



## **STUDENT AFFAIRS AND SERVICES**

Dr. Kurt J. Keppler  
Vice President for Student Affairs

The Division of Student Affairs is charged with responsibility for student life outside the classroom and includes a number of areas: cooperative education, counseling, alcohol and other drug education, judicial affairs, financial aid, housing, health services, 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/studentaffairs/](http://www.valdosta.edu/studentaffairs/)>.

### **OFFICE OF THE DEAN OF STUDENTS**

The Office of the Dean of Students is dedicated to student development both inside and outside the classroom. The departmental goal is to provide quality programs, services and facilities that will enhance the educational and personal experiences of the VSU students. The office is located on the first floor of the University Union.

The Dean of Students is responsible for the following departments within the Division of Student Affairs: Campus Recreation, Event Services, Judicial Affairs, Orientation and Leadership Development, and Student Life. Campus recreation provides year-round leisure opportunities and opened the new Student Recreation Center in the fall of 2002. All campus facilities that are not associated with academic classes are scheduled by Events Services. Judicial Affairs processes all student disciplinary issues and Code of Conduct violations. Orientation coordinates programs and services for all incoming first year students and transfer students. Leadership Development offers students a wide variety of opportunities to get involved as a campus leader through programs such as "Emerging, Existing, and Experienced Leaders" (EEE). Student Life provides campus-wide programs and activities such as Homecoming, Community Service, and the Hapening. Within the Office of Student Life is Greek Life, which is responsible for the supervision of 22 nationally recognized fraternities and sororities.

## **COUNSELING CENTER**

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

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

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

## **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](http://www.valdosta.edu/career)>.

## **OFFICE OF TESTING**

The University is designated as a national test center for the administration of standardized tests. The Office of Testing assists students with university requirements. Many tests are given in specific areas to students for placement, proficiency, or admission to specialized programs. Information about specific tests and their administration is available in the Office of Testing. Some of the available tests of interest to graduate students are the Graduate Record Examination (GRE), Graduate Management Admission

Test (GMAT), Law School Admission Test (LSAT), Miller Analogies Test (MAT), National Teacher Examination (NTE), and Independent Study Examinations (ISE). In addition, other College Board and Educational Testing Services examinations are available.

The Office of Testing is located in Powell Hall-West, First Floor. You may contact us by telephone at 229-245-3878 or the Web site: < [www.valdosta.edu/testing/](http://www.valdosta.edu/testing/) >.

## **OFFICE OF ALCOHOL AND OTHER DRUG EDUCATION**

The Office of Alcohol and Other Drug Education began in the Fall of 1996. VSU acknowledges the fact that alcohol and other drugs can have a significant impact on the university community. We are taking a proactive stance in educating students on issues related to alcohol misuse and drug use, preventing students from developing substance abuse problems, and providing referrals for those who become chemically dependent. Through a variety of services, the Office of AOD Education is helping VSU affirm itself as an institution that provides a safe and healthy environment for students to receive a quality education. The following services are available:

**Assessment and Referral.** If you have a problem with alcohol or other drugs, you can obtain an assessment, at no cost, to determine the extent of the substance abuse problem. Upon completion of the assessment, a referral to an appropriate agency will be made. It is up to the individual to follow through on the referral. All phases of this process are voluntary. The Office of Alcohol and Other Drug Education is located in Powell Hall East, second floor. The telephone number is 229 259-5111, and the Web site is <[www.valdosta.edu/aode](http://www.valdosta.edu/aode)>.

## **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.

## **JUDICIAL AFFAIRS**

The Judicial Affairs Office is responsible for the student disciplinary process on campus. The office is located in the University Union. Telephone 229-333-5941. The office assists students, staff, and faculty in the determination of the most appropriate disciplinary measures needed regarding alleged violations of the VSU Student Handbook's Student Code of Ethics. The office's primary mission is to redirect student behavior toward the ultimate goal of the university, the successful completion of degree requirements and productive participation in today's society. <[www.valdosta.edu/judicial/](http://www.valdosta.edu/judicial/)>.

## **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 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 Ethics 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.



## **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 or handicap of the individual. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973.

### **Equal Opportunity Programs and Multicultural Affairs**

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

### **Special Services Program**

The Special Services Program is committed to helping students pursue their educational goals to the fullest extent of their abilities. The program 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, individual tutoring, instruction in learning strategies, 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 Georgia Board of Regents criteria. All of the services are provided at no charge. For more information, contact the Special Services Program, 1115 Nevins Hall. Telephone 229-245-2498 (voice); 229- 219-1348 (TTY).



