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# **Admissions**

## **Contact Information**

Lambdin Hall, Room 132  
(770) 358-5021/ (800) 282-6504  
[www.gdn.edu/admissions](http://www.gdn.edu/admissions)

## **Overview of Services**

The Admissions Office is responsible for recruitment and processing of all student files, except students seeking re-admittance to Gordon College, as well as events such as Campus Visit Day and New Student Orientation and Registration.

## **Admission Requirements**

Beginning (traditional) freshman students are required to provide the following documents prior to an acceptance decision:

1. Application for Admission
2. \$20 application fee
3. Official high school transcript showing date of graduation and type of diploma received
4. Immunization Record

As a point-of-access school for the University System of Georgia, no standardized test scores are required for general admission. However, either a student needs to have entry-level SAT or ACT test scores and/or COMPASS test scores for placement purposes. See next section for information on the COMPASS exam.

SAT or ACT test scores are required for Honors Program candidates, Scholarship candidates, and ACCEL / Joint-Enrolled students.

## **COMPASS**

All testers are asked to call the Admission Office the day of testing to ensure the computer system is functioning. The student record is reviewed in Banner to determine what test is needed. A picture ID is required. Cell phones and personal items are not permitted in the test area.

COMPASS is an un-timed test. The Admissions Office explains test results to testers. The criteria for exiting out of Learning Support classes as of spring 2007 term are:  
Math 42                      Reading 78                      English 65

Testers are given a copy of the retest policy. Retesting is an option. No one has to retest. A \$20 fee is assessed for each attempt. Two attempts are allowed without special request. If the system goes down, students must begin the unfinished sections again. COMPASS scores that require Learning Support classes do not dictate admission. Admission is based on grade average and coursework completed as well as test results.

## ***Family Education Rights and Privacy Act (FERPA) Regulations***

Gordon College acts in accordance with FERPA regulations. The specifics are available via <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### ***Tours***

Private Tours are encouraged and coordinated by the Welcome Center Coordinator. Traditionally, these tours are given during business hours at 10 a.m. Prospective students, schools, and guidance counselors or other school officials may contact Gordon College to request a private tour. Advance notice is strongly encouraged to ensure the high level of customer service desired. To schedule a tour, please contact the Welcome Center Coordinator at (770) 358-5354.

### ***Scholarships***

#### **Athletic Scholarships**

Athletic Scholarships are available. More information is available through the athletics department or on the Gordon College website, [www.gdn.edu](http://www.gdn.edu).

Gordon College offers the following scholarships to eligible students:

- Baseball
- Women's Fast Pitch Softball
- Men's and Women's Soccer
- Women's Tennis
- Men's and Women's Cross Country
- Competitive Cheerleading
- Men's Basketball

#### **Foundation Scholarships**

Foundation Scholarship information is available on the Gordon College website, [www.gdn.edu](http://www.gdn.edu) or through the Admissions Office. A separate application is required to apply; the deadline for applications is March 1 of each year. The President and Advancement Offices coordinate the available funds, review the applicants, and notify the admissions office of awards. Awards will be decided on April 1.

# ***Athletics***

## ***Contact Information***

Gordon Hall  
(770) 358-5061  
<http://www.gdn.edu/athletics/index.asp>

The Gordon College Athletics Department can be reached through the individual sports, coaches or the Athletic Director. Details are available on the website listing above.

### ***Requirements for Athletic Participation***

All student-athletes must meet NJCAA eligibility requirements to be allowed to participate in athletic competitions. Student-athletes must also adhere to the following Gordon College Department of Athletic Policies.

- Student-athletes are required to live on campus in Residence Life housing. An appeal to live at home with the student-athletes parent(s) or guardian may be submitted to the Head Coach. If the Head Coach approves the appeal, the appeal is forwarded to the Athletic Director for final approval.
- Follow the regulations outlined in the Student Handbook and the team regulations and/or directives as outlined by the head coach (e.g., practice times and dates, game schedules, courtesy, curfew, etc.)
- Students must be enrolled as a full-time (12 semester hours) student and maintain a 2.0 grade point average.

### ***Athletic Events***

Head Coaches are responsible for scheduling athletic contests. The Athletic Director must approve athletic schedules in each sport. Coaches are responsible for avoiding potential conflicts caused by scheduling competitions during final examination periods. While some conference commitments and championship events must be scheduled during examination periods, such scheduling will be avoided whenever possible.

### ***Athletic and Scholarship Processes***

In order to ensure compliance with the NJCAA and maintain institutional control, Gordon College has implemented policies and procedures in the awarding and distribution of all institutional athletic aid. More details are available through the Athletic Department. Head coaches and the Athletic Director will complete the scholarship process in conjunction with the NJCAA and Gordon College policies.

### ***Student-Athlete Preseason Checklist***

Prior to participating in any athletic event, the student-athlete must complete the following:

- Liability Waiver
- Proof of Insurance Form
- NJCAA Physical form
- Release Form for Publication of Student Information

A student-athlete participating in a tryout must complete the Liability Waiver prior to the tryout. If accepted to the team, the student-athlete must provide the proof of insurance and obtain a physical. Gordon College will provide the payment for the physical. See the Athletic Department for details.

