Student Handbook
2015-2016

Property of: ____________________________________________________________

Phone: __________________________ Email: __________________________

Emergency Contact: __________________________ Phone: __________________________

This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Regents or the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. This handbook is not a contract. It is for informational purposes only and provides no rights to the reader. Be sure to check www.ung.edu for the latest policies, updates, and calendars of events.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>University of North Georgia Information</td>
<td>7</td>
</tr>
<tr>
<td>How to Use this Book</td>
<td>7</td>
</tr>
<tr>
<td>University of North Georgia Mission</td>
<td>7</td>
</tr>
<tr>
<td>Honor Code</td>
<td>7</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>8</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>9</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>9</td>
</tr>
<tr>
<td>Academic Rights and Responsibilities</td>
<td>9</td>
</tr>
<tr>
<td>Academic Standing Policy</td>
<td>10</td>
</tr>
<tr>
<td>Course Loads</td>
<td>10</td>
</tr>
<tr>
<td>Class Attendance Policy</td>
<td>10</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>11</td>
</tr>
<tr>
<td>Withdrawal from UNG</td>
<td>12</td>
</tr>
<tr>
<td>Student Grade Complaints/Appeals</td>
<td>15</td>
</tr>
<tr>
<td>Student Records Management</td>
<td>17</td>
</tr>
<tr>
<td>Evaluations</td>
<td>20</td>
</tr>
<tr>
<td>Emergency Notification System</td>
<td>21</td>
</tr>
<tr>
<td>University of North Georgia Student Code of Conduct</td>
<td>22</td>
</tr>
<tr>
<td>Preamble</td>
<td>22</td>
</tr>
<tr>
<td>Article 1 - Definitions</td>
<td>23</td>
</tr>
<tr>
<td>Article 2 - Student Code Authority</td>
<td>25</td>
</tr>
<tr>
<td>Article 3: Proscribed Conduct</td>
<td>25</td>
</tr>
<tr>
<td>Article 4 - Student Code of Conduct Procedures</td>
<td>30</td>
</tr>
<tr>
<td>Appeals Process</td>
<td>33</td>
</tr>
<tr>
<td>Article 5 - Interpretation and Revision</td>
<td>36</td>
</tr>
<tr>
<td>Other University Policies</td>
<td>36</td>
</tr>
<tr>
<td>Amnesty Policy</td>
<td>36</td>
</tr>
<tr>
<td>Animals on Campus Policy</td>
<td>38</td>
</tr>
<tr>
<td>Bursar’s Office (Student Accounts): Tuition and Fees</td>
<td>39</td>
</tr>
<tr>
<td>Children on Campus Policy</td>
<td>41</td>
</tr>
<tr>
<td>Free Speech and Public Forum Policy</td>
<td>41</td>
</tr>
<tr>
<td>Inspection, Search, &amp; Seizure</td>
<td>42</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>43</td>
</tr>
<tr>
<td>Policy on Consensual Sexual Relationships</td>
<td>43</td>
</tr>
<tr>
<td>Policy on Sportsmanship</td>
<td>45</td>
</tr>
<tr>
<td>Policy on Student Attire</td>
<td>45</td>
</tr>
<tr>
<td>Public Display of Affection</td>
<td>45</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>45</td>
</tr>
<tr>
<td>Bill of Rights for Students Involved in Sexual Misconduct Cases</td>
<td>48</td>
</tr>
<tr>
<td>Student E-mail</td>
<td>50</td>
</tr>
<tr>
<td>Student Grievance Policy</td>
<td>50</td>
</tr>
<tr>
<td>Student Resources</td>
<td>53</td>
</tr>
<tr>
<td>Academic Advising Center</td>
<td>53</td>
</tr>
<tr>
<td>Area Housing</td>
<td>54</td>
</tr>
<tr>
<td>Career Services</td>
<td>54</td>
</tr>
<tr>
<td>Card Services</td>
<td>55</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Emergency Call Boxes</td>
<td>56</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>56</td>
</tr>
<tr>
<td>Libraries</td>
<td>58</td>
</tr>
<tr>
<td>Multicultural Student Affairs</td>
<td>59</td>
</tr>
<tr>
<td>Student Counseling</td>
<td>60</td>
</tr>
<tr>
<td>Student Disability Services</td>
<td>61</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>62</td>
</tr>
<tr>
<td>Student Money Management Center</td>
<td>63</td>
</tr>
<tr>
<td>Testing</td>
<td>64</td>
</tr>
<tr>
<td>UNG Campus Connection (Bookstore)</td>
<td>64</td>
</tr>
<tr>
<td>UNG Tutoring Services</td>
<td>64</td>
</tr>
<tr>
<td>University Police</td>
<td>65</td>
</tr>
<tr>
<td>Cocurricular Experiences and Opportunities</td>
<td>66</td>
</tr>
<tr>
<td>Community Service</td>
<td>66</td>
</tr>
<tr>
<td>Greek Life</td>
<td>66</td>
</tr>
<tr>
<td>Recreational Sports</td>
<td>67</td>
</tr>
<tr>
<td>Student Involvement</td>
<td>68</td>
</tr>
<tr>
<td>Student Organization Regulations</td>
<td>68</td>
</tr>
<tr>
<td>Organizational Regulations</td>
<td>68</td>
</tr>
<tr>
<td>Recognition</td>
<td>70</td>
</tr>
<tr>
<td>Guidelines for Utilizing Academic Space</td>
<td>72</td>
</tr>
<tr>
<td>Hazing Policy for Student Organizations</td>
<td>73</td>
</tr>
<tr>
<td>Dahlonega Campus Information</td>
<td>75</td>
</tr>
<tr>
<td>Where to Go—Whom to See</td>
<td>75</td>
</tr>
<tr>
<td>Academic Information</td>
<td>75</td>
</tr>
<tr>
<td>Academic Assistance</td>
<td>76</td>
</tr>
<tr>
<td>Admissions</td>
<td>77</td>
</tr>
<tr>
<td>Graduation Information</td>
<td>77</td>
</tr>
<tr>
<td>Military Information</td>
<td>77</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>78</td>
</tr>
<tr>
<td>Disability Services</td>
<td>78</td>
</tr>
<tr>
<td>Health Concerns</td>
<td>78</td>
</tr>
<tr>
<td>Student Resources</td>
<td>79</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>80</td>
</tr>
<tr>
<td>Campus Policies</td>
<td>80</td>
</tr>
<tr>
<td>Residence Policy</td>
<td>80</td>
</tr>
<tr>
<td>Non-Military Residence Policy</td>
<td>81</td>
</tr>
<tr>
<td>UNG Traditions on the Dahlonega Campus</td>
<td>81</td>
</tr>
<tr>
<td>The Corps of Cadets</td>
<td>82</td>
</tr>
<tr>
<td>Military Co-Curricular Organizations</td>
<td>83</td>
</tr>
<tr>
<td>Corps of Cadets Participation Policy</td>
<td>83</td>
</tr>
<tr>
<td>Student Resources</td>
<td>84</td>
</tr>
<tr>
<td>Bookstore</td>
<td>85</td>
</tr>
<tr>
<td>Library</td>
<td>85</td>
</tr>
<tr>
<td>Residence Life</td>
<td>85</td>
</tr>
<tr>
<td>Testing</td>
<td>86</td>
</tr>
<tr>
<td>UNG Dining</td>
<td>86</td>
</tr>
<tr>
<td>Cocurricular Experiences and Opportunities</td>
<td>88</td>
</tr>
</tbody>
</table>
Students,

Greetings! It is my pleasure to welcome you to the University of North Georgia. Whether you are a new or returning student, we are glad you are here!

UNG prides itself on being student-centered, and we provide numerous services and activities focused on your academic and personal success. We have dynamic liberal arts and professional education programs, powerful immersion experiences, and service-learning activities that will serve you well as you pursue an undergraduate degree or advanced studies. Our excellent faculty are experts in their fields and eagerly share their time and expertise with you.

I also encourage you to be engaged in campus activities. Participate in wellness and recreational opportunism, cultural events, community service projects, and events for students within your major. Visit the career center, participate in supplemental instruction, and be sure to take advantage of all the opportunities and services available to you.

Most of all, I encourage you to find your passion, to explore new opportunities and experiences, get to know new people – including at least one faculty member. The friendships you develop at the University of North Georgia will likely become some of your most cherished relationships.

Sincerely,

Bonita C. Jacobs, Ph.D.
President
University of North Georgia Information
The information contained in this section of the handbook applies across the University.

How to Use this Book
The Student Handbook is divided into 5 sections, containing information that is related to the whole University (pages edged in blue), the Dahlonega Campus (pages edged in gold), the Gainesville Campus (pages edged in green), the Oconee Campus (pages edged in orange), and the Cumming Campus (pages edged in purple). Within the whole-University section, you will find the “Where to Go/Whom to See” guide that lists contact information for various programs and services on each campus. If your campus does not have an option listed for the service, that means that the service is not offered on your campus. You may wish to call the corresponding office at the Gainesville or Dahlonega campus to find out how you may be able to visit another campus or find equivalent services online. The calendar contains events that apply to the whole University (printed in bold blue), as well as events that are held on the Dahlonega Campus (printed in blue), the Gainesville Campus (printed in green), the Oconee Campus (printed in orange), and the Cumming Campus (printed in purple). Please note that this applies to the location of the event; many events are open to those from other campuses. When in doubt, contact the event sponsor to learn more.

University of North Georgia Mission
The University of North Georgia, a regional multi-campus institution and premier senior military college, provides a culture of academic excellence in a student-focused environment that includes quality education, service, inquiry and creativity. This is accomplished through broad access to comprehensive academic and co-curricular programs that develop students into leaders for a diverse and global society. The University of North Georgia is a University System of Georgia leadership institution and is The Military College of Georgia.

Honor Code
It is the responsibility of all community members to promote, abide by, and enforce the Honor Code:

On my honor, I will not lie, cheat, steal, plagiarize, evade the truth, conspire to deceive, or tolerate those who do.
### Fall 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration</td>
<td>Monday, August 17</td>
</tr>
<tr>
<td>Classes Begin (Full &amp; 1st Sessions)</td>
<td>Monday, August 17</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Monday, September 7</td>
</tr>
<tr>
<td>Classes End (1st Session)</td>
<td>Monday, October 5</td>
</tr>
<tr>
<td>Final Exams (1st Session)</td>
<td>Tues. &amp; Weds., October 6 &amp; 7</td>
</tr>
<tr>
<td>Classes Begin (2nd Session)</td>
<td>Monday, October 12</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Mon.-Sat., November 23-28</td>
</tr>
<tr>
<td>Classes End (Full &amp; 2nd Sessions)</td>
<td>Friday, December 4</td>
</tr>
<tr>
<td>Final Exams (Full &amp; 2nd Sessions)</td>
<td>Monday-Friday, December 7-11</td>
</tr>
</tbody>
</table>

### Spring 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration</td>
<td>Monday, January 11</td>
</tr>
<tr>
<td>Classes Begin (Full &amp; 1st Sessions)</td>
<td>Monday, January 11</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day Holiday</td>
<td>Monday, January 18</td>
</tr>
<tr>
<td>Classes End (1st Session)</td>
<td>Monday, February 29</td>
</tr>
<tr>
<td>Final Exams (1st Session)</td>
<td>Tues. &amp; Weds., March 1 &amp; 2</td>
</tr>
<tr>
<td>Classes Begin (2nd Session)</td>
<td>Monday, March 7</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Monday-Saturday, March 14-19</td>
</tr>
<tr>
<td>Classes End (Full &amp; 2nd Sessions)</td>
<td>Friday, April 29</td>
</tr>
<tr>
<td>Final Exams (Full &amp; 2nd Sessions)</td>
<td>Monday-Friday, May 2-May 6</td>
</tr>
</tbody>
</table>
Academic Policies
The individual student is responsible for being familiar with the academic regulations and procedures at The University of North Georgia as published in this handbook and in the University catalog. Each student is encouraged to read the regulations carefully and to seek interpretation from his/her academic advisor or from the Office of the Provost in the event that questions exist.

Academic Advising
Academic advisors are assigned according to the student’s major program of study, with the exception of students with learning support requirements, students who are undeclared (Open Option), students who have not met specific UNG requirements by 30 credit hours, dual enrolled students, and students who have an academic standing of Academic Warning or Academic Probation. Students with learning support requirements are advised by faculty and staff who are specially trained in the appropriate policies and procedures for this population. Open Option students, students who are on Academic Warning or Probation, students who have not met specific UNG requirements by 30 credit hours, and dual enrolled students are advised by professional advisors in Campus Academic Advising Centers.

To find your advisor, access your BANNER account and select your student Tranguid. On the Tranguid, you will find the name and contact information for your advisor. If your advisor accepts appointments through our online booking system, you will be able to select “schedule an appointment” next to your advisor’s name to access his/her calendar and book an appointment.

For additional information about UNG academic advising, please visit our website from your MyUNG portal page.

Academic Rights and Responsibilities
1. In all academic matters, a student of the University of North Georgia has the right to be governed by reasonable and just regulations.
2. The student shall be free to take reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion, without fear of penalty.
3. The student has the right to a course grade that represents the instructor’s professional judgment of his/her performance in the course, and to protection from improper disclosure of information concerning his/her grades, views, beliefs, political associations, health, sexual orientation, or character, which an instructor acquires in the course of his/her professional relationship with the student.
4. The student shall have a right to accurately and clearly stated information, which would enable him/her to determine:
   a. The general requirements for establishing and maintaining an acceptable academic standing.
   b. His/her own academic relationship with the University and any special conditions, which apply.
   c. The graduation requirements for a particular curriculum and major.
5. The student is responsible for classroom behavior that is conducive to the teaching/learning process for all concerned and for meeting requirements of a course of study according to the standards of performance established by the faculty.

6. The faculty shall have final authority and responsibility for course content, classroom procedure, and grading.

7. No committee or judicial body established under this document shall have any power to change any individual grade, which represents the instructor’s professional judgment of the student’s performance in the class. In view of this, it is incumbent upon the faculty member to keep each student informed of his/her progress or lack of progress in each course.

8. In the event that a specific complaint cannot be resolved through informal conferences with the faculty member involved, any student who believes that his/her academic rights as defined herein have been violated may seek redress. See procedures under “Student Grade Complaints.”

**Academic Standing Policy**

A student's academic status at UNG is determined at the end of each term of enrollment (fall, spring or summer) on the basis of the student's cumulative and/or term grade point average (GPA) and number of hours earned. The student's academic status directs his or her reenrollment status and determines any conditions associated with reenrollment or denial of enrollment for a subsequent term. Normally, students whose academic performance falls below approved academic standards will be notified individually by the University (via UNG email) of their status shortly after the end of each term. Please refer to the undergraduate catalog for the full policy.

**Course Loads**

A normal or average course load is 15-18 semester hours exclusive of military science. Consent of the appropriate dean is required for any student who wishes to register for more than 20 semester hours during any term.

**Class Attendance Policy**

University of North Georgia expects students to attend all regularly scheduled classes for instruction and examination. When a student is compelled for any reason to be absent from class, the student should immediately convey the reason for the absence directly to the instructor. The student is responsible for all material presented in class and for all announcements and assignments.

The decision to permit students to make up work that is required in any missed class resides with the instructor. Students who stop attending class may be administratively withdrawn (with or without academic penalty); a grade of W may be assigned when students fail to attend 10% of any class meetings prior to the midpoint of the term; a grade of WF will be assigned when students stop attending after the midpoint. Individual instructors or departments may have attendance policies stricter than that of the university, as long as the policies are stated in the class syllabus.
Students who are absent because of University-sponsored activities that are approved by the Provost or Vice President for Student Affairs will be permitted to make up any work missed during the absence. “University sponsored activities” include activities related to performance groups, university athletic teams, the Corps of Cadets, the Student Government Association, field trips related to academic courses, as well as any other University sponsored activities approved by the Provost or Vice President for Student Affairs. Approval of such absences will be granted only if the instructor receives advance notice in writing from the faculty member or university official sponsoring the activity. Dual-enrolled students may be permitted to make up any work missed in instances where official high school activities require them to be absent from class. Approval of such absences will be granted only if the instructor receives advance notice (at least 1 week prior) in writing from the high school guidance counselor explaining the reason for the absence.

Extenuating circumstances for which an absence may be excused include participation in university sponsored activities (see above), hazardous weather conditions, personal hardship, extended illness or hospitalization, family emergencies, or death in the immediate family. Instructors may request documentation to verify the extenuating circumstances.

Any absence problems which cannot be resolved between the instructor and the student are referred immediately to the appropriate department head and, if necessary, to the Dean of the appropriate school. The Dean of the appropriate school is the final arbiter in all absence disputes.

**Final Examinations**
The final examination is a scheduled part of the class. When a student registers for a class, he or she is registering for the scheduled final examination as well. It is the student’s responsibility to be available to take examinations at the times scheduled. Students are required to report for each final examination as scheduled except when special arrangements are approved by the instructor and the department head, or designee.

No student is required to take three final examinations on the same day. Any student with three scheduled examinations on the same day should contact her/his instructors well in advance of final examination week to make arrangements to have one of the examinations rescheduled.

In the case of **fully online courses**, it is up to the faculty member teaching the course as to whether to give a proctored exam or use an online exam. In the case of online courses, students who live too far from campus to travel to campus for a proctored final exam, the student/instructor is required to arrange a proctored final exam through a testing center at a local (to the student) college or university and have the center forward the completed exam to the instructor for grading. The student will be required to pay any fees associated with the use of a testing facility.
Withdrawal from UNG
There are several different types of withdrawals depending on the circumstances and/or needs of the student. Each type of withdrawal is described below. Students are encouraged to view all in order to decide what is best for their situation and progression toward their educational goals.

Hardship withdrawals (Defined under Student-Initiated Withdrawal) are either partial or full voluntary withdrawal from classes and/or housing for the remainder of the semester. Hardship withdrawals may be utilized if a student is unable to successfully complete a semester due to a physical, mental, emotional, or psychological condition or other documented hardship.

University-Initiated withdrawals from classes and housing, if applicable, (Defined under University –Initiated Administrative Withdrawal) are involuntary and based upon the results of a conduct hearing or if it is determined that the student is threat to her/himself and/or others or results in a significant disruption to the University community. An Interim Suspension can be utilized to temporarily remove a student from campus whose behavior represents an immediate danger to the health, welfare, safety, or property of any member of the university community while more information is being collected or processed. All sections of the code of conduct and due process rights apply to withdrawals. Decisions regarding withdrawals are communicated via University email.

Student-initiated Withdrawals Prior to the Semester Midpoint
It is the student’s responsibility to withdraw officially in accordance with University regulations.

There is a short period at the beginning of each new semester during which students are permitted to drop and/or add classes with no academic penalties and are not required to obtain permission from the instructor.

Prior to the drop date, students who encounter emergencies or are experiencing medical or other hardships are encouraged to initiate partial or total withdrawal. Because all withdrawals may have pertinent financial or financial aid implications, including withdrawals prior to the midpoint, students are encouraged to review all relevant policies (University Attendance Policy) and contact administrative offices (Financial Aid and Bursar) for more information.

After the drop/add period, students will be able to withdraw from courses via their Banner account. Students with a HOLD or other restrictions on their account may withdraw from a course or courses by completing the Course Withdrawal Request form. Students can submit completed forms in person, via FAX to the Registrar’s Office at the Dahlonega and Gainesville campuses. Students at the Oconee Campus may submit forms to the front office of the Administration Building; Cumming campus students may submit forms to Enrollment Services, Room 146.
**Hardship Withdrawals**

If a student is unable to successfully complete a semester due to a physical, mental, emotional, or psychological condition or other documented hardship, he or she may request a hardship withdrawal through the Dean of Students Office. Students may request a hardship withdrawal when the emergency or situation they are experiencing makes it impossible to continue in the course(s) for which he/she is registered.

Before requesting a withdrawal, students need to understand the following:

- Hardship withdrawals are typically requested after the official withdrawal/drop period (after the midpoint) since students are able to initiate a withdrawal prior to the midpoint without a hardship withdrawal approval. (See **Student-initiated withdrawals prior to the semester midpoint**)

- As a general rule, students are not eligible for hardship withdrawals in courses in which they have completed the course requirements (e.g., sat for the final exam or submitted the final project/paper/portfolio).

- Hardship withdrawals are typically processed as total or complete withdrawals from the University. Partial withdrawals must be approved by the Dean of Students who requires substantial supporting documentation from a qualified medical or other appropriate professional. Required documentation must demonstrate how a student’s particular situation impacted some, but not all, courses. There is no monetary refund for a partial withdrawal.

- A complete withdrawal from the University will qualify the student for a pro-rated refund if the withdrawal date is still within the allowable period. Pro-rated refunds do not continue through the entire semester. With that in mind, all students who request a hardship withdrawal are instructed to contact Financial Aid and the Bursar to be informed about changes to their accounts, if any.
  - Students must meet the Standards of Academic Progress (SAP) in order to receive financial aid for future terms. Standards of Academic Progress is measured by having a completion rate of at least 67% of classes attempted, maintaining a 2.0 grade point average or better, and not going over the maximum hours for their program. If a student is not meeting these standards, the student may submit an appeal with the Financial Aid Office.

- Hardship withdrawals are processed according to the last date of class attendance. A Dean of Students or academic administrator will contact instructors to establish the last date of class attendance.

- Hardship withdrawals are subject to individualized conditions of return and may include implementation of a safety plan or behavioral contract between the University and the student based upon an individual assessment. (See Readmission policy below) A student who files, or attempts to file a fraudulent application for a medical withdrawal to avoid a failing grade or disciplinary action will be considered in violation of the University Of North Georgia Student Code Of Conduct and subject to conduct charges.
To request a withdrawal based on a medical condition or other hardship, please complete the hardship withdrawal request (that includes uploading supporting documentation) found at the Dean of Students website. Deans of Students review and make decisions regarding requests submitted by students who are currently enrolled or were enrolled in the immediate past semester. Students who are submitting requests related to terms beyond the current or immediate past semester are reviewed by those in Academic Administration. Students may be asked for an interview as part of the process. All decisions are communicated to students via UNG email accounts and appropriate administrative offices are notified.

**University-Initiated Withdrawal**
Any student may be the subject of a University-initiated withdrawal from the University when 1) the student has received a student conduct sanction during a semester which would prevent the student from completing the semester or 2) it is determined, in the judgment of the Vice President for Student Affairs, that the student’s behavior represents an imminent threat of harm to her/himself and/or others or results in a significant disruption to the University community that cannot be remediated by reasonable accommodations. This decision must be based on an individualized assessment by the University.

Students involved in University-initiated withdrawal have the opportunity to present their position and any relevant information prior to a final decision concerning continued enrollment at the University. University-initiated withdrawals follow the same guidelines, procedures, and due process as the Student Conduct hearing process outlined in the Student Handbook. It is important to note that for all University-Initiated withdrawals, the student maintains due process rights, the right to contribute information they believe is pertinent before a final decision is made, the right to resolution in a reasonable timeframe, and the right to appeal decisions.

Students must complete all the conditions outlined within the university-initiated withdrawal. In order to be eligible to register for future terms, students must complete the Request for Re-enrollment Form that can be obtained from a Dean of Students (See Readmission from Administrative Withdrawal policy below) The conditions for reapplication to the University will remain for students who have not been in attendance for three or more consecutive semesters. To review this process, see the Admissions webpage (ung.edu/undergraduate-admissions).

**Readmission from University-Initiated Withdrawal**
Any student who obtained any form of university-initiated withdrawal will need to complete the Readmission from Administrative Withdrawal form through the Dean of Students office. The University will then use the form and supporting documentation to determine the student’s safety to himself or herself and the community as well as the student’s ability to succeed within the academic community. This assessment may include reviewing the student’s needs for follow-up care or accommodations. The Dean of Student’s or designee will review the documentation which may include but is not limited to: A Release of Information for pertinent medical or mental health care documents; a personal statement completed by the student regarding their
activities towards improving functioning over the leave period; a statement provided by the student’s treating professional(s) describing the treatment the student received; the student’s current clinical status; and the provider’s professional opinion on the student’s readiness to return. The University may request additional information, supporting documentation, evaluation by the student counseling center, or an evaluation by another agreed upon independent professional, at the expense of the student, in order to determine appropriateness to return. The University will not require that any disability be cured or that all disability-related behaviors do not re-occur as a condition for readmission; however, the University can require reduction of the concerning conduct sufficient to enable safe participation in the campus community. The University will likely require that the student demonstrate a significant period of psychological stability and ability to manage life stressors as a condition of return. The University will review and make a decision in a prompt and reasonable timeframe once all requested documentation is provided. In order to be considered for readmission the student must submit all requested documentation by the admission deadline for that semester.

Behavioral contracts may be included as a condition of return. Failure to comply with the items included in the contract is grounds for administrative withdrawal from the University. Behavioral contracts can include but are not limited to: compliance with medical/mental health treatment plan, regular consultations with health care professionals, meetings with administrators, disclosure of relevant medical records, restrictions on participation in residential housing or other activities, and reduction in behavior at issue.

Return to Campus from an Emergency
Any student who obtained an emergency medical evaluation and/or treatment, regardless of if it was mandated or self-sought, may not return to campus until cleared to do so by UNG Student Counseling Services and/or Student Health Services. Failure to comply with this policy may result in interim suspension and/or conduct charges against the student. The student must follow the Readmission procedure detailed above and be approved for return prior to returning to campus. The conditions of return may be the same as in the policy stated above.

Student Grade Complaints/Appeals
The grade appeals process is appropriate only when the basis for the assigned grade is arbitrary, capricious, or the result of ministerial error. Arbitrary means that a course grade is determined by random choice or personal whim with no sound academic reason. Capricious means that a course grade is determined by a material departure from reasonable and announced grading procedures. Ministerial error means a student assessment was inaccurately recorded or the final grade was incorrectly calculated (data entry or calculation error.)

In all grade appeals, the student has the burden of proving that the basis for the assigned grade is arbitrary, capricious, or the result of ministerial error. A student may not appeal a course grade based on the academic or professional judgment of the instructor.

The procedure for student grade appeals is as follows:
Department/College-Level Process

1. A student who believes a grade is arbitrary, capricious, or the result of ministerial error should first attempt to resolve a grade appeal directly with the instructor. The student must notify the instructor, via UNG email, of the student’s intent to appeal the grade within 30 calendar days of the start of the subsequent semester.

2. If the student wishes to appeal the instructor’s decision, the student may request a Department-Level Review by contacting the appropriate department administrator, via UNG email, within 10 business days of meeting with the instructor. The department administrator will facilitate a dialogue between the student and the instructor within 10 business days of receipt of the request. A list of department-level contact information (by department and campus) is found on the university’s supplemental syllabus webpage.

3. If the grade appeal is not resolved at step 2, the student may request a College-Level Review by submitting a UNG Grade Appeal Form within 10 business days of meeting with the department administrator. Associate Dean of the college will review the grade appeal and make a decision. The Grade Appeal Form is located in the “Forms and Requests” section of the UNG Student Portal.

University-level Process (after steps 1 through 3 have been completed)

4. To appeal the decision of the Associate Dean, the student must complete and submit a “Request For University-Level Appeal Form” to the Office of Academic Affairs within 10 business days of receiving notice of the College-Level decision. The forms are available in the Office of Academic Affairs on each campus. The student must indicate the basis for appealing the college-level decision:
   a. Procedural errors – the published procedures of the appeal process were not followed and the errors violated the student’s rights.
   b. New Evidence – when information, existing at the time of the college-level review, was not available or known at the time of the review.
   c. Ministerial Error – when a grade was incorrectly calculated or individual grades/assessments were inaccurately recorded.

5. Within 15 business days of receiving the intent to appeal, the Office of Academic Affairs will schedule a review panel consisting of faculty from the Student Grade Appeal Committee. The Office of Academic Affairs may request additional information from all parties involved (i.e., student, instructor, department chair, associate dean) as necessary for the panel to review the appeal.

