

# **South Georgia State College**

## **Advising Handbook**



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2017-2018

(REVISED AUGUST 9, 2017)

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## **VISION & MISSION**

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### **ACADEMIC ADVISING VISION**

Academic advising at South Georgia State College will anticipate and serve the academic and professional planning needs of a growing and diverse student learning community.

### **ACADEMIC ADVISING MISSION**

The academic advising mission of South Georgia State College is to assist students in developing academic, professional, and personal goals based on their abilities and interests. Advising empowers students to become responsible, successful decision-makers in a sustainable global society as they fulfill course, degree, graduation, and transfer requirements. South Georgia State College prepares students to think critically, communicate proficiently, and act responsibly as civic-minded, environmentally-conscious citizens.

The goal of academic advising is to provide each student with an advisor who will act as a student advocate to help the student graduate in his/her chosen degree in a timely and efficient manner.

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## OUTCOMES

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### **ADVISEMENT STUDENT OUTCOMES**

After advisement students will be able to:

- demonstrate familiarity with the requirements for Core areas A-F.
- locate college policies and procedures regarding registration, academic standing, and financial aid.
- identify the resources necessary to achieve academic success.
- relate how course progression will lead to completion of their degree.
- discuss the impact of course selection.
- identify requirements necessary to complete their degree in a timely manner.

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## ASSIGNMENTS

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### **ASSIGNMENT OF STUDENTS TO ADVISORS**

Enrollment Management assigns students to faculty advisors. Proper academic advising requires that each student seek academic advisement from an advisor in an academic school appropriate to the student's academic pathway or one of South Georgia State College's professional advisors.

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## ROLE OF THE ADVISOR

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### ADVISING ESSENTIALS

1. **15 to Finish:** A normal course load consists of fifteen credit hours. However, the minimum number of hours required for full-time enrollment is twelve. The [Complete College Georgia 15 to Finish](#) initiative of [Complete College America](#) encourages all first time, full-time students to register for fifteen credit hours to ensure completion of their program in a reasonable timeframe. Students are not charged any additional tuition or fees above fifteen credit hours.
2. **Area A:** Students who entered a USG institution in Fall 2012 or after who have earned 30 hours but have not completed Area A must enroll in the next course necessary to make progress toward completing this requirement every semester until the area is fulfilled.
3. **College Catalog:** The South Georgia State College Catalog will not be distributed to students in a print format. The official version is available on the SGSC's [Academic webpage](#).
4. **Course Rotations:** Students and faculty advisors should be aware that certain courses may be offered only once per year or only on/at specific days and times.
5. **Degree Works:** All advisors must use Degree Works during advising sessions.
6. **Grades:** In Area A and Area F, only the grades of "A," "B," and "C" count toward graduation. While in some cases a "D" represents passing of a course, it may or may not be transferrable to other institutions or applicable in other core areas. For example, no grades of "D" are accepted in the Nursing program.
7. **Graduation Checks:** Students are responsible for initiating graduation checks. Faculty advisors are responsible for completing graduation checkouts for their advisees. Fall semester graduation checks (for upcoming spring graduates) must be completed by November 15 and spring semester graduation checks (for upcoming summer and fall graduates) must be completed by April 15 of every year.
8. **Online Courses:** South Georgia State College and the University System of Georgia provide online course opportunities. The College's [Class Schedules](#) found on the Academic webpage identifies partially and fully online courses and contains [links to resources](#) on how to begin online courses.
9. **Prerequisites:** Many courses have prerequisites. The [College Catalog's Academic Core and Program Information](#) lists all courses approved for instruction, gives a description of each course, and identifies any prerequisites to courses. Students should not register for a course without completing the prerequisite.

10. **RHSC in Foreign Language:** Students with fewer than two units of the same foreign language will be required to complete one introductory foreign language course. Students with the foreign language requirement can use the introductory foreign language course to full the RHSC requirement as well as the Humanities/Fine Arts elective in AREA C.
11. **Transfer:** Students should become familiar with the requirements of the primary transfer institution they wish to attend. Students should consider the core and non-core requirements to begin their desired program at their transfer institution as well as the total transfer hours the transfer institution will accept.
12. **Transfer Officer:** The Chief Transfer Officer at South Georgia State College is Ame Wilkerson, Registrar. If a student experiences problems with transferring credit to another University System of Georgia institution, the student should contact Mrs. Wilkerson at 912.260.4463, [ame.wilkerson@sgsc.edu](mailto:ame.wilkerson@sgsc.edu), or by visiting Engram Hall.