**A variety of recreational and intramural sports is available on Gordon College's campus. Please refer to the Recreation webpage for further details.**

## ***Athletic Facilities***

**Aquatic Center (Swimming Pool)** - College and Student Organizations may sponsor events in the swimming pool through the Community Education department at (770) 358-5123. Lifeguards are provided during regular pool hours. All posted and otherwise noted rules and regulations governing the use of the swimming pool, including adherence to the sanctioned hours of operation agreed upon by Gordon College will be enforced.

**Times vary depending on season (Confirm the pool hours at extension 5083.)**

25 meters	6 lanes
Volleyball net	2 Basketball goals
Locker room and showers	Handicap Accessibility

**Athletic Fields/Sports Complex** - The four (4) fields are typically used for athletic events, recreation, and summer camps. **These amenities are open dawn to dusk.**

*Soccer field – 120 X 80 yards	2 permanent goals
Recreational field – 120 X 80 yards	4 movable soccer goals
*Softball and baseball fields	*6 Tennis courts
4 Racquetball courts (3wall – open air)	Sand Volleyball Court
Walking track	1.27 miles -- 0.88 miles -- 0.67 miles
Pavilion/Gazebo – Picnic area located behind tennis courts	

### **Open for scheduled times with certified Facilitators:**

Ropes Course

#### Low Elements

T.P. Shuffle  
Nitro Crossing  
Mohawk Walk  
Triangle Traverse  
Spider's Web  
Trust Fall Platform

#### High Elements

Cat Walk  
Climbing Tower  
Pamper Pole  
Zip-Wire  
Flying Squirrel  
Wall

**Gazebo** - Gazebo and picnic area is located between Smith Hall and Russell Hall. This area is open to all and may be reserved for special occasions.

**Gymnasium (Alumni Hall)** - The gymnasium is used for athletic events, recreation, student activities, and some college-sponsored events. This facility seats 1080. A weight room/fitness area and a separate recreation room are also located in this facility. Hours vary. Check website for details.

Basketball Court	Seating capacity of 1080
Fitness Room	Stationary Bikes, Treadmills, and Steppers
Weight room	Free weights- Benches, dumbbells
Aerobics Room	

Locker room and showers with handicap accessibility

**Pavilion Area** - The picnic area, sand volleyball and open recreation area are located at the athletic/sports complex.

**Tennis Courts** – There are six (6) tennis courts at the Sports Complex.

# **Bookstore**

## **Contact Information**

Student Center, First Floor  
(770) 358-5053  
<http://bookstore.gdn.edu/>

**Hours: Monday – Friday 8:00 AM – 5:00 PM**

**Extended Hours are held during the first week of classes. Check website for more information.**

## **Textbooks, School supplies, Backpacks, Art supplies, and Clothing**

We accept Visa®, MasterCard®, American Express®, Cash, and Checks with proper ID. Financial Aid is also accepted on specific dates each semester

### **Gordon College Bookstore Textbook Refund Policy**

#### **No Refunds Without a Receipt!**

**Check website for return/exchange deadline each semester!**

- Must present original cash register receipt.
- Books must be in ABSOLUTELY NEW CONDITION- no writing, highlighting, earmarks, pages removed etc., anything less than this will be refunded at used book value.
- 10- day waiting period for personal checks to clear the bank.

#### **General Merchandise Refund Policy**

1. Refunds/ exchanges allowed 10 business days from purchase date.
2. Must present original cash register receipt.
3. All original hangtags must be attached.
4. Candy, drinks, and all health & beauty supplies are not eligible for

## **TEXTBOOKS**

The prices for new and used text are listed on the site as well as information informing you if the book is required or recommended for your class.

Note the difference between Required, Recommended and Optional text.

Required—professor has informed the bookstore that this title will be required in the class for homework, readings, and test preparation.

Recommended—professor has informed the bookstore that this title would be helpful if the student is in need of extra help in the class.

Optional—bookstore has listed an alternate ISBN for the title. If the professor requires the book only, the bookstore will list the book only as required and list the package (books wrapped as packages containing CD's study guides, etc. would have a different ISBN) as optional.

When you come into the store to purchase your books, make sure you have your printed schedule. We need information from the schedule to pull the correct books.

We accept Visa®, MasterCard®, American Express®, cash, and personal checks (with student ID) as forms of payment. Financial Aid is also accepted on specific dates in a semester. Check our calendar on our website for these dates. **STUDENTS USING FINANCIAL AID IN THE BOOKSTORE MUST PRESENT A STUDENT ID AND BE PRESENT. NO ONE IS ALLOWED TO USE YOUR FINANCIAL AID EXCEPT YOU!** Financial Aid funds are NOT added to your Higher One Card until two weeks into the semester. The funds will be on your student ID for you to use in the bookstore for the first week of classes. Following state guidelines, HOPE Scholarship funds will be issued directly to the student before classes begin. HOPE funds will NOT be on your student ID, unless you have authorized the business office to hold these funds for books.

With your receipt, you will receive a copy of our refund policy. Please pay close attention to the dates. You must have your original cash register receipt in order to make exchanges or refunds.

### **BOOK BUY BACK**

At the end of each semester, a book buy back is held. The bookstore will pay one-half of the selling price for that semester if the title is needed for our stock. If not the wholesale company that conducts the buy has the option of purchasing the book at a lower cost.