6. The members of the Student Grade Appeal Committee will be chosen in the following manner:
   a. Each year, the Faculty Senate/Leadership Appointments Committee will select a pool of faculty members with representation from each college and campus. When a student grade appeal is submitted to the Vice Provost or designee, three faculty members will be selected from the pool to serve as a Student Grade Appeal
Committee (hereinafter the “Committee”) for that particular appeal. A Committee chair and a recording secretary will be designated.

b. Faculty from the same college as the instructor(s) involved in the appeal will not serve on the Committee. Faculty from the same degree program of the student’s academic major will not serve on the Committee.

7. The Committee shall:
   a. Review documents related to the appeal, including documents provided by the student and the involved instructor(s), department head, department administrator, associate dean, or dean.
   b. After considering the documents related to the appeal, the Committee shall make recommendations by majority agreement.
   c. The Committee will forward the recommendations to the Vice Provost or designee.

8. The Vice Provost or designee shall accept or reject the Committee’s recommendations. The Vice Provost or designee may change a student’s grade or deny a change. The student, the department head, and the faculty member shall be advised in writing of these decisions.

9. Within five business days, the student may appeal, via email, the Vice Provost or designee’s decision to the Provost. The student must indicate the basis for appealing the Vice Provost or designee decision:
   a. Procedural errors – the published procedures of the appeal process were not followed and the errors violated the student’s rights.
   b. New Evidence – when information, existing at the time of the university-level review, was not available or known at the time of the review.

10. The decision of the Provost shall be final and binding.

Student Records Management
The University Registrar’s Office is the custodian of education records at the University of North Georgia (UNG). Education records generally include any record (handwritten, electronic, print, film, or other medium) containing information directly related to the student and maintained by or for UNG or an agent of the University.

The Family Educational Rights and Privacy Act (FERPA 20 U.S.C. 1232g; 34 CFR Part 99) affords any student, regardless of age, who is or has been in attendance at UNG the right to inspect and review his or her education records within 45 days following the receipt of the student’s request. Copies of education records may be provided upon written request for students who do not live within commuting distance of any UNG campus. The fee for copies will be $0.15 per page. Copies of education records will not be provided to students who have an unpaid financial obligation to the University or against whom there is an unresolved disciplinary action.

Access to the following records will not be permitted:
1) records kept by UNG personnel which remain in the sole possession of the maker;
2) law enforcement records maintained by campus security;
3) employment records which relate exclusively to employment;
4) records of professionals providing medical or psychological treatment to the student;
5) financial records of parents or legal guardians;
6) confidential letters of recommendation for admission to the University;
7) records connected with an application for admission to UNG if that application was denied;
8) application for employment or honors for which the student has voluntarily signed a waiver;
9) information pertaining to another student if the record contains information about more than one student.

The student’s written consent is required before UNG may disclose education records to a third party except to school officials or in response to conditions as defined below:

• to UNG personnel who have a legitimate educational interest in the information in order to fulfill his or her professional responsibilities;
• to officials of other institutions where the student seeks or intends to enroll;
• to representatives of federal agencies and state and local officials authorized by law to have access to education records and members and staff of the Board of Regents of the University System of Georgia;
• to appropriate persons in connection with a student’s application for or receipt of financial aid;
• to a person or company with whom the University has contracted;
• to accrediting bodies or to organizations conducting studies for or on behalf of the University;
• to necessary individuals in connection with a health or safety emergency;
• to the parents of a student regarding the student’s violation of an federal, state, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance;
• to persons in response to lawfully issued subpoenas or court orders. Every reasonable effort will be made to notify the student in advance of compliance;
• to parents of dependent students as defined by the Internal Revenue Code, Section 152;
• to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime;
• to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the University’s rules or policies;
• if the information to be released is designated as directory information.

UNG has designated the following items as directory information:
• Student’s name, mailing and permanent addresses, telephone numbers, and e-mail address;
• Degree(s) pursued and/or awarded and dates;
• Major, minor, and/or concentration;
• Enrollment status (i.e., full- or part-time);
• Class standing (i.e., senior, freshman, etc.);
• Dates of attendance;
• Anticipated graduation date;
• Participation in University-sponsored activities and sports;
• Honors and awards received.

The student may present a written request to the Registrar’s Office to maintain the privacy and prevent disclosure of the student’s directory information unless exceptions defined above pertain. The request to prevent disclosure remains in effect until the student submits a written request to rescind it.

Written consent by the student for the release of personally identifiable information must include:
1) the type of records to be released;
2) the full name (not relationship) to whom records are to be released;
3) the date;
4) the student’s signature.

Students may request to amend an education record that the student believes is inaccurate, misleading, or in violation of his or her privacy. FERPA, however, may not be used to challenge a grade, an opinion, or a substantive decision made by a UNG school official. The student should write the official responsible for the record and identify the part of the record he or she wishes to be amended along with a description of its inaccuracy.

<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Application</td>
<td>Graduate or Undergraduate Admissions</td>
</tr>
<tr>
<td>Grades and Course History</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>Office of Student Affairs and Dean of Students</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>Office of Student Affairs and Dean of Students</td>
</tr>
<tr>
<td>Cadet Conduct</td>
<td>Commandant of Cadets</td>
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<tr>
<td>Career Placement</td>
<td>Career Services</td>
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<tr>
<td>Military</td>
<td>Military Science</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>Comptroller</td>
</tr>
<tr>
<td>Co-curricular Transcript</td>
<td>Student Involvement</td>
</tr>
<tr>
<td>Testing</td>
<td>Testing Office</td>
</tr>
<tr>
<td>CEU Transcript</td>
<td>Continuing Education</td>
</tr>
</tbody>
</table>

Upon review of the student’s request, if UNG determines not to amend the record, the student shall have an opportunity for an impartial hearing to challenge the accuracy of his or her record. UNG will notify the student within 48 hours of the date, place, and time of the hearing. The hearing will be conducted by an impartial hearing officer who may be a UNG school official. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised pertaining to the
student’s request to amend his or her education records. The student may be assisted by one or more individuals, including an attorney.

UNG will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. If the record is found to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the record will be amended as such, and UNG will notify the student in writing that the record has been amended. If the determination is made that the record is not inaccurate, misleading, or in violation of the student’s right of privacy, the student may insert into his or her record a written statement setting forth his or her views. The statement will be maintained as part of the student’s education records as long as the contested record is maintained. If UNG discloses the contested record, the student’s statement must also be disclosed.

FERPA affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of North Georgia to comply with FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

FERPA notification will be published annually in the UNG Student Handbook and on the UNG Student Privacy website.

Questions and concerns regarding student records should be directed to the Registrar’s Office:
Cumming campus: (470) 239-3105; registrar-cmg@ung.edu
Dahlonega campus: (706) 864-1760; registrar-dah@ung.edu
Gainesville: (678) 717-3644; registrar-gvl@ung.edu
Oconee: (706) 310-6226; registrar-ocn@ung.edu

Evaluations
Class evaluations at the University of North Georgia are conducted online through Banner. Evaluation of the class is considered a component of the course and students will not be permitted to access their final course grades until students either complete all the evaluations or electronically opt out. The evaluations for each semester will be accessible beginning one week prior to the first final exam. Specific step-by-step instructions for completing the survey are listed below.

Your opinions are important. Please take the time to respond to the survey questions in a thoughtful manner. All responses will remain anonymous. Faculty will only have access to summary data related to them. No responses will be identified with any specific student.

Student instructions:
1- Log in to Banner, using UNG ID number and Password.
2- Under the Main Menu select "Student"
3- Under Student menu, click on the link, “Evaluations/Surveys” then "Student Rating of Instruction Survey" to access the survey.
4- Carefully read the instructions and select the course and instructor (if listed) you want to evaluate from the drop down menu. This menu will consist of all the classes you are registered for that are subject to the evaluations.
5- Click and follow the instructions for completing the survey and click submit.
6- You will receive a confirmation page, acknowledging receipt of your survey.
7- Below the acknowledgment click on "continue". This will bring you back to the survey menu and allow you to choose another class for evaluation. It will continue to bring you back to the survey menu until all of your classes have been evaluated.
8- After you have completed all your class surveys you will be returned to your student menu.

Emergency Notification System
How will I be notified of an emergency?
Currently the University of North Georgia has adopted four methods of communication for dissemination of information regarding emergencies. Those methods include:

• UNG Alert
• Website Notification (www.ung.edu)
• E-Mail
• Outdoor Weather Sirens

UNG Alert
• What is UNG Alert? UNG Alert is an emergency messaging system that can send text messages and voice calls directly to your cell phone in the event of severe weather, campus emergency or emergency closing. It will not be used for routine communications.
• Am I automatically enrolled to receive the emergency text messages? No. Students are automatically enrolled to receive emails in reference to emergency messages. Students will have to log into their Banner Web account, click “Personal Information”, and select Emergency Alert System to add information for telephone and text notifications.
• What does it cost? The only cost is the amount your cell phone company may charge you to receive a text message – usually just a few cents. However, the University of North Georgia will ONLY use the UNG Alert system for emergency notifications, NOT routine communications or announcements.
• What If my cell phone number changes? You must update your cell phone number by going to your Banner Web Account.
• Will the UNG Alert system cover all University of North Georgia Campuses? Yes, all students, faculty and staff can receive emergency messages, regardless of their location.
• Can my family sign up for UNG Alert? The UNG Alert system allows you to include up to 6 phone numbers. You may use these as you wish.
• **What kinds of messages will I get through UNG Alert?** We will only send you a message in the event of a severe weather warning, a campus emergency or an emergency campus closing or other emergencies with which we believe your wellbeing is in danger. The system WILL NOT be used for routine communications.

**Internet**
- When an incident occurs, University Relations posts updates of the situation on the University of North Georgia web pages. www.ung.edu

**E-Mail**
- E-mails are sent for the purpose of forewarning of impending danger. All who have a University of North Georgia e-mail account should receive these messages. If, for whatever reason you do not, please contact the UNG IT Service Desk.

**Outdoor Weather Siren System**

Cumming Campus: Forsyth County utilizes a weather siren that is activated during an actual tornado warning. This system is audibly tested on the first Wednesday of every month.

Dahlonega Campus: Lumpkin County utilizes a weather siren that is activated during a tornado watch and a tornado warning. The system is tested monthly.

Gainesville Campus: Hall County utilizes a weather siren that is activated during an actual tornado warning. The system is tested periodically.

Oconee Campus: Oconee County does not utilize an outdoor weather siren system.

**University of North Georgia Student Code of Conduct**
http://ung.edu/student-affairs/student-code-of-conduct.php

**Preamble**

The University of North Georgia, a premier senior military college and regional multi-campus institution, provides a culture of academic excellence in a student-focused environment that includes quality education, service, inquiry and creativity. This is accomplished through broad access to comprehensive academic and co-curricular programs that develop students into leaders for a diverse and global society. University of North Georgia is a University System of Georgia leadership institution and is The Military College of Georgia.

The Corps of Cadets is a military organization and a high standard of military discipline is expected. The Corps of Cadets is governed by regulations from the Corps of Cadets Blue Book and also the rules and policies established by the University Student Code of Conduct.

The University of North Georgia (UNG) strives to educate students and develop leaders who are prepared for community, state, and global service. Essential to this purpose, the University has created a Student Code of Conduct that seeks to protect
the safety, rights, and privileges afforded to students and other members of the community. Students are expected to be model citizens and their actions and behavior should reflect the core values of the University. Accordingly, they are expected to adhere to national, state, and local laws; respect the rights and privileges of others; be forthright and honest in all their social and academic conduct; and in general, conduct themselves in a manner which brings credit to themselves and the University of North Georgia.

The University of North Georgia is dedicated not only to learning and the advancement of knowledge, but also to the development of ethical and responsible citizens. It seeks to achieve these goals through a sound educational program and policies governing student conduct that encourage independent thinking and maturity. Each student, as a citizen of the University community, assumes an obligation to follow all rules and regulations.

Included in the Code of Conduct are regulations which the University and local communities can expect students to uphold upon admission at the University of North Georgia, an explanation of the student conduct process, rights of students and student organizations as they pertain to the conduct process, a list of possible sanctions, and the appeal process. Appointments of hearing board members and student conduct administrators will typically be made from the campus where the violation occurred.

For the most current updates of the Code of Conduct, please see the University website. All communication regarding the Code of Conduct will be conducted via University email.

Article I - Definitions
1. The term “University” means University of North Georgia.
2. The term “Student” includes all persons taking academic courses at the University of North Georgia either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who have a continuing relationship with the University or who have been notified of their acceptance of admission are considered “students” as are persons who are living in University-managed residence halls, although not enrolled in this institution. This Student Code applies at all locations of the University, including the campuses and/or instructional sites including, but not limited to, Cumming, Dahlonega, Gainesville, and Oconee. (Please note, students enrolled in continuing education classes or programs will adhere to the standards provided separately by Continuing Education.)
3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, University official, or any other person employed by the University.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, contracted with, or controlled by the University (including adjacent streets and sidewalks).

7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition.

8. The term “Student Conduct Board” means any person or persons authorized by the student conduct administrator to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a violation has occurred. Based on the needs and resources of each campus, a board will consist of at least three members, but no more than seven total members.

9. The term “Student Conduct Administrator” means a University official authorized on a case-by-case basis by the Vice President for Student Affairs (VPSA) to impose sanctions upon any student(s) found to have violated the Student Code. The VPSA may authorize a Student Conduct Administrator to serve as the hearing officer who will impose sanctions in all cases.

10. The term “policy” means written regulations of the University as found in, but not limited to, Student Code of Conduct, Residence Life Handbook, Corps of Cadets Blue Book, Student Club/Organization Manuals and Graduate/Undergraduate Catalogs, and academic program handbooks.

11. The term “cheating” includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; 3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; 4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

12. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

13. The term “intellectual property” refers to patented materials, copyrighted materials, trademarks, software, trade secrets, literary works, and artistic works and/or designs, whether or not formal protection is sought.

14. The term “bullying” includes, but is not limited to engaging in conduct, including any gesture, written, verbal or physical act, or any electronic communication (which includes e-mails, text message, and Internet postings on websites or other social media), whether it be a single incident or series of incidents; that is severe, pervasive, or offensive to substantially disrupt or interfere with the orderly operation of the University or the rights of any student or other member of the University community.

15. The term “Complainant” means any person who submits a charge alleging that a student violated the Student Code. When a student believes that he/she has been a victim of another student’s misconduct, the student who believes he/she has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the University community submitted the charge. Otherwise, the University will serve as the Complainant in the case and will be represented by a university official.
16. The term “Accused Student” means any student accused of violating this Student Code.

17. The term “preponderance of the evidence” means evidence that leads a person to conclude that it is more likely than not that the act in question did occur.

**Article 2 – Student Code Authority**

1. The Student Conduct Administrators shall determine the composition of the Student Conduct Boards and Appellate bodies and determine which Student Conduct Board, Student Conduct Administrator, and Appellate body shall be authorized to hear each matter.

2. A Student Conduct Board is selected from the Student Conduct Committee whose membership consists of faculty, staff, and students. Faculty members are appointed through the Faculty Senate. Members of the board are trained in student conduct procedures.

3. Student Conduct Administrators shall develop policies for the implementation of the student conduct system and procedural rules for Student Conduct Board hearings that are consistent with provisions of the Student Code.

4. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the appeals process.

**Article 3: Proscribed Conduct**

1. **Jurisdiction**

The Student Code of Conduct shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

The Vice President for Student Affairs or designee shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis. In addition, the following regulations apply to off-campus activities including class-related outings and field trips, off-campus University athletic events, study abroad programs, co-ops, internships, or any sanctioned off-campus activity.

- Students involved in off-campus activities should not act in a disorderly or disruptive fashion nor conduct any dangerous activity.
- Students involved in off-campus activities should not take, damage, or destroy or attempt to take, damage, or destroy another person’s property.
- Illegal use and possession of drugs, including alcohol is prohibited. See Alcohol regulations within the Code of Conduct.

2. **Rules and Regulations**

The following are prohibited at the University of North Georgia:

**1.00 Academic Dishonesty**

The University of North Georgia recognizes honesty and integrity as being necessary to the academic functioning of the University. The following regulations are
disseminated in the interest of protecting the equity and validity of the University’s grades and degrees, and to assist students in developing standards and attitudes appropriate to intellectual life.

.01 Receiving or giving assistance (cheating) in preparation of any graded assignment without prior authorization from the class instructor.
.02 Taking or attempting to take, or otherwise procure intellectual property in an unauthorized manner
.03 Selling, giving, lending, or otherwise furnishing to any unauthorized person by a student enrolled in that course material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study.
.04 Plagiarism. Use of another person’s ideas or expressions without acknowledging the source. Themes, essays term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations or paraphrase are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged. All work of a student needs to be original or cited according to the instructor’s requirements or is otherwise considered plagiarism.
.05 Fabricating, forging, or falsifying of laboratory results or reports.
.06 Using work from other courses, or from previous assignments, for current assignment without permission from the instructor.

2.00 Alcoholic Beverages

.01 Consumption, possession, or transportation of alcoholic beverages by any student under legal age.
.02 Consumption or possession of alcoholic beverages on university premises or at university sponsored activities, except when authorized at social functions in designated areas.
.03 Furnishing and/or distributing alcoholic beverages to any student under legal age.
.04 Being in an intoxicated condition as made manifest by disorderly, obscene, or indecent conduct or appearance.
.05 Driving under the influence of alcohol.

3.00 Damage to Property

Damaging or destroying property belonging to the University, a member of the University community, or a visitor to the campus.

4.00 Disorderly Assembly

.01 Assembling on campus in a manner which creates a riot, or disorderly diversion that interferes with the normal operation of the University and/or infringes on the rights of other members of the University community. Note: This section should not be construed so as to deny any students the right of peaceful, non-disruptive assembly.
.02 Obstructing the free movement of other persons about the campus, interfering with the use of University facilities, or materially interfering with the normal operation of the University.
.03 Unauthorized use of sound amplification equipment indoors or outdoors. Note: Any use of sound amplification equipment must be cleared through the Student Life Office.
5.00 Disorderly Conduct

.01 Disruptive behavior in an academic setting that interferes with the learning environment.

.02 Disorderly, lewd, or indecent conduct; breach of the peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by the University.

.03 Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, or other conduct that threatens or endangers the health or safety of another person or oneself.

.04 Pushing, striking, or physically assaulting any member of the faculty, administration, staff, or student body or any visitor to the campus.

.05 Conduct on University property, or at functions sponsored or supervised by the University or any recognized University organization, which interferes with the normal operation of the University.

.06 Entering or attempting to enter any event sponsored or supervised by the University or any recognized University organization without credentials for admission, i.e., ticket, identification card, invitation, etc. or in violation of any reasonable qualifications established for attendance.

.07 Discrimination. Conduct and/or expressions that harass, demean, or degrade any individual or group of individuals.

.08 Interfering with, giving false name to, or failing to comply with any properly identified University faculty member, administrator, or staff member while in the performance of their duties.

.09 Deliberately failing to heed the summons, oral or written, to report to an administrative official.

.10 Abusive language or gestures to University officials.

.11 Violations of the Sexual Misconduct Policy. See the Policy on Sexual Misconduct on page 41 of the UNG Student Handbook for definition and explanation.

.12 Retaliation. Conduct, expressions, or any sort of communications that intimidate, threaten, coerce, or in any way discriminates or retaliates against an individual because he or she files a complaint, testifies, or participates in any manner in an investigation or proceeding.

6.00 Drugs

.01 Possession, use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited.

.02 Possession of drug paraphernalia.

.03 Being under the influence of a narcotic or other controlled substance except as permitted by law or valid medical prescription.

7.00 Tobacco
Use of tobacco or tobacco products on University property is prohibited.

8.00 Falsification of Records/False Statements/Dishonesty

.01 Altering, counterfeiting, forging, or causing to be altered, counterfeited, or forged, any record, form, or document used by the University.
.02 Intentionally furnishing false information and/or failing to identify oneself to a University official or law enforcement officer acting in the performance of his/her job responsibilities.

.03 Signing class rolls for another student.

.04 Violations of the University Honor Code.

.05 Providing unauthorized academic assistance.

.06 Bribery

.07 Manufacturing, selling, distributing, possessing, or sharing any form of false identification.

9.00 Explosives/Fireworks

Unauthorized possession, use, furnishing or sale of explosives on university premises or at university-sponsored activities, including the unauthorized use or possession of fireworks.

10.00 Fire and Emergency Safety

.01 Tampering with fire or other safety equipment.

.02 Setting or causing to be set any unauthorized fire on University property.

.03 Failing to participate in any emergency-related drill or alarm.

.04 Making or causing a false alarm.

.05 Unauthorized possession, sale, furnishing or use of any incendiary device.

11.00 Weapons

.01 Unauthorized possession of firearms on University property or at events sponsored or supervised by the University or any recognized University organization. See the Official Code of Georgia Annotated subsection (c) O.C.G.A 16-11-127.1

.02 Possession or use of any other weapon. “Weapon” means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, bludgeons, chemicals, explosives, metal knuckles, and knives with blades longer than two inches.

12.00 Hazing

Hazing includes any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. See Hazing Policy for Student Groups on page 66.

13.00 Joint Responsibility for Infractions

Acting with others and/or providing an opportunity to violate University regulations.

14.00 Student Identification Cards

.01 Lending, selling, or otherwise transferring a student identification card.

.02 Use of a student identification card by anyone other than its original holder.

.03 Failure to present a student identification card when it is requested by a University official while in the performance of his/her duties.

15.00 Theft

.01 Selling a textbook that is not one’s own without permission of the owner.

.02 Taking, attempting to take, or keeping in one’s possession items of lost or mislaid property, University property, or items belonging to students,
faculty, staff, student groups, or visitors to the campus without proper authorization.

16.00 Unauthorized Access and Improper Use of Computers
Conduct that violates University Computer and Network Usage Policy.

17.00 Unauthorized Entry or Use of University Facilities
- .01 Unauthorized entry into or onto any University building, office or other facility or remaining without authorization in or on any building after normal closing hours.
- .02 Unauthorized use of any University facility.
- .03 Unauthorized possession, duplication or use of keys or access cards to any University premises.
- .04 Tampering with locks or locking devices on any University premises.

18.00 Gambling
Raffles and/or the playing of cards or other games of skill or chance for money or items of value.

19.00 Residence Hall Regulations
Violation of policies and procedures published by the Office of Residence Life.

20.00 Corps of Cadets Regulations
Violation of policies and procedures published by the Office of the Commandant for the orderly operation of the Corps of Cadets.

21.00 Motor Vehicle/Parking Regulations
Violation of Motor Vehicle/Parking Regulations published by the University.

22.00 Violation of any professional and/or ethical standard related to any academic program
A professional is one who willingly adopts and consistently applies the knowledge, skills, and values of a chosen profession. Students shall not violate the provisions of the professional or ethical standards adopted by the relevant academic programs. Students shall comply with the policies and regulations of the program and any agency for which the student is conducting an internship, clinical experience, etc. For further information, refer to the program handbooks for specific academic programs.

23.00 Other Published University Regulations and Campus-Specific Policies
Violation of University regulations and policies as approved and published by various units of the University.

24.00 Violation of Conduct Sanctions
Failure to abide by conduct sanctions.

25.00 Violation of Outside Law
Violation of local, state or federal law, on or off the campus, which constitute a danger or material interference with the normal, orderly operation and processes of the University, or with the requirements of appropriate discipline.

Violation of Law and University Code of Conduct
University student conduct proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and the Student Code of Conduct without regard to the pendency of civil or criminal litigation in court of criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Affairs.
**Article 4- Student Code of Conduct Procedures**

**Filing a report**
Any member of the University community may file charges against a student and/or organization for violations of the Student Code of Conduct and submit the report to a student conduct administrator. Complaints should contain a detailed description of the act of misconduct. Any charge should be submitted as soon as possible after the events take place, preferably within 72 hours. Individuals filing a report or wishing to learn more about the conduct process can arrange to meet with a student conduct administrator without any obligation to file a report. Reports not submitted in writing will be verified prior to beginning a conduct investigation.

Note: Although faculty members have the option to address issues of academic misconduct and impose academic sanctions, it is required that the faculty submit an incident report which can be found on the Dean of Students webpage.

After receiving a report, a staff member will be assigned to investigate the circumstances of the incident and determine what regulations, if any, are alleged to have been violated. Reports that indicate the alleged behavior does not violate any conduct regulation(s), lack of sufficient information, or if the University feels as if the behavior is not suitable for investigation may result in no action being taken.

**Initiating the Student Conduct Process**
The student and/or organization will be notified in writing by the student conduct administrator, or designee, that he/she is accused of an alleged violation and will be notified of a date and time for a conference to discuss the complaint. One purpose of the conduct conference is to insure that the student or organization is familiar with the student conduct process and Student Code of Conduct in order to accurately prepare and present a response to the charge(s). Failure to attend this conference after appropriate notification will result in the charges being settled without the student’s participation.

The student conduct administrator will inform the student about the Code of Conduct and its processes. At this conference, the student will be given the opportunity to discuss the incident and state whether he/she accepts responsibility for the alleged violation(s). If the charges may result in suspension or expulsion, the student will be afforded the opportunity to select between a formal hearing with a student conduct board or an administrative hearing with a student conduct administrator. For cases that may result in suspension or expulsion, the student has the right to decline making any statements or answering questions and, that in doing so, no assumption to responsibility will be drawn.

Note: When an academic violation occurs and a faculty member imposes sanctions, a hearing could occur only in the following circumstances:
- The student is appealsing the decision of the instructor.
- The student believes a lesser sanction should be imposed.
- The student has committed a previous academic violation.
In cases referred to a formal hearing, students will be given written notification of the date and time of the hearing at least three business days in advance. This notice will be delivered via University email.

If the student conduct board makes a sanction recommendation that would result in an academic penalty including, but not limited to, grade changes, removal from academic programs, or removal from academic experiences, recommendations must be approved by the Provost or designee.

If the Student Conduct Board makes a sanction recommendation that would result in the status change of a military unit or organization, the recommendation must be approved by the Commandant of Cadets.

Student Conduct Board Composition of Members
The Student Conduct Board is made-up of faculty and student members. Faculty members are appointed by the faculty senate and students are appointed by the Vice President for Student Affairs. All members are trained in the Student Conduct hearing process. The number of panel members will be determined by the Student Conduct Administrator. Make-up of the board will be one of the following:

• 3 members –two faculty members and one student
• 5 members –three faculty members and two students
• 7 members –four faculty members and three students

Note: In cases involving graduate students, the student conduct board will be comprised of graduate faculty and graduate student members.

When it is not possible to convene the Student Conduct Board (e.g. during academic breaks) it may be necessary to form an ad hoc conduct board. On these occasions, the student conduct administrator will appoint a board following the same membership outlined above.

Hearing Rights
All accused students or organizations participating in conduct hearings (administrative or conduct board) are guaranteed the following rights during a hearing:

1. The right to an advisor who must be a member of the University Community. This person is simply to serve as a resource and/or support and cannot verbally participate or speak on behalf of the student or organization in any way during a hearing.
2. The right to question all witnesses. In cases where the complainant is an alleged victim, accommodations may be made.
3. The right to present evidence and call witnesses.
4. The right to decline making any statements or answering questions and in doing so, no assumption of responsibility will be drawn from such silence.
5. The right to an audio copy of the hearing upon written request.
6. Per the appeals process, the student may have a right to appeal the decision of the Conduct Board or conduct administrator to the Vice President of Student Affairs or designee. Issues of academic integrity, professional conduct, or any sanction involving an academic penalty will be reviewed by the designee of the Provost.
7. The right to attend classes and University functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student’s presence would create a clear and present danger of material interference with the normal operation of the University. In such cases, the University may impose temporary protective measures, including interim suspension, pending a hearing.