## **STUDENT RECORDS**

Mr. Gerald E. Wright  
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.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AND AMENDMENTS**

#### **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 Student Affairs in writing. 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. Telephone 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.

## COMPUTING AND DATA NETWORKING FACILITIES

Mr. Joe Newton  
Interim Chief Information Officer

VSU was recognized nationally in October 2001 by *Yahoo! Internet Life* magazine as one of the “Top 100 Most Wired” campuses in the United States and is known in the University System of Georgia as a technology leader. The following briefly describes this robust computing environment.

The university operates a variety of sophisticated, state-of-the-art computing and data networking facilities to support its academic, research, and administrative activities. The facilities include several powerful UNIX-based central servers, 2,800 microcomputers, 65 high-end workstations and 40-45 distributed file servers, all of which are interconnected via a high-speed data network.

Located in the Computer Center in Nevins Hall, three Hewlett-Packard 9000 large-scale business servers support all student- and finance-related processing as well as various other applications software systems. These three computers together comprise a total systems environment that provides one of the largest and most modern centers in the University System. VSU has a complete implementation of the SCT Banner Student Information and Financial Aid Systems, which greatly enhance student support operations such as admissions, registration, advising, and financial aid processing. Student registration and general access can be easily accomplished via the Web, the Campus Pipeline “portal,” Touchnet kiosks, or the EPOS Integrated Voice Response system. Business and Financial computing operations are supported with software from the PeopleSoft Corporation. All systems utilize the Oracle database product.

The Data Communications Center in Ashley Hall operates:

- 1 Sun Ultra Enterprise 3000 providing electronic mail services for the students, faculty, and staff and DS1/DS3 circuit access to the state-wide PeachNet and other national and international networks.
- 2 Sun 450 servers, one for the Campus Pipeline web “portal” product and one for video streaming.
- 1 Sun Ultra Sparc 10 provides mailing list services.
- 3 Sun 420R servers: one supports VSU’s popular and heavily utilized World Wide Web site and its thousands of pages; a second acts as the WebCT online course server; the third provides additional live and archived video streaming, to include interface with VSU-TV.
- 1 Sun SparcServer 1000 performs DHCP and acts as the main name server for the campus, allowing VSU to be “registered” with Internet and utilize the short address of <valdosta.edu>.
- 2 Sun E220R servers provide secondary support services for DNS, Mail, Web, and WebCT.



- 1 Compaq Proliant 2500 NT server supports web page development.

A very extensive and sophisticated fiber-optic based data network provides Ethernet/Fast Ethernet (10/100 Mbps), Gigabit Ethernet, and ATM communications between all servers and microcomputers. The 20 miles of fiber and 62 miles of copper wire connect all main campus buildings, as well as three on North Campus, the VSU Regional Center for Continuing Education, Plant Operations, and 12 buildings adjacent to the main campus. Additional remote dial-in modem access is supported, as well as outside access via Georgia's PeachNet to the Internet.

In addition to the "hard-wired" network described, VSU has also implemented an impressive wireless data network. Over 80 wireless access points have been installed in 17 buildings around the campus to create an "umbrella" of coverage unrivaled by any school in the University System. All 1,800 students in the eight residence halls have wireless capability; seven academic buildings and the Library are supported, as well as three student "hang-out" locations. To increase utilization, 10 roll-around carts with 20 wireless laptops have been provided to various academic departments for student check-out to use in classes.

Microcomputers are provided to every faculty member and all staff in administrative offices. A total of 800 microcomputers are available to students in 29 labs, with 10-50 machines each, located throughout the campus. A special-purpose AutoCAD Lab for VSU's pre-engineering program is in Nevins Hall. The College of the Arts also runs AutoCAD products in support of its Interior Design program and specialized software in the computerized Music lab. Three labs are installed at Kings Bay Naval Base to support VSU operations at that location. All machines have the campus standard software installed:—Microsoft Office Pro or XP (Word, Excel, Power Point, Access), communications/e-mail products (Netscape, Internet Explorer, Eudora, and others) and Virus protection software. Various microcomputer servers, Sun and Silicon Graphics high-end workstations, local networks, and other facilities are located in the various colleges and administrative offices to provide additional support to students, faculty, and staff.