**PROTECT YOUR BOOKS!** Never leave them unattended. It only takes seconds for someone to take your books. Leaving books lying around is like leaving CASH!  
**PROTECT YOUR INVESTMENT!**

If by chance, you leave your books unattended and someone takes them, the bookstore can help you recover your loss. We ask that you have an identifying mark on the book. Writing your name on the inside cover is not considered an identifying mark. Neither is taking class notes or highlighting information. (i.e., Pick a page in each book, write or draw something that only you will know. This justifies as an identifying mark.)

The moment you become aware that your book has been stolen, notify the Bookstore and file a complaint with Public Safety. The staff will “flag” the book along with your identifying marks so that when books are being purchased at buy back each copy is checked. If any stolen books are recovered, they are returned to the rightful owner.

# ***Business Office***

## ***Contact Information***

Lambdin Hall, Room 230  
(770) 358-5010

[www.gdn.edu/departments/businessoffice/index.asp](http://www.gdn.edu/departments/businessoffice/index.asp)

## ***Overview of Services***

- Accepts tuition, fee, dorm, rent, and meal payments
- Processes student refunds through Higher One
- Maintains Gordon Commons and Gordon Village lease agreements
- Writes checks to vendors
- Performs accounting services for Gordon College

## ***Business Office Frequently Asked Questions***

### **If I have enough financial aid to cover all my fees, is my schedule automatically held?**

Yes. Verify that your schedule is being held by logging into Banner Web and viewing your registration.

### **Questions popped up when I logged into Banner. What are they asking?**

Financial aid is used to pay for current term charges. These questions are asking you whether you want the Business Office to hold your financial aid to pay for other items. You may authorize us to hold money for future charges such as Gordon Commons and Gordon Village rent, prior semester charges, or non-institutional charges such as parking tickets, tests, fines, etc. Be sure to read the questions carefully. Once you authorize us to pay for a charge, it cannot be reversed.

### **How do I rescind a financial aid authorization if I decide I don't want to continue to have my money held for non-current term charges?**

You can rescind financial aid authorizations through Banner Web. Go to the Financial Aid section and select Student Authorizations. Choose "Release Funds" in each drop down box you would like to change. Submit your request and you should receive confirmation. Remember any charges already paid on your behalf cannot be reversed. However, any future aid posted to your account will be refunded to you.

### **How do I receive refunds from Gordon College?**

Gordon College now refunds students through a company called Higher One. New students receive Easy Refund Cards from Higher One that they can use to set up their refund preferences. Two options are available:

- 1) ACH to an existing bank account of your choosing.

- 2) Set up a One Account in which case the Easy Refund Card becomes a debit card and can be used anywhere MasterCard is accepted. We also have a Higher One ATM on campus from which you can withdraw money.

**Will I receive my financial aid refund on the first day of class?**

No. Financial aid will be posted to accounts ten days prior to the start of classes. Federal aid will not be refunded to students through Higher One until two weeks after the first day of class. However, you may charge books against your federal aid in the Bookstore through the last day of drop add. HOPE recipients will receive book money before the start of the semester through Higher One.

**What do I need to do to cancel my Gordon Commons or Gordon Village lease?**

Students are bound to their leases through the end of the year whether they move out or not. You must either continue payments or find a releaser to take over your lease. You can come to the Business Office to sign a release form to start that process.

# **Computer Services**

## **Contact Information**

Instructional Complex Building,  
First (IC107) and Second (IC211) Floors  
(770) 358-5008

<http://www.gdn.edu/departments/computerservices/index.asp>

## **Frequently Asked Questions**

The following frequently asked questions are answered on the link above:

- Where can I get access to a computer?
- What is a Gordon Network Account and how do I use it?
- How do I change / reset my Network Password?
- How do I access my Gordon e-mail?
- What do I need to do to connect my computer to the Internet from a campus residence hall?
- Can I connect to the Internet on-campus using Wireless (Wi-Fi)?
- How do I print documents in campus computer labs?
- How do I print Powerpoint slides off the website?
- Can I duplex print (*front and back of page*) from any of the computer labs on campus?
- What can I do when PDF files do not open correctly or when my web browser displays a blank white screen after trying to open a PDF file via the Gordon website?

## ***E-mail as the Official Means of Communication***

### **Gordon College E-Mail Account is the Official Method of College Communication**

Upon application to the college, all students are issued a Gordon College e-mail account, which should be checked on a regular basis. Gordon College considers these e-mail accounts to be an official method of communicating college information to students.

For complete details on accessing and using your Gordon College e-mail account, go to the Gordon College website at [www.gdn.edu](http://www.gdn.edu) and follow these links:

[www.gdn.edu](http://www.gdn.edu)  
My Gordon  
Gordon E-Mail  
Outlook E-Mail Access Instructions

Check your Gordon College e-mail account often for information on registration, payment deadlines, changes to your class schedule, campus activities and more.

# ***Counseling and Disability Services***

## ***Contact Information***

Student Center, Second Floor  
(770) 358-5326  
(770) 358-5221

## ***Services Provided***

The Counseling Center provides career and adjustment counseling services for current and prospective students. In addition to individual counseling, the Counseling Center provides career-planning services, information about academic programs, and workshops on various topics. Counseling services are also offered for students who do poorly in class, face academic suspension, and need assistance with skill building (such as organization skills, study skills, time management, stress management, etc.). Counseling Services are available daily Monday through Friday from 8:00 a.m. to 5:00 p.m.

Workshops and informational tables are set up to provide students with information to ease their transition to college life and developing coping skills for a successful college transition (time management, stress management, study skills, coping with test anxiety, career exploration, etc.). Furthermore, the office provides presentations to classes at faculty request on test anxiety, time management, and career exploration.