Hearing Guidelines
All student conduct hearings (administrative hearings and Student Conduct Board hearings) shall be conducted according to the following guidelines except as provided below:
1. All hearings normally shall be conducted in private.
2. The Complainant, Accused Student, and their advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Student Conduct Board and/or the Student Conduct Administrator.
3. In hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the hearings concerning each student to be conducted either separately or jointly.
4. The Complainant and the Accused Student have the right to be assisted by an advisor each chooses. The advisor must be a member of the University community. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Board or student conduct administrator. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
5. The Complainant and the Accused Student may arrange for witnesses to present pertinent information to the hearing. Witnesses will provide information to and answer questions from the Student Conduct Board or student conduct administrator.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration during the hearing at the discretion of the Conduct Board chairperson or student conduct administrator.
7. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board or student conduct administrator.
8. After the portion of the hearing concludes in which all pertinent information has been received, the Student Conduct Board or student conduct administrator shall determine whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
9. The determination shall be made on the basis of a preponderance of the evidence—whether it is more likely than not that the Accused Student violated the Student Code.
10. Formal rules or process, procedure, and/or technical rules of evidence, such as applied in criminal or civil court, are not used in Student Code proceedings.
There shall be a single verbatim record, such as a tape recording, of all student conduct hearings (not including deliberations). Deliberations should not be recorded. The record shall be the property of the University.

If an Accused Student, with notice, does not appear for a hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

In cases involving an alleged sexual assault or alleged assault, the student conduct administrator will accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing.

The student is expected to notify his or her parents or guardian of the charges and outcome of the student conduct proceedings. Parents of students under age 21 found responsible of drug or alcohol violations will be notified by the University. Parents of students over age 21 found responsible of drug or alcohol violations may be notified at the discretion of the Student Conduct Administrator.

Hearing Process
1. Introductions of the participants in the hearing
2. Chair or Administrator Reviews Hearing Process and Procedures
3. Chair or Administrator will confirm charges and statements of responsibility
4. Opening Statements
   a. Complainant/University
   b. Accused Student
5. Complainant/University Calls Witnesses
   a. Complainant asks questions of witnesses
   b. Board/Administrator asks questions of witnesses
   c. Accused Student asks questions of witnesses
   d. All parties have opportunity to ask any additional questions
6. Accused Student calls Witnesses
   a. Accused Student asks questions of witnesses
   b. Board/Administrator asks questions of witnesses
   c. Complainant asks questions of witnesses
   d. All parties have opportunity to ask any additional questions
7. All parties have opportunity to ask any additional questions to Accused Student and/or Complainant
8. Complainant/University offers closing statement
9. Accused student offers closing statement
10. Deliberation by Board/Administrator
11. Student will be notified in writing via University e-mail within two business days

Appeals Process
The accused student or organization has the right to appeal decisions which result in suspension, expulsion, and/or charter revocation through the formal hearing process in writing to the student conduct administrator within three business days of the outcome notification of the hearing. The student conduct administrator will forward
written appeals to the appropriate Vice President or Provost or his/her designee. The individual reviewing the appeal will notify the student or organization via email of his/her decision.

Appeals must be based on one of the following circumstances and should be addressed in written appeal:

1. Procedural errors – when the published procedures of the conduct process were not followed and the errors violated the student’s or organization’s rights.
2. Substantive errors – when the evidence presented at the hearing was not sufficient to justify the decision reached or if the sanction(s) imposed is (are) unreasonably harsh based upon the circumstances of the case and the prior record of the student or organization.
3. New evidence – when information, existing at the time of the hearing, was not available or known at the time of the hearing.

Students who are victims of sexual misconduct have the same appellate rights and should follow the same process.

Written appeals will be reviewed along with the record of the original proceedings.

A student who is appealing has the right to attend classes and University functions until he/she is notified of the appeal decision. Exceptions would be made when the student’s presence would create a clear and present danger of material interference with the normal operation of the University. In such cases, the University may impose temporary protective measures, including interim suspension, pending a hearing.

A student and/or organization may appeal to the President only if an appeal has been made through the VPSA and the sanctions of suspension, expulsion, and/or removal of charter have been upheld. Students or organizations must submit their appeals to the president within three business days of the outcome notification of the hearing.

A review by the President is not considered a matter of right, but is within the sound discretion of the President. This is the final appeal at the institution and, if applicable, all imposed sanctions take effect after the President issues his/her decision.

Sanctions
The following are possible disciplinary sanctions that may be imposed upon a student for an infraction of the Student Code of Conduct. This list is not exhaustive and may be modified to meet particular circumstances in any given case.

1. Expulsion—Permanent, forced withdrawal from the University constitutes the maximum disciplinary penalty. Although expulsion may be imposed on the first offense, it is usually administered after other methods of discipline have been exhausted.
2. Conduct Suspension—Forced withdrawal from the University for a specified time. Suspension is for a period of not less than one full semester. During any period of suspension or withdrawal associated with conduct reasons, a student may not visit the campus for reasons other than clarification of academic or
conduct record. A student on suspension will be placed on conduct probation for
at least one year following their suspension.

3. Conduct Probation—Notice to the student that any further conduct violation
may result in suspension or expulsion. Conduct probation might also include one
or more of the following: the setting of restriction, the issuing of a reprimand, or
restitution. Conduct probation can affect students’ ability to participate or hold
office in certain student organizations and/or university activities.

4. Reprimand
   b. Oral Reprimand—an oral disapproval issued to the student.
   c. Written Reprimand—a written statement of disapproval to the
      student.

5. Restrictions
   a. Exclusion from participating in University activities and/or university
      organizations
   b. Limiting University privileges including, but not limited to, residence
      hall visitation, driving/parking on campus and access to University
      facilities

6. Restitution- Reimbursement for damages or loss of property

7. Educational- Work or service assignments or other related educational
   assignments

8. Forced Withdrawal- From the academic course within which the offense
   occurred.

9. Change in Course Grade -- This sanction may be imposed only for cases involving
   a violation of academic integrity as noted in section 1.00. This recommendation
   must be approved by the Provost.

10. Removal from an Academic Program or Experience- This recommendation must
    be approved by the Provost.

Student Organization Sanctions
The following are possible disciplinary sanctions that may be imposed upon a student
organization for an infraction of the Student Code of Conduct. This list is not
exhaustive and may be modified to meet particular circumstances in any given case.

1. Recommendation for Charter Revocation - An official request to a national
   office that the local chapter’s charter be revoked.
2. Revocation of University Recognition - Permanent severance of the
   organization’s relationship with the University.
3. Suspension of University Recognition - Temporary severance of the
   organization’s relationship with the University for a specified period of
time. The period of time is to be specified in the decision of the hearing
   body.
4. Restitution - Reimbursement for a loss caused by the organization’s actions.
5. Service - Assignment to work a specific number of hours.
6. Restrictions - Restriction of some or all of the organization’s activities or
   privileges, including, but not limited to, social functions and recruitment
   privileges. Social restrictions placed on organizations may vary, based on the
   nature of the offense.
7. Oral Reprimand - An oral statement of disapproval issued to the organization
   by the hearing body or a person designated by the hearing body.
8. Written Reprimand - A written statement of disapproval delivered to the organization.
9. Probationary Status - Probationary status is defined as a period of time during which the organization cannot violate any policies (including those of the University, its national organization, or local governing bodies). Violation of probation will normally result in more severe sanctions.
10. Other - Alcohol awareness programs, risk management programs, etc.

Interim Suspension
Upon receiving a report indicating any of the conditions warranting interim suspension exist, and upon an evaluation of the reliability of that report, the Vice President for Student Affairs or designee will immediately notify the student or organization in writing of the interim suspension.

The Vice President for Student Affairs or designee may impose an interim suspension of a student or organization until a decision regarding the allegation(s) is made, or until given further directions by the student conduct administrator. A student suspended on an interim basis may request within five business days from the effective date of the interim suspension an opportunity to appear before the Vice President for Student Affairs or designee. Interim suspension is utilized to ensure the safety and well-being of members of the University community or property, or if the student or organization poses a definite threat of disruption of, or interference with, the normal operations of the University.

During an interim suspension, the student or organization shall be denied access to the campus and/or all activities or privileges for which the student or organization might otherwise be eligible. During the interim suspension, the student will be permitted on campus for scheduled meetings with, or meetings approved by the VPSA.

Article 5 – Interpretation and Revision
Any question of interpretation or application of the Code of Conduct shall be referred to the Vice President for Student Affairs or his/her designee for final determination.

The Code of Conduct shall be reviewed annually under the direction of the Student Conduct Administrators.

Conduct records are kept in possession of the University for a period of five years from the last date of enrollment unless the University deems it appropriate to keep them longer. All cases involving suspension or expulsion and all organizational cases will remain on file indefinitely.

Other University Policies
This section contains information about policies affecting various aspects of the University. This information applies across the University community. Additionally, always check your campus section for more information!

Amnesty Policy
Introduction

Students are encouraged to make responsible decisions and to seek medical attention in serious or life-threatening situations that result from the consumption of alcohol or other drugs. Students are also encouraged to seek medical attention if they have any reason to believe that medical intervention may be necessary. The Amnesty Policy applies to a student who seeks medical attention for him/herself or a friend in a possible case of alcohol poisoning or drug overdose. The Amnesty Policy also applies to a student who believes that he or she may have been sexually assaulted while using alcohol or drugs. Victims of sexual harassment, sexual assault, and sexual exploitation are strongly encouraged to report such incidents to University officials. Victims may review a comprehensive list of confidential and mandatory reporters at http://ung.edu/human-resources/title-ix-coordinator.php.

A student may request amnesty from disciplinary action under the UNG Student Code of Conduct related to alcohol or drug use in two circumstances:

1. If you seek medical attention for yourself or a friend by calling 911 or University Police (706-864-1500), in a possible case of alcohol poisoning or drug overdose; or
2. If you want to report an incident of sexual assault, sexual harassment, or sexual misconduct to University officials and the incident occurred while you were using alcohol or drugs.

Amnesty is not available for other behavior covered by the Student Code of Conduct including, but not limited to, assault, theft, driving while impaired, or property damage that may occur as a result of alcohol or drug consumption. A student may only be granted amnesty one time while a UNG student for the consumption of alcohol or drugs. You may seek medical attention for others as often as is necessary and still be eligible to receive amnesty.

Procedure for Obtaining Amnesty

Amnesty may only be granted if you adhere to the following procedure:

- **Schedule an appointment** with your campus’s Dean of Students or the Commandant of Cadets within 5 days of the incident.
- **Attend your appointment** with the Dean/Commandant. At this appointment, the Dean of Students or Commandant will determine the appropriateness of the amnesty request and decide if further education or counseling is warranted. If amnesty is approved, the incident will not go on your student conduct record with the University.
- **Follow all instructions** about educational opportunities and/or counseling. If you fail to do so, your amnesty will be revoked and charges under the Student Code of Conduct for the incident may be initiated against you.

If a student is transported to an emergency medical treatment center for intoxication, the student’s parent or guardian may be notified via telephone by the Dean of
Students or Commandant of Cadets, if necessary, to protect the health and safety of the student or other individuals.

When a person seeks federal security clearance, the Dean of Students or Commandant of Cadets would have to reveal knowledge of drug or alcohol issues when mandated by a federal background check. Additionally, there may be consequences for a student’s military career, both while in college as a cadet and as a member of any branch or service of the U.S. Armed Forces.

**Animals on Campus Policy**
The following policy has been established to provide for the health and safety of University of North Georgia students, faculty, staff and visitors, and for the protection, efficient use and enjoyment of the campuses. University of North Georgia allows members of the campus community and visitors to bring their pets to campus. However, some regulation is necessary to ensure that a pet does not become a threat, health hazard, nuisance, or distraction to University activities.

I. **DEFINITIONS**
   A. **Comfort Animal or Emotional Support Animal:** Any animal performing the function of an assistive aid as specified by a health or mental health professional for a person with a disability.
   B. **Person with a Disability:** An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.
   C. **Pet or Domestic Animal:** An animal that has been trained or adapted to living in a human environment. Such animals include, but are not limited to dogs, cats, birds, rabbits, and other types of household animals.
   D. **Service Animal:** Any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, rescue work, pulling a wheelchair, or fetching items.

II. **POLICY STATEMENT**
   A. **Animals may be permitted on campus in accordance with city ordinances.**
   B. **Pets are permitted on University grounds if they are under the control of and accompanied by their owner or designee. The caretaker must promptly clean up and properly dispose of any pet waste. If animals are disruptive, left unattended, or are not under control of the owner, both the owner and animal may be asked to leave. All dogs on college grounds must be leashed, and must at all times be under the personal control of, and in close proximity to, the caretaker.**
   C. **Animals are not permitted in campus buildings or on athletic fields unless approved by the appropriate building supervisor or the Athletics Director.**
1. University Buildings – (Except Residence Halls) Written authorization is to be obtained from the appropriate Building Supervisor before a pet may be brought into University buildings. Such authorization is to state the purpose and duration of the activity involving the pet. The authorization is to be in the possession of the owner or person in control of the pet during the time the pet is in a University building.

2. Residence Halls – Pets are not permitted in the residence halls except for aquatic life in fresh water aquariums. Contact Residence Life for specific information.

3. Athletic Fields – Animals are not permitted on the fields unless prior approval is obtained from the Athletics Director.

D. Emotional support (comfort) animals are allowed in residence halls if specified by a letter or prescription from an appropriate professional – such as a physician or therapist – for a person who meets the ADA definition of a person with a disability. (Also see policy: “Emotional Support Animals”.)

E. Violations of the University Animals on Campus Policy will be dealt with in accordance with University rules governing the conduct of faculty, staff, and students. In addition, violations in the Residence Halls will have action taken in accordance with policies for the University’s Residence Life.

F. Provisions of this policy do not apply to service animals or to police or K9 dogs while such animals are performing their duties under supervision. Service animals and service animals in training are permitted on campus and in campus facilities. (Also see policies: “Service Animals” and “Service Animals in Training”.)

G. This policy does not apply to animals which are used in research as part of an academic program.

H. All faculty, staff, students and visitors of the University of North Georgia are expected to comply with this policy.

**Bursar’s Office (Student Accounts): Tuition and Fees**

In accordance with Board of Regents (BOR) policy for University System of Georgia institutions, tuition and fees are due and payable upon registration. Students with outstanding balances after a published payment deadline for any given term may be subject to late fee and/or the cancellation of registration. Any past due student account (i.e. balances created by withdrawal from the institution or reduction in financial aid) deemed as uncollectable (180 days) will be referred for outside collection, with collection fees assigned to the student.

**Student Accounts – Current Tuition and Fees Schedule**

[www.ung.edu/tuition-fees](http://www.ung.edu/tuition-fees)

**Student Accounts: Fee Payment Deadlines:** [www.ung.edu/business-office](http://www.ung.edu/business-office)

**Student Accounts – Methods of Payment**

Acceptable methods of payment are as follow:

- Web Check/Electronic Check via the Banner student account.
• Web Credit Card via the Banner student account. (MasterCard, American Express, Discover, and VISA)
• Check or Money Order via US Postal Service delivered to the following address:
  University of North Georgia (UNG)
  Attn: Business Office
  82 College Circle
  Dahlonega, GA 30597
• Cash, Check or Money Order in person at the following locations:
  Cumming Campus: 2nd Floor, Room 260
  Dahlonega Campus: Downtown Office Building, Room 203
  Gainesville Campus: Administration Building, Room 155
  Oconee Campus: 100 Building, Room 106
• International Wire Transfer via the Banner student account.

Student Accounts – Refund Policy
In accordance with BOR policy 7.3.5.1 (Students Withdrawing from an Institution), “The refund amount for students withdrawing from an institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five (5) or more days and days that a student was on an approved leave of absence.

The unearned portion shall be refunded up to the point in time that the amount earned equals sixty percent (60%). Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.”

In accordance with BOR policy 7.3.5.2 (Death of a Student), “A refund of all nonresident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session (BoR Minutes, 1979-80, p. 61; 1986-87, pp. 24-25; 1995, p. 246).”

In accordance with BOR policy 7.3.5.3 (Military Service Refunds), “Subject to institutional policies, full refunds of tuition and mandatory fees and pro rata refunds of elective fees are hereby authorized for students who are:

1. Military reservists (including members of the National Guard) who, after having enrolled in a USG institution and paid tuition and fees, receive orders to active duty or are reassigned for temporary duty or mandatory training that prevents completion of the term; (BoR Minutes, June 2011)
2. Commissioned officers of the United States Public Health Service Commissioned Corps (PHSCC) who receive deployment orders in response to a public health crisis or national emergency after having enrolled in a USG institution and paid tuition and fees; (BoR Minutes, February 2010)
3. Active duty military personnel who, after having enrolled in a USG institution and paid fees, receive reassignment or a temporary duty assignment or a
training assignment that would prevent completion of the term; (BoR Minutes, June 2011) or,
4. Otherwise unusually and detrimentally affected by the activation of members of the reserve components or the deployment of active duty personnel of the Armed Forces of the United States who demonstrate a need for exceptional equitable relief. (BoR Minutes, June 2011)”

Student Accounts: Refunds and Disbursement of Financial Aid Award Balances
Refunds and/or financial aid in excess of the charges for a semester will be refunded via the refund preference selected with MoneyNetwork. There are two options available for receiving refund disbursements.

1. Funds placed in the Discover debit card functionality of the Nighthawks Card. This is a reloadable, declining balance account that cannot be overdrawn, nor is it subject to overdraft fees.
2. Direct deposit into a personal checking account with an outside financial institution.

Visit the Bursar’s Office web page at http://ung.edu/business-office for additional information.

Children on Campus Policy
All children are welcome on campus when accompanied by a parent/guardian or a supervising adult, provided that the adult is not simultaneously performing University duties. If children are disruptive or left unattended, both the adult and child may be asked to leave. Children are permitted in instructional areas only as part of a University sanctioned and supervised activity or with permission of the instructor. (See UNG website for full policy)

Free Speech and Public Forum Policy
As an academic community, the University of North Georgia is an open marketplace of ideas, including openness to discussing multiple perspectives on various issues, sometimes referred to as intellectual diversity. UNG is also guided by appropriate state and federal laws and regulations. While not an exclusive list, examples of applicable laws and regulations include Family Educational Rights and Privacy Act (FERPA); the Georgia Open Meetings and Open Meetings and Open Records Laws; and the Constitutions of Georgia and the United States. The “free speech” rights of students, faculty members, and staff members are guaranteed by the Constitution of the United States of America. These rights are recognized by UNG along with its responsibility to provide an environment in which it can carry out its stated mission.

The University has designated “free speech zones” on each of its campuses. In these areas, anyone can speak publicly and hand out literature on the issue of their choice. These areas are not reservable and are open to all during the normal operating hours of the campus. However, anyone using these areas is expected to follow these guidelines:

- Activities must not obstruct the flow of foot or vehicle traffic or traffic into or out of any campus building.
- No sound amplification equipment is permitted.
- There should be no interruption of the orderly conduct of University classes or activities.
• Commercial solicitations, campus sales, or fund-raising activities are NOT permitted unless they are consistent with the University’s Advertising Policy.
• Personally abusive speech and/or speech that is likely to provoke violent reactions is prohibited.
• Large groups (over 10 people) are asked to contact Public Safety in advance of their appearance, by calling 706-864-1500.

Additionally, each campus of the University has numerous reservable areas for events, including free speech events. These areas may be reserved by student groups following the normal process for reserving space on campus. Off-campus groups may also reserve these spaces if they are not in use by students. The reservation process will follow the University’s guidelines on space usage, with groups closely connected to the University receiving priority.

UNG reserves its right and responsibility to restrict the time, place, and manner of speech and other expression in order to carry out its stated mission. Students should reference the UNG Code of Conduct and other policies found in the Student Handbook. Faculty and staff members should reference appropriate sections of employee handbooks. The policy described here can be found in its entirety on the University website.

**Inspection, Search, & Seizure**

Although students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable searches and seizures, the courts have recognized the right of University’s to conduct reasonable inspections, searches and seizures in order to enforce University regulations. The University of North Georgia reserves the right to conduct such inspections, searches and seizures within the limits of the law.

**Inspections**

1. The University reserves the right to inspect rooms, clothing, and equipment for cleanliness and possible damage. Further, it reserves the right to enter rooms or other facilities at reasonable hours in order to effect any necessary inspection or repairs of equipment and/or facilities.

2. The University reserves the right to enter rooms or other facilities at any time it has reason to suspect a violation of University regulations is occurring.

**Search**

1. The University reserves the right to conduct searches of individual rooms, containers and lockers in a residence hall or other facility on the campus if there is reason to believe that a University regulation has been violated. Prior authorization for such a search must be secured from the Vice President for Student Affairs or his designee and must be conducted under the supervision of a professional staff member in the Vice President for Student Affairs’ Office.

2. Law enforcement officials may search facilities with or without authorization from the University by means of a search warrant.

3. Efforts will be made to have the student available when a facility is searched.

4. Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant had been issued authorizing the
search. However, such evidence can be used in student conduct procedures concerning the violation of University regulations.

**Seizure**

1. Property confiscated during a search will be returned to the owner unless it is to be used as evidence in a court of law or is an illegal item such as drugs, weapons, knives, drug paraphernalia or alcohol.
2. Students desirous of more detailed information may contact the Vice President for Student Affairs.

**Non-discrimination Policy**

The University of North Georgia is committed to affirmative implementation of equal opportunity in education and employment. To that end, the University of North Georgia does not discriminate against individuals on the basis of race, religion, color, gender, national origin, disability, age, or veteran status in the administration of its admissions policies, educational policies, employment policies, or any university governed program or activity. We also apply this principle to the issue of sexual orientation.

**Policy on Consensual Sexual Relationships**

I. **General Purpose and Rationale**

UNG is committed to maintaining a professional educational and working environment. The integrity of the University’s educational mission is promoted by professionalism that derives from mutual trust and respect in faculty-student relationships. Similarly, the University is committed to the principle of protecting the integrity and objectivity of its staff members in the performance of their College duties. It is therefore fundamental to the University’s overall mission that the professional responsibilities of its faculty, administrators, and staff be carried out in an atmosphere that is free of conflicts of interest, exploitation, and favoritism that compromise these principles.

Romantic and/or sexual relationships where one member of the University community has supervisory or other evaluative responsibility for the other create conflicts of interest and perceptions of undue advantage. There are also special risks in any sexual or romantic relationship between individuals in inherently unequal positions of power (such as teacher and student, supervisor and employee). Such relationships may undermine the real or perceived integrity of the supervision and evaluation provided, and the trust inherent particularly in the student-faculty relationship. They may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect.

Moreover, such relationships may harm or injure others in the academic or work environment. Relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint when that relationship gives, or creates the appearance of, undue access or advantage to the person involved in the relationship, or when it restricts opportunities or creates a hostile environment for others.
Such relationships also have the potential for other adverse consequences, including the filing of charges of sexual harassment and/or retaliation if, for example, one party to the relationship wishes to terminate the relationship to the other party’s objection. The apparent consensual nature of the relationship is inherently suspect due to the fundamental difference of power in the relationship and it thus may be difficult to establish consent as a defense to such a charge. Even when both parties consented at the outset to a romantic involvement, this past consent does not remove grounds for or preclude a charge or subsequent finding of sexual harassment based upon subsequent unwelcome conduct.

II. Policy Statement
For the foregoing reasons, the University has adopted a policy to prohibit consensual sexual relationships between those in differential power positions and to place all employees “on notice” that the University views these consensual sexual relationships as unwise and of a high risk, especially when students are involved. UNG prohibits consensual sexual relationships between:

1. A faculty member and any student enrolled in that faculty member’s class;
2. A supervisor and a subordinate employee, including student employees;
3. An administrator and a faculty/staff member in a unit under that administrator’s supervision; and
4. A staff member and any student employee working in that staff member’s unit.

There may be other situations involving less well defined power differential or where faculty/staff can significantly influence a student’s achievement, selection or advancement. Faculty and staff should scrupulously avoid any conflict of interest that would result from consensual sexual relationships.

This policy applies to consensual sexual relationships between individuals of the same sex or of the opposite sex. This policy does not apply to a class in which the teacher’s spouse is enrolled.

Violations of this policy will be considered misconduct on the part of the employee and will be subject to appropriate institutional sanctions, including possible termination. In all cases, faculty/staff are guaranteed due process. Nothing in this policy shall be deemed as supplementing or otherwise affecting the University’s sexual harassment policy.

III. Complaint Procedure
A complaint alleging a violation of this policy may be brought by any person. “Any person” includes any employee of the University, any student, or any third party who believes that a conflict exists or that he or she may have been disadvantaged by the alleged policy violation.

Any person who believes that violations of this policy have occurred may initiate a complaint with the appropriate Vice President, School Dean, Supervisor, or Affirmative Action/EEO Officer.
A complaint alleging that a Vice President or other administrator has violated this policy may be filed with the President.

The Vice President or President is responsible for taking appropriate action. Any party not satisfied with the actions taken by the administrator may file a grievance. Please refer to the Grievance Procedures in the Faculty or Staff Handbooks.

**Policy on Sportsmanship**
The University of North Georgia supports the principles of the NCAA and the Peach Belt Conference and has made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at NCAA and Peach Belt sanctioned events. Everyone associated with intercollegiate athletics is expected to adhere to such fundamental values as respect, fairness, civility, honesty and responsibility.

Everyone in attendance of any sporting event is expected to promote the values of good sportsmanship, and show respect for officials and competitors. Profanity, racial, or sexist comments or any other intimidating actions directed at officials, student-athletes, coaches, team representatives or other fans will not be tolerated and are grounds for removal from the site of competition. Offender(s) of the UNG Sportsmanship Policy may also be subject to further disciplinary action.

**Policy on Student Attire**
The University of North Georgia prides itself not only on the quality of its graduates, but also on students’ neat and professional appearance. Unacceptable attire on campus includes halter-tops, any shirt that exposes bare midriff or bare back, T-shirts with obscene or offensive language, gestures, or slogans. All members of the campus community are responsible for adhering to and enforcing this policy.

**Public Display of Affection**
Students should refrain from inappropriate public display of affection because it is offensive to others.

**Sexual Misconduct**
The University is a community of trust whose existence depends on strict adherence to standards of conduct set by its members. Sexual misconduct is a serious violation of these standards and will not be tolerated. The University encourages all members of the University community to be aware of both the consequences of sexual misconduct and the options available to victims and should be encouraged to seek assistance using any appropriate resources.

**Definition of Consent**
Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future
Consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know -- or reasonably should know -- to be incapacitated constitutes sexual misconduct.

Guidelines Regarding Sexual Consent
Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

What is Sexual Misconduct?
Sexual harassment is defined as unwelcome gender based verbal or physical conduct that includes but is not limited to written, verbal or electronic communication (e-mails, text messages, and Internet postings on websites or other social media), whether it be a single incident or series of incidents that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone’s ability to participate in or benefit from a University’s educational program and/or activities and is based on power-differential (quid-pro-quo) the creating of a hostile environment, or retaliation.

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples include, but are not limited to invasion of sexual privacy, prostituting another student, non-consensual video or audio taping of sexual activity, engaging in voyeurism, knowingly transmitting a STI or HIV to another student, exposing one’s genitals in non-consensual circumstances, inducing another to expose their genitals, and/or sexual based stalking or bullying.

Sexual assault is defined as sexual contact without consent and includes: intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breasts, thighs, or buttocks; sexual intercourse without consent whether by an acquaintance or a stranger; or sexual
penetration with an object without consent. To constitute lack of consent, the acts must be committed either by force, coercion, intimidation, or through use of the victim’s mental incapacity or physical helplessness (including intoxication). In addition, any attempt to have non-consensual sexual contact or sexual intercourse is considered sexual misconduct. Verbal misconduct may constitute sexual harassment, which is also prohibited under University regulations and is specifically addressed elsewhere in University policy.

How do I report an incident of sexual misconduct?
If you or someone you know has been the victim of sexual misconduct please contact Campus Police, a Student Affairs staff member, or the campus Title IX Coordinator or deputy as soon as possible.