## ADVISOR RESPONSIBILITIES

- Post and keep office hours.
- Keep appointments or contact the student in a timely manner if it is necessary to change or cancel an appointment.
- Use Degree Works in all advising sessions.
- During an advising session, focus on discussing progress and academic decisions that impact the advisee's academic plan rather than only scheduling classes.
- Suggest options concerning careers, choice of pathway, and selection of courses.
- Make appropriate referrals.
- Provide accurate and specific information.
- Have resource material on hand: Advising Handbook, [College Catalog](#), [Advising Forms](#), [Standards of Academic Progress \(SAP\)](#), etc.
- Check the advisee's schedules for appropriate selection of courses.
- Assist and enable advisees in any appropriate way possible.

## DROP/ADD

During the dates specified as Drop/Add in the [Academic Calendar](#), students may make changes to their schedules. Students should consult with their advisor prior to making schedule adjustments; after consulting with an advisor, the student can Drop/Add in [Banner](#). However, some students may have holds, such as Learning Support, which will prevent them from making schedule changes online. Students are reminded that they assume responsibility for course selection when making schedule changes and adjustments.

## FINANCIAL AID

Students must apply for financial aid annually using the [FAFSA](#). To ensure timely processing for aid, students should apply for FAFSA every April. When completing the FAFSA, students must include South Georgia State College's Federal School Code of 001592 to have the application for aid sent electronically to SGSC's [Office of Financial Aid](#). Processing the FAFSA may

require additional documentation that must be submitted to the Office of Financial Aid. Notification of outstanding documents is reported in Banner. For more information, contact the Office of Financial Aid.

## **SCHEDULING AND REGISTRATION**

When scheduling courses, students and advisors should consider:

- The Advising Sheet is provided at Student Orientation and Registration (SOAR) for first time, full-time freshmen in attendance. The sheet includes the student's name, ID, contact information, major or pathway, assigned advisor, unmet requirements, entrance exam scores, holds, transfer work, and current schedule if applicable. To view a sample Advising Sheet, see Appendix A.
- [15 to Finish](#): First time, full-time freshmen are advised to enroll in 15 credit hours.
- Graduation requirements for pathway (check the [College Catalog's Core and Program Information](#) for program requirements).
- Encourage students to research requirements for transfer institutions.
- Plan ahead for scheduling sequence courses.
- Employment hours and family responsibilities. Recommend a minimum of two hours of study for every credit hour of the course.

## **STUDENT RESPONSIBILITIES**

- Advisees should come prepared for their scheduling sessions by considering their next semester's schedule and how it will impact their overall academic plan.
- Advisees should consider alternatives (i.e., unavailable course, poor gateway course performance and how it relates to pathway success, etc.).
- Consider that variations in course availability are possible during drop/add.
- Students are actively responsible for their college experience. Although an advisor may assist in providing advice, encouragement, or support, ultimately each decision rests with the student. As a result, students must accept the consequences of their decisions.

## **TUITION AND FEES**

Registration is not complete until all tuition and fees for the semester have been paid. Students will be dropped from courses for non-payment. Students taking 15 hours or more pay a fixed tuition rate; students taking fewer than 15 hours pay per credit hour. Once a student has registered for classes, they may view their bill in [Banner](#). [Financial Aid](#) can be applied to the students balance if processing is complete, but it may not cover the full balance. Contact the [Business Office](#) or the online [Fee Payment](#) page for payment options and more information.

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## POLICIES

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### ACADEMIC PROGRESS

Students are considered in good academic standing if their grade point average meets a prescribed minimum for the number of credit hours attempted at SGSC and other institutions. For more information regarding Academic Progress at South Georgia State College, please view the policies in the College Catalog's [General Academic Information](#) found under Academic Progress, Academic Probation, Definitions, and Academic Suspension.