Career Counseling is provided to help students explore their interests, strengths, and values, and relate them to the choice of college majors and careers. A library of career resources is maintained in the center. Counselors also assist students in using a variety of assessment tools.

Adjustment counseling is designed to assist students in their adjustment to academic and social pressures, to help them understand themselves better, to aid them in their development of coping skills and to help them gain more satisfaction from their lives. Students may talk with a counselor concerning personal issues related to relationships, health and mental health, family, financial concerns, and many other personal concerns that affect their ability to learn.

## ***Referrals***

The counseling staff refers students to outside agencies to assist with problems that will require intensive or ongoing counseling. Counseling is available for crisis intervention. Faculty and staff are encouraged to refer students experiencing personal problems to the Counseling Center.

**In Case of Emergency**, contact the Counseling Center (358-5221 or 5326) on weekdays between 8:00-5:00. In case of acute risk of violent behavior, always call Public Safety (358-5111). Emergencies include, but are not limited to expression of suicidal thoughts, severe loss of emotional control, expression of homicidal thoughts, gross impairment in thinking ability and/ or bizarre behavior

**Consulting, when in doubt** - If you are concerned about a student or situation but you are not sure how to proceed, call the Counseling Center. A counselor will return your call and help you determine an appropriate course of action. Consultation is a regular part of our services and is frequently used by parents, roommates, faculty and staff.

All staff at the Counseling Center will be trained regarding relevant federal, state, and local statutes that govern the delivery of counseling services. Professional staff will adhere to professional code of ethics under which they are trained and educated.

### ***Office of Disability Services Mission***

The Office of Disability Services is committed to working with students with disabilities to assess their needs and to assist with academic accommodations that may be necessary and appropriate due to their disability. The primary goal is to assure equal access to the college experience for students with disabilities through reasonable accommodation. The Office of Disability Services assists in the coordination of appropriate services, based on the student's individual needs.

The Office of Disability Services is committed to providing all of our students with access to academic, cultural and recreational facilities and helping students to achieve full participation in higher education. We are also strongly committed to fostering a positive attitude toward individuals with disabilities by enhancing understanding and support within the college.

We strive to facilitate the full inclusion of students with disabilities into all aspects of the college experience by providing advocacy on behalf of students with disabilities. We endeavor to ensure an equal opportunity for students with disabilities to achieve success, as defined by their particular and individual goals, and to participate fully in College programs and activities. The Office of Disability Services will provide consultation for all potential students with disabilities who anticipate enrollment at Gordon College.

Two laws provide the foundation of the Disabilities Services Office function. They are **Section 504 of the Rehabilitation Act of 1973** and the **Americans with Disabilities Act of 1990 (ADA)**.

The determination of reasonable accommodations in higher education considers:

- The barriers resulting from the interaction between the disability and the campus environment;
- The array of accommodations that might remove the barriers;
- Whether or not the student has access to the course, program, service, job, activity, or facility without accommodations; and
- The essential elements of the course, program, service, job, activity, or facility are not compromised by the accommodations.

### ***Procedures for Obtaining Accommodations:***

All students, regardless of type of disability, must request accommodations in writing, signed by the student and addressed to the ADA Coordinator of Gordon College. This letter should detail the student's disability, the functional limitations of the disability, and the accommodations the student would like to request. There are separate procedures

for (1) Learning (2) Psychiatric and (3) Physical, Sensory or Systemic Disabilities. Additional information is available through the Office of Disability Services.

Once the student's documentation file is complete, and accommodations have been granted, it shall be the student's responsibility to provide the ADA Coordinator with a copy of the student's academic schedule at the beginning of each semester. The ADA Coordinator will provide the student with the ADA Accommodations memo to notify the student's instructors of any necessary accommodations.

***Additional information***

Additional information about the following topics is available through the Office of Counseling and Disability Services.

- Adhering to Accommodations Memos,
- Available resources,
- Accommodation of Students with Learning Disabilities,

**Please refer to the Board of Regents Academic Affairs Handbook, Section 2.22.01 for information about Student and College Rights and Responsibilities.**

# Dining Hall Services

## Contact information

Student Center, First Floor  
(770) 358-5052  
<http://dining.gdn.edu/>

## General Information

Sodexo operates the Café, catering and all on-campus catering. Residence hall students are required to purchase a 19, 15, 10 or 8 (eight meal plans are reserved for Common and Village residents with kitchenettes only) meal per week plan.

## Normal hours of operation (subject to change during holidays or breaks)

MEAL	TIME	DAY
Full Breakfast	7:00 -9:30 a.m.	Monday-Friday
Continental Breakfast	9:00 –10:45 a.m.	Monday-Friday
Full Lunch	11:00 a.m.-1:15 p.m.	Monday-Friday
Deli, salad, soup	11:00 a.m. – 7:00 p.m.	Monday-Friday
Full Dinner	4:00 p.m.-7:00 p.m.	Monday-Friday
Brunch	12:00 a.m. - 1:00 p.m.	Saturday
Brunch	11:00 a.m. – 1:00 p.m.	Sunday
Dinner	5:00 p.m. – 6:00 p.m.	Saturday and Sunday

Students should take advantage of the Café located in the Student Center. The cafeteria serves hot, nutritionally balanced meals seven days a week. Aside from hot entrees and vegetables, the cafeteria also has a pizza station, salad bar, deli and innovations stations, grill station and a variety of desserts. Cereal, fresh fruit, and waffle bar are available all day and everyday. Weekly menu plans are available on the website link above.