What is the role of the Title IX Coordinator and Deputies?
The Title IX Coordinator and Deputies seek first and foremost to ensure that the victim is safe and that the campus community is protected. They will meet with the victim of the reported sexual misconduct, known as the “complainant.” The Title IX Coordinator and Deputies are trained in college sexual misconduct and will provide expert and empathetic counsel to the complainant. You can find contact information for your campus’s Title IX Coordinator and/or Deputies here: http://ung.edu/human-resources/title-ix-coordinator.php.
Contact a Coordinator or Deputy if you:
• Wish to understand your options if you think you may have encountered sex discrimination or sexual misconduct;
• Learn of a situation that you feel may warrant a University investigation;
• Need help on how to handle a situation by which you are indirectly affected;
• Seek guidance on possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation;
• Have questions about the University’s policies and procedures.

Confidentiality
Students reporting alleged sexual assault should understand that certain University officials are required to report and/or investigate incidents of alleged sexual assault. Students should seek a University official to make formal reports of incidents (Dean of Students, Campus Police, Human Resources, Director of Residence Life, Commandant’s Office, Athletics, or other appropriate department). This report will serve as official notification to the University. Confidentiality will be maintained to the point that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Some on-campus resources can offer confidentiality, sharing options, and advice without any obligation to tell or report, unless the student directs. If an alleged victim desires the details of the incident to be kept confidential, the student should speak with on-campus mental health counselors in student counseling, medical staff in Student Health Services, or off-campus rape crisis resources such as Rape Response
who can maintain confidentiality. Campus counselors are available to help students free of charge and are available on an emergency basis.

University Response
The University has an obligation to uphold the laws of the community of which it is a part. While activities covered by the laws of the community and those covered by the University’s rules may overlap, the community’s laws and the University’s rules operate independently and do not substitute for each other. The University may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether university rules have been broken. The University will make no attempt to shield members in the University community from the law, nor would it intervene in legal proceedings on behalf of a member of the community. Membership in the University community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the University’s regulations.

A student or employee charged with sexual misconduct can be disciplined under the University’s Code of Conduct and may be prosecuted under Georgia criminal statutes. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action. This disciplinary action could result in dismissal from the University. Mediation will not be used to settle cases of sexual misconduct.

Bill of Rights for Students Involved in Sexual Misconduct Cases
The following rights shall be accorded by all campus officers, administrators, and employees of The University of North Georgia, to victims of campus-related sexual assaults:

• The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to University administrators;
• The right to be treated with respect by University officials;
• The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement;
• The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim’s desire;
• The right not to be discouraged by University officials from reporting an assault to both on-campus and off-campus authorities;
• The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceedings;
• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by the state and federal law, at least 48 hours prior to the hearing;
• The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
• The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
• The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
• The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  o Change of an on-campus student’s housing to a different on-campus location;
  o Assistance from University support staff in completing the relocation;
  o Arranging to dissolve a housing contract and pro-rating a refund;
  o Exam (paper, assignment) rescheduling;
  o Taking an incomplete in a class;
  o Transferring class sections;
  o Temporary withdrawal;
  o Alternative course completion options;
• The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
• The right to give testimony in a campus hearing by means other than being in the same room with the accused student;
• The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
• The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within 24 hours of the end of the conduct hearing;
• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
• The right to appeal the finding and sanction of the hearing body in accordance with the standards for appeal posted in the Student Code of Conduct;
• The right NOT to have any complaint of sexual assault mediated (as opposed to adjudicated);
• The complainant has the right to make an-impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
• The right to preservation of privacy to the extent possible and allowable by law;
• The right to a hearing closed to the public;
• The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;
• The right to have the University compel the presence of student, faculty, and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
• The right for the complainant or accused student to ask questions indirectly of each other.
• The right to be present for all testimony given and evidence presented before the hearing body;
• The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;
• The accused student has the right to choose either an administrative hearing or a committee hearing. An administrative hearing is comprised of two hearing officers. A committee hearing is comprised of two faculty members, 2 students, and 1 faculty/staff chairperson.
• The right to a hearing panel comprised of representatives of both genders;
• The right to have University policies and procedures followed without material deviation;
• The right to be informed in advance of any public release of information regarding the complaint;
• The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

Student E-mail
Upon admission to the University of North Georgia, students are provided with an e-mail account, which is the official channel of communication between the University and its students. It is the responsibility of the student to periodically monitor his/her student e-mail account and be aware of the information sent by the University. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. Failure in the proper management of e-mail accounts is not an acceptable excuse for missing official University communications via e-mail and will not excuse students from complying with University policies, procedures and/or deadlines and will not be considered grounds for appeal for relief from those policies, procedures and deadlines. As a steward of this process, the Division of Information Technology is responsible for directing the use of all student official e-mail.

Student Grievance Policy
General Student Grievances
A process exists for students to address grievances of a general nature. Each grievance (complaint) will be considered carefully and individually and every effort will be made to resolve issues to the mutual satisfaction of all parties.

Students who have grievances should address them to a Dean of Students who will give guidance and provide the student with information and direction for pursuing a resolution. Students who are unsure how to utilize the grievance procedures or are uncomfortable addressing issues with the appropriate person should contact the Dean of Students.

Please note that the following are not classified as student grievances. Specific policies and procedures have been developed to deal with these concerns. The ultimate responsibility and authority for such concerns lie with the office listed next to the policy.
• Student Grade Complaints unrelated to Academic Integrity Issues – Office of the Provost
• Violations of the Code of Conduct – Office of the Dean of Students
• Violations of the Policy on Sportsmanship – Athletics
• Issues with the Corps of Cadets – Utilize the Cadet Chain of Command or visit the Office of the Commandant
• Student Policy Issues – Office of the Vice President for Student Affairs
• Parking violations – Parking Services

Steps for resolution of a complaint will likely include:
1. Address the concern directly with the person or office with whom you have a complaint. If you do not know which person or office is responsible, the Dean of Students can assist you with identification.
2. Address the concern with the supervisor of the person or office with whom you have a complaint. If you do not know which person or offices is responsible, Dean of Students can assist you with identification.
3. After making every effort to resolve your complaint, please submit a written complaint (using university e-mail is appropriate) to the office of the appropriate vice president. In this complaint, please explain the details of your situation, including the names of those involved. Please indicate the steps you have taken to remedy the situation yourself.
4. The appropriate vice president will investigate the complaint, seek a resolution, and inform you of the outcome.
5. The appeal of a decision made by a vice president (except grades) should be made in writing to the Student Grievance Committee through the Vice President of Student Affairs.

The student ombudsperson may also be a resource with whom you wish to discuss the complaint process.

Student Grievance Procedures
1. Purpose - To hear the grievances of any University of North Georgia student who has exhausted all other normal channels up to the appropriate Vice President, but has not received an agreeable resolution. At any point in the grievance process, the student and the complainant may utilize alternative dispute resolution strategies to reach a solution to the disagreement. The Vice President for Student Affairs will specifically discuss this as an alternative to the use of the Grievance Committee.
2. Limitations - This Committee will handle questions related to the University of North Georgia campuses, facilities, and all university-sponsored activities on or off the campuses.

Procedures for Requesting a Hearing
Within thirty (30) calendar days after becoming aware of the grievance, the complainant shall file a written request for a hearing with the Vice President for Student Affairs (and in situations of discrimination or sexual harassment complaints, the Affirmative Action Officer) including the following information:
1. Email should contain
a) Date, time, and place
b) Names of any witnesses

c) The facts of the complaint

2. The Committee should be composed of (a.) the Vice President for Student Affairs, (b.) three faculty members appointed by the Provost or designee (c.) a staff member appointed by the staff council and (d.) three students appointed by the VPSA.

3. The parties concerned shall be given written notice of the time and place of the hearing at least ten (10) calendar days while school is in session, in advance thereof. Such notice may be delivered by hand or by certified or registered mail, return receipt requested, to the complainant’s last known address.

Hearing Guidelines

All student grievance hearings shall be conducted according to the following general guidelines:

1. All hearings normally shall be conducted in private.
2. The Complainant, Accused individual/group and their advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Student Grievance Committee.
3. The Complainant and the Accused individual/group have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney. The Complainant and/or the Accused individual/group is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Grievance Committee. Both parties should select as an advisor a person whose schedule allows attendance at the appointed date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
4. The Complainant and the Accused individual/group may arrange for witnesses to present pertinent information to the hearing. Witnesses will provide information to and answer questions from the Student Grievance Committee.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration during the hearing at the discretion of the Student Grievance Committee chairperson.
6. All procedural questions are subject to the final decision of the chairperson of the Student Grievance Committee.
7. The determination shall be made on the basis of a preponderance of the evidence if a grievance is warranted.
8. Formal rules or process, procedure, and/or technical rules of evidence, such as applied in criminal or civil court, are not used in Student Grievance Committee proceedings.

There shall be a single verbatim record, such as a tape recording, of all student grievance committee hearings (not including deliberations). Deliberations should not be recorded. The record shall be the property of the University.
Appeals must be made in writing to the University President within 10 calendar days. The President’s decision in a formal grievance matter may be appealed to the Board of Regents in accordance with Section 8 of the Bylaws of the Board of Regents of the University of Georgia.

Note: Public statements and publicity about the grievance should be avoided. The Complainant should not be harassed or penalized for utilizing the grievance procedures.

Student Resources
This section contains information on the various university-wide resources that can offer students support in academic planning, career planning, financial matters, cultural affinity and identity development, and many other areas. Additional resources may be found on four campuses; please be sure to also read the section about your particular campus.

Academic Advising Center
Academic Advising keeps you on track towards graduation by helping you determine exactly which courses you should take to complete the core curriculum and fulfill your major and graduation requirements. Advisors can help you plan your course schedule for the next semester, answer questions about UNG academic policies, and refer you to campus resources. Students may be assigned to faculty advisors according to major or to professional advisors in campus Academic Advising Centers if they are Open Option (undeclared) or earn grade point averages below certain minimum standards. Visit the Advising page in the myUNG portal for more info and resources (login required): https://my.ung.edu/departments/advising/Pages/default.aspx.

ADVISING WEEKS
UNG devotes 4 weeks to Advising Weeks every fall and spring semester immediately before registration opens (check the Academic Calendar for specific dates). All students are strongly encouraged to meet with an advisor before or during Advising Weeks to plan a class schedule for the next semester.

FINDING YOUR ADVISOR
Your assigned advisor is listed in BannerWeb. Login and then choose: Student > Student Records > Student Tranguid. Scroll to the bottom to view “Academic Information,” and your advisor’s name, office location, and email will be listed.

Contact Info

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<th>Cumming</th>
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53
Area Housing
The Office of the Division of Student Affairs on the Gainesville Campus maintains a housing list for students which provides local rental information as well as a listing of students looking for roommates. These listings are provided as a service to students and all housing arrangements are handled individually between the student and the landlord. The University does not recommend students to prospective landlords, nor does the University officially approve housing for students. This listing is located on the University of North Georgia website: UNG>Campus Life>Off Campus Housing.

Career Services
Career Services provides career-related services to undergraduate students, graduate students, faculty, staff, and alumni. These programs and services are offered to promote the transition from education to the world of work through instruction and assistance in areas such as selecting a major, internships, career exploration and assessment, transfer assistance, graduate school decisions, the search for meaningful career employment, and more. In addition, local, regional, and national jobs are posted through the office, as well as opportunities in experiential education through part-time positions, summer opportunities, and internships.

Specific services within Career Services include the following:

• Unlimited individual appointments to provide assistance in career or transfer-related areas.
• Electronic posting of employment opportunities for students and alumni through the UNG Job Board.
• Assistance to students and alumni in conducting self-directed employment searches through use of both traditional and electronic means
• Career Fairs for students to interact one-on-one with representatives from business and industry, health sciences, the physical and natural sciences, government, social services, graduate/professional schools, and more.
• Workshops on a variety of career-related topics, such as finding an internship, interviewing skills, resume writing, job search, transferring, and more.
• Special programming including practice graduate school exams, an etiquette dinner, and additional activities.
• On-campus recruiting program, whereby employers provide information sessions, host information tables, and conduct on-site interviews.
• Access to the Georgia Career Information Center, an online system providing data on specific occupations in Georgia, including information on qualifications, educational requirements, salaries, and projected growth of occupations. This program also provides self-assessments and information on career planning, graduate education opportunities, and more.
• Self-assessment tools, available to students as a part of an individual appointment. These resources, offered free of charge, can help students make important career and educational decisions.
The Career Center Library houses information for the exploration of particular companies or government agencies. Also available are books and tip sheets on majors, careers, international opportunities, the job search, resume development, interview techniques and questions, appropriate business correspondences, the graduate school search, and more.

Cooperative Education and Internship Programs
For those students with 48 or more credit hours, the University of North Georgia offers off-campus learning experiences primarily through internships, although cooperative education is a possibility in rare circumstances. These programs are designed to incorporate a student's academic studies in his/her major with a planned and structured off-campus work setting and provide hands-on work experience with a cooperating business or agency. Students are selected on a competitive basis, must meet certain academic requirements, and have the approval of the sponsoring academic department. Degree credit awarded for the experience is solely at the discretion of the academic department.

Career Services is responsible for collection of the work experience documentation for internships as well as cooperative education. Students must submit all documentation/learning agreements to Career Services no later than the end of the drop/add period at the beginning of the semester in which the internship is to be worked.

Univ 2001
UNIV 2001, a career planning course, is currently taught on the Dahlonega campus fall and spring semesters. The course is designed to explore the many factors impacting a career decision, as well as examine the knowledge, skills, and abilities necessary for a successful, informed career decision.

Card Services
The Nighthawks Card is your official university identification card. Each student at the University of North Georgia is required to obtain and carry an official university ID card. You should treat this card as you do cash or any other debit/credit card you may carry. It gives you access to everything from checking out books at the Library to gaining access to the Campus Recreation Center.

What is a Campus Cash account?
A Campus Cash account is an account on your Nighthawks Card that gives you access to purchases without having to carry cash, credit cards, or checks around campus. For a complete listing of Campus Cash merchants, please visit the Card Services webpage at www.ung.edu/card-office.

Depositing Money
There are three ways to deposit money onto your card.
• Card Services located on your campus accepts Visa, MasterCard, & Discover, cash or check.
• By logging in at www.ung.edu/card-office you can make deposits into your Campus Cash account. Visa, MasterCard & Discover is accepted. For your convenience you can make deposits at any time, great for after hours.

• Or by mail at:
  University of North Georgia
  Attn: Card Services
  82 College Circle
  Dahlonega, GA 30597

No matter which option you choose to make your deposit, funds are available for immediate use.

Nighthawks Card Money Network
Get your financial aid refund faster on your UNG Nighthawks Card! The Business Office in partnership with Card Services is now offering an exciting new option to have your student account refund available on your Money Network® Enabled Nighthawks Card. Your Money Network® Enabled Nighthawks Card gives you anytime, anywhere purchasing power with the functionality and security of a bank-issued, prepaid card. Your financial aid can be automatically delivered to your Money Network® Account in less time than waiting for a check to arrive in the mail or clear in your traditional bank account. It’s fast, safe and convenient: get your financial aid refund transferred electronically directly to your Nighthawks Card!

For more information on using your Nighthawks Card Money Network® account, visit our website www.mycampusfunds.com or call Customer Service at 1-800-822-4283.

What If I Lose the Nighthawks Card?
To deactivate your card online, go to the Card Services webpage at www.ung.edu/card-office, select deactivate card, login using your network user name and password. Select the Card Services tab at the top of the page, then select deactivate card. You may contact Card Services on your campus during normal business hours for replacement cards. Card may be replaced at Card Services for a $25 fee. Call 1-800-822-4283 and report your card lost/stolen if you have activated the Money Network Discover account on your card or visit Card Services immediately to get your card replaced.

Emergency Call Boxes
The University of North Georgia has strategically placed Emergency Call Boxes throughout our campuses. The Emergency Call Boxes, when activated, will automatically contact the University Police. Students and staff are encouraged to learn the location of emergency call boxes and to use them for emergency communications. Call boxes can be used to request police assistance, escorts, assists with vehicle problems, and information.

Any problems regarding the condition and/or use of the Emergency Call Boxes should be forwarded to the University Police at (706) 864-1500.

Financial Aid
The University of North Georgia’s financial aid program is administered in conjunction with the nationally established policy and philosophy. The basis of this policy is the belief that parents are the primary and responsible source for helping a student meet educational costs. Student financial aid is available only for meeting the difference between potential resources (such as parents’ contribution, student earnings, outside awards) and expenses. The primary purpose of the University of North Georgia’s financial aid programs is to provide assistance to students who, without such aid, would be unable to attend the University.

Financial aid may include scholarships, grants, loans and part-time employment. These types of assistance are extended either singularly or in combination depending on a student’s academic record and the need for assistance (defined as the difference between the family’s resources and the cost of attending college).

**How to apply for Financial Aid**
All students desiring financial assistance of any type must complete the [Free Application for Federal Students Aid](https://www.fafsa.ed.gov) (FAFSA). The FAFSA can be completed online at [www.fafsa.ed.gov](https://www.fafsa.ed.gov). Results of the FAFSA are used to award Federal grants, loans, and work-study as well as need-based Foundation scholarships at the University of North Georgia. In addition, the FAFSA is required for students interested in state-based financial aid programs such as the Hope Scholarship. Additional information for the HOPE and Zell Miller Scholarship programs are available at 800-505-GSFC (4732) or [www.gsfc.org](http://www.gsfc.org).

Student loans can provide a source of funding after a student’s eligibility for scholarships, grants, and campus employment is determined. Students are encouraged to explore all other sources of aid including private scholarships outside of those available through the University before considering loans. Visit our website or contact your Financial Aid Office for more information regarding scholarship resources. In the final analysis, keeping the total outstanding debt as low as possible will make loan repayment easier and faster.

**Priority Deadlines for Financial Aid FAFSA Submission**
- **Fall Semester:** March 17th
- **Spring Semester:** November 1st
- **Summer Semester:** April 1st

We process FAFSAs on a first come first serve basis. Even if a deadline has passed, students are encouraged to submit the FAFSA. However, students submitting items after the deadline must be prepared to pay tuition and fees when registering for classes and be reimbursed after the awarding of the student’s aid.

**Satisfactory Academic Progress**
The U.S. Department of Education mandates that institutions of higher education establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. Students who fail to meet one or more of the criteria are not making SAP and may lose financial aid eligibility. Determination of SAP will be made at the completion of each semester.
In general the following criteria must be met:

- **Grade Point Average Requirements** – To be eligible for financial aid, an undergraduate student must have “the equivalent of a C average”. At UNG, this is defined as a cumulative grade point average (GPA) of at least 2.0. Graduate students must have a cumulative GPA of at least 3.0.

- **Pace of Progression Requirements** – Student financial aid recipients at UNG must show measurable progress toward earning a degree or certificate. This is achieved by successfully completing at least sixty-seven percent (67%) of all college level courses attempted.

- **Maximum Length of Study Requirements** – Federal regulations require that schools measure a student’s pace of progression to ensure the completion of their program of study within the established maximum length of study. Eligible students may receive financial aid for up to 150% of the college level course hours required for a degree or certificate.


**Withdrawal from the University**

This policy applies when a student withdraws from all of his or her classes at the University for the semester. Federal regulations require recipients of the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), and/or the Federal Stafford Loan Program to repay a portion of the Federal funds they received if they initiate a withdrawal from college before attending 60% of the semester.

Students who discontinue attendance without officially withdrawing will have their repayment amount determined based on the last day of attendance reported by the instructors or if the dates of attendance cannot be determined, at the midpoint (50%) of the semester.

**VA Benefits**

Veterans Administration Educational Benefits are available to certain reservists, eligible veterans, and spouses and/or children of veterans who were killed, disabled, or listed as missing as a result of service in the Armed Forces. For further information students should contact the Financial Aid Office or the Veterans Administration (888-442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov)).

**Libraries**

Students at the University of North Georgia seek out the library as an ideal environment outside of the classroom where they can study, relax, and consult with a librarian. UNG libraries encourage and foster student academic success by providing diverse collections, services, and instruction. Each UNG campus is served by an on-site and fully-staffed library.

Librarians at UNG provide information services such as class instruction and drop-in workshops on topics such as research techniques, MLA and APA citations, and library applications. Reference assistance and research consultations are available with a librarian at each campus library. Scheduling a research consultation ensures a
devoted block of time for your information need. Electronic reference service is also available via instant message on the Libraries' website ung.edu/libraries.

UNG Libraries’ growing collection holds over 519,000 print and electronic book titles. Students have access to 340+ academic databases containing 114,997 full-text electronic journals, 178,000 electronic books, and over 19,000 streaming videos. These electronic resources are available 24/7, on or off campus with authentication. Technology equipment such as iPads, laptops, cameras, and recording devices for audio and video are available for checkout.

Additionally, UNG students may request print books from University System of Georgia (USG) university and college libraries statewide. Locating and requesting titles from the other USG institutions such as UGA and Georgia Tech is accomplished using GIL Universal, a shared online catalog. Materials requested from all over the state are delivered to the UNG libraries five days a week. Books may also be requested from other locations using Interlibrary Loan. Librarians are always happy to teach students strategies for locating and requesting resources.

Students find the library can be a quiet haven, or a place for group study, research, library materials, or surfing the Web. Events are hosted across all four campus libraries such as Dog Therapy, Banned Books Week, and Open House throughout the semester.

News about services and collections can be found on the Libraries’ homepage http://ung.edu/libraries and on the University of North Georgia Libraries’ Facebook page.

**Multicultural Student Affairs**
The Office of Multicultural Student Affairs (MSA) strengthens the climate of the university by fostering an inclusive environment for all constituents. This office provides leadership opportunities and encourages student involvement. MSA advocates for the University of North Georgia (UNG) to strive toward a diverse campus community and serves as a resource for institutional diversity, multicultural education, and social justice awareness for all constituents. The office contributes to the mission of the university by providing the campus community with opportunities to learn about and discuss social issues that focus on diversity, inclusion, and internationalism. The Office of Multicultural Student Affairs (MSA) also serves as advisors for underrepresented student organizations/clubs.

MSA assists and supports in all efforts to recruit and retain underrepresented students by providing special assistance with personal, social or academic concerns, and other guidance. MSA is also available to all students, staff, faculty and community as a resource regarding social justice and diversity issues.
*Oconee Campus: On the Oconee campus, diversity programming is also part of the Office of Student Involvement. The Office of Student Involvement and Multicultural Student Affairs work in partnership to make sure all diversity issues or concerns are addressed.

Contact Information:
Robert L. Robinson
Director, Multicultural Student Affairs
Robert.Robinson@ung.edu
(678) 717-3654
Student Center, Room 147

Alexis Carter
Assistant Director, Multicultural Student Affairs
alexis.carter@ung.edu
(706) 867-2720
Hoag Student Center, Room 320

Christian Bello E.
Coordinator, Latino Outreach & Leadership
cchristian.bello@ung.edu
(678) 717-3934
Student Center, Room 148

Tuwanda Wilson
Staff Associate
tuwanda.wilson@ung.edu
(678) 717-3654
Student Center, Room 145

Contact Information:
Gicorey Keys
Coordinator, Student Leadership
gicorey.keys@ung.edu
(706) 310-6250
Student Resource Center, Room 508

Robert L.
Director, Multicultural Student Affairs
Robert.Robinson@ung.edu
(678) 717-3654
Student Center, Room 147

Alexis Carter
Assistant Director, Multicultural Student Affairs
alexis.carter@ung.edu
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Hoag Student Center, Room 320

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Student Counseling
Most college students encounter difficulties at some point during their college experience. Student Counseling can help you to move through challenging times, feel better, and improve your ability to succeed academically and socially. We have three Student Counseling locations that provide free and confidential services by licensed professionals to currently enrolled students.

UNG’s student counseling services focus on helping you to find solutions that fit you at this time in your life. We offer a wide variety of services including mental health assessments, individual and couples psychotherapy, group therapy, screenings, and educational seminars.

Individual counseling services include, but are not limited to, depression, anxiety, relationships, homesickness, stress management, difficulty adjusting to college life, grief, crises, biofeedback, self-exploration, interpersonal conflicts, panic, academic concerns, test anxiety, rape/sexual assault, sexual orientation and gender issues, substance abuse and other addictive behaviors, and worries about other students, friends, or family members. Medication evaluations can be made to off-campus psychiatrists.

Counseling is not documented on your academic record and is kept between only you and the therapist. The counselor may only break confidentiality in the unusual
circumstances of imminent danger to you or others, a court order, or where there are concerns for abuse or neglect of children, the disabled, or the elderly. Regardless of which campus you are attending, if an emergency involves imminent risk to yourself or someone else, immediately contact Student Counseling, University Police, or 911.

**Student Disability Services**

UNG is committed to providing an inclusive and supportive learning environment, and promoting the principle of individual rights and responsibilities for all students. As a resource and an advocate for students with disabilities, Student Disability Services staff works to provide equal educational opportunities by promoting academic, social, and physical access.

**How to Register for Services**

Please contact the Student Disability Services office on your campus if you have a disability, or suspect you have a disability, and require accommodations or services. Student accommodations are determined on an individual basis, and must be supported by current documentation.

- To receive accommodations, students must a) be officially admitted to UNG, b) participate in an intake interview with Student Disability Services staff person, and c) provide current documentation from an appropriate professional supporting the need for accommodations.
- Potential students should contact the office at least one semester prior to attending UNG, whenever possible. This allows time for a review of documentation, and prevents a delay in the provision of certain accommodations, such as textbooks in an alternate format.
- A student may submit a request and documentation any time during his/her enrollment at UNG, but no action based on the request and documentation is retroactive.
- Information pertaining to categories of disability and examples of accommodations can be found on the UNG website: http://www.ung.edu/disability-services.
- All student information is maintained securely and confidentially.

**Access Policies**

Access Policies for Students with Disabilities are posted on the Student Disability Services website at: www.ung.edu/student-disability-services. UNG policies and procedures are designed to ensure full compliance with all pertinent legislation, to include the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

**ADA Grievance Procedure**

In accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, no otherwise qualified individual with a disability will be denied access to, participation in, or the benefits of, any program or activity operated by the University because of disability. Any student having a grievance related to a disability is entitled to prompt and equitable resolution of the complaint.

**PROCEDURE:**
The University encourages the informal resolution of concerns, and will assist any individual with that process.

- Initial, informal attempts to resolve a grievance should be made to the Assistant Director of Student Disability Service on the campus where the student applied for services.
- If the results of this process are not satisfactory to the student, he or she should contact the Director of Student Disability Services at 678-717-3855, #107 Dunlap-Mathis Building on the Gainesville Campus.
- A further attempt at resolution may be made through the Vice President for Student Affairs at 707-864-1574, #211 Price Memorial on the Dahlonega Campus.
- The Dean of Students on each campus is available at all steps in the process to offer guidance and direction for pursuing a resolution.

If an individual is dissatisfied with the resolution attempt, or wishes to forego an informal resolution, he or she should file a formal complaint with the Appellate Officer in Human Resources at 706-864-1440 Downtown Office Building 111 on the Dahlonega Campus.

- The student must file a complaint in writing within 180 calendar days of the alleged violation. The complaint should include a) the details of the situation, to include the names of those involved, and b) steps taken to attempt to resolve the situation.

The ADA Coordinator will send the student a written determination and a description of the resolution, if any, no later than 30 calendar days after the complaint is filed.

**Student Health Services**

Student Health Services exists to advance the health of students at the University of North Georgia by providing services that include evaluation and treatment for minor acute illnesses and injuries, Women’s and Men’s Clinic examination and testing, and health promotion and prevention focused services. These services are provided to all UNG students who pay the student health fee. Chronic illnesses are not treated at Student Health.

