliance with provisions of PL 101-542, the Student Right-to-Know and Campus Security Act as amended.

The Office of Student Records collects and publishes data relating to student completion or graduation. The Vice President of Business Affairs' Office collects data and publishes information on crimes occurring on campus.

Copies of our Crime Awareness Plan are available for review in the following College offices: Vice President and Dean of Academic and Student Services, Vice President of Business Affairs and President.

I.D. Cards

Student I.D. cards are available in Student Life. They are made at the beginning of each term during registration. Students receive one card paid through student activity fees. This card is validated each term. The card is required for admission into certain campus activities. Students may also be required to show the card by a faculty or staff person in order to verify identification. There is a charge for replacement of lost or stolen cards