### ADMISSION AND PLACEMENT TESTING REQUIREMENTS

SAT/ACT scores are not required for admission to South Georgia State College, but may be required for scholarships. The AccuPlacer Test and/or the COMPASS test can be exempted if pre-determined minimum scores are met. Additionally, the COMPASS test is no longer offered, but some scores may be accepted. For South Georgia State College's admission testing score requirements, Learning Support placement scores, and retesting policies, visit Admissions' [Entrance Testing webpage](#). Contact [Admissions](#) for more information.

### FERPA

As an academic institution, Federal Law governs students' rights to privacy of their educational records under the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA policy is available in the [Student Handbook](#). Students may consent to release information to other individuals by completing the [FERPA General Disclosure Consent Form](#) and submitting it to the Registrar. Requests for student information will be forwarded to the [Registrar's Office](#).

### GRADUATION REQUIREMENTS

A student planning to graduate in any given term must notify the Registrar of their intent and must complete the following:

1. A [Notification of Graduation](#), completed with the student's advisor, must be returned to the Registrar's Office at least one term prior to the expected date of graduation.
2. Successful completion of the necessary coursework for the student's pathway or major.
3. The achievement of a cumulative grade point average of 2.0 (a "C" average) in all courses presented for graduation. In addition, the student must be in Good Standing academically.
4. The demonstration of a satisfactory knowledge of the history and constitutions of the United States and Georgia.
5. The satisfaction of the South Georgia State College residency requirement. A student must be taking SGSC courses the term graduation requirements are met. Exceptions may be made when no more than two courses are involved and approval of the Registrar is secured in advance. If more than two courses are involved, approval must be secured from the Vice President for Academic Affairs and Student Affairs. Certain students may

qualify for the Associate Degree you Deserve (ADD) program. The goal of ADD is to increase the number of associate degrees awarded among University System of Georgia (USG) institutions by awarding associate degrees to students who may have left associate degree granting institutions without degrees, but have subsequently completed the requirements for the degree at another USG institution while pursuing a bachelor's degree.

6. Clearance of all financial obligations to South Georgia State College including the graduation application fee.

For more information visit the College Catalog's [General Academic Information](#). For questions, contact the [Registrar's Office](#).

## **HISTORY AND CONSTITUTION REQUIREMENTS**

The State of Georgia requires that all students receiving degrees from an institution in the University System of Georgia demonstrate knowledge of and pass an examination on the history and government of the United States and Georgia. This requirement at South Georgia State College may be satisfied by the successful completion of HIST 2111 or 2112 and POLS 1101. Transfer credit for these courses from some institutions, especially those institutions outside of the state of Georgia, may not satisfy the requirements of the State of Georgia. Students who earn POLS 1101 and/or HIST 2111/2112 credit by AP exam, CLEP exam, or from an out of state institution must additionally complete the departmental examination(s) in Georgia History and/or Georgia Government to meet legislative requirements. Students should see the Administrative Assistant for the School of Arts and Professional Studies found in the [Employee Directory](#).

## **INCOMPLETE**

Students may only be granted a grade of incomplete, indicated with an "I" in Banner, if the student is doing satisfactory work in the course for which they are enrolled, but for nonacademic reasons beyond the student's control was unable to complete the full requirements of the course. The "I" must be removed by the end of the next term of enrollment or the Registrar will change the "I" to "F". Without regard to enrollment, the "I" must be removed within one year or it will be changed to "F". The grade of "I" has no impact on the student's grade point average. Students must request an incomplete from their instructor for the respective course. If the instructor agrees to assign a grade of incomplete, the [Incomplete Grade Contract](#), found on the [Advising](#) webpage, must be completed and submitted to the Registrar's Office after all signatures have been acquired.

## **LEARNING SUPPORT POLICIES**

Students must enroll in all required Learning Support classes every term until they exit Learning Support. If a student does not complete requirements for ENGL 0989 or the applicable MATH Foundations course in two semesters, the student will be suspended. (Students are permitted unlimited attempts in ENGL 0999 and the applicable MATH co-requisite course.) Suspended students may request readmission after one year if the student can provide evidence that measures have been taken to improve skills. University System of Georgia policies require completion for all learning support course work prior to the accumulation of thirty (30) semester

hours of credit. Students failing to do so will be restricted to enrollment in learning support courses until all requirements are met.