## Cafeteria Rules and Regulations

**Dress Code:** All individuals entering the cafeteria must wear shirt and shoes. The cafeteria reserves the right to deny entrance to anyone in attire deemed inappropriate.

**Language:** Loud, obscene, or profane language will not be permitted in the cafeteria.

**Safety:** No disruptive behavior will be tolerated (i.e., horseplay, wrestling, food throwing, fighting, etc.).

**Identification:** To enter the Café, proper student identification, meal card, ticket or cash must be provided at the door.

**Smoking:** Smoking is not allowed.

**Courtesy:** Students are responsible for leaving tables clean and taking trays to dish room before leaving the Café.

## Emergency Notification

In the event of an on-campus emergency, the Gordon College website, [www.gdn.edu](http://www.gdn.edu), will be updated with information pertinent to the situation.

# ***Financial Aid***

## **Contact Information**

Lambdin Hall, Room 224  
(770) 358-5059

<http://www.gdn.edu/FinancialAid/index.asp>

## ***Overview of Services***

The main purpose of the Gordon College Financial Aid Office is to assist students in obtaining financial aid in order to pay their educational expenses. Our philosophy is to support the mission statement of Gordon College by providing eligible students with financial assistance in order to provide an opportunity for postsecondary educational pursuits.

## ***Financial Aid Programs***

### **Student Eligibility**

Students must meet certain eligibility requirements in order to receive federal and state financial aid. These requirements can be found on the following websites:

[www.ifap.ed.gov](http://www.ifap.ed.gov) – refer to Volume 1 of the Federal Student Aid Handbook for information on student eligibility requirements.

[www.gacollege411.org](http://www.gacollege411.org) – refer to this website for information on student eligibility requirements for aid from the state of Georgia.

Gordon College administers federal, state and institutional aid to students who meet program eligibility requirements. **More information about grants, loans and work-study programs is available through the Financial Aid Office or on the Gordon College website at <http://www.gdn.edu/FinancialAid>.**

### **Institutional Scholarships**

Gordon College offers the Institutional Scholarships to eligible students. More information is available at [www.gdn.edu](http://www.gdn.edu).

**\*\*Please Note\*\*** Information on grants and scholarships, including amounts of awards, is subject to change. Please refer to the Gordon College website ([www.gdn.edu](http://www.gdn.edu)) for the most current information on all of these programs.

## ***Financial Aid information***

At a minimum, the following information must be provided about financial assistance available at a school:

- need-based and non-need-based federal financial aid that is available to students;
- need-based and non-need-based state and local aid programs, school aid programs, and other private aid programs that are available;
- how students apply for aid and how eligibility is determined;
- how the school distributes aid among students;
- rights and responsibilities of students receiving aid;

- how and when financial aid will be disbursed;
- terms and conditions of any employment that is part of the financial aid package;
- terms of, the schedules for, and the necessity of loan repayment and required loan exit counseling; and
- criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

Gordon College uses various means to provide students with this information, which includes internal and external publications, email, regular mail and websites such as [www.gdn.edu](http://www.gdn.edu) and [www.nelnet.net](http://www.nelnet.net).

### ***Application and Forms***

In order to apply for federal financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA also serves as a student's application for the HOPE Scholarship program. The online version of the FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If a student is only interested in applying for the HOPE Scholarship program or is interested in applying for other state aid for which the FAFSA does not serve as an application should go to [www.gacollege411.org](http://www.gacollege411.org) and apply by completing the GSFAPPS application.

### ***Awarding and Packaging Financial Aid and Disbursements***

In awarding and packaging student financial aid and disbursement policy, the Financial Aid Office utilizes the guidelines established in the Student Financial Aid Handbook, which is published by the U.S. Department of Education.

Complete information on these processes can be obtained in the Financial Aid Office as well as on our website at [www.gdn.edu](http://www.gdn.edu).

### ***Satisfactory Academic Progress Policy***

Students are required by federal regulations to maintain Satisfactory Academic Progress (SAP) to qualify for and remain eligible for financial aid. Satisfactory Academic Progress is measured by both qualitative and quantitative standards. The SAP standards at Gordon College are available in the Academic Catalogue as well as <http://www.gdn.edu/FinancialAid>.

### ***Return of Title IV Funds***

The Gordon College Financial Aid Office utilizes the Return of Title IV Funds Worksheet on the web in order to comply with this regulation. Once the calculation is done (based on a student's withdrawal date) the Financial Aid Office reduces a student's aid and the Gordon College Business Office returns the funds to either the student or the Department of Education as required. In most cases, the Return of Title IV funds calculation is done at the 50% completion of term for students who unofficially withdraw.

# **Health Services**

## **Contact Information**

Gordon Hall  
(770) 358-5476

<http://www.gdn.edu/studentlife/services/health>

## **Mission**

The mission of Gordon College Student Health Services is to provide quality care in time of sickness and injury and to promote wellness through health education and activities designed to help students attain and maintain healthy lifestyles. Our goal is to provide an atmosphere of mutual trust and respect. In support of this goal, Student Health subscribes to the following statement of patient rights and responsibilities:

## **Rights and Responsibilities of Patients**

Student Health may terminate the rights of patients, thus ending the Patient-Provider relationship, and refuse medical care to a client for situations including, but not limited to, the following circumstances when patient may be non-compliant, unreasonably demanding, or threatening to the provider or staff, or otherwise contributing to the breakdown in the Patient-Provider relationship.