**What is offered at Student Health Services?**

In-house laboratory services included in the student health fee are strep screens, pregnancy tests, hemoglobin, urinalysis, mono testing, influenza screening, glucose testing and EKGs. X-rays are not performed at Student Health. Several immunizations and immunology titers are offered at an additional fee. Most prescription medications are available and are given at the time of the evaluation if deemed necessary by the clinical provider. There are minimal additional fees to testing, such as PAP smears and STD testing, and for some medications such as birth control pills. There is a self-care center that contains several over-the-counter medications and supplies that are available to the students at no additional charge and without seeing a clinic provider. Routine blood pressure screening is also available. There is a Campus Health Educator who offers Nutrition and Training counseling and smoking cessation consultations as well as on-campus programming focusing on health promotion and how to make informed, healthy decisions. The Campus Health Educator also provides training for Peer Health Education for students interested in becoming part of the health promotion and prevention team.
Is an appointment needed?
No appointment is necessary but appointments are preferred for the Women’s and Men’s Clinic. Any situation that the clinical staff deems an emergency will be a priority. If needed, further care will be referred to one of the local hospitals, urgent care centers, or physician’s offices. When medical treatment is needed after hours, Chestatee Regional Hospital is located nearby. Any medical fees generated at another facility other than student health services in not included in the student health fee and are the responsibility of the student. Appointments are necessary for the Nutrition and Training counseling and smoking cessation consultations.

What are the hours of operation?
The hours of operation at Student Health are 8:00am-5:30pm, Monday through Thursday and 8:00am-3:00pm on Friday. These hours may change periodically, but a notice will be posted. The center is staffed by two full-time Nurse Practitioners and a Physician Assistant, as well as a part-time Physician who is available by appointment. Other staff includes three Licensed Practical Nurses, Campus Health Educator, a Front Office Administrator and a Front Office Assistant.

Where is Student Health located?
Student Health Services is located at 110 South Chestatee St. Ste. 100. More information regarding Student Health Services can be found on the University of North Georgia website. It is important to note that while Student Health Services are located in Dahlonega, their services are available to all UNG students who pay the health fee.

Student Money Management Center
The University of North Georgia Student Money Management Center is committed to providing opportunities for students to enhance their knowledge of effective money management through promoting financial literacy and empowering students to make responsible financial decisions. Staffed by finance professionals, the SMMC offers personal consultations, workshops, seminars, presentations and online resources aimed at helping students take control of their financial lives and establish good money habits for life.
The Student Money Management Center has offices in Dahlonega and Gainesville but is available to help students on all campuses learn how to:

• Schedule personal and confidential consultations with trained professionals.
• Learn how to plan, track, and review income, savings, and expenses.
• Learn how to establish and manage credit.
• Create a financial survival plan for college.
• Understand credit reports and scores.
• Create a personalized budget.
• Plan for tuition and fee payments.
• Research housing options.
• Create repayment plans for student loans and personal debt.
• Plan for expenses and living costs after college.

Learn how to live without your parents' money and financial support.
Testing
The University of North Georgia is a member of the Consortium of the National College Testing Association (NCTA) and the following testing programs are administered at one or more of the University’s campuses.

For information regarding one or more of these tests please contact the appropriate campus or visit the University’s Testing Website: www.ung.edu/testing

- CLEP
- Compass
- DSST
- eCORE
- FLATS
- GACE
- GMAT
- GRE
- HSEI
- HOBAT
- IDL
- Institutional ACT
- Institutional SAT
- Legislative Esams
- LSAT
- MAT
- MCAT
- MPRE
- Praxis
- TEAS
- TOEFL
- WGU

UNG Campus Connection (Bookstore)
The University maintains bookstores at four campuses; Dahlonega, Gainesville, Oconee and Cumming. This is where students may purchase textbooks, school supplies, UNG apparel, and more. The Dahlonega campus also has the Military Clothing and Sales where students may purchase their uniforms and accessories. You may also purchase merchandise at the bookstore website at: http://ung.edu/bookstore/

Students should bring their schedule to the bookstore at the beginning of the semester in order to purchase books. Book lists and shelf tags are available with Course number, CRN number and instructors name. Book information can also be found on the bookstore website at: http://ung.verbacompare.com/

The cost of textbooks depends upon the courses taken and whether books are purchased new or used. Most textbooks are also available for rent-a savings up to 50% off purchase price. For a refund, students will need to check with the Bookstore personnel. The refund policy is typically distributed with the student’s receipt upon purchase. The refund policy is also available online.

The Bookstore will buy used textbooks at the end of each semester (during the week of exams) if the books are needed by the Bookstore for the following semester. The bookstore also provides the opportunity to sell textbooks to the store daily-depending on the wholesale value of the book.

Bookstore hours vary by campus and may be found in the individual campus sections of this handbook. Hours are subject to change during student breaks and other times of the year. The Bookstore will accept checks made payable to UNG, Visa, MasterCard, Discover and the Campus Card.

UNG Tutoring Services
UNG Tutoring Services provides currently enrolled students with complimentary and comprehensive tutoring in a variety of subjects. Tutoring Services is dedicated to promoting and fostering independent learning and thinking to improve confidence in a relaxed, fun atmosphere. Our friendly and knowledgeable tutors are committed to providing academic support for students through developing studying skills and test taking strategies and through bridging the learning gap between in-class work and homework. Tutoring is available on all four campuses and is provided by professional and peer tutors. Conferences are available in either one-on-one or group sessions with no appointment necessary.

**University Police**

What should I know about University Police?
The University of North Georgia Police Department provides a full range of police and ministerial services 24-hours a day, seven days a week on the Dahlonega and Gainesville Campus. On the Cumming and Oconee Campus, officers are assigned on patrol whenever school is in session and has agreements with the surrounding law enforcement agencies.

What should I know about reporting a crime?
If you are a victim of a crime or witness a crime taking place, report the incident and/or any suspicious person immediately to the University Police Department. Provide as much information as possible including:

- Nature of the incident
- Whether the incident is in progress
- Location of the incident
- Description of suspect(s) involved
- Whether the suspect is armed
- Description of any vehicle involved
- Follow the communication officers instructions and stay on the line until an officer arrives and, if possible protect the crime scene

**Contact University Police**

University Police (706) 864-1500

What services are provided by University Police?

- Vehicle patrol
- Bicycle patrol
- Criminal investigations
- Crime prevention
- Vehicle unlocking
- Vehicle battery jump
- Safety escorts

More information can be found at [www.ung.edu/police](http://www.ung.edu/police)

What safety tips are good to know?

- Walk to you vehicle in pairs or in a group
- Vary your routine; use a different route, different times
- Follow a well-lit pathway or roadway
• Be aware of your surroundings. Watch for suspicious people or activities
• Be aware of the locations of all Emergency Call Boxes on campus. Use them if you are concerned or feel your safety is in jeopardy
• When you enter your vehicle, lock all the doors and turn on your headlights. This will allow you to see anyone outside in the dark
• If you are unfamiliar with the parking lot, drive through it and check it first. If you don’t feel safe, go elsewhere and wait for someone else to arrive
• Have your keys in your hand so that you don’t have to search for them when you reach your vehicle.
• When you know that you will be returning to your vehicle late at night, try to pick a well-lit area
• Before getting into your vehicle, visually inspect the interior for anything suspicious
• Report any safety concerns to the University Police Department
• Do not offer rides to strangers
• If you suspect that someone is following you, drive to the nearest open public place, to the University Police or local police department

Cocurricular Experiences and Opportunities
The University of North Georgia provides students the opportunity to develop not only academically, but also outside of the classroom. These experiences enhance your development as a whole person, and offer you the chance to practice skills and test ideas gained in the classroom.

Community Service
Community service provides a variety of unique benefits to the students, the community, and to the organizations where students volunteer. It is very common that volunteers get much more out of their service experience than they expect. Also, the community gains resources and services that would otherwise be unavailable. Our office functions as a clearinghouse for individual and group volunteer activities and supports ongoing community outreach efforts, as well as student organization projects that address community needs. There are volunteer opportunities available to fit every interest and every schedule.

Greek Life
Friendship. Scholarship. Philanthropy. Leadership. Fun. These five words describe Greek life, or the fraternity and sorority system, at the University of North Georgia. At UNG, Greek Life is just one part of a balanced undergraduate experience. The fraternity or sorority experience is a great way to create a sense of home within the UNG campus community. It is all about friendship, leadership development, scholarship, civic engagement, philanthropic endeavors, and brotherhood/sisterhood that compliment your classroom experience. It’s about traditions and establishing life-long friendships. Many students have found lifetime friendships and a home away from home with their fraternity brothers and sorority sisters. In addition to this support system, Greek organizations provide leadership opportunities and scholastic support.
Our office is dedicated to the development of the UNG Greek community through close collaboration with the University community, National organizations, and community partners to provide educational programs, services and resources for the 15 Greek organizations and their governing councils.

If you’re looking for a way to meet tons of new people and have some fun, check out the Greek recruitment process that takes place at the beginning of spring semester. Going through recruitment in no way requires you to join an organization, but offers you the opportunity to see what our sororities and fraternities have to offer. Recently, Greek life has been inaccurately represented by media coverage. Greeks at UNG pride themselves on being different. Take a closer look and see if this is what your college career is missing.

Sororities are governed by the Panhellenic Council, which is made up of representatives from each of our five sisterhoods. The Panhellenic Council sponsors formal recruitment, which is a weekend long opportunity to explore sorority life.

The Interfraternity Council (IFC) governs the nine fraternities on our campus, and facilitates their formal recruitment process, which is kicked off by a round robin (a time when each fraternity is briefly introduced).

There are currently nine social fraternities including Alpha Phi Alpha, Delta Chi (Colony), Kappa Sigma, Pi Kappa Alpha, Pi Kappa Phi, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, and Sigma Omega (local) as well as six social sororities including Alpha Gamma Delta, Delta Phi Epsilon, Delta Zeta, Kappa Delta, Phi Mu, and Sigma Kappa. Any growth to the Greek community is determined through the proper procedures of the respective councils and is overseen by the Office of Greek Life & Community Service. There is no Greek housing on campus and all students who join Greek organizations live in university housing or commute. First year students are not eligible to participate in Greek Life until they have successfully completed 12 hours at UNG and have obtained a 2.3 G.P.A. (higher standards for some organizations). To be eligible for recruitment, a student must be a full time student enrolled in a baccalaureate program. Also, cadets must be off quarters to be eligible. All fraternity and sorority chapters are located on the Dahlonega campus, but students from all campuses who are eligible can participate in recruitment. Formal recruitment takes place in January, giving students an opportunity to visit fraternity and sorority open houses and information sessions in the fall to become better informed before choosing which one to join.

**Recreational Sports**

The Recreational Sports Department at the University of North Georgia provides an opportunity for all students to participate in a wide variety of activities that include intramural sports, outdoor pursuits, sport clubs, group exercise classes, and various fitness activities. The mission of the Recreational Sports Department at the University of North Georgia is to provide students, faculty, and staff with the opportunity to participate in a variety of recreational sports in a safe environment, creating a setting that fosters community, forms lasting memories, and instills a sense of belonging. The Recreational Sports Department promotes physical fitness, healthy habits, and
balanced behaviors, improving the overall social, mental, and physical well-being of participants. Additionally, the department teaches students meaningful life skills, encourages personal achievement, and develops involved and responsible citizens. In fulfilling this mission, we support and compliment the institution’s academic and leadership objectives.

Recreation programming is available on a student’s primary campus if all applicable fees have been paid; however, access to all of UNG Recreational facilities and programming is available for a nominal fee. For information concerning fees for each campus please email, call, or visit our website.

**Student Involvement**

The Office of Student Involvement contributes to student success in college and beyond by providing a variety of supportive programs (cultural, educational, recreational, and social), promoting leadership among students, and working with student organizations. On each of our campuses, you will find activities, events, and/or organizations tailored to the needs and interests of students on that campus. You can find a physical Office of Student Involvement on the Dahlonega, Gainesville, and Oconee campuses.

Campus activities and student groups are an important part of your life at the University of North Georgia. If you are interested in joining or forming a student organization, or if your organization is interested in planning a special program, the Office of Student Involvement will gladly assist you.

**Eligibility to Participate in Activities**

Except where required as a part of class work in which a student is registered for credit, a student on academic probation is not eligible to represent the University of North Georgia in a co-curricular activity. Examples include intercollegiate sports, staff work on campus publications, musical performances, dramatics, competitive teams, and student-fee-funded travel.

**Student Organization Regulations**

This section contains policies and procedural information relevant to student organizations. A complete list of all student organizations on each campus may be found in the campus-specific sections of the handbook or on our website, http://ung.edu/student-involvement/student-organizations.php.

**Organizational Regulations**

A. Financial Responsibility

1. Use of allocated student activities monies must conform to the purposes and practices approved by the allocating authority.
2. All fundraising activities must be approved, in advance, by the Office of Student Involvement. Please see the head of the Office for the appropriate forms. Approval forms are on OrgSync.
3. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.
4. Financial aspects of all events sponsored by recognized organizations shall be familiar to and have the approval of the faculty advisor.

5. In the event of disbanding or inactivation of an organization, the primary responsibility for properly providing for closeout of organization accounts and disposition of remaining monies rests with the organization itself. When a disbanded or otherwise defunct organization has failed to discharge its responsibilities in this area, and money remains in its account after satisfying of all debts of the organization, the account shall be cleared by transferring remaining monies to the account of the Student Government Association.

B. Conformity with Organization Purpose
   Activities of an organization must be in conformance with its’ stated purposes.

C. Campus Displays
   Displays, including but not limited to posters, notices or banners, which litter the campus or damage the property of the University or of other persons or entities, or which are obscene, or which materially interfere with the regular and orderly operation of the University, are prohibited. All displays and postings must follow the appropriate campus-specific guidelines (see individual campus sections of this handbook and materials from the Office of Student Involvement on your campus).

D. Property Damages
   Unauthorized or malicious damage to the property of the University or other persons or entities resulting from organizational activities is prohibited and the student organization shall be responsible for all damages.

E. Disorderly Conduct
   Organizational activities whether on or off campus that encourage or precipitate riots or other disturbances, which materially interfere with the regular and orderly operation of the University or the stated mission of the institution, are prohibited.

F. Parades, Student Rallies, and Gatherings
   1. Parades, student rallies and other such gatherings must be limited to areas designated by published notice for such activities.
   2. Outside parades, student rallies and other such gatherings which interfere with pedestrian or vehicular traffic on campus must be cleared with the Vice President for Student Affairs and the Office of Public Safety before they may be undertaken, as well as with the proper civic authorities if held off campus.

G. Sponsorship
   Each organization shall have active and responsible sponsorship by an academic department, regular member of the faculty, or by an approved member of the administrative staff on the appropriate campus. Each honorary professional or special interest group, if related to a specific academic department, must have secured written approval of the appropriate department head before recognition will be granted.

H. Eligibility for Membership and Officer Status
   1. Active membership of recognized organizations shall be limited to registered students in good standing, members of the University faculty and staff,
spouses of members, and alumni, unless otherwise provided in the organization’s constitution.

2. Organizations will not elect officers who are on academic or disciplinary probation. As stated elsewhere in these regulations, organizations at University of North Georgia exist to support and extend stated objectives of the University, one of which concerns scholastic attainment.

3. A student must possess and maintain a cumulative 2.0 grade point average to be eligible to serve as an officer of a student organization.

4. No student on academic probation shall be pledged, initiated or permitted to join any recognized student organization.

5. No student on academic probation shall be permitted to represent University of North Georgia in any intercollegiate or extracurricular activity or to hold office in any recognized student organization.

I. Law Violations
No organization shall commit, encourage, condone or contribute to violations of University statutes and regulations, the Policies of the Board of Regents, or the Laws of Georgia or the United States.

J. Organization Publications
Student organization publications shall not contain material which is obscene or defamatory (as the same is defined by the Code of Georgia, Section 26-2101), or which may create a substantial likelihood or material interference with the regular and orderly operation of the University.

K. Sales, Raffles, or Collections
1. All sales or collections of any kind must be approved through the Office of Student Involvement.
   a. In the event that a sale has been approved, only organizations recognized by the Student Life Committee of University of North Georgia or approved by the Vice President for Student Affairs will be allowed space.
   b. The sale or collection shall not last more than two weeks.
   c. Sales or collections shall be conducted only in areas as designated on the request form — no soliciting sales or pressure sales shall be allowed. Purchases must be voluntary on the part of the potential consumer.
   d. In accordance with Georgia Law, all raffles must be approved, in writing, by the County Sheriff. Forms are available in the Office of Student Involvement.

2. The sale of items in direct competition with food services is prohibited and sales or distribution of food items must comply with the university catering policy.

Recognition
Recognition of a group or organization grants to that group the right to use University facilities and to identify themselves with the University. Organizations applying for recognition by the University will be evaluated in a manner in which their constitutional objectives support the overall objectives of the University of North Georgia. Below, you will find outlined the process for becoming a UNG Recognized Student Organization.
A. To achieve status as a Recognized Student Organization, an organization must follow this procedure.
   1. Consult with the Office of Student Involvement on your respective campus
   2. Complete the forms and obtain all signatures of persons so indicated on these forms, and attach the following:
      a. Letter of Intent  
      b. Membership List  
      c. Constitution
   3. Return all forms, with attachments, to the Office of Student Involvement
   4. Once all forms are submitted and approved by the Office of Student Involvement, students must request an OrgSync portal for the group. To register the organization on OrgSync:
      a. Go to OrgSync.com
      (a) Select “University of North Georgia” for campus community
      (b) Login with your campus email and password (for new users, you will be prompted to fill out your profile information before you can register your organizations)
      (c) Click on Browse Organizations tab
      (d) Click on Register Organization tab
B. The Office of Student Involvement will forward the completed forms and attachments to the Student Government Association, who will evaluate the request for recognition. SGA’s decision will be communicated back to the applying organization through the Office of Student Involvement. Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the University. Recognition shall be denied if the evidence presented shows that the proposed organization will present a substantial likelihood of material interference or conflict with the educational process of the University, the orderly operation of the University, or the requirements for appropriate discipline.
C. Following the initial recognition through this procedure, each organization must request an annual renewal of recognition by properly completing and submitting a renewal form on OrgSync. Organizations that fail to renew are not considered active organizations and are not granted the rights of Recognized Student Organizations.

Upon receiving University recognition, organizations will be classified as Sponsored, Affiliated or Registered (see Student Organizations Manual for more information) and an organization is eligible:

A. To use the phrase “University of North Georgia” when referring to its chapter or club (i.e. student organization at UNG).
B. To use University facilities and equipment, subject to the Board of Regents’ policies and to University regulations governing the use of facilities and equipment. Reservations for the use of facilities should be submitted through the UNG Event Reservation System.
C. To apply for and expend Student Activities Fee monies subject to the Board of Regents’ policies and University regulations governing the allocation of Student Activity Fees.

Guidelines for Utilizing Academic Space

The following guidelines apply to student organizations utilizing academic (classroom) space for meetings and other activities. Failure to comply with the guidelines may result in the cancellation of any existing reservations, prohibition from use of academic space in the future, and/or monetary penalties to pay for damage incurred.

- Reservations requests for use of classrooms will be processed through the club’s Faculty Advisor or through the Office of Student Involvement on the specific campus. Requests will processed using the online Events Management System and forwarded to the appropriate Building Manager or Scheduling Coordinator for approval. Please allow a minimum of 72 hours for requests to be processed.

- Conduct and activities occurring during the use of academic space must conform to all University of North Georgia policies and regulations, and federal, state and local laws.

- Any group found using any space without proper authorization will be removed from the space and will face disciplinary action.

- Doors to rooms and buildings must remain operational. Use of chains, bars, and locking devices beyond the standard door locks to prevent entry or exit is strictly prohibited. If necessary, post a member outside door during private activities.

- Organizations must permit access to Public Safety officers and the Department Head of the department whose space is being used.

- NO CANDLES - Use of candles, incendiary devices, and/or any open flame is prohibited on campus and is a violation of the State Fire Code.

- NO GLITTER - Use of glitter on signs or decorations is prohibited on campus.

- Gluing or tacking items to the walls and/or taping, gluing or tacking items to light fixtures, fans, projectors, or screens is prohibited.

- Computer carts, ceiling projectors, smart boards, VCR’s, projectors and/or remote controls are not to be used or disturbed in any manner unless specific approval is received from the IIT Department and the individual is trained to properly operate the equipment.

- Any rules regarding the prohibition of food and drink in the space during classes also apply to organizations using the space for non-academic purposes.

- If windows are covered during meetings, they are to be uncovered at the end of the meeting.

- The room is to be returned to its standard seating configuration after each meeting. Departments are to provide or post floor charts indicating the location of desks, tables, chairs, etc.

- No furniture is to be removed from a classroom without prior approval and must be replaced in proper locations.

- All trash and garbage is to be placed in the appropriate receptacles upon leaving the room after the meeting. Any food items and related trash should be removed from the classroom to prevent odors or attracting pests.
• Student organizations are responsible for leaving classrooms in the same condition as found. Groups will be billed for an additional custodial or maintenance services and/or any damages for rooms or furnishings. Groups, and individual members, are also subject to disciplinary action for damages and/or misuse of classrooms or other University facilities.

Hazing Policy for Student Organizations

No student organization, team, chapter, colony, student, faculty/staff member or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state or federal law. Due to potential risks, events such as quests, treasure hunts, scavenger hunts, and road trips must be approved, in advance, through the Dean of Students or designated official on the campus(s) involved.

Student Organizations and teams will complete a non-hazing compliance form upon request.

To report suspected hazing activities, please contact the Vice President for Student Affairs: 706/864-1818 or the national Anti-Hazing Hotline: 1-888-NOT-HAZE
Fall. 2015

Dear Nighthawks,

Welcome to your home away from home! We are so excited for you to join the Nighthawk family and fall in love with the University of North Georgia. As you begin the adventure of this year, please do me a favor. Jump in! Jump in to the atmosphere, the student organizations, your courses, and even the pool for a game of inner tube water polo. If you buy in to the mentality of our little mountain town, these will be the best years of your life. You will still enjoy your college experience otherwise, but if you commit to putting in as much as you want to get out, you will not be disappointed.

The Student Government Association is here to help in this process! It is our job to allocate your student fees to help you be as successful as possible during your time here at UNG. Through providing leadership opportunities by recommending student organization to the Student Life Office, collaborating with administration to provide the best services to all students, and by planning events to support the student body to the best of our ability, SGA is dedicated to serving you. If you have any suggestions for improvements or would like to be a part of Student Government, come on by! We meet every Monday evening at 5:30 pm in the Hoag ABC rooms across from the Post Office in the Hoag Student Center and we would love to have you!

On behalf of SGA, I would like to say congratulations on your acceptance to the new students and welcome back to the students continuing their plan of study. I wish you all good luck and don’t forget to jump in. Have a great year!

Sincerely,

Michaela Climer, President
Student Government Association
University of North Georgia - Dahlonega
**Dahlonega Campus Information**

This section of the planner contains policies and other information particular to the Dahlonega Campus. The Dahlonega Campus’s address is **82 College Circle, Dahlonega, Georgia, 30597**.

**Where to Go—Whom to See**

Below, you will find information about various resources for students. Wherever possible, an office on this particular campus is listed. If no office exists on this campus, information about how to contact this resource on other campuses is provided.

### Academic Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Location/Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>233 Stewart Center, 706-864-1402</td>
</tr>
<tr>
<td>Adding/Dropping a Course</td>
<td>Nighthawks Registration Registrar, 221 Price Memorial, 706-864-1760</td>
</tr>
<tr>
<td></td>
<td>Graduate Students: 348 Chestatee Bldg., 706-864-1543</td>
</tr>
<tr>
<td>Appalachian Studies Minor</td>
<td>Vickery House, 706-864-1540</td>
</tr>
<tr>
<td>Class Absences</td>
<td>See your Instructor(s)</td>
</tr>
<tr>
<td>Attendance Regulations</td>
<td>UNG Undergraduate Catalog</td>
</tr>
<tr>
<td></td>
<td>UNG Graduate Catalog</td>
</tr>
<tr>
<td>Auditing a Class</td>
<td>Registrar, 221 Price Memorial, 706-864-1760</td>
</tr>
<tr>
<td>Change of Major</td>
<td>Online- BannerWeb</td>
</tr>
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<td></td>
<td>Registrar, 221 Price Memorial, 706-864-1760</td>
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<tr>
<td></td>
<td>Or see your academic department</td>
</tr>
<tr>
<td>Honors Program</td>
<td>119 Barnes Hall, 706-864-1890</td>
</tr>
<tr>
<td>International Student Services</td>
<td>Center for Global Engagement, 218 Price Memorial Hall, 706-867-2858</td>
</tr>
<tr>
<td></td>
<td>or <a href="mailto:studyabroad@ung.edu">studyabroad@ung.edu</a></td>
</tr>
<tr>
<td>Library &amp; Library Technology</td>
<td>Circulation and Access, 706-864-1889 or 866-597-0002</td>
</tr>
<tr>
<td>Center</td>
<td></td>
</tr>
<tr>
<td>Music Department/</td>
<td>Performing Arts Dept., 216 Nix Center, 706-864-1423</td>
</tr>
<tr>
<td>Music Ensemble Information</td>
<td></td>
</tr>
</tbody>
</table>
Peace Corps Prep Program 316 Hansford Hall, 706-867-3251

Service Learning Center of Teaching and Learning Excellence, 395 Library Technology Center, 706-867-3559

Study Abroad Center for Global Engagement, 218 Price Memorial Hall, 706-867-2858

Testing Office 203 Stewart Center, 706-864-1799

Transcripts Online-BannerWeb Registrar, 221 Price Memorial 706-864-1760 Or see your academic department

Transfer Credits Online-BannerWeb Registrar, 221 Price Memorial 706-864-1760 Graduate Students - 348 Chestatee Building, 706-864-1543 Or see your academic advisor

Transient Permission Online-BannerWeb Registrar, 221 Price Memorial 706-864-1760 Graduate Students - 348 Chestatee Building 706-864-1543 Or see your academic advisor

Undergraduate Research Center for Undergraduate Research and Creative Activities 706-867-3234

Withdrawal Online-BannerWeb Registrar, 221 Price Memorial 706-864-1760 Or see your academic advisor

**Academic Assistance**

**Academic Skills** Academic Skills Center, 269 Stewart Center, 706-864-1435

**Corps Academic Coordinator** 269 Stewart Center, 706-864-1433
Disability Services 313 Stewart Center, 706-867-2782

Research Assistance Library Technology Center
706- 864-1520

IT Service Desk Email: helpdesk@ung.edu
164 Library Technology Center
706- 864-1922 or 678-717-3555

Language Lab 317 Dunlap Hall, 706- 864-1682

Language Placement & Advising 322 Dunlap Hall
706- 864-1683

Tutoring (Academic Skill Center) 269 Stewart Center, 706- 864-1433

Writing Center 180 Library Technology Center, 706- 867-2979

Admissions
Cadet Admissions 340 Chestatee Building
706- 867-2918 or (888) 413-9366