For more information regarding Learning Support at South Georgia State College, please view the policies in the College Catalog's section titled [Entering the College](#).

## **OVERLOADS**

Enrollment for more than 18 semester credit hours constitutes an overload and requires the written permission of the Vice President for Academic and Student Affairs. Students who meet one of the following conditions will ordinarily be allowed to take an overload:

1. Having earned a 3.5 grade point average the previous semester on twelve or more hours,
2. Having a cumulative grade point average of 3.5, or
3. Being able to graduate at the end of the upcoming semester by taking the overload.

This policy can be found in the College Catalog's [Overload](#) policy in the General Academic Information section.

## **REQUIRED HIGH SCHOOL CURRICULUM & DEFICIENCIES**

Prospective students who graduated from high school less than five years ago must meet the requirements of the Required High School Curriculum (formerly CPC) which are detailed in the SGSC Catalog.

Students will have holds placed on their registration each term until all RHSC deficiencies are satisfied. Students who accumulate thirty or more semester hours of college-level credit in the institution before completing all RHSC requirements may not register for other courses, unless they also register for the appropriate deficiency course(s).

## **STANDARDS OF PROGRESS (SAP)**

Federal policy stipulates that a student must make progress toward completion of a degree to maintain Standards of Academic Progress (SAP). If a student does not show progress, they may lose financial aid eligibility. Qualitative and quantitative measures determine if a student is meeting SAP each semester. Measures include:

- Pace (Quantitative): Students are required to successfully complete 67% of the courses they have attempted.
- Performance (Qualitative): Students must meet minimum GPA requirements based on the number of credit hours they have attempted.
- Maximum Timeframe (Quantitative): Students must complete their degree in a reasonable timeframe. They may attempt up to 150% of the hours required for their program of study.

For more information, view the [SAP policy](#). Students who do not meet SAP may be eligible to appeal for additional financial aid. With questions regarding the policy and/or appeals, contact the [Office of Financial Aid](#).

## **TEACHER PREPARATION REQUIREMENTS**

13. Following are specific guidelines on teacher preparation requirements:

- A. A student wishing to teach on the secondary level must major in a discipline. The Board of Regents has approved for students wishing to major in secondary education to take 69 academic hours at the two-year college level. The secondary education degree includes a regular 60 academic hour associate's degree plus nine hours of professional courses and four hours of health/PE hours. The education courses are EDUC 2110, EDUC 2120, and EDUC 2130.
- B. The same three courses will be required in all options under the education pathway.
- C. The early childhood pathway contains these three courses plus three additional courses: MATH 2008, ISCI 2001, and ISCI 2002. These courses are NOT general education courses and CANNOT be used in any other major.

### **VETERAN'S EXEMPTING PHYSICAL EDUCATION REQUIREMENTS**

Veterans who qualify under the DD-214 may be exempt from two hours of physical education activity requirements. The veteran should provide a copy of his/her DD214 to the [Registrar's Office](#). Specific health and physical education requirements are spelled out in each program of study listed in the Academic section of the [College Catalog](#).

### **WITHDRAWALS**

Students may withdraw from a course without academic penalty (to receive a W) prior to mid-term. However, withdrawn courses may affect a student's financial aid eligibility in accordance to the Federal [Standards of Academic Progress](#) policy (SAP). In order to withdraw from a course, the student must complete official class withdrawal paperwork in the Registrar's office. Failure to follow the official procedures for course changes may result in a failing grade for the course.

Students should also note that there could be financial implications for withdrawal from a course after the drop/add period. Students are advised to visit the [Office of Financial Aid](#) prior to withdrawing from a course.

For information regarding course withdrawals or complete withdrawal from South Georgia State College, review the [Withdrawal Form](#) found under the Current Students Advising tab. For questions, contact the [Registrar's Office](#).

### **HARDSHIP WITHDRAWAL (W)**

For information, review the [Hardship Withdrawal Policy and Application](#) found under the Current Students Advising tab. For questions, contact the [Registrar's Office](#).