**RIGHTS AND EXPECTATIONS:** Patients have the rights and expectations of dignity, privacy, confidentiality, and access.

## **RESPONSIBILITIES:**

As a consumer of Health Services, the patient has responsibilities as well as rights. The patient can help by being responsible in honesty, comprehension, using services and provider time appropriately, following the prescribed plan, reporting changes, keeping set appointment, and by being an active participant:

## **Hours of Operation**

The Student Health Center will be open 5 days a week while classes are in session. Times will be posted on the [www.gdn.edu](http://www.gdn.edu) website on the Student Health Center webpage each semester. Students are seen on a walk-in basis unless an emergency arises. Please allow adequate time for your visit- arrive **no later than 30 minutes** before the posted closing time.

## **After hours and Emergency Care**

Students who become sick or injured when the Health Center is closed, and feel they can not wait until it reopens, should seek care at Spalding Regional Hospital in Griffin or Upson Regional Hospital in Thomaston. All expenses related to emergency and after hours care are the responsibility of the student.

**For medical emergencies**, contact Lamar County EMS by dialing **911**. Gordon College Public Safety may be contacted by dialing **(770) 358-5101** in case of emergencies.

## Health Fees

Each student is assessed a health fee for each semester enrolled at Gordon College. Student Health is funded by this health fee. This allows students to visit Student Health during the semester for examination, diagnosis, and treatment – all at no cost to the student for each individual visit. Also, a few in-house lab tests and over-the-counter medications are given at no cost to the student. Prescription medications are called in to the local pharmacies and payment of those are the responsibility of the student. Students who are referred to an outside healthcare provider or facility are responsible for all expenses related to care from that provider. Student Health **does not** file insurance claims.

## Student Insurance

All students are encouraged to maintain health insurance coverage in case of hospitalization. **They should also carry their insurance card with them at all times!** The Board of Regents of the University System of Georgia has contracted with Pearce & Pearce, Inc. to provide a student health insurance plan and all 35 institutions of the University System of Georgia are required to use Pearce & Pearce, Inc. for the student insurance plan. There are two plans: voluntary and mandatory. For more information, please visit the website [www.studentinsurance.com](http://www.studentinsurance.com). Student Health does not file insurance claims.

## Overview of Services

- Urine testing for infection and pregnancy\*\*
- Throat swab for Strep Throat
- Mono testing
- Check random blood sugar
- Treat **MINOR** illnesses
- Treat **MINOR** injuries, cuts, abrasions, and burns
- Perform complete physical examinations with vital signs
- Administer nebulizer treatments and check peak flows for asthma
- Prescribe medications as directed by protocols
- Refer to the appropriate health care provider if further care is needed

\*\*pregnancy testing is **only** done if pregnancy needs to be determined for the medical treatment of the patient. It is not done simply on request of the patient- home pregnancy tests are available at local pharmacies. \*\*

Currently, Gordon College Student Health Center is **unable** to:

- Perform pelvic exams, pap smears or STD testing
- Prescribe birth control
- Complete invasive laboratory tests (blood draw, cultures)
- Take an X-ray
- Provide cardiac monitoring or extended stay monitoring of student
- Perform sports physicals
- Administer immunizations, injections, allergy shots, or insulin
- Suture wounds

# ***Student ID Office***

## ***Contact Information***

Student Center Building, Room 206 B  
(770) 358-5336

### ***Overview of Services***

- Makes student ID's
- Accepts tuition, fee, dorm, rent, and meal payments
- Accepts parking ticket payments
- Sells parking permits
- Orders replacement Higher One cards
- Submits work orders for vending machines
- Issues cash refunds for vending machine errors

## ***Parking Services***

### ***Contact Information:***

Public Safety Office  
Gordon Hall  
(770) 358-5101

### ***Overview of Services***

- Accepts parking ticket payments
- Sells parking permits

### ***Vehicle Registration***

Gordon College uses an online permit registration system called BOSSCARS. To register your car, follow the directions below: A student must register the car(s) online through Banner Web. Go to BOSSCARS

- Select Student Permit
- Fill out vehicle information/ Select Continue
- Select Add Vehicle
- A pop-up block will appear with information entered
- Select the radio button next to vehicle you added/ Select Purchase Permit
- Print the Temporary Permit page and place it in your back windshield. Be sure to fold it in such a way that your student ID number is not visible. The Temporary Permit expires after the 5<sup>th</sup> day. Students will receive a ticket if a permanent Permit is not on the vehicle on the 6<sup>th</sup> day.
- Go to Gordon Hall and the Public Safety Office to obtain your permanent permit.

Online payment can be made as follows: Select BANNER at the bottom left.

- Select Registration
- Select Registration Fee Assessment
- Select the down-drop arrow and choose the current semester
- Select Credit Card payment
- Fill in credit card information
- Submit payment for permit

Tickets may be paid through the Public Safety office.

## ***Public Safety***

### ***Contact Information***

Gordon Hall  
(770) 358-5101  
Emergency line (770) 358-5111

Gordon College Police personnel work 24 hours a day, 7 days a week. Campus Police monitor, protect and secure the residence hall areas as well as the rest of the College campus.