Undergraduate Admissions 360 Chestatee Building, 706-867-1800

Graduate Admissions 348 Chestatee Building, 706-864-1543

Graduation Information
To Apply www.ung.edu/commencement
706- 864-1760

Caps & Gowns Campus Connection, Suite 200 Campus Commons, 706- 864-1635

Honor Stoles Omicron Delta Kappa, 706- 864-1904

Invitations & Announcements Print Services, 200 Campus Commons
706- 864-1631

Military Information
Military Science Department (ROTC) 103 Military Leadership Center
706-864-1781 or 706-864-1449
<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corps of Cadets</td>
<td>Commandant of Cadets, 102 Military Leadership Center, 706-864-1786</td>
</tr>
<tr>
<td>GA Army National Guard</td>
<td>70 Alumni Drive, 706-867-3288</td>
</tr>
<tr>
<td><strong>Student Affairs</strong></td>
<td></td>
</tr>
<tr>
<td>Career Services</td>
<td>333 Stewart Center, 706-864-1951</td>
</tr>
<tr>
<td>Counseling</td>
<td>246 Stewart Center, 706-864-1819</td>
</tr>
<tr>
<td>Commuter Concerns</td>
<td>Coordinator of Commuter Services</td>
</tr>
<tr>
<td></td>
<td>309 Hoag Student Center</td>
</tr>
<tr>
<td></td>
<td>706-864-1481</td>
</tr>
<tr>
<td>Commuter Status</td>
<td>Dean of Students, 365 Stewart Center</td>
</tr>
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<td></td>
<td>706-864-1900 OR</td>
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<td>Commandant of Cadets, 102 Military Leadership Center, 706-864-1786</td>
</tr>
<tr>
<td>Disability Services</td>
<td>313 Stewart Center, 706-867-2782</td>
</tr>
<tr>
<td>Financial Aid (and Veteran’s</td>
<td>308 Stewart Center, 706-864-1412</td>
</tr>
<tr>
<td>Educational Benefits)</td>
<td></td>
</tr>
<tr>
<td>Fraternities</td>
<td>312 Hoag Student Center, 706-864-1643</td>
</tr>
<tr>
<td>Health Concerns</td>
<td>Student Health Services, 100 Chestatee Building, 706-864-1948</td>
</tr>
<tr>
<td>Housing Information</td>
<td></td>
</tr>
<tr>
<td>Residence Life (non-cadet</td>
<td>361 Stewart Center, 706-864-1902</td>
</tr>
<tr>
<td>housing)</td>
<td></td>
</tr>
<tr>
<td>Corps of Cadets (military</td>
<td>Assistant Commandant of Cadets</td>
</tr>
<tr>
<td>housing)</td>
<td>118 Military Leadership Center</td>
</tr>
<tr>
<td></td>
<td>706-864-1976</td>
</tr>
<tr>
<td>Intramural Sports</td>
<td>Recreation Center, 706-864-1622</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>312 Hoag Student Center, 706-864-1643</td>
</tr>
<tr>
<td>Multicultural Student Affairs</td>
<td>320 Hoag Student Center, 706-867-2720</td>
</tr>
<tr>
<td>Nighthawks Entertainment</td>
<td>312 Hoag Student Center, 706-864-1643</td>
</tr>
</tbody>
</table>
Recreation (Fitness, Aquatics, Outdoor Pursuits & Sport Clubs)  Recreation Center, 706-864-1622

Sororities 313 Hoag Student Center, 706- 864-1643

Space Reservations Office of Student Involvement, 312 Hoag Student Center, 706-864-1643

Student Conduct 365 Stewart Center, 706-864-1900

Student Government Association 412 Hoag Student Center, 706-864-1643

Student Money Management Center 240 Stewart Center, 706-867-3308

Student Organizations Coordinator of Student Leadership, 309 Hoag Student Center, 706-864-1643

Volunteerism & Community Service 313 Hoag Student Center 706- 864-1643

Student Resources
Alumni Relations 3rd Floor Downtown Office Building, 60 W. Main Street, 706-864-1562

Art Galleries Bob Owen Gallery 311 Hoag Student Center, 706-867-3832 Hansford Hall Gallery, Room 203 706-867-2832

Athletics 112 Memorial Hall, 706- 867-3212

Books and Supplies (Campus Connection Bookstore) Chestatee Building, 706- 864-1635

Business Office (all fee payments) 203 Downtown Office Building 706- 864-1407

Campus Law Enforcement 706-864-1500 OR 911 246 S. Chestatee Street

Card Services 104 Hoag Student Center 706- 864-1404
<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal Plans</td>
<td>Required Resident Students: Business Office, 203 Downtown Office Building 706-764-1407 Other Meal Plans and Campus Cash Deposits: ID Card Office, 104 Hoag Student Center, 706-864-1404</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>Parking Services/Campus Information, Locates at Main entrance to campus</td>
</tr>
<tr>
<td>Vehicle Registrations/Ticket Appeals</td>
<td><a href="http://northgeorgia.aimsparking.com">http://northgeorgia.aimsparking.com</a></td>
</tr>
<tr>
<td>Post Office</td>
<td>206 Hoag Student Center 706-864-1634</td>
</tr>
<tr>
<td>Printing and Copies</td>
<td>Print Services, Suite 200 Campus Commons, 706-864-1631</td>
</tr>
<tr>
<td>Problems &amp; Concerns</td>
<td>Derek Sutton, Student Ombudsman 233 Stewart Center, 706-864-1461</td>
</tr>
<tr>
<td>Student Counseling</td>
<td>246 Stewart Center, 706-8641819</td>
</tr>
<tr>
<td>Title IX Complaints</td>
<td>David Marling, Title IX Coordinator Resources, 111 Downtown Office Building, 706-867-4560 Deputy Title IX Coordinator, Athletics Department: Leigh Hunter, Head Coach, Women’s Golf Memorial Hall, 706-867-2861 Deputy Title IX Coordinator, Dahlonega Campus: Alyson Paul, AVP and Dean of Students 365 Stewart Center, 706-864-1900</td>
</tr>
</tbody>
</table>

**Campus Policies**

**Residence Policy**
The University of North Georgia has established residence policies for undergraduates designed to enrich their education. The residential program fosters relationships with other students who have similar curricular and co-curricular interests, and with faculty and staff. The experience is designed to provide leadership development and to enhance the student’s academic success.
Failure to comply with these policies may result in dismissal from the university. Failure to comply is defined as an act of providing misleading or false information during the admissions process or when applying for a waiver; or not moving into or maintaining residence in university housing when available.

**Non-Military Residence Policy**

Full-time students who are accepted to the Dahlonega campus of UNG and who have not earned sixty semester hours or lived four semesters in university housing must live on campus. Students may live off-campus if:

- they live with and commute daily from the permanent legal residence of parent(s) or grandparent(s) within a fifty-mile radius from campus
- married or divorced
- 21 years of age or older
- have completed two years of successful active military service

A waiver of this policy will be considered in individual cases for unique hardships. Both prospective students and currently enrolled students should submit requests to the Dean of Students, Dahlonega campus.

**UNG Traditions on the Dahlonega Campus**

The Dahlonega campus has a rich history of traditions related to our status as a Senior Military College. When on the Dahlonega campus, whether as a Dahlonega campus student, faculty, staff, or visitor, please observe these traditions and treat our heritage with respect.

**The Arch**

The North Georgia Arch, located at the campus entrance closest to the town square, was built by the class of 1951 in memory of their classmates who died while serving in the Korean War. By tradition, freshmen do not walk under the main arch. Instead, they use the smaller archway in the brick wall.

**Bugle Calls**

**Reveille** — Each morning at 7:00 a.m. Reveille is played and the U.S. Flag is raised. By tradition, cadets stand at attention and salute the flag. Civilians are asked to stop and face the flag until the bugle call ends.

**Retreat**

Each afternoon at 5:00 p.m. the campus comes to a halt as the University pays respect to the American Flag and our country’s heritage. By tradition, cadets stand at attention and salute the flag. Civilians are asked to stop, remove their hats, face the flag, and place their right hand over their heart while retreat is played.

**Taps**

Taps is played each evening at Midnight (2:00 a.m. on Fridays and Saturdays of open weekends) to indicate the end of the day. Cadets are required to be in their residence halls at this time.

**Drill Field**
The Drill Field is located in the heart of the campus. The field serves as the parade grounds for the Corps of the Cadets and is used for drill and ceremonies. Although the Drill Field is also used for recreational activities, the area remains hallowed ground for the Corps and for thousands of alumni. Activities held on the Drill Field must be scheduled through the Commandant’s Office. By tradition, students do not walk across the Drill Field or use it a shortcut. Students are also expected to keep the area clean by removing any trash following recreational activities.

Memorial Wall
The Memorial Wall is located in front of Memorial Hall and was built in 1983 to honor North Georgia Alumni who gave their lives in service to our nation. Also recognized are students who lost their lives while attending North Georgia. By tradition, the area is not used as a shortcut and students do not enter the Memorial area unless they are stopping to show respect to those listed on the wall.

Retreat Triangle
The triangle is located between the Drill Field and Memorial Hall. It holds the daily retreat cannon, a 75-mm pack howitzer, which has been fired daily for more than 50 years. By tradition, students do not walk on the triangle or tamper with the cannon.

Killed in the Line of Duty (KLD) Memorial
The memorial is located behind the Military Leadership Center (MLC) and lists the names of all North Georgia alumni who died on active duty as a result of non-combat related activities. The original retreat cannon, a 1902 three-inch gun is located at the center of the memorial.

Colonel Ben Purcell Formation Plaza
This plaza was constructed in the Spring of 2012. It was named after a distinguished alumnus from NGC Class of 1950, Colonel Ben W. Purcell. Colonel Purcell was a Prisoner of War in the Republic of Vietnam for more than five years. He was the highest ranking U.S. Army POW of the Vietnam War. Cadets are encouraged to conduct military formations on this plaza, but they are asked not stand on the brass plaque on which Colonel Purcell’s name is engraved. The Formation Plaza also is paved with bricks in memory or honor of military alumni and friends of the Corps.

The Corps of Cadets
The University of North Georgia (UNG), designated by the Department of the Army as a Senior Military College, is one of six senior military colleges in the nation. The Corps of Cadets is founded upon principles of integrity and honor; its cadets live in an atmosphere highly conducive to the development of young men/women for leadership roles in their chosen professions. Since 1873, members of the Corps of Cadets have learned the principles of leadership by serving as cadet leaders in positions of increasing responsibility. The Corps of Cadets' Honor Code states, "a cadet will not lie, cheat, steal, evade the truth, plagiarize, conspire to deceive, nor does he/she tolerate those who do".

Hundreds of former North Georgia cadets have earned for themselves and their alma mater an outstanding record in both military service and civilian business/industry.
For the student with ability and the willingness to devote the time and effort required for rigorous training, participation in the Corps of Cadets offers an excellent opportunity to acquire a degree in his/her chosen field of study while competing for an officer’s commission in the United States Army.

The Corps is organized into a brigade consisting of two battalions, and a separate Headquarters and Headquarters company of military students. Immediately following a short basic training course known as FROG Week, the new cadet is assigned to a company, which quickly becomes the focal point of his/her life on campus. The company provides the structure around which a military training program has been developed. At the end of each academic semester, the competition between companies of the Corps ends with the designation of Honor Company--that unit receiving the highest combined score in academics, athletics, military training and unit administration.

The "cadet system" of command and control prevailing within the Corps is a specialized system of student government in which there is direct and continuous involvement of the cadets in the management of their own affairs. Cadet officers (seniors) and non-commissioned officers (sophomores and juniors) are responsible for training their subordinates in the principles of leadership and character development. Thus, for all students seeking responsibilities and involvement, the Cadet Corps offers outstanding opportunities. The Corps of Cadets is a fast-paced, long-standing military organization, which teaches its members how to lead others, based upon current doctrine and training methodology of the U.S. Army. Both Active Duty and Retired Army officers and non-commissioned officers are assigned to the University's Office of the Commandant of Cadets and the Department of Military Science to coach, mentor, and train cadets in successful leadership techniques. The UNG Corps of Cadets is a nationally prominent Army ROTC Program.

Military Co-Curricular Organizations
There are a wide variety of co-curricular military organizations that Cadets can join. Students who participate in these organizations develop advanced military skills, such as mountaineering, precision rifle drill, light infantry tactics, marksmanship, and more. Tryouts are required for most organizations listed below. Please contact the Office of the Commandant of Cadets for additional information (706) 864-1786, or examine them on OrgSync (http://ung.orgsync.com).

<table>
<thead>
<tr>
<th>Co-curricular military organizations include:</th>
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<tbody>
<tr>
<td>Aggressor Platoon (Light Infantry Tactics)</td>
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<tr>
<td>Blue Ridge Rifles Drill Team</td>
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<td>Color Guard</td>
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<td>Golden Eagle Band</td>
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<td>NCO Club</td>
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<td>Scabbard and Blade Honor Society</td>
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<td>Mountain Order of Colombo</td>
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<td>Patriot Choir</td>
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<td>Ranger Challenge</td>
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<td>Combat Shooting Team (Rifle/Pistol)</td>
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Corps of Cadets Participation Policy
The UNG Corps of Cadets is an 8-semester residential learning experience that replicates the living and learning conditions of a Federal Service Academy. Therefore, cadets, both men and women, who enter the Corps beginning 1 August 2013 will be
under a newly revised Corps of Cadets Participation Policy. This policy requires all cadets in the Corps to be enrolled as “full participants” (See Policy Letter #9), while taking a minimum of 12 hours, including one Military Science course, in every Fall and Spring semester. Cadets may request an exception to the participation policy and live off campus as military non-residents if they meet one of the following criteria:

a. Reside with parents or grandparents and commute daily to/from their residence within Dawson, Lumpkin, Hall or White Counties
b. Are married (Show marriage certificate)
c. Are age 23 or older at time of application
d. Have completed 2 years of honorable federal service at time of application (show DD Form 214)

Cadets who can demonstrate extreme hardship may apply for a waiver of the participation policy to become military non-residents or to leave the Corps of Cadets and become civilian students. Documentation is required. The Commandant will decide whether or not a student can change from military to civilian status and when the change will occur.

Cadets who have earned 120 hours towards a baccalaureate degree or who have resided in military residence halls for 8 semesters, whichever comes first, may request to leave the Corps to become civilian students.

STOP OUT CLAUSE: Cadets who quit the Corps or who are administratively dismissed by the Commandant may not take courses on the Dahlonega campus for a period of one calendar year from the date of their withdrawal.

AUTHORITY: In all cases, the Commandant of Cadets has the authority at any time to approve or disapprove requests for exception or waiver depending on mandatory bed space occupancy rates, caps on the number of military non-resident students, the commissioning needs of the U.S. Army (input from PMS required) or the student’s ability to meet established deadlines and/or published deadlines. “Grandfathering” students under previous policy provisions is not required.

ADMINISTRATION: Prospective cadets should submit requests for non-resident status to the Director of Cadet Admissions. Enrolled cadets should submit requests to the Commandant. A failure to comply with the Corps Participation Policy is defined as an act of providing false or misleading information during the admissions process or when applying for an exception/waiver; or not moving into or maintaining residence in designated University housing when available; or changing status from military resident to military non-resident (or from military to civilian status) without the approval of the Commandant. SEE IMPLEMENTATION INSTRUCTIONS/SOP, dated 1 August 2014.

APPEAL: The decision of the Commandant of Cadets regarding any aspect of the Corps Participation Policy may be appealed to the VP for Student Affairs within 3 business days. The final decision rests with the VP.
Bookstore
UNG Campus Connection-the university bookstore carries textbooks, supplies, uniforms, imprinted goods and other merchandise to support the needs of the university community. The bookstore is located in the Chestatee Building (next door to the Smith House). Store hours are Monday-Thursday, 7:30-5:30; Friday, 7:30-3:00, and Saturday, 10-5:00. Hours are subject to change during student breaks and other times of the year. The Bookstore will accept cash, checks made payable to UNG, Visa, MasterCard, Discover and Campus Cash.

Library
Open 92.5 hours and seven days per week, the 88,600 square foot library offers 790 reader seats, 150 computer seats, 23 group studies, wireless connectivity, a 24 x 7 study space, a dedicated library classroom, and four public meeting and program rooms. Staffed with seven faculty and eight FTE support staff, the library provides access to 139,064 print books, 107 print serials, and 1763 bound serials. The library is the largest of the four locations and serves a population of 6,500 students of whom approximately 2,000 are residential. The library’s services include (a) access and reservations, (b) special collections and archives, (c) library instruction program, (d) research assistance, (e) interlibrary loan and GIL Express document delivery services, (f) institutional repository and copyright services, and (g) partial government document repository. The library is home to the Writing Center, Instructional Technology Support Center, and the Center of Distance Education and Technology Integration (DETI). Furthermore, the Library Technology Center has available for student, faculty, and staff checkout; (a) 44 iPads, (b) 18 digital voice recorders, (c) 51 Dell computers, (d) 22 Mac power books, (e) 10 DSLR cameras, (f) 6 data projectors, (g) 4 speakers, (h) 6 Power Point clickers, and (i) 11 webcams.

Residence Life
North Georgia houses over 1400 non-cadet students on the Dahlonega campus within its three styles of University housing: traditional residence halls, suite-style residence halls, and apartment-style residence halls.

All rooms, suites, and apartments are fully furnished with beds, mattresses, drawer units, desks, and chairs. Additional items vary by housing type and can be found on the residence life website. Each room is hard-wired for network access and has wireless access as well.

Each residence hall has common lobbies, computer labs, and laundry facilities, which are available at no additional cost to all resident students.

Students who are assigned a space in University housing are required to submit a University Housing contract and are held responsible for the terms and conditions of the contract for the full term of the contract. Please read your contract thoroughly before submitting, as it is a legally binding agreement between you and The University of North Georgia or the University’s Public-Private Partner, Corvias Campus Living.
In addition to the Student Code of Conduct, all resident students are required to comply with all policies listed in the Residence Life Handbook. The Residence Life Handbook is available on the Residence Life website http://www.ung.edu/residence-life/.

Testing
Students interested in taking the Institutional SAT, CLEP, DSST, COMPASS, TEAS, HOBET, or MAT on the Dahlonega Campus may call (706) 864-1799 or visit www.ung.edu/testing for additional information. On-line registration is available for some of these tests. Otherwise, appointments may be made through the Testing Office or test client website.

Students pursuing a four year degree can earn a maximum of 45 credit hours by examination, which includes CLEP, DSST, AP, and departmental exams. CLEP Exams provide a student the opportunity to shorten the time it takes to earn a degree by demonstrating acquired content knowledge of various college courses.

In January 2012, the Dahlonega Campus became a member of Prometric, the leading global provider of comprehensive testing and assessment services. An example of exams offered through Prometric are the Graduate Record Examination (GRE), the Medical College Admission Test (MCAT), the Certified Medical Assistant (CMA), the Georgia Assessments for the Certification of Educators (GACE), and Microsoft certifications. Contact www.prometric.com for appointments.

Students may also take the Graduate Management Admission Test (GMAT) through our Pearson VUE campus test site. Contact www.pearsonvue.com for appointments.

UNG Dining
Welcome to UNG Dining! Our goal at UNG Dining is to be recognized as a leader on campus and in the food and hospitality industry with a team of professionals that creates distinction through service, excellence and superior food quality every day! The UNG Dining team takes pride in providing a variety of wholesome and delicious foods and in being responsive to your tastes and nutritional needs.

Our brand new, state-of-the-art Dining Hall will take you on a tour of the world, as you travel from our Southern Kitchen to the Mongolian Grill, then to the Italian Marketplace featuring a wood-fired brick pizza oven, or to any of the other many destinations. If you’re looking for quick and delicious food on the run, then head over to Java City in the library, the food court in Hoag Student Center, P.O.D. Express in the HNS building or, Starbucks, adjacent to the bookstore.

Recognizing your busy and ever-changing schedule, we have designed a variety of meal plans to best meet your needs and lifestyle. Resident and commuter students benefit greatly from the convenience and flexibility offered by our meal plans. For more information on meal plans or to explore your campus dining options, please feel free to call us at 706.864.1770 or visit http://ung.edu/dining-services/. At UNG Dining, we’ve got the “eat” thing covered!
Fall 2015

Hey there, Nighthawks!

On behalf of Nighthawks Entertainment on the Dahlonega Campus, I would like to extend a warm welcome to all of the new and returning students for the 2015-2016 academic year. We know that this year will be an exciting one for our North Georgia Family, and Nighthawks Entertainment is planning some awesome events for the campus to make this year the best one yet.

Nighthawks Entertainment will continue to provide quality entertainment activities throughout the year. We share our name and goals with the other campuses, but Nighthawks Entertainment on the Dahlonega Campus is dedicated to serving the Dahlonega students and ensuring that each student's college years may be positively influenced by Nighthawks Entertainment. Our organization has different programming committees to plan events all year long for everyone including Ideas and Issues, Movie Crew, Random Acts, Recreation, and Social. In addition, we have a Publicity Team to make sure the campus stays informed about our events, and we have Class Representatives to take the ideas and opinions from their classmates about what would be best for our campus.

Every year we have so many events catered toward the student body. We have Fall Jam and Spring Jam, which are basically themed carnivals on the Drill Field. At these events you can expect to see carnival rides, cotton candy, a movie, obstacle courses, great food, caricature artists, and so much more. We also have Movie Showings once a month. During the warmer months we play the movies on a giant screen on the Drill Field! You can also expect to see events like Laser Tag, a RAVE, a 'know your rights day', Casino Night, and much more. To stay in the know TEXT UNGFUN to 77948 to receive notifications about events happening that day!

If any of these things interest you, we would love to have your input at our meetings. Anyone can come visit the Nighthawks Entertainment Meetings and become an official Committee Member! Our Committee Members make our organization a working machine, and we would be honored to have you as a part of our team! Our meetings are Tuesday Nights at 6:30 in the Hoag ABC rooms (right near the mail room).

Sincerely,

Jonathan Murphy, President
Nighthawks Entertainment - Dahlonega
Cocurricular Experiences and Opportunities

Recreational Sports
Facilities
The Dahlonega campus has many recreational facilities for students to use during their leisure time. In addition to the Student Center, the Dahlonega campus has a Recreation Center, gymnasium, swimming pool, tennis courts, rock climbing wall, and a recreation area at Pine Valley, complete with a pavilion and recreation field on the Etowah River. Also, the funds have been approved and construction is underway for the creation of two synthetic grass, lighted recreation fields that will be completed during the 2014-15 school year. All of these facilities are available for use by students enrolled at North Georgia who pay the student activity fee and Rec Center fee. Students who do not pay these fees may use all of the above-mentioned facilities with the exception of the Rec Center and the swimming pool. These facilities are supported through fees; therefore, use is limited to those students who pay. The use of any facility is subject to availability and governed by posted regulations.

Intramural Sports
The Intramural Sports Program offers students a chance to compete with other North Georgia students in a friendly environment. Organizational teams such as military companies, fraternities, sororities, commuters, and residence halls provide the basis for the Intramural Sports Program at the University of North Georgia. Non-affiliated teams may also be formed by any group of students that wish to compete.

The Intramural Sports program includes sports such as flag football, basketball, volleyball, ultimate frisbee, innertube water polo, and softball. Upcoming events will be posted online at http://www.imleagues.com/northgeorgia.

Outdoor Pursuits
The North Georgia Outdoor Pursuits (NGOP) Program is dedicated to providing fun and educational experiences for the University of North Georgia community. Our goal is to create opportunities for students to connect with each other in an engaging and safe environment for the purpose of embracing new challenges and cultivating new relationships. GO. LEAD. EXPLORE.

The NGOP Program encompasses the following areas: outdoor trips, equipment rental, Pine Valley Ropes Course, and an indoor climbing wall located in the Rec Center. Check out our website for more information!

Fitness
Fitness programs include group exercise classes, the workout area, weight training orientations, and fitness competitions. Personal training and fitness assessments are also available for an additional fee. The Recreation Center is available to students, faculty, staff, and continuing education members. Check our website for hours of operation and programs.

Aquatics
The 25-yard pool located in Memorial Hall is open to students, faculty, staff, and continuing education members. Located adjacent to the locker rooms, the pool is
open for lap swim, open swim, and also features a diving board. Please check our website for hours.

Sport Clubs
Sport Clubs are categorized between Intramural Sports and Varsity Athletics at the University of North Georgia. Sport Clubs are generally more competitive than Intramural Sports due to the interaction with other universities and the existence of regularly scheduled practices. Sport Clubs, however, do not compete at the NCAA level as Varsity Athletic teams do. The University of North Georgia currently has 24 active clubs that operate either recreationally or competitively; the entire list is located at www.ung.edu/recsports. Sport Clubs are overseen by the Recreational Sports department, but are student led during day to day operations. These student leaders provide a fun and competitive atmosphere for students to continue playing the sports they love, find community, or try new sports. Getting involved with a Sport Club is a great way to stay active and meet people on campus.

Sport Clubs are registered and chartered organizations founded and administered by students in accordance with the University, the Division of Student Affairs, and the Recreational Sports Department. They are required to abide by the rules and regulations that govern student organizations.

Hoag Student Center
The Hoag Student Center opened in Dahlonega in 1970 and was named for Merritt E. Hoag who was President of North Georgia College from 1949 – 1970. The Student Center reopened in January of 2013 following a yearlong renovation project.

The Student Center is the community center of the campus for all members of the University family: students, faculty, staff, administration, alumni, and guests. As the “Living Room” or “hearthstone” of the University community, the Student Center provides the services, conveniences, and amenities the members of the University family need for getting to know and understand one another through informal association outside the classroom. To accomplish these goals, the Student Center provides a variety of offices and services.

Offices housed in the Hoag Student Center include the following:

- Department of Student Involvement
- Office of Greek Life & Community Service
- Office of Student Leadership & Commuter Services
- Office of Multicultural Student Affairs
- UNG Card Office
- Campus Post Office
- Student Government Association
- Nighthawks Entertainment (formerly Student Activities Board)
- Commuter Council
The following facilities and services may be of special interest to students:

Nighthawks Card Office
The Dahlonega Card Office is located in Room 104. In addition to distributing ID Cards and Parking Permits, the UNG Card office administers the campus access control system, commuter meal plans, CampusCash, and payment for Rec Center memberships. The Card Office also collects payment for campus parking tickets.

Recreation Equipment
The Hoag Student Center provides two pool tables and two table tennis tables for student use. The pool tables are located in the first floor lounge adjacent to Einstein’s. The table tennis tables are located in a covered area on the first level of the building on the patio outside the Card Office.

Food Service
Several foodservice outlets are available in the Hoag Student Center. Einstein Bros Bagels is located on the first floor. The food court is located on the second floor and features Habanero’s Southwest Grill, Grille 1873, and MISO (Asian Cuisine). Also located on the 2nd floor is the P.O.D. Mini Mart which features snack items and sundries. All foodservice operations are managed by UNG Dining Services, which is contracted with ARAMARK Services. Vending machines are also available on the 1st floor.

Info and Fundraising Tables
The student center provides tables in the 2nd floor lobby for information booths and fundraising tables. Reservation and Fundraising requests should be directed to the Student Involvement Office in Room 312.

Campus Post Office
Located in Room 206, the Campus Post Office serves the Dahlonega campus. Post Office Boxes are provided for students living on campus, as well as for officially recognized student organizations. Stamps are on sale and the Post Office can assist you with sending mail and packages through the Postal Service and UPS.

Meeting Rooms
Four meeting rooms are available to reserve for student organization meetings and events. The A-B-C Rooms are located on the 2nd floor and have movable partition walls that allow the rooms to be used individually, as two larger rooms, or as one large room. A small conference room is located on the 4th floor. It will seat 8 – 10 people. Reservation requests should be directed to the Student Involvement Office in Room 312.

ATM
An ATM from BB&T is available on the 2nd floor in the lobby outside the Post Office and Meeting Rooms. The ATM is accessible only during normal building hours.

Cyber Café & Study Lounge
Located on the 3rd floor, the Cyber Café provides 28 computers and two laser printers for student use. The computers and printers were funded through the Student Technology Fee. Through the Student Technology Fee, each student receives a $9 credit on their print account that will allow 300 B&W pages per semester. Students needing additional printing can add funds to their Campus Cash account in the UNG Card Office. In addition to the computers, a number of comfortable chairs and sofas are available for individual and group study.

Great Room
The Great Room is located on the 3rd floor and serves as special event space for receptions, guest speakers, dances, and exhibits. When not used for special events, the Great Room serves as a quite area for students to relax, study, and visit with friends. The Great Room features a giant fireplace, stained glass windows and displays flags of the home nations of our international students. Reservation requests should be directed to the Student Involvement Office in Room 312.

Bob Owens Gallery
Named in memory of Robert “Bob” Owens, who served as Head of the Fine Arts Department from 1972 – 2002, the gallery features exhibits by UNG faculty and students as well as visiting artist exhibitions. The Gallery is located in Room 311.