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## COURSE EXEMPTIONS & ALTERNATIVES

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### ACADEMIC RENEWAL

South Georgia State College students who have been readmitted or reinstated after a period of absence of five (5) calendar years or longer are eligible to apply for academic renewal. Academic renewal for the student signals the initiation of a new grade point average to be used for determining academic standing. This provision allows South Georgia State College degree-seeking students who earlier experienced academic difficulty to make a fresh start and have one final opportunity to earn an associate degree at South Georgia State College. Academic renewal in no way affects a student's eligibility for financial aid, admission to a particular program, or transfer to another college. Students must apply for academic renewal within one year of re-entering South Georgia State College. Academic renewal may be granted only once. For additional information students should contact the [Registrar's Office](#). Additional information is available in the College Catalog's [General Academic Information](#) section under Academic Renewal.

### DIRECTED INDEPENDENT STUDY (DIS)

Directed independent study courses are available on a limited basis. Permission of the School Dean and instructor is required prior to registration for a directed independent study. The following general guidelines apply to DIS courses:

1. There must be a legitimate hardship, usually one precluding a student's graduation, to justify not enrolling in the regularly scheduled course.
2. The course in question must be one which can be adequately taught on a DIS basis.
3. All DIS requests must originate with the student, be approved in writing by the instructor and the School Dean, and be assigned the proper course reference number (CRN) by the assistant to the Vice President for Academic and Student Affairs before the student can register for that course. Faculty requesting to offer DIS must complete the [Request to Offer a Directed Independent Study Course Form](#) found under the Current Students Advising tab.

### INSTITUTIONAL CREDIT BY EXAMINATION

A student may apply for credit by examination by securing and completing the appropriate form from the [Registrar's Office](#). Eligibility is based on the following: (1) the student must be currently enrolled at South Georgia State College; (2) the student has not previously enrolled in the said course; (3) the student pays the administration fee of \$10.00 per credit hour; (4) the student has not previously attempted credit by examination for the course. Information regarding eligibility to attempt credit-by-examination and the requirements for a specific examination may be secured by contacting the appropriate Dean. Not all classes qualify for credit by examination. For additional information, view the College Catalog's [General Academic Information](#).

## **TRANSIENT PERMISSION**

Permission to enroll on a transient basis at another institution for the purpose of transferring credits back to South Georgia State College must be secured in advance of such enrollment. Such permission originates with the student's requesting approval from the academic advisor and School Dean via the [Transient Permission Form](#) found under the Current Students Advising tab. The form is then forwarded to the [Registrar's Office](#). Only students in Good Standing may receive transient status and permission will be given only for courses in the student's program of study. Students are reminded that courses taken on a transient basis may not qualify for financial aid. Learning Support courses may be taken only at another University System of Georgia institution. Please be advised that some institutions do not accept transient students who have Learning Support requirements. Students who have not exited Learning Support at South Georgia State College must meet all University System of Georgia guidelines regarding Learning Support.

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## SERVICES

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### ACADEMIC TRANSCRIPTS

For guidance on academic transcript requests, visit [Request a Transcript](#) or contact the [Registrar's Office](#).

### COMMON REFERRAL LIST

<a href="#">Academic Success</a>	<a href="#">Admissions</a>	<a href="#">Business Office</a>
<a href="#">Campus Life</a>	<a href="#">Career Services</a>	<a href="#">Counseling Services</a>
<a href="#">Disability Services</a>	<a href="#">Office of Financial Aid</a>	<a href="#">Public Safety</a>
<a href="#">Residence Life</a>	<a href="#">Registrar's Office</a>	<a href="#">Student Conduct</a>

For all other departments and individuals, please see the [Employee Directory](#).

### DISABILITY SERVICES

Disability Services is committed to providing equal access for all qualified students with disabilities. It is the responsibility of the student to inform the Office of Disability Services of any disability in order to receive accommodations. Contact the [Office of Disability Services](#) for more information.