VSU's Odum Library operates two student computer labs with 20 PCs each, has 50 more PCs in student-friendly locations throughout the building, and has 35 Galileo workstations. In January 2001, the Library implemented a new web catalog, called GIL (Galileo Interconnected Libraries), which is now used by all University System schools. GIL provides not only a web-interfaced catalog but also the Georgia State Union Catalog, making it possible to place electronic requests for books held by other USG libraries.

Specific information on the above can be obtained at the Information Technology division offices located in Ashley Hall, Second Floor (South) or at its HELP-Desk in Ashley Hall, Room 114.

## FINANCIAL AID FOR GRADUATE STUDENTS

Mr. Douglas Tanner  
Director of Financial Aid  
University Center

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

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

### 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 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. To be eligible for this program, a reservist must have a 6-year obligation to serve in the Selected Reserve, complete Initial Active Duty for Training, have a high school 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 at colleges and universities. Details are available in the Office of Veterans Affairs of Valdosta State.

## LOANS

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

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

## EMPLOYMENT OPPORTUNITIES

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

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

**Student Assistant Program.** On-campus jobs, financed by the University, are also available. Each department has its own funds for this program. Inquiries should be made to the Student Payroll Services Office, located in the University Center.

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

## SCHOLARSHIPS

**HOPE Teacher Scholarship.** Funded by the Georgia Lottery for Education and is a component of the HOPE Scholarship Program. This scholarship provides financial assistance to teachers, counselors, and individuals seeking advanced degrees in critical fields of study in education. Scholarship recipients agree to teach in a Georgia public school at the preschool, elementary, or secondary level after graduation. If a recipient

fails to meet this obligation, the scholarship becomes a loan, which must be repaid in cash, with interest. Applications should be available late Spring Semester. To apply, contact the Georgia Student Financial Commission at 770-724-9030 or toll free at 1-800-546-HOPE, or the Valdosta State University HOPE Coordinator in the Office of Financial Aid at 229-333-5935, request a HOPE Teacher Scholarship Application. For the complete HOPE Scholarship Regulations, visit the Georgia Student Finance Commission web site address at [www.gsfc.org](http://www.gsfc.org).

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

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

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

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

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

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

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

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

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

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

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

**Regents' Opportunity Scholarship.** The Board of Regents created the Regents' Opportunity Scholarship to assist economically disadvantaged students who have been accepted for admission as graduate or professional students. The scholarships are awarded to students in fall semester of each academic year. Scholarships are then renewed for recipients during spring semester if the student has maintained satisfactory academic progress during fall semester. No awards are given during summer terms. Occasionally new awards are available in spring semester. Applicants must be residents of Georgia and must be admitted in regular or probationary status. Applications may be requested from the VSU Graduate School or down-loaded at the VSU Graduate School Web site. Applicants must have a FAFSA on file with the Office of Financial Aid.

## **FINANCIAL AID ACADEMIC REQUIREMENTS**

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

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

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

## **Monitoring of Satisfactory Progress**

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

## **Summer Session**

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

## **Reinstatement of Aid**

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

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

## **Appeals**

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

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

## **FINANCIAL AID FOR INTERNATIONAL STUDENTS**

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

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

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

1. (a) If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.  
(b) No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.
2. If a person is under 18 years of age, he or she may register as an in-state student only upon a showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
3. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of in-state fees even though he or she has not been a legal resident of Georgia for the preceding twelve months.
4. Out-of-state graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of in-state fees.
5. Full-time teachers in the public schools of Georgia and their dependent children may enroll as students in the University System institutions on the payment of in-state fees.
6. All aliens shall be classified as out-of-state students provided that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for in-state status for fee purposes as a United States citizen.
7. The president or his authorized representative may waive out-of-state tuition for international students, provided, however, that the number of such waivers in effect at any time does not exceed one percent 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. Such waivers are granted for one year only and must be renewed annually.
8. If the parents or legal guardian of a minor change his or her legal residence to another state following a period of legal residence in Georgia the minor may continue to take courses for a period of twelve consecutive months on the payment of in-state fees. After the expiration of the twelve month period, the student may continue registration only upon the payment of fees at the out-of-state rate.
9. In the event that a legal resident of Georgia is appointed as a guardian of a out-of-state (non-resident) minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the out-of-state fees.
10. Military personnel on active duty and stationed in the state of Georgia, as well as their dependents, shall be assessed tuition at the same rates as a legal resident of the state. Persons severing military service shall be considered non-residents, unless they otherwise qualify for resident status.

11. Permanent legal residents of the Florida counties of Hamilton or Madison, and their dependents shall be assessed tuition at the same rates as a legal resident of the State of Georgia upon the presentation of proof of domicile satisfactory to the institution.