Student Veteran Lounge
A special lounge is provided in Room 319 for UNG students who are Veterans of the US Armed Forces. The lounge provides a place for students, who are continuing their education after serving our nation, to study, relax, and interact with other Veterans. Access to the lounge requires special access. Veterans should contact the Financial Aid Office to have your ID Card programmed for the card swipe lock on the door.

Meditation Room
A small multi-faith meditation room is provided in Room 317. The purpose of the meditation room is stress reduction and it provides a quiet place for reflection, meditation, and prayer. The room is available for religious and non-religious contemplation whenever the building is open and can be used by multiple individuals or small groups of students.

Hoag Student Center Auditorium
Located in Room 342, the Auditorium is available for student organizations and departments to reserve for special events. Movies, lectures, concerts, and fundraising events are frequently held in the Auditorium. The Auditorium seats 300 and provide a large stage with theatrical lighting and curtains, professional PA system, dressing rooms, a grand piano, as well as a large screen and digital projector. Reservation requests should be directed to the Student Involvement Office in Room 312.

Student Organization Center
Located on the 4th floor is the Student Organization Center. The Center provides shared workspace, organizational lockers, office equipment and supplies to assist student organization officers to fulfill their duties and responsibilities. To register to
use the Center and sign out a locker key, please see the Coordinator of Student Leadership in Room 309.

**Student Organizations**
These organizations may be found on the Dahlonega Campus. For more information about each one, visit the Student Involvement website: [http://ung.edu/student-involvement/](http://ung.edu/student-involvement/) and check out OrgSync!

<table>
<thead>
<tr>
<th>Academic Organizations</th>
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<tbody>
<tr>
<td>American Marketing Association</td>
<td>Honors Program</td>
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<tr>
<td>Arabic Language and Culture Club</td>
<td>Licensed Professional Counselors</td>
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<td>Association of Certified Fraud Examiners</td>
<td>Association</td>
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<td>Chinese Club</td>
<td>Math Club</td>
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<td>Criminal Justice Association*</td>
<td>MPA Student Association</td>
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<td>French Club</td>
<td>Political Science Student Association</td>
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<td>Georgia Association of Nursing Students</td>
<td>Pre-Law Society</td>
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<td>Health &amp; Physical Education Majors Club</td>
<td>Psychology Club</td>
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<td>Russian Culture Club</td>
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<td>Society of Chemistry Students</td>
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<td>Society of Physics Students</td>
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<td>Spectrum Club (Visual Arts)</td>
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<td>Lutheran Student Fellowship</td>
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<td>Medical Campus Outreach</td>
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<td>Nurses Christian Fellowship</td>
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<td>Old Faith Community (Pagan Society)</td>
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<td>Our Generation</td>
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<td>Secular Student Alliance</td>
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<td>Transition Ministry</td>
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<td>Wesley Foundation</td>
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<th>Faith Based</th>
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<td>Axis</td>
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<td>Baptist Collegiate Ministries</td>
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<td>Campus Outreach</td>
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<td>Catholic Campus Ministries</td>
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<td>Fellowship of Christian Athletes</td>
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<td>Gospel Ministries</td>
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<td>Impact 12:10</td>
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<td>Interfaith Alliance</td>
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<td>Latter Day Saints Student Association</td>
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<th>Fraternity &amp; Sorority Life</th>
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<td>Sororities (Women)</td>
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<tr>
<td>Alpha Gamma Delta</td>
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<td>Delta Phi Epsilon (Colony)</td>
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<td>Delta Zeta</td>
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<td>Kappa Delta Sorority</td>
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<td>Panhellenic Council</td>
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<td></td>
<td>Phi Mu Fraternity</td>
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<td>Sigma Kappa</td>
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<td>Fraternities (Men)</td>
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<td>Pi Kappa Phi Fraternity</td>
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<td>Sigma Alpha Epsilon</td>
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<td>Sigma Omega</td>
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<th>Fraternities (Men)</th>
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Honor Societies
Alpha Kappa Delta (Sociology)
Alpha Phi Sigma (Criminal Justice)
Beta Alpha Psi (Accounting)
Beta Beta Beta (Biology)
Beta Gamma Sigma (Business & Management)
Gamma Gamma Epsilon (Chemistry)
Iota Tau Alpha (Counseling)
Kappa Delta Pi (Education)
Mu Epsilon Delta (Health Sciences)
Phi Alpha Theta (History)
Phi Eta Sigma (Freshmen)

Phi Kappa Phi (Academic)
Pi Delta Phi (French)
Pi Gamma Mu (Social Sciences)
Pi Sigma Alpha (Political Science)
Psi Chi (Psychology)
Rho Tau (Physical Therapy)
Scabbard & Blade (Honor Society)
Sigma Delta Pi (Spanish)
Sigma Phi Omega (Gerontology)
Sigma Pi Sigma (Physics)
Sigma Tau Delta (English)
Sigma Theta Tau (Nursing)

Leadership
Student Leadership Resource Team

Performance
Dance Team
Filmmakers
Golden Eagle Band
Hawkapellas
Improvable Odds
Jazz Band
Le Belle Voci
Orchestra
Symphonic Band
Theatre Guild
UNG Singers

Military Organizations
Aggressor Platoon
Blue Ridge Rifles
Color Guard
Combat Shooting Team
Corps Chaplains
Mountain Order of Colombo
Officers' Club
Ranger Challenge Team
UNG Patriot Choir

Multicultural
Asian Student Association
Black Student Union
Gay Straight Alliance
Latino- American Student Organization
International Student Association

Service Groups
Alpha Phi Omega
Circle K*
Club for Animal Respect & Education
Colleges Against Cancer
Collegiate 4-H Club
End It Movement
Gamma Sigma Sigma
Habitat for Humanity
Invisible Children
Justice Mission
Love Our Troops
Peer Health Educators
Prevent Child Abuse
Rotaract
To Write Love on Her Arms
UNG Serves
Special Interest Groups
Academic Team
Anarchist Reading Club
Association for Computing Machinery
Blue Crew
Brony Club
Chinese Students & Scholars Association
College Democrats
College Republicans
C.R.E.W (Women's Empowerment)
Dead Philosopher's Club
Debate Team
Environmental Club
Georgia Art Educators Association
Model United Nations*
Open Studious
Phi Sigma Pi
Pokémon League
Press X to Join
Saints of Anime
Student Alumni Association
Student Council of International Affairs
Student Investment Club
Student Veterans
Students of Appalachia
Summoners
Swing Dance Association
Table-Top Gaming Club
Tae Kwon Do
The Unspeakables
Trading Card Game Club
Women in S.T.E.M.
Young Americans for Liberty (College Libertarians)

Sports Clubs
Brazilian Jiu-Jitsu Club
Caving Club
Cycling Club
Disc Golf Club
Equestrian Club
Hapkido Club
Lacrosse Club
Men's Rugby Club
Men’s Soccer Club
Men’s Volleyball Club
Paddling Club
Rock Climbing Club
Roller Hockey Club
Rowing Club
Running Club
Softball Club
Strength Sports Club
Swim Club
Tennis Club
Tournament Fishing Club
Triathlon Club
Ultimate Frisbee Club
White Water Club
Women's Rugby Club
Women’s Soccer Club
Women’s Volleyball Club
Wrestling Club

Student Governance
Graduate Student Senate
Nighthawks Entertainment
Residence Hall Association
Student Government Association

Student Publications
Chestatee Review
Vanguard Student Newspaper

Alcohol Regulations for Student Organizations
A. The possession or consumption of alcoholic beverages on campus, or at open events sponsored by the University is prohibited.
B. Each student is liable for his/her actions at all times regardless of his/her mental state, even if altered by alcoholic beverages.
C. Events With Alcohol:

- Student organizations sponsoring functions off campus where alcoholic beverages will be permitted must register said event with the Office of Student Involvement at least one week in advance. The individual(s) responsible for the event and the advisor will sign a statement indicating an understanding of State Laws regarding service of alcoholic beverages, legal liabilities for irresponsible service, and care of an intoxicated person.

- The event must be held at an establishment licensed to serve alcohol, or the group must contract with a licensed, third-party vendor to serve alcohol. B.Y.O.B. events are prohibited.

- All Fraternities and Sororities - and other student groups that hold events where alcohol is consumed – are required to maintain a minimum $1,000,000 liability insurance policy.

- Any event - where alcohol is consumed - will be considered a chapter/organization activity if:
  - the event is planned or discussed at a chapter/organization meeting, or...
  - any chapter/organization funds are used to sponsor the event, or...
  - the event is advertised by the chapter/organization, or...
  - the general consensus of students is that the chapter/organization is sponsoring the event, or...
  - more than 50% of the chapter/organization attends the event.
  - It is possible that an event may, by this definition, be a considered to be a chapter or organization event for more than one group. In this case, each group shall be responsible for assuring that University Alcohol Policies - and any National Risk Management Guidelines - are enforced or that all chapter/organization members immediately leave the event.

- The sponsoring organization and its officers may be held legally accountable for incidents arising from misuse of alcoholic beverages, including consumption by persons under twenty-one years of age or serving alcoholic beverages to intoxicated individuals.

  - The following guidelines must be followed when an organization permits alcoholic beverages. Events utilizing alcoholic beverages must be in accordance with all laws. The officers of the organization sponsoring the event are responsible for seeing that all members and guests comply with applicable laws and University policies.

  1. No alcoholic beverages may be purchased through organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization i.e. “passing the hat”.

  2. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.

  3. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").

  4. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment
generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

5. No organization may co-sponsor or co-finance a function where alcohol is purchased by *any* of the host chapters, groups or organizations.

6. All recruitment activities associated with any organization will be DRY.

7. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the organization.

8. The organization must emphasize that participants should not drink and drive.

9. Non-alcoholic beverages must be made available. Food must always be served when alcohol is present. These must be high protein items (cheese and crackers, hot dogs, pizza, etc.). If popcorn and peanuts are served, they should be unsalted.

10. Intoxicated individuals must not be served. Non-drinking individuals must be in attendance to monitor the consumption of alcoholic beverages.

11. Alternatives to drinking must be offered. Diversions must be available (dancing, games, etc.).

12. The organization should stop serving/use of alcoholic beverages at least one hour before the function ends.

13. No contest involving alcohol will be allowed (funneling, chugging, quarters, etc.). No member shall permit, tolerate, encourage or participate in "drinking games."

14. Open parties, meaning those with unrestricted access, where alcoholic beverages are being consumed, are prohibited.

15. A driver’s license or other official identification must be checked to verify that participants are of legal age to consume alcohol.

16. Security guard(s) must be hired and in attendance for events involving more than 100 persons.

17. Student organizations should develop and support programs that seek to educate members on alcohol awareness.

18. Posters and/or publicity announcing parties **will not** include references to alcohol.

19. Guest Lists:
   a. Alphabetical guest lists with specific names of all members and guests who have been invited should be generated for each function.
   b. A copy of the guest list must be turned in to the Office of Student Involvement at least 24 hours before the function.
   c. A copy of the final guest list of those in attendance must be turned in to the Office of Student Involvement within 48 hours of the completion of the function.
   d. Attendance is to be limited to three guests per member – unless national guidelines further limit the number of guests allowed. Requests for larger attendance at events must be approved by the Vice President for Student Affairs.
20. Party Monitors:
   a. Party Monitors are charged with verification that all attendees are on the guest list and with maintaining university and chapter/club risk management policies.
   b. One monitor for every twenty-five (25) attendees is required. Monitors must remain sober and shall assure that any underage drinkers and obviously intoxicated attendees are removed from the function.
   c. Chapter/Club presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained.
   d. Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list.
Dear Students of UNG-Gainesville,

I am Meghan Magee, President of Student Government Association on the Gainesville campus and on behalf of the Student Government Association I welcome both new and returning students to the University of North Georgia for a new and exciting year!

You might be wondering what is the Student Government Association (SGA)? SGA is essentially the liaison between you, the student body, and the administration about your wants, needs and problems here at UNG. We will deal with almost anything, large or small, and if we cannot help, at least we will point you in the right direction. I encourage everyone to stop in for an SGA meeting so you can be up to date on the current student affairs. We meet every Monday at 12 Noon in the Student Center.

However, if SGA is not your niche, with over ninety clubs and organizations there probably is a club that will meet your needs. If there isn't a club that suits you, it is quite easy to start a new one – just follow the proper policies and protocols to do so, starting by visiting the Office of Student Involvement for everything you need to know.

You can reach me at mrmage1254@ung.edu, our SGA website on OrgSync or our Facebook page (University of North Georgia- Gainesville Student Government Association). I wish everyone of you a great semester! Study hard and don’t be afraid to talk to your professors.
Sincerely,

Meghan Magee
President, Student Government Association
University of North Georgia-Gainesville Campus
Gainesville Campus Information
This section of the planner contains policies and other information particular to the Gainesville Campus. The Gainesville Campus’s address is 3820 Mundy Mill Road, Oakwood, Georgia 30566.

Where to Go—Whom to See
Below, you will find information about various resources for students. Wherever possible, an office on this particular campus is listed. If no office exists on this campus, information about how to contact this resource on other campuses is provided.

Academic Information
Academic Advising 134 Student Center, 678-717-3791
Adding/Dropping a Course Nighthawks Registration
Registrar, 250 Student Center
678-717-3644
Class Absences See your Instructor(s)
Attendance Regulations UNG Undergraduate Catalog
UNG Graduate Catalog
Auditing a Class Registrar, 250 Student Center
678-717-3644
Change of Major Online- BannerWeb
Associate degree students: Academic Advising Office, 134 Student Center, 678-717-3791
Bachelor degree students: Registrar, 250 Student Center, 678-717-3644
Honors Program 4132 Nesbitt Building, 678-717-3441
International Student Services Center for Global Engagement, 179 Strickland Building, 678-717-3932
Library & Library Technology Center Hosch Library, 678-717-3653
Music Department/ Music Ensemble Information See Registered Student Organizations section for complete list
Service Learning Center for Teaching, Learning, and Leadership, 101 Dunlap Mathis
678-717-3933
<table>
<thead>
<tr>
<th>Service</th>
<th>Address/Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Abroad</td>
<td>Center for Global Engagement, 179 Strickland Building, 678-717-3950</td>
</tr>
<tr>
<td>Testing Office</td>
<td>Oakwood Building, 678-717-3863</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Online-BannerWeb Registrar, 250 Student Center 678-717-3644</td>
</tr>
<tr>
<td>Transfer Credits</td>
<td>Online-BannerWeb Registrar, 250 Student Center 678-717-3644</td>
</tr>
<tr>
<td>Transient Permission</td>
<td>Online-BannerWeb Registrar, 250 Student Center 678-717-3644</td>
</tr>
<tr>
<td>Undergraduate Research</td>
<td>Center for Undergraduate Research and Creative Activities 706-867-3234 (Dahlonega Campus)</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>Online-BannerWeb Registrar, 250 Student Center 678-717-3644</td>
</tr>
<tr>
<td><strong>Academic Assistance</strong></td>
<td></td>
</tr>
<tr>
<td>Academic Skills</td>
<td>Academic Computing, Tutoring, and Testing Center, Watkins Building 678-717-3766</td>
</tr>
<tr>
<td>Research Assistance</td>
<td>Hosch Library, 678-717-3466</td>
</tr>
<tr>
<td>IT Service Desk</td>
<td>Email: <a href="mailto:helpdesk@ung.edu">helpdesk@ung.edu</a> ACTT Center, Watkins Building 678-717-1560</td>
</tr>
<tr>
<td>Language Lab</td>
<td>4201 Nesbitt Building, 678-717-3868</td>
</tr>
<tr>
<td>Tutoring: Math</td>
<td>Academic Computing, Tutoring, and Testing Center, Watkins Building 678-717-3766</td>
</tr>
<tr>
<td>Disability Services</td>
<td>107 Dunlap-Mathis Building, 678-717-3855</td>
</tr>
</tbody>
</table>
Tutoring: General  
Academic Computing, Tutoring, and Testing Center, Watkins Building  
678-717-3766

Writing Center  
Writing Center, Nesbitt Building  
678-717-3912

Admissions  
Undergraduate Admissions  
208 Student Center, 678-717-3641

Graduation Information  
To Apply  
www.ung.edu/commencement

Caps & Gowns  
Registrar, 250 Student Center  
678-717-3644

Honor Stoles  
See your individual chapter advisors.

Invitations & Announcements  
Print Services, 200 Campus Commons  
706-864-1631 (Dahlonega Campus)

Student Affairs  
Career Services  
346 Student Center, 678-717-3964

Counseling  
115 Student Center, 678-717-3660

Disability Services  
107 Dunlap-Mathis Building 678-717-3855

Financial Aid  
234 Student Center, 678-717-3792  
(and Veteran’s Educational Benefits)

Intramural Sports  
132 Hugh Mills PE Complex,  
678-717-3647

Lost and Found  
303 Student Center. 678-717-3622

Multicultural Student Affairs  
147 Student Center, 678-717-3654

Nighthawks Entertainment  
303 Student Center, 678-717-3622
<table>
<thead>
<tr>
<th>Service</th>
<th>Location and Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Recreation &amp; Fitness</td>
<td>Hugh Mills PE Complex, 678-717-3790</td>
</tr>
<tr>
<td>Space Reservations</td>
<td>Office of Student Involvement, 303 Student Center, 678-717-3622</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>204 Student Center, 678-717-3465</td>
</tr>
<tr>
<td>Student Government</td>
<td>303 Student Center, 678-717-3622</td>
</tr>
<tr>
<td>Association</td>
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<tr>
<td>Student Money Management</td>
<td>129 Student Center, 678-717-3828</td>
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<tr>
<td>Center</td>
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</tr>
<tr>
<td>Student Organizations</td>
<td>303 Student Center, 678-717-3622</td>
</tr>
<tr>
<td>Student Resources</td>
<td></td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>133 Oakwood Building, 678-717-3409 (Amy Lancaster)</td>
</tr>
<tr>
<td>Art Galleries</td>
<td>Roy C. Moore Art Gallery, Continuing Education Building, 678-717-3707</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>Student Center, 678-714-3636</td>
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<tr>
<td>(Campus Connection</td>
<td></td>
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<tr>
<td>Bookstore)</td>
<td></td>
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<tr>
<td>Business Office</td>
<td>Administration Building, 678-717-3780</td>
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<tr>
<td>(all fee payments)</td>
<td></td>
</tr>
<tr>
<td>Campus Law Enforcement</td>
<td>678-717-1777 OR 911 Public Safety Office, Building 14</td>
</tr>
<tr>
<td>Card Services</td>
<td>326 Student Center, 678-717-3914</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>326 Student Center, 678-717-3914</td>
</tr>
<tr>
<td>Vehicle Registration/Ticket Appeals</td>
<td><a href="http://northgeorgia.aimsparking.com">http://northgeorgia.aimsparking.com</a></td>
</tr>
<tr>
<td>Problems &amp; Concerns</td>
<td>Emily Cook, Student Ombudsman, 134 Student Center, 678-717-134</td>
</tr>
</tbody>
</table>
Title IX Complaints

David Marling, Title IX Coordinator
Resources, 111 Downtown Office Building, 706-867-4560

Deputy Title IX Coordinator,
Gainesville Campus
Dr. Cara Ray, AVP and Dean of Students,
204 Student Center, 678-717-3877
OR
Stacie Rowley, Assc. Dean for Student Life
303 Student Center, 678-717-3622

Student Resources

Academic Computing, Tutoring, & Testing (ACTT)
The ACTT Center’s primary focus is to serve the students and faculty of the University. The ACTT Center’s primary focus is to serve the students and faculty of the University of North Georgia who are registered for courses on the Gainesville Campus. The ACTT Center is located in the Watkins Academic Building and provides students with Math, Chemistry, Physics, and Accounting tutoring services. There is one Math Lab and one Learning Support Math Lab, both of which house professional and peer tutors who are available from 8am-10pm Monday through Thursday and Friday from 8am-3pm. The ACTT Center provides accounting tutoring on various days and times throughout the week. In addition to tutoring, the ACTT Center provides students with numerous computers, access to IT Help Desk professionals, and two group study rooms, which can be reserved on an hourly basis. The Front Desk staff is able to administer make-up exams and to loan on a daily basis popular textbooks, calculators, and electronic dictionaries.

Academic Compositing Tutoring (ACT II)
ACT II, located on the second floor of the Nesbitt Building, houses one of the University of North Georgia’s Writing Centers. Within ACT II, professional and peer tutors facilitate students in the writing process. Students can receive tutoring on a walk-in basis or reserve time with a tutor. ACT II’s tutors also assist English-as-a-Second-Language students in the realms of reading, writing, pronunciation, and vocabulary development.

Adult Learners
Adult learners are defined as students who graduated from high school at least five years before they enrolled at UNG or who are returning to college after some time away.

Brenda Adams, Coordinator for Student Life and Services for Adult Learners, assists these students with their special concerns during this transition period, such as child care, finances, academic performance, time management, and the effect that returning to school may have on their family. She manages the Adult Learner Resource Center in the Student Center which is provided as a study space with resources and free tutors in math and writing. Students should contact the Office of Student Involvement at 678-717-3622 to set up an appointment with Ms. Adams.
The Second Wind Club is a student organization that supports adult learners. This group meets every other week to share information and fellowship. Adult learners with high GPAs may also be eligible to be involved with SPIRE, an honor society for those in two-year degree programs, or PINNACLE, an honor society for those in four-year degree programs. For more information about Second Wind or SPIRE/PINNACLE, contact Brenda Adams.

**Bookstore**
The Bookstore is located in the Student Center. Store hours are Monday-Thursday, 8:00-5:30 and Friday, 8:00-3:00. Hours are subject to change during student breaks and other times of the year. The Bookstore will accept cash, checks made payable to UNG, Visa, MasterCard, Discover and Campus Cash.

**Center for Adult Learners and Military (CALM)**
As an Adult Learner and Military student, it is pivotal for you to get the information needed in making your goals and dreams a reality. Here at UNG we strive to offer all the services you need to make this happen. The Center for Adult Learners and Military (CALM) is here to guide you in the right direction and help in identifying those services and resources available to you.

CALM provides resource centers for adult learners and military students. In each of these resource centers you will find a computer lab, group and individual study areas, professional development books and study material for CLEP and DSST exams. For more information on these centers and their locations, go to www.ung.edu/adult-learners-military/.

CALM also works with adult learners and military students in evaluating prior learning experience. Prior learning is learning gained through life or work outside of structured higher educational courses. Many people learn through their experiences in life such as those in professional endeavors (through business, the military, or other work/training experiences) or through other educational experiences (through community work, family, travel, or personal study). Prior learning can be assessed through Departmental Examination, National Standardized Examination (CLEP, AP, DSST, IB, and FLATS), American Council on Education (ACE) which includes ACE Credit Recommendation for Corporate employers and Military Transcripts through the Joint Services Transcript, and Portfolio Assessment.

For more information about Prior Learning Assessment (PLA), CALM Resource Centers, and other services CALM provides to students check out our website at www.ung.edu/adult-learners-military/. The Coordinator of CALM, Christy Orr, may also be reached at Christy.Orr@ung.edu.

**Dining Services**
UNG Dining Services at the Gainesville Campus provides two options for students. The Starbucks Coffee Bar located in the Martha Nesbitt Building-Second Floor proudly serves Starbucks beverages and products along with a variety of pastries, sandwiches, paninis, wraps, salads, and other beverages, sodas, and snacks.
The Food Court at the Student Center provides students with four unique brand choices for quick service as well as “On The Go” grab and go items. “The Strip” features hand breaded chicken strips, burgers, fries, and all your favorites. “By The Slice” features pizza, cheesy bread sticks and more. “BYOB” lets you build your Mexican favorites. The Deli has sandwiches, subs, wraps and salads made to order. UNG Dining Services accepts cash, credit debit cards, and campus cash. Check us out at www.ungdining.com.

Library
The Hosch Library at the Gainesville Campus is the second largest of the UNG Libraries. Open six days a week, the library houses over 70,000 volumes of print books and bound periodicals in addition to special collections and archival materials. The library’s Leisure Reading section offers 70 current print periodicals as well as popular books.

Eleven group study rooms are available for students to use when working together on projects, including one smart study room with a computer and projector for presentation practice. In addition, quiet study space with individual carrels and comfortable seating offers students a place for concentration and focus.

Students may access the UNG wireless network throughout the building or use one of the library’s 70 computer workstations. The first floor computer lab also offers scanners, a color printer, and a photocopier.

The Hosch Library’s faculty and staff provide a wide variety of library services including circulation and reference assistance, research consultation appointments, Interlibrary Loan and GIL Express, technology checkout and support, and a library instruction program offering workshops and credit-based classes teaching research skills.

Student Counseling
In addition to the programs and services listed in the UNG section of the handbook, the Gainesville Student Counseling location also has a Relaxation Room. The Relaxation Room is a resource room available to students who wish to relax by using one of three message chairs. The Center also stocks books, DVDs, biofeedback games, full spectrum light for Seasonal Affective Disorder, music, and free handouts on wellness topics. Books and DVDs can be enjoyed at the Center or checked out for up to two weeks. The Center provides confidential and free counseling to current students as well as monthly workshops on various topics.
Welcome to University of North Georgia!

We are so excited to have you on our Gainesville campus! We are Nighthawks Entertainment and what our organization does is bring student-focused events and activities for our campus! We have a wide variety of events which include entertainment, night, and cultural/education programs. We have two annual programs that are popular. In the fall we bring the Fall Festival which is a four-hour event of fun! We have novelties and music and more! Each spring we hold Spring Fling filled with inflatables, fun novelties, free carnival snacks and local student bands perform. Each semester we bring a host of events including speakers, comedians, music, night programs and more!

We love it when students have new ideas and better ways to improve our campus. We strongly encourage membership in our organization. Nighthawks Entertainment is only successful because of its volunteers who help run our events! Membership in this group gives students a great opportunity for our members to get out of their shell and meet new people while having lots of fun! Our organization deals a lot with social networking and, when we have these entertainers come to our campus, we build relationships with them also.

Social networking is becoming more and more important as we get older. In college you will begin to build relationships not with just people around you but even with your professors. Nighthawks Entertainment helps build these relationships by getting you out there and learning skills to conduct yourself in a professional manner! Getting involved on campus is a great way to not only meet people, but it will look great on your co-curricular transcript if you transfer or enter the job market. When I joined Nighthawks Entertainment I met tons of people and those people helped me have the opportunity to hold this leadership position. It’s all about connecting and networking. Our weekly meetings are Mondays at noon in the Student Center.

We are so excited that you are here and we can’t wait to meet you! If you’re interested in joining Nighthawks Entertainment, please feel free to come into the Office of Student Involvement, pick up an application, or come see me or our advisor Brenda Adams. Both of our offices are located in the Office of Student Involvement in the Student Center. Have a great college experience and we hope to see you soon!

Valerie Jones- President of Nighthawks Entertainment Gainesville Campus

Valerie Jones
Cocurricular Experiences and Opportunities

Game Room/Cyber Café
The Game Room and Cyber Café, located in the Student Center on the Gainesville Campus, offer students a place to relax and socialize. The Game Room offers air hockey, pool tables, ping pong tables and video games. The Game Room also has surround sound, and students vote on the musical playlist. Tournaments with prizes are frequently hosted in the Game Room. The Cyber Café offers computers which can be used for gaming, email, or schoolwork, and there is a printer. The Cyber Café is designed to have an informal atmosphere where groups of students can gather to socialize and study.

Lockers
Lockers are provided in the Gainesville Campus Student Center. Lockers are for daily use only. Items left in lockers overnight will be moved to the Office of Student Involvement. Please use a lock with your locker. You may check out a lock from the Office of Student Involvement or use your own. Student Involvement is not responsible for lost items.