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## ASSESSMENT

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### **Student Learning Outcomes (SLO) for Advisors:**

- SLO 1a.** Students will select a major of study by 30 credit hours of coursework.
- SLO 1d.** Students will understand the role of DegreeWorks in the academic advising process.
- SLO 2a.** Students will complete their program of study within a 150% timeframe (see SAP policy).
- SLO 2b.** Students will take at least 15 hours of credit coursework per semester if possible.
- SLO 2c.** Students will submit notifications of graduation on time.
- SLO 2d.** Students will understand what SAP (Satisfactory Academic Progress) is.
- SLO 2e.** Students will understand what factors impact SAP scores.
- SLO 2f.** Students will understand the potential impact of SAP on their financial aid.
- SLO 2g.** Students will understand the potential impact of SAP on their college careers.
- SLO 3a.** Students will know who their faculty advisor is.
- SLO 3b.** During November and April advising sessions, students will set advising appointments with their faculty advisors.
- SLO 3c.** During the November and April advising sessions, students will meet with their faculty advisors.
- SLO 3d.** Students will develop a relationship with their faculty advisor.

### **Administrative Outcomes (AO) for Advisors:**

- AO 1a.** In meetings with students, faculty advisors will discuss pathway/major options with students who have not declared within 30 credit coursework hours.
- AO 1c.** Faculty advisors will be able to demonstrate competence in DegreeWorks.
- AO 1d.** Faculty advisors will explain the use of DegreeWorks to students in advising sessions.
- AO 1e.** Faculty advisors will use the notes feature in DegreeWorks in each advising session.
- AO 2a.** Faculty advisors will explain the importance to students of graduation “on time.”
- AO 2b.** Faculty advisors will explain the graduation timeline requirements to advisees.
- AO 2c.** Faculty will review the graduation checklist with the advisee one semester prior to graduation.
- AO 2d.** Faculty advisors will understand the 15-to-Finish concept.
- AO 2e.** Faculty advisors will be prepared to convey 15-to-Finish concepts to advisees.
- AO 2f.** Faculty advisors will know how to identify at-risk students according to SAP regulations.
- AO 2g.** Faculty advisors will identify in DegreeWorks students at risk of not meeting SAP requirements.
- AO 2h.** Faculty advisors will identify in DegreeWorks students at risk of academic probation or suspension.
- AO 3a.** Faculty advisors will know who their advisees are at the beginning of each semester.
- AO 3b.** Faculty advisors will make schedules available to advisees in advance of advising sessions.
- AO 3c.** Faculty advisors will confirm advising sessions with students.

**AO 3d.** Faculty advisors will be prepared for each advising session by reviewing previous advising sessions each time they meet with an advisee.

**AO 3e.** Faculty advisors will contact students to encourage attendance at November and April advising sessions.

**AO 3f.** Faculty advisors will communicate to students advising session availability.

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## APPENDIX A

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### **Advising Sheet**

Blackshear, GA 31516  
 Degree Sought: Associate of Science  
 Major: Business Administration  
 Advisor: Thomas Flowers

**University System of Georgia Requirements:**

Leg. - History - U.S.	Requirement NOT satisfied.
Leg. - History - Ga.	Requirement NOT satisfied.
Leg. - Constitution - U.S.	Requirement NOT satisfied.
Leg. - Constitution - Ga.	Requirement NOT satisfied.
CPC - Social Science	Requirement satisfied.
CPC - Natural Science	Requirement satisfied.
CPC - Math	Requirement satisfied.
CPC - Foreign Language	Requirement satisfied.
CPC - English	Requirement satisfied.

**Entrance Exam Scores:**

SAT Verbal	520	11/5/2016
SAT Mathematics	600	11/5/2016
COMPASS Writing	94	X 9/20/2015
COMPASS Reading	94	X 9/20/2015
SAT Writing	510	11/5/2016
English Placement Index	5395	1/9/2017

**Holds:**

Admissions Hold	12/31/2009
Final HS transcript	

**Transfer Courses Reviewed by South Georgia State College:**

Coastal Pines Technical Coll			
PSYC	1101	3.00	C*T
MATH	1111	3.00	A*T

**Transfer Credit Accepted by South Georgia State College:**

Coastal Pines Technical Coll			
PSYC	1101	Intro. to General Psychology	3 Semester Hours C*T
MATH	1111	College Algebra	3 Semester Hours A*T

South Georgia State College credit earned:

**Current Schedule:**

## APPENDIX B

## SGSC SOAR Advising Checklist

- Check Learning Support scores and place appropriately:

### Placement Index

(Begins for students admitted after January 1, 2017)