**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 the Registrar, Nevins Hall, Valdosta State University, Valdosta, GA 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 their right to classification as a legal resident of Georgia, it is their obligation, prior to or at the time of their registration, to raise the question with the administrative officials of the institution in which they are registering and have it officially determined. The burden always rests with the students to submit information and documents necessary to support their contention that they qualify 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, Nevins Hall, 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, 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.





## **AUXILIARY SERVICES**

Mr. Rob Kellner, Director  
103 East Brookwood Place

As a part of the Office of Business and Finance, the Auxiliary Services Division is responsible for providing support services to students, faculty, and staff members of the University. The Division includes the Bookstore, Dining Services, 1 Card Services, Parking and Transportation, Vending, Health Services (financial management) and Housing and Residence Life (financial management). Administrative offices are located at 103 East Brookwood Place. Telephone 229-333-5706; fax 229-333-7419. For information about 1 Card Services, the Bookstore, Dining Services, Health Services, Parking and Transportation, or Housing and Residence Life, see our web page: <<http://services.valdosta.edu>>. Additional information about Health Services or Housing and Residence Life may be found at <<http://www.valdosta.edu/vsu/dept/stuaff/>>.

Valdosta State University has been defined by the Board of Regents of the University System of Georgia as a residential institution: 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.” By Regents’ Policy, the Auxiliary Services Division is totally self-supporting and receives no State allocations of funds.

### **HOUSING AND RESIDENCE LIFE**

Valdosta State University administers a Freshman Residency Policy which requires that all Freshmen live on campus. To be exempted from this requirement, a student must apply for exemption and meet one of the following criteria: thirty semester hours of earned academic credit and sophomore status, age nineteen by September 30 of the current academic year, or residing with parent(s), spouse, or legal guardian. Exemption forms are available at the Office of Housing and Residence Life, 104 Georgia Avenue. Telephone 229-333-5920.

#### **Housing Application and Contract**

The Housing Application and Contract forms are sent to students after their acceptance to the University. Housing applications may be submitted only after the student

has been formally accepted by Valdosta State University. All students applying for campus housing will be required to contract for housing for the academic year. All students who plan to live in campus housing must pay an application fee of \$25.00 when they submit their Housing Application and Contract. Additionally, each student must pay a \$300.00 reservation fee by the deadline established in the Housing Contract. This reservation fee is applied to the student's spring semester fees. The housing contract outlines conditions under which refunds may be made. Occupancy of a room is terminated at the end of each spring semester. Students currently enrolled should obtain an application for housing at the Office of Housing and Residence Life, located at 104 Georgia Avenue.

Refer to the housing contract for specific terms and conditions. Please read the contract carefully: it constitutes a fully binding legal agreement with the University. Any resident desiring release from the contract prior to the conclusion of the academic year must complete a *Request for Release from Contract*, available in Office of Housing and Residence Life.

### **Residence Hall Schedule**

The rate of \$1,164 per semester for 2003-2004, which includes the House Activity Fee (\$17) and Post Office Box Fee (\$6), is in effect for each of the residence halls operated by the University. This rate is based on dual occupancy. The University reserves the right to require students to accept dual occupancy or, if a private room is available and requested, to pay an additional private room fee. It is the University's option to close any of its residence halls in any given semester or to reassign students to rooms at any time. Rates for future academic years will be posted on our web pages and available on campus once the rates have been established.

### **Apartments**

Converse Hall apartments are assigned on a point system and are generally available only to students who are at least 19 years of age. Students interested in the apartments must complete an apartment interest card available in the Office of Housing and Residence Life. Prices\* include House Activity Fee (\$17) and Post Office Box fee (\$6).

Efficiencies (one person only) .....	\$1,610
One Bedroom (one person only) .....	\$2,735
(two people, \$1,379 each) .....	\$2,758

Housing charges are assessed on a semester basis and must be paid in full as part of the registration process at the beginning of each semester. Rates include all utilities. Rates for future academic years will be posted on our World-Wide Web pages and available on campus once the rates have been established.

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

**The fees listed on these pages  
were approved fees for the previous school year, 2002-2003.  
Fees for 2003-2004 were not yet  
approved by press time.  
All fees are subject to change according to Board of Regents Policy.**

## DINING SERVICES

Dining Services provides a nutritionally balanced, appealing selection of foods to meet the varying dietary needs, desires, and lifestyles of its customers. The Palms Dining Center, located between Hopper Hall and Langdale Hall on the main campus, houses the administrative offices of Dining Services. All students who live in residence halls are required to purchase a basic meal plan each semester. All students, faculty, and staff may purchase meal plans; individual meals may be purchased at reasonable prices.