Recreational Sports
The mission of the Recreational Sports Department at the University of North Georgia is to promote a culture of involvement in lifelong recreational sports. Student needs at all campuses of UNG are served through a variety of programs. This mission is accomplished by meeting the following goals:

• Provide sports in a safe environment
• Create a setting that fosters community, forms lasting memories, and instills a sense of belonging
• Promote physical fitness, healthy habits, and balanced behaviors, improving the overall social, mental, and physical well-being of participants
• Develop meaningful life skills, encourage personal achievement, and develop involved and responsible citizens
• Complement the academic and leadership objectives of UNG.

Facilities - Gainesville Campus
The Gainesville Campus of UNG fitness facilities are located in the Hugh Mills Physical Education Complex available to current students, faculty, staff and members. These facilities include a junior olympic-sized swimming pool, a gymnasium, and a fitness center complete with cardio machines, strength training machines and free weights. An outdoor track, two all-purpose athletic fields, tennis courts, nature trails and off-road bike trails are also available. A current UNG student or membership ID is required in order to access the indoor facilities.

Intramural Sports - Gainesville Campus
UNG is affiliated with IMLeagues, a sports site that helps facilitate intramural leagues at the University of North Georgia and other colleges. If you are interested in participating in intramurals, please take a few minutes to sign up on the website and begin creating your teams for the upcoming academic year. Upon creating your team, you will be able to invite friends via email to join your team. This program improves
our ability to communicate with participants and improve our program. This registration process is mandatory for all teams and participants wishing to play intramurals.

Student Employment
The Department of Recreational Sports is looking for fun, energetic UNG students who want to work in an atmosphere that develops leadership and encourages other students to participate in our programs. If you are that type of person, we want you to join our team!

Registered Student Organizations
These organizations may be found on the Gainesville Campus. For more information about each one, visit the Student Involvement website: http://ung.edu/student-involvement/ and check out OrgSync for more detailed information about each group!

Academic Organizations
Art Club
Biology Club
Chemistry Club
CHILD Club
Education Club
ENACTUS
Engineering Club
Future Health Professionals
Geology Club
Geospatial Alliance
Human Services Association
Language Learners’ Book Club
Math Club
Paralegal Club
Peer Academic Advisors
Physics Club
Pre-Veterinary Club
Psychology Club
Student Archaeological Society
WHORL
Writers’ Guild

Faith-Based Organizations
Baptist Collegiate Ministries
Campus Crusade for Christ
Humanist Student Association

Honor Societies
Phi Eta Sigma
Phi Theta Kappa
Sigma Chi Eta
Tau Upsilon Alpha

Performing Arts and Publications
Brass Ensemble
Chorale
Jazz Band and Jazz Ensemble
String Ensemble
Symphonic Band
The Chestatee Review
Vanguard (Student Newspaper)

Special Interest Groups
Ambassadors
Anime Club
Asian Students Association
Black Student Union
Chess Club
Cosplay

108
<table>
<thead>
<tr>
<th>Student Radio Club</th>
<th>Non-Profit Development Club</th>
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<tbody>
<tr>
<td>Debate Club</td>
<td>Politically Incorrect Club</td>
</tr>
<tr>
<td>FACE (Students w/ Disabilities and</td>
<td>Second Amendment Club</td>
</tr>
<tr>
<td>Allies)</td>
<td>Second Wind</td>
</tr>
<tr>
<td>Fishing Club</td>
<td>SOS Brigade</td>
</tr>
<tr>
<td>Gamers’ Guild</td>
<td>Spectrum (LGBT+)</td>
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<tr>
<td>International Student Association</td>
<td>Student Film Association</td>
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<tr>
<td>Japan Club</td>
<td>Students for a Progressive Society</td>
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<tr>
<td>Latino Student Association</td>
<td>Students for Environmental Awareness</td>
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<tr>
<td>Mediation Club</td>
<td>The Fandom</td>
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<tr>
<td>Nashville Songwriters’ Association</td>
<td>Veterans’ Network</td>
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<td>Native American Students Association</td>
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</table>

**Sports Clubs**
- Fencing Club
- Ping Pong Club
- Recreational Outdoor Experiences

**Student Governance**
- Nighthawks Entertainment
- Student Government Association
To all of you returning students – we are happy to have you back! Those summer tans are lookin’ good. And most importantly: a big, warm welcome to those of you new to the University of North Georgia.

My name is Grace Magrino, this is my second year on the Oconee campus, and I will be your Student Government President. Whether UNG is your stepping stone to another school or your home for the next few years, it’s a great place to be. This university provides a unique experience; an intimate-sized campus proves successful to your education, simultaneously providing access to everything that Athens has to offer.

If I have any words of wisdom to impart on you, it would be this: get involved. Utilize your resources! Make the most of your time at UNG. Smaller, commuter schools tend to carry a stigma (this isn’t news to us), but if you isolate yourself from the community during your stay, you won’t be fulfilled. This place offers everything from on-campus jobs to special event days to tons of FREE tutoring. When your teacher knows you by name, and no class is farther than a 3-minute walk from your parking space, there isn’t much room to complain.

“Knock, and it shall be opened unto you” (KJV Matthew 7:7). I quote this verse in the hopes that you truly capitalize on all of the resources that the University of North Georgia has to offer you. With incredible faculty and staff – who generally hold an inviting, open door policy –, help is always available...as long as you are willing to ask! Whether this is your first year or a return after a semester-long break, UNG is an awesome transition spot to develop those studious habits and time management skills. Not to mention...who else drives through the middle of a cow pasture to get to their school?!

I challenge you to make this academic year a great one. If you don’t get involved now, who says you will suddenly becoming outgoing when you transfer? And what experiences will you have to offer from your time spent here? Our Student Government meetings are held at 12pm every Monday, in room 560 (shameless plug). Anyone who wants to give their input and have a say about their school should attend. Our mission is to provide a liaison between students and faculty/staff, to give a voice to the student body. Don’t forget to keep on eye out for upcoming events and specials (like Outdoor Movie Night or Fall Carnival). And get excited about our extension under way! Whether it is complete upon the time you read this or closing in on completion, the SRC extension will provide students with more space to utilize.

I truly wish success and satisfaction for each of you this fall. Don’t be a stranger! And again, welcome to the University of North Georgia, Oconee.

Sincerely,

Grace Magrino
Oconee Campus Information
This section of the planner contains policies and other information particular to the Oconee Campus. The Oconee Campus’s address is **1201 Bishop Farms Pkwy., Watkinsville, Georgia 30677**.

Where to Go—Whom to See
Below, you will find information about various resources for students. Wherever possible, an office on this particular campus is listed. If no office exists on this campus, information about how to contact this resource on other campuses is provided.

### Academic Information

- **Academic Advising**
  - [advising-ocn@ung.edu](mailto:advising-ocn@ung.edu)
  - 110 Administration Building
  - 706-310-6226

- **Adding/Dropping a Course**
  - Nighthawks Registration
  - [Registrar-ocn@ung.edu](mailto:Registrar-ocn@ung.edu), Front Desk
  - Administration Building, 706-310-6320

- **Class Absences**
  - See your Instructor(s)

- **Attendance Regulations**
  - UNG Undergraduate Catalog
  - UNG Graduate Catalog

- **Auditing a Class**
  - Registrar on the Gainesville Campus

- **Change of Major**
  - Online- BannerWeb

- **Honors Program**
  - 313B Oconee Classroom Building
  - 706-310-6236

- **International Student Services**
  - Front Desk, Administration Building
  - 706-864-1922

- **Library & Library Technology Center**
  - Library, Student Resource Center
  - 706-310-6238

- **Service Learning**
  - See Dahlonega or Gainesville information

- **Study Abroad**
  - See Dahlonega or Gainesville information

- **Testing Office**
  - 201 Administration Building
  - 706-310-6308
<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcripts</td>
<td>Online-BannerWeb, Administration Building, 706-310-6226</td>
</tr>
<tr>
<td>Transfer Credits</td>
<td>Online-BannerWeb, Registrar on the Gainesville Campus</td>
</tr>
<tr>
<td>Transient Permission</td>
<td>Online-BannerWeb, Front Desk, Administration Building, 706-310-6201</td>
</tr>
<tr>
<td>Undergraduate Research</td>
<td>Center for Undergraduate Research and Creative Activities, 706-867-3234</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>Online-BannerWeb, <a href="mailto:Registrar-ocn@ung.edu">Registrar-ocn@ung.edu</a>, Front Desk, Administration Building, 706-310-6226</td>
</tr>
</tbody>
</table>

**Academic Assistance**

<table>
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<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Academic Skills</td>
<td>Library, Student Resource Center, 706-310-6238</td>
</tr>
<tr>
<td>First Year Experience</td>
<td>101 Administration Building, 706-310-6320</td>
</tr>
<tr>
<td>Research Assistance</td>
<td>Library, Student Resource Center, 706-310-6238</td>
</tr>
<tr>
<td>IT Service Desk</td>
<td>Email: <a href="mailto:helpdesk@ung.edu">helpdesk@ung.edu</a>, 207 Administration Building, 706-310-6292</td>
</tr>
<tr>
<td>Language Lab</td>
<td>531 Student Resource Center, 706-310-6296</td>
</tr>
<tr>
<td>Language Placement &amp; Advising</td>
<td>707 Faculty Center, 706-310-6233</td>
</tr>
<tr>
<td>Tutoring: Math</td>
<td>Library, Student Resource Center, 706-310-6298</td>
</tr>
<tr>
<td>Disability Services</td>
<td>112 Administration Building, 706-310-6204</td>
</tr>
<tr>
<td>Tutoring: General</td>
<td>Library, Student Resource Center, 706-310-6238</td>
</tr>
</tbody>
</table>
Writing Center	Library, Student Resource Center,
706-310-6303

Admissions
Undergraduate Admissions	108 Administration Building,
706-310-6309
Re-Admissions	108 Administration Building,
706-310-6309

Graduation Information
To Apply	www.ung.edu/commencement
706-310-6201

Caps & Gowns	Bookstore, Faculty Center
706-310-6210

Honor Stoles	Online
http://colleges.herffjones.com/college/ung/

Invitations & Announcements	Print Services, 200 Campus Commons
706-864-1631

Student Affairs
Career Services	205 Administration Building
706-310-6310
Counseling	106 Administration Building
706-310-6205
Disability Services	112 Administration Building,
706-310-6202
Financial Aid (and Veteran’s Educational Benefits)	109 Administration Building
706-310-6263
Intramural Sports	508 Student Resource Center,
706-310-6250
Lost and Found	Front Desk, Administration Building
706-310-6201
Multicultural Student Affairs	508 Student Resource Center
706-310-6250
Nighthawks Entertainment	508 Student Resource Center
706-310-6250
<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space Reservations</td>
<td>117 Administration Bldg., 706-310-6345</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>114 Administration Building  706-310-6201</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>508 Student Resource Center  706-310-6250</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>508 Student Resource Center,  706-310-6250</td>
</tr>
<tr>
<td><strong>Student Resources</strong></td>
<td></td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>678-717-3409</td>
</tr>
<tr>
<td>Art Galleries</td>
<td>Faculty Center Lobby, 678-717-3438</td>
</tr>
<tr>
<td>Books and Supplies (Campus Connection Bookstore)</td>
<td>700 Faculty Center, 706-310-6210</td>
</tr>
<tr>
<td>Business Office</td>
<td>Front Desk, Administration Building 706-310-6242</td>
</tr>
<tr>
<td>(all fee payments)</td>
<td></td>
</tr>
<tr>
<td>Campus Law Enforcement</td>
<td>706-864-1500 OR 911</td>
</tr>
<tr>
<td>Card Services</td>
<td>Student ID Card Office, 723 Faculty Center, 706-310-6270</td>
</tr>
<tr>
<td>Parking Permits/Vehicle Registration</td>
<td>Card Office, 723 Faculty Center 706-310-6270</td>
</tr>
<tr>
<td>Parking Ticket Appeals</td>
<td>Online-BannerWeb</td>
</tr>
<tr>
<td>Problems &amp; Concerns</td>
<td>Veronica Walker, Student Ombudsman 551 Student Resource Center, 706-310-6314</td>
</tr>
<tr>
<td>Title IX Complaints</td>
<td>David Marling, Title IX Coordinator Resources, 111 Downtown Office Building, 706-867-4560 Deputy Title IX Coordinator, Oconee Campus: Dr. Michelle Brown, AVP and Dean of Students Administration Building 706-310-6201</td>
</tr>
</tbody>
</table>
Student Resources

Bookstore
The Bookstore is located in the Faculty Center. Store hours are Monday-Thursday, 8:00-5:30 and Friday, 8:00-3:00. Hours are subject to change during student breaks and other times of the year. The Bookstore will accept cash, checks made payable to UNG, Visa, MasterCard, Discover and Campus Cash.

Library
Open six days a week for a total of 64.5 hours, the Oconee Campus Library is located in the Student Resource Center. This 4,325 square foot facility offers 78 reader seats, 26 computer seats, 3 printers (including a color printer), comfortable seating, and wireless connectivity throughout. Knowledgeable library faculty and staff provide research assistance to students and faculty at the information desk. The library offers research consultation appointments as well as course-specific library instruction classes in which a librarian visits the classroom, teaching students how to locate information resources, such as scholarly articles, for their assignments. Other services that the library provides include course reserves, GIL Express (the University System of Georgia borrowing system), interlibrary loan, and short-term technology checkout for laptops, iPads, camcorders, and digital cameras. The library’s collections consist of almost 10,000 print books, 15 print serial titles, and nearly 900 DVDs, in addition to online access to electronic books and database subscriptions held by all UNG libraries.

Student Counseling
The Oconee campus Student Counseling location offers free, confidential, individual counseling to all Oconee campus students. Personal counseling can address a range of concerns including, but not limited to depression, anxiety, relationships, trauma, stress management, grief, study skills, time management, test anxiety, rape/sexual assault, sexual orientation and gender issues, substance abuse, friends or family concerns, etc. Additionally, we offer wellness events for the promotion of healthy lifestyles for all students. Faculty often award academic extra-credit for attendance and participation in these events. Students can also fill out a form for co-curricular credit that will appear on their transcript. Topics include nutrition, personal fitness, healthy relationships, sexual health, stress reduction, eating disorders, mental health awareness, alcohol and other drugs education, time management and life balance, mindfulness, and other wellness topics. We are located in the administration building offices #111 and #113. For more information or to make an appointment, please contact our front desk at 706-310-6205.

Tutoring Services
Professional and peer tutoring services are available on the Oconee campus in Math, Writing, Accounting, and Chemistry. Hours for tutoring services vary by subject. For more information please call Tutoring Lab Coordinator at 706-310-6303.
Dear students,

Welcome to the University of North Georgia Oconee Campus on behalf of the Nighthawks Entertainment Board! I am your 2015-2016 president. Being a campus with such a diverse student body Nighthawks Entertainment tries provide a fun and authentic college experience for all our students. We plan events that will benefit the fresh out of high school students and adults with a taste of a stress-free college experience that gets you out of the classroom for some fun.

Throughout the year we hold multiple events from simple complimentary monthly breakfasts to a movie night on the quad to the much anticipated big events like Fall Carnival and Spring Fling. Reading the weekly email newsletters and looking for flyers that will pop up around campus before the events will help to tell you when these events will be held. Being involved in what is happening at UNG-O is such a big part of college. Don’t miss out!

Now I know you would love to be involved in the planning of these awesome events that happen on campus! All students are welcome to come and check out what goes on behind the scenes or if you just want to meet new people. You are welcome anytime! This is a great way to meet new friends while also getting to know the wonderful faculty and staff that work at UNG-O. I am dedicated to expanding and uniting this campus and would love your help in doing so! As my Taylor Swift loving predecessor always reminds me of, “No matter what happens in life, be good to people. Being good to people is a wonderful legacy to leave behind.”

On behalf of the Nighthawks Entertainment Board, we wish you the best on your journey to success!

Samantha L. Dean
President of Nighthawks Entertainment
Cocurricular Experiences and Opportunities

Multicultural Student Affairs
On the Oconee campus, diversity programming is also part of the Office of Student Involvement. The Office of Student Involvement and Multicultural Student Affairs work together to make sure diversity is valued and all concerns are addressed. Programs are designed to encourage intercultural dialogue, social awareness, and encourage inclusion.

Recreational Sports
The intramural sports program at the Oconee Campus is designed to provide an opportunity for every student, faculty or staff member to participate in organized recreational competition. You don’t have to be an athlete to play; these recreational activities are for everyone. Structured leagues and tournaments are offered in flag football, basketball, volleyball, and other sports. If you are interested in other sports than what we offer, please come to the Office of Student Involvement (SRC 508) for more information. Information about Intramurals can be found online at: http://www.imleagues.com/UNGOC.

Student Organizations
These organizations may be found on the Oconee Campus. For more information about each one, visit the Student Involvement website: http://ung.edu/student-involvement/ and check out OrgSync!

Academic Organizations
ENACTUS
Future Health Professionals
Math Club
Spanish Club

Faith-Based Organizations
Alaethea
Baptist Collegiate Ministries
The Navigators

Honor Societies
Phi Eta Sigma
Phi Theta Kappa

Performing Arts and Publications
The Chestatee Review
Vanguard

Special Interest Groups
Anime Anonymous
Art A!
Current Events Club
Film Club
Gay Straight Alliance
Golf Club
Habitat for Humanity
Multicultural Student Association
Music Performance Club
Political Philosophy Club
Rotaract Club
Running Club
Tech Club
Veterans Association

Student Governance
Nighthawks Entertainment
Student Government Association
2015-2016 Academic Year

My Fellow Nighthawks,

I am Joshua Page, the returning Student Government Association President for the Cumming Campus of the University of North Georgia. SGA is the liaison between the entire student body and the campus administration. Here on the Cumming Campus, we are a small yet powerful group of students who want to make the campus a better place. As of right now we are working with students to get more clubs up and running and also working on providing the students group yoga.

As most of you know, the Cumming Campus is trying to find what is going to work and what is not, and this is where you, the student, comes in. We would like to invite all students interested in making the Cumming Campus better to join us for our bi-weekly meetings at 12 noon. Any ideas will be considered carefully and thoughtfully. If you have an idea, let me know through email, jrpage6302@ung.edu.

Now I will leave you with this final note: Study hard and always keep your academics first. Ask your professor anything, they are there to help and always try to get involved. Not only will getting involved be fun, but it will also be very beneficial to network with other students. And lastly, don’t be a stick in the mud. Don’t be afraid to go out and take chances, but also be reasonable with those chances. There is a middle ground between rebelling and conforming, and happiness can be found there.

Regards and best wishes,

Joshua R. Page
CUMMING CAMPUS

CUMMING CAMPUS

This section of the planner contains policies and other information particular to the Cumming Campus. The Cumming Campus’s address is **300 Aquatic Circle, Cumming, Georgia 30040.**

**Where to Go—Whom to See**

Below, you will find information about various resources for students. Wherever possible, an office on this particular campus is listed. If no office exists on this campus, information about how to contact this resource on other campuses is provided.

**Academic Information**

- **Academic Advising**
  - Room 128, 470-239-3104

- **Adding/Dropping a Course**
  - Nighthawks Registration
  - Enrollment Services, Room 146
  - 470-239-3105

- **Class Absences**
  - See your Instructor(s)

- **Attendance Regulations**
  - UNG Undergraduate Catalog
  - UNG Graduate Catalog

- **Auditing a Class**
  - Enrollment Services, Room 146
  - 470-239-3105

- **Change of Major**
  - Online- BannerWeb
  - Academic Advising Coordinator, Room 128, 470-239-3104

- **Library & Library Technology Center**
  - Library, Room 225, 470-239-3119

- **Service Learning**
  - See Dahlonega or Gainesville information

- **Study Abroad**
  - See Dahlonega or Gainesville information

- **Testing Office**
  - Academic Advising/Testing; inquire at front desk for location

- **Transcripts**
  - Online-BannerWeb
  - Enrollment Services, Room 146
  - 470-239-3105

- **Transfer Credits**
  - Online-BannerWeb
  - Enrollment Services, Room 146
<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Transient Permission</td>
<td>Online-BannerWeb&lt;br&gt;Enrollment Services, Room 146&lt;br&gt;470-239-3105</td>
</tr>
<tr>
<td>Undergraduate Research</td>
<td>Center for Undergraduate Research and Creative Activities&lt;br&gt;706-867-3234</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>Online-BannerWeb&lt;br&gt;Enrollment Services, Room 146&lt;br&gt;470-239-3105</td>
</tr>
<tr>
<td><strong>Academic Assistance</strong></td>
<td></td>
</tr>
<tr>
<td>Academic Skills</td>
<td>Library, Room 225, 470-239-3119</td>
</tr>
<tr>
<td>First Year Experience</td>
<td><a href="mailto:fye-gvl@ung.edu">fye-gvl@ung.edu</a>, 678-717-3622</td>
</tr>
<tr>
<td>Research Assistance</td>
<td>Library, Room 225, 470-239-3119</td>
</tr>
<tr>
<td>IT Service Desk</td>
<td>Email: <a href="mailto:helpdesk@ung.edu">helpdesk@ung.edu</a>&lt;br&gt;IT Support, Rooms 253 &amp; 267&lt;br&gt;470-239-3110</td>
</tr>
<tr>
<td>Language Lab</td>
<td>Room 151</td>
</tr>
<tr>
<td>Language Placement &amp; Advising</td>
<td>Room 128, 470-239-3104</td>
</tr>
<tr>
<td>Tutoring: Math</td>
<td>Library, Room 225</td>
</tr>
<tr>
<td>Disability Services</td>
<td>Room 237, 470-239-2137 or the Gainesville Campus Office</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Library, Room 225</td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Admissions</td>
<td>Enrollment Services, Room 146&lt;br&gt;470-239-3105</td>
</tr>
<tr>
<td>Re-Admissions</td>
<td>Enrollment Services, Room 146&lt;br&gt;470-239-3105</td>
</tr>
</tbody>
</table>
**Graduation Information**

To Apply

[www.ung.edu/commencement](http://www.ung.edu/commencement)
470-239-3105

Caps & Gowns

Bookstore, Dahlonega Campus,
706-864-1635

Invitations & Announcements

Print Services, 200 Campus Commons
706-864-1631

**Student Affairs**

Career Services

See Dahlonega or Gainesville information

Counseling

See Dahlonega or Gainesville information

Disability Services

Room 237, 470-239-2137 or the
Gainesville Campus Office

Financial Aid

Enrollment Services
Room 146, 470-239-3105

(and Veteran’s
Educational Benefits)

Lost and Found

Information Desk, 470-239-3102

Space Reservations

[https://calendar.ung.edu/virtualems/](https://calendar.ung.edu/virtualems/)

**Student Resources**

Alumni Relations

706-864-1562

Business Office

Bookstore, Room 260, 470-239-3133

(all fee payments)

Campus Law Enforcement

706-864-1500 OR 911
Room 218, 470-239-3111

Card Services

Bookstore, Room 260

Parking Permits/Vehicle
Registration

Bookstore, Room 260

Parking Ticket Appeals

Online-BannerWeb
Student Resources

Because the Cumming Campus is small and new, not all offices are represented on the campus at all times. Nevertheless, Cumming Campus students can access the services available to all UNG students. Generally speaking, Cumming Campus students should speak with the administrative staff at their campus to begin this process:

Jason Pruitt  
Executive Director  
of the Cumming Campus  
Jason.Pruitt@ung.edu  
470-239-3103

Lisa Bendin  
Assistant Director  
of Enrollment Services  
Lisa.Bendin@ung.edu  
470-239-3105

If students need immediate assistance, they may also utilize the “Where to Go/Whom to See” section of this planner and contact offices on either the Gainesville or Dahlonega campuses. In general, Associates’ degree pathway students should contact the Gainesville offices and Bachelors’ degree pathway students should contact the Gainesville offices if they plan to finish their Bachelors’ degrees in Gainesville and the Dahlonega offices if they plan to finish their Bachelors’ degrees in Dahlonega.

Bookstore

The Bookstore is located on the second floor in Room 260. Store hours are Monday – Thursday, 8:00 – 5:30 and Friday, 8:00 – 3:00 with abbreviated Friday hours during the summer. Hours are subject to change during student breaks and other times of the year. The bookstore will accept checks made payable to UNG, Visa, MasterCard, Discover and the Nighthawks card.

Food Services

The Cumming Campus offers students a grab-and-go food kiosk with hot coffee, sandwiches, and a variety of convenient food items for purchase. Cash, credit, and UNG Card Campus Cash are all accepted. The food kiosk is located on the second floor of the building.

Library

The 2,100 square foot reading room serves over 800 students, provides 61 reader seats, 16 computer workstations, one group study room, portable white boards, and
two smart boards. One full-time and one part-time librarian assists students and faculty with access to electronic resources, library instruction, research assistance, course reserves and reference materials, current newspapers, popular books, DVDs, and magazines. The library’s collections consist of 25 ready-reference print books, 14 print serial titles, and nearly 30 DVDs, in addition to online access to electronic books, streaming videos, and database subscriptions held by all UNG libraries. GIL Express document delivery and interlibrary loan services provide expanded access to library resources throughout the state and beyond.

Technology is available for checkout which includes 20 laptops, 10 iPads, 10 graphing calculators, 3 digital cameras with mini tripods. Print options include a fax/scanner/copy machine, black & white printer, and color printer. In addition to hosting informative workshops and other events, the library offers professional Math and Writing tutoring services in a comfortable environment that promotes both collaborative and individual learning styles. While hours may vary by semester, tutors for math and writing are available two days a week. The library may be accessed whenever the Cumming Campus Academic Building is open.

**Cocurricular Experiences and Opportunities**

Students attending the Cumming Campus may get involved at that campus by joining the Student Government Association. The Student Government Association is the very first student organization to be founded at the Cumming Campus, and offers students a chance to share feedback and voice concerns to the administration. To get involved, please email Stacie Rowley at stacie.rowley@ung.edu.

Currently, the Student Involvement staff at the Gainesville campus is working with the Student Government Association to plan and implement activities for the Cumming Campus, utilizing the activity fee paid by Cumming Campus students.
Greetings,

Allow me to welcome you to the University of North Georgia and your new collegiate community!

At UNG we have high expectations for our students. First, we expect that you are going to succeed, both inside and outside of the classroom. We would not have accepted you into the institution if we did not believe that you have the ability to set goals and meet those goals. Now, we don’t expect you to do this alone, which is why we expect that you are going to ask for help when you need it. All four campuses of our university are served by faculty, staff, and administrators who are here to assist you and who want to help you to reach your potential. It is a given that at some point you are going to struggle during your college career. We have people equipped to assist you through all levels of challenges, but you have to let us know you need that assistance. We expect that you will abide by the university’s Student Code of Conduct. While we always encourage students to make good decisions, we also acknowledge that individuals make mistakes. We want you to take responsibility for these mistakes and learn from them and it is our role to help you understand your rights and responsibilities as members of this community. Becoming engaged in the university is an important part of your success and we expect you to find a way to be involved that meets your needs. UNG provides an amazing array of opportunities to participate in student organizations, honor societies, civic engagement and volunteer activities, Greek Life, recreational sports, athletics, peer tutoring and advising, and so much more. Finally, we expect you to receive an outstanding education that leads to a bright future. Get to know your faculty members – you can learn so much from them outside of the classroom.

The Student Handbook is an important, and often overlooked, tool for your success at UNG. It provides invaluable information about where to go when you have questions about classes or resources on each of our campuses; it outlines the academic and university policies; it details the academic calendar; and it serves as a daily planner. Use this resource!

The Division of Student Affairs, guided by the core values of Advocacy – Diversity – Engagement – Excellence – Integrity – Service – Student Focus, is here to support your learning outside of the classroom. Whether you are joining UNG as a new from high school student, a transfer student, an adult learner, and/or a veteran we are glad you are here. I wish to extend my personal welcome and invitation to let me know if there is anything I can do to support your success at UNG.

Sincerely,

Janet L. Marling, Ph.D.
Vice President for Student Affairs
The Division of Student Affairs: Learn and Lead for Life