Campus safety is a major concern of everyone. The Gordon College Police Department urges everyone to report immediately any unsafe areas or safety violations for appropriate attention and correction. Any person witnessing or having knowledge of a crime, or discovering or being involved in an accident on college property should immediately notify the Gordon College Police Department.

# **Registrar**

## **Contact Information**

Lambdin Hall, Room 126  
(770) 358-5025

## **Overview of services**

The Registrar's Office is responsible for:

- maintaining the permanent records of students after they have enrolled
- creating class rolls and grade reports
- determining graduation lists
- providing academic transcripts
- providing verification of enrollment
- certifying students for Veterans Administration (VA) benefits
- Re-admitting former students to the College after an absence of one or more semesters (excluding Summer Semester).

## **Banner Web**

Gordon College students have access to their personal and academic information through Banner Web, a secure student information system available via the World Wide Web. Banner Web gives students the ability to view grades and transcripts, check account balances, pay fees, register for classes (if eligible), and much more. For access information and instructions browse the Banner Web Frequently Asked Questions posted at <http://www.gdn.edu/bannerweb/>.

## **Gordon College E-Mail Account**

All students are issued a Gordon College e-mail account which should be checked and maintained regularly. Gordon College considers these e-mail accounts to be an official means of communicating college information to students. For access information and instructions go to <http://www.gdn.edu/departments/computerservices/email.asp>.

## **Majors and Advisors**

A list of majors offered at Gordon College is available at <http://www.gdn.edu/admissions/catalog/divisions.asp>. Students may declare a major or change a major by completing a Change of Major form in the Registrar's Office. Each student is assigned an academic advisor for the major he has chosen who will assist the student in selecting classes appropriate to the student's major. Students are responsible for knowing and fulfilling the graduation requirements of the College and the requirements within their majors. These requirements are outlined in the Gordon College Catalog.

## **Registering for Classes**

New students registering for classes for the first time at Gordon College register on designated New Student Orientation and Registration days. Registration for subsequent terms is held in the following phases: early registration for currently enrolled students, open registration for eligible students, late registration. Students may change existing class schedules during the drop/add period each semester. Class

schedules become final and official at the close of the drop/add period. Registration procedures are communicated to students through Gordon College e-mail accounts and website.

### ***Class Attendance***

Students who do not attend class by the designated enrollment verification date for the semester are removed from the class. Class attendance is expected of all students. Full details are available at <http://www.gdn.edu/admissions/catalog/academic.asp#attendance>.

### ***Withdrawal***

Students who stop attending a class must officially withdraw from the class by the midterm to avoid grade penalty. Withdrawal forms are available in the Registrar's Office. Go to <http://www.gdn.edu/admissions/catalog/academic.asp#withdrawal> for full details.

### ***Grades***

Final grades and midterm failing grades are provided to students through each student's Banner Web account.

### ***Academic Standards, Probation, and Suspension***

Students must maintain an acceptable cumulative grade point average to continue studies at Gordon College. Students who do not meet the grade point average requirement are placed on academic probation or suspension. Suspended students are required to sit out of school. Students enrolled in Learning Support classes are allowed a limited number of attempts to pass the Learning Support classes and advance to regular college classes. Full details are available at <http://www.gdn.edu/admissions/catalog/standards.asp#SOP>.

### ***Graduation***

Students who plan to graduate from Gordon College should submit an application for graduation to the Registrar's Office no later than midterm of the semester before they plan to graduate.

### ***Transcripts***

Official transcripts of classes and grades are provided free of charge upon receipt in the Registrar's Office of a written request bearing the student's signature. Transcripts are not released for students who have any outstanding obligation to the College.

### ***Verification of Enrollment***

Written verification of enrollment is available upon request in the Registrar's Office and through the Student Records Enrollment Verification link in Banner Web.

### ***Veterans' Benefits***

The Registrar's Office assists veterans who are eligible for federal educational benefits by facilitating the process of applying for benefits and maintaining proper liaison with the Veterans Administration (VA). Additional information is available at <http://www.gdn.edu/admissions/catalog/finaid.asp#veterans>.

## ***Confidentiality of Records and Rights of Individual Privacy***

Gordon College complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA is designed to protect students' rights regarding educational records maintained by the institution. Details are available at: <http://www.gdn.edu/admissions/catalog/studentrecords.asp#registrar> and <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## ***Residence Life /Housing***

### ***Contact Information***

Gordon Commons Building B, First Floor  
(770) 872-3041

**In order to be accepted to any Gordon College housing, a student must:**

1. Be admitted to Gordon College (Provisional or Final Acceptance)
2. Complete all immunization standards
3. Complete a Residence Hall application and submit a \$50 non-refundable application fee,
4. Lease Agreement, if applying for apartment-style housing
5. Agree to and clear a background check
6. Pay the housing deposit of \$250.00

**Application to housing is available on a first-come, first serve basis.** Additional information about the various vaccines (Hepatitis, Meningococcal or others), is available through your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information. Other resources are available through the Center for Disease Control or local or state health department's immunization program

**Detailed information regarding housing is available in the Residence Hall Guide and Gordon College catalogue.**

### **Residency Requirements**

#### **1. Academic Requirements**

Gordon College promotes high academic standards. In keeping with a College-wide effort, Residence Life maintains academic admission standards of a minimum combined SAT score of 720 (ACT composite score of 15) and/or 2.0 high school grade point average based on academic courses only. Students satisfying one but not both minimum requirements will be admitted on a probationary basis. A GED score of 2750 re-centered (275 original), and a 2.0 GPA on all college work is also acceptable. Exceptions can be requested in writing to the Office of Residence Life. Note: Honors programs are hosted in select residence halls.