Dining Services programs are as follows:

Board Plan A .....	\$1,176
Breakfast, lunch, and dinner 7 days a week	
Board Plan B .....	\$1,145
Any two meals Monday through Sunday	
Board Plan C .....	\$1,262
to a discretionary account.	
A la carte Meal Service (valid at all Dining Services locations) .....	see below
Available to students officially ranked as sophomores or above;	
minimum deposits are as follows:	
Sophomores, Juniors, Seniors .....	\$600

**The fees listed on these pages  
were approved fees for the previous school year, 2002-2003.**

**Fees for 2003-2004 were not yet  
approved by press time.**

**All fees are subject to change according to Board of Regents Policy.**

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

The Loop Pizza Grill, located in the University Union, serves breakfast, lunch, and dinner, featuring pizza, salads, burgers, and sandwiches. The University Center Food Court features a variety of fare, including deli sandwiches, salads, selections from the grill, hot book bard, and a “grab and go” Chick-fil-A Express. The Oasis Snack Bar in the Education Center offers hot and cold sandwiches and snacks. Blazer Cakes, in the Palms Dining Center, handles specialty cakes for all occasions. The Nite Owl Convenience Store in located in Langdale Hall.

## BOOKSTORE

The VSU Bookstore, located at 1306 Patterson Street, provides quality products and services to enhance the educational and social experiences of the students, faculty, and staff of the University. In addition to providing all course-related textbooks and materials, the Bookstore offers stationery, limited fraternity and sorority items, imprinted clothing, and software. Graduation announcements and class rings are also available through the Bookstore. The Bookstore sponsors a textbook buy-back service during the first three days of class and at the end of the semester during final examinations.

The average semester cost for all course-related textbooks, materials, and supplies is approximately \$375, depending on the student’s designated area of study. The Bookstore accepts cash, checks, VISA, MasterCard, Discover, and the Campus 1Card. Customers can shop on the web at <[www.vsubookstore.com](http://www.vsubookstore.com)>. Telephone 229-333-5666.

## **HEALTH SERVICES**

The Farber Health Center is a 9-bed infirmary located adjacent to Langdale Hall. Staffed by a physician, a physician's assistant, registered nurses, a pharmacist, and a medical technologist, it is open 24 hours a day while the University is in session and provides health care for students who register for four (4) or more credit hours. All students living in campus housing regardless of the number of hours in which they are enrolled are required to pay the Health Fee.

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.

## **PARKING AND TRANSPORTATION**

All motor vehicles parked on campus must properly display a current parking permit at all times. Parking on campus is by permit only and is a privilege which may be withdrawn for cause at any time. All campus community members (students, faculty, staff, and visitors) are responsible for knowing and obeying parking regulations. Moreover, campus citizens are responsible for their guests and should ensure that they as well are aware of regulations. A parking regulations brochure (available to students, faculty, staff, and visitors) may be obtained at the Parking and Transportation Department. Detailed information about parking lots and instructions is also available on our web pages. Campus parking and traffic regulations are enforced under the authority of Georgia Code, Section 20-3-21. Parking Policies will be in effect and uniformly enforced at all times. Citations will be issued for infractions of parking policies. Fines may be paid at the Departmental Office at 114 Georgia Avenue. 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 pages.

## **“VSU 1Card” SERVICES**

The VSU 1Card is a multipurpose identification and on-line debit card. The card bears the student's name, student identification number, signature, photograph, library bar code, and magnetic strip. Card production takes place in the VSU 1Card Office in Langdale Hall. A driver's license or current passport is required prior to the card's being produced.

The VSU 1Card allows access to meal plans, assigned residence halls, health facilities, athletic events, and the student recreation center upon payment of current semester fees.

You may activate a FLEX Account on your VSU 1Card by signing an annual FLEX Agreement and making a deposit of \$25.00 or more. A FLEX Account may be used in campus dining locations; The Night Owl Convenience Store; the Bookstore; at snack, drink, and laundry vending locations; and to pay for fees or services at Parking and Transportation, 1Card Services, Farber Health Center, and Student Recreation Center.

Students are required to present their VSU 1Card when taking the Regents' Testing Program examinations.

Please visit our website at <[http://services.valdosta.edu/one\\_card.html](http://services.valdosta.edu/one_card.html)>.