Index	LS Foundation Support Range	LS Co-Requisite Support Range	Collegiate Placement Level
English Placement Index (EPI)	3032-3725	3726-4229	4230 + Above
Math Placement Index (MPI) Math 1001 (Non-STEM)	928-988	989-1164	1165 + Above
Math Placement Index (MPI) Math 1111 (STEM)	928-988	989-1264	1265 + Above

- If a student is in ENGL 0989 (Foundations for English Composition) they can only take the following classes:

ACCT 2101	ACCT 2102	ACCT 2205	ACCT 2206	ARTS 2205	BUSA 1105	BUSA 2105
BUSA 2231	BUSA 1121	BUSA 2251	BUSA 2280	CISY 1105	HLTH 1103	MUSI 1100
THEA 1100	MATH 1001-2280		PHED 1000-2010			

- Is their major listed correctly? If not fill out a change of major form.
- For Federal Financial Aid reasons:
- Pre-Allied Health is now Allied Health Transfer Pathway
  - Pre-Nursing is now General Studies Nursing Transfer Pathway (These students will still be assigned Nursing advisors just like Pre-Nursing students were in the past.)
- Check to see if they have any Transfer, AP or MOWR credits.
- Check the program map for the student's area of study. Make sure if there are any class that are needed in the first semester that the student is signed up for them.
- Determine which math is appropriate for their area of study (MATH 1001 for Non-STEM programs or MATH 1111 for STEM programs)
- Schedule the student for at least 15 credit hours. 
- For First Time Full Time students make sure they are registered for the SGSC 1000 (South Georgia State College Orientation and Success 1 credit hour) class.
- Get any class overrides from the appropriate school Dean. Only if all sections are closed.
- Answer any questions they have (or find someone who can).

# SGSC Admission Test Score Requirements

Listed below are general minimum scores to avoid Learning Support Placement **without the calculation of EPI and MPI**. Super scoring is allowed across the same exam.

**(To be used for processing of students before December 31, 2016, or for any students who may not qualify for EPI and MPI.)**

Old SAT (Prior to March 2016)	New SAT (After March 2016)	ACT	Compass	AccuPlacer
Critical Reading – 430	Reading SubScore– 24	English – 17	Reading – 74	WritePlacer – 4
Math – 400	Math SubScore – 22	Math – 17	Writing – 60	Reading Comprehension – 61*
<i>*Less than minimum scores requires Compass or AccuPlacer testing</i>	<i>*Less than minimum scores requires Compass or AccuPlacer testing</i>	<i>*Less than minimum scores requires Compass or AccuPlacer testing</i>	Algebra – 37 (Non-STEM) Algebra – 47 (STEM)	<i>*If a score of 75 is achieved, WritePlacer is not required</i> Elementary Algebra - 67

## Learning Support Placement with Compass and/or Accuplacer

**(To be used for processing of students before December 31, 2016, or for any students who may not qualify for EPI and MPI.)**

	Foundations Course		Co-Requisite		Collegiate	
	Range	Place In	Range	Place In	Range	Place In
*Compass Reading (COMR)	62-65	ENGL 0989	66-73	ENGL 0999 w/ENGL 1101	74+	ENGL 1101
*Compass Writing (COME)	32-39	ENGL 0989	40-59	ENGL 0999 w/ENGL 1101	60+	ENGL 1101
AccuPlacer Reading (ACCR)	46-49	ENGL 0989	50-60	ENGL 0999 w/ENGL 1101	61+	ENGL 1101
Compass Math (COMM) – Math 1001	20-24	MATH 0987	25-36	MATH 0997 W/MATH 1001	37+	MATH 1001
Compass Math (COMM) – Math 1111	20-24	MATH 0989	25-46	MATH 0999 W/MATH 1111	47+**	MATH 1111
AccuPlacer Math (ACCM) – Math 1001	20-31	MATH 0987	32-66	MATH 0997 W/MATH 1001	67+	MATH 1001
AccuPlacer Math (ACCM) – Math 1111	20-31	MATH 0989	32-78	MATH 0999 W/MATH 1111	79+**	MATH 1111

\*Students whose placement is at the Foundation or Co-Requisite level in either English or Reading will be placed into the Foundation or Co-Requisite ENGL course.

\*\*Please note the increase in score required for Math 1111.