## **2. Residency**

All Gordon College Athletes are required to live in the residence halls. All students enrolled in 12 credit hours and attending classes on the main Gordon College campus are encouraged to live in the residence halls. Students must be registered for 12 or more credit hours to be eligible to live in the residence halls. Students placed on academic probation for grades will be placed on residence hall probation. Fourth-semester Developmental Studies students are ineligible to live in the residence halls.

## **3. Housing Exemptions**

All requests for exemptions from the above residence requirements must be presented in writing to the Office of Residence Life or official designee.

### ***Housing Options/ Amenities***

#### **Laundry Facilities**

Laundry facilities are located in Guillebeau Hall, Melton Hall, and Gordon Commons' and Gordon Village for resident use only. Commercial laundry facilities are located in downtown Barnesville.

#### **Campus Vending**

Vending machines are located in the Student Center Lounge (second floor), in the lobby areas of Guillebeau Hall, Watson Hall, Melton Hall, Gordon Commons and Gordon Village. Refunds for vending machines can be obtained in the Business Office.

#### **Post Office Boxes**

Resident students are assigned post office boxes (for the entire academic year) during their first semester of living on campus. Mailbox numbers and combinations will be available through Banner Web on your personal address page. Students may send off mail from the mailroom. Students will be notified on their Gordon e-mail when they receive packages. Mail should be addressed to the student as follows:

Student's name. . . . .Jane Doe  
Gordon College . . . . .Gordon College  
Box # . . . . .CPO 223  
Barnesville, GA 30204 . . . . .Barnesville, GA 30204

#### **Telephone, Cable Television, and Computer Hookups**

Telephone, cable television, and computer hookups (wireless access in public areas) are available in each Gordon College residence hall room. Unusual damage or abuse to the hookup will result in forfeiture of the service. The College does not provide assistance for computer problems.

**Residence hall telephone numbers will be released, if requested, unless a resident advises the Office of Residence Life not to release the information.**

# ***Student Activities Office***

## ***Contact Information***

**Student Center, Room 205  
(770) 358-5133**

## ***Student Activities and Clubs***

Gordon College has numerous organizations for residential and non-residential students. **More information about these organizations is available on <http://www.gdn.edu/studentlife/clubs-and-organizations.asp>**

Student Activities are a part of the cultural pattern of student life and are designed to complement students' academic pursuits. The Student Activities Program at Gordon College includes intercollegiate athletics, intramural sports, student government, various clubs and organizations, campus publications, theatrical productions, concert series, leisure time activities, and other activities as decided upon by the Campus Activity Board. Activities and events are funded through student activity fees and are free, or provided at a reduced rate, to those students showing a valid Gordon College identification card.

The Office of Student Activities strives to provide excellent customer service to the Gordon College community. We accomplish this by always being polite and courteous at our events as well as answering inquiries dealing with student activities in a timely manner. We treat you, the customer, with utmost respect because we know that if you were not here, we would not be either.

## ***Campus Media***

The Highlander Update: This newsletter carries information regarding major student organization events that are of interest to the faculty, staff, and students. Contact Public Relations, Lambdin Hall, extension 5123 for more information. Public Relations may be able to help you get the word out to the community media if you provide them with timely and accurate information. Pictures (of special events) may be taken if advance notice is given.

Gordon College Press: This is the student run newspaper.

Gordon College recognizes the importance of co-curricular involvement in activities as a vital component of the college experience. The successful development and maintenance of student organizations is a primary element of student activities. It is the position of the College that the free and open association of students through organizations with purposes and functions that are lawful and consistent with College objectives is necessary and desirable. The philosophical basis for student activities and organizations is to provide for education in civic responsibility, leadership, cooperation, independent thought and action, and participation in the rights and privileges afforded to all citizens.

## ***Membership Practices***

### *Adhering to Certain Guidelines*

1. Registered student organizations must adhere to local, state and federal laws and College policies regarding membership practices and activities.
2. Membership in registered student organizations must be open to all students regardless of race, creed, national origin, marital status, handicap, or sex except that social fraternities and sororities may limit their membership by sex, as provided for in Title IX of the Civil Rights Act of 1964.
3. Student organizations are limited to members of the Gordon College community except in those instances when an organization has received permission from the Director of Student Activities to open its membership to the general public.

**Non-Gordon College membership is limited to 49% of the organization's total membership, and only members of the Gordon College community may hold office in the organization.**

**Further information about hazing, and alcohol and drug policy is available on the Gordon College website, Student Code of Conduct and academic catalogue.**

## ***Student Employment***

### ***Contact Information***

Office of Counseling and Disability Services  
Student Center, Second Floor  
(770) 358-5326  
(770) 358-5221

Students interested in campus employment can check the Student Employment website, listed under Student Services, to find any available student jobs. The student completes an on-line application and electronically signs it. The application will be sent electronically and processed. If the student is eligible for the position, the application will be forwarded to relevant departments. The departments will contact the students they wish to interview. In some cases, the Financial Aid Office determines eligibility for Federal work-study programs.