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ACADEMIC LIFE

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the release of records maintained by an educational institution as well as access to those records. FERPA rights begin when a student registers and attends his/her first class. Institutions that receive funds administered by the Federal Office of Education are bound by FERPA requirements and failure to comply may result in the loss of federal funding.

FERPA grants four specific rights to the student:

- The right to review and inspect their educational records
- The right to have their educational records amended or corrected
- The right to limit disclosure of some portions of their educational records
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by institutions to comply with the Act

At Armstrong Atlantic State University, students are notified of their FERPA rights in the AASU Student Handbook.

What are Educational Records?

Under FERPA, education records are defined as any personally identifiable information that is directly related to a student and maintained by an educational agency, institution, or party acting for the agency or institution. Education records can exist in any medium, including, but not limited to, typewritten, hand-written, computer generated, videotape, audiotape, film, microfilm, microfiche, and email.

Parent or Legal Guardian Requesting Information

When a student reaches the age of 18 or begins attending a post secondary institution, regardless of age, FERPA rights transfer to the student. Concerns such as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that constitute part of the student's education record. This information is protected under FERPA and parents may not have access unless (1) the student provides written authorization that specifically identifies what information may be released to the parent(s) or (2) the parent(s) establish that the student is a dependent according to the Internal Revenue Code of 1986, Section 152.

*Document Source:
American Association of Collegiate Registrar's and Admissions Officers
The AACRAO 2001 FERPA Guide*

Advisement

What Is Advisement?

Each Armstrong student will have an academic advisor, a faculty or staff member who assists in several areas: choosing a major, exploring career options, and selecting courses for the following semester. The advisor gives advice: students must take responsibility for their own choices, for selection of their academic program, and for meeting university deadlines.

When Do Students Go for Advisement?

New AASU students will meet with an advisor during Navigate Armstrong, our student orientation program. Continuing students may contact their advisors at any time, but they must meet at least once each semester to discuss course selection for the following semester. Appointments are usually required during these busy times, so students should schedule them early.

When Selecting Courses for:	Meet with Your Advisor
Fall Semester	April
Spring Semester	November
Summer Semester	April

Where Do Students Find Their Advisors?

Students will seek advisement in one of several places, depending upon their circumstances.

- **Academic Orientation & Advisement Office—212 Solms Hall**

Several categories of students come here for advisement:

- o Freshman Learning Community participants—regardless of their major—receive initial advisement from this office during Navigate Armstrong, their summer orientation session.
 - o Joint Enrollment Students—high school juniors and seniors who are jointly enrolled in high school and AASU.
 - o Undeclared Majors—students who are undecided about their major— come to this office until they are ready to declare their major.
- **The Department of the Chosen Major-** Students who have chosen a major will go the academic department offering that major. Advisement procedures vary from department to department, so students should visit their departments early to ask about advisor assignments and advisement schedules: no later than the end of March to plan for summer and fall courses and by the end of October to plan spring semester courses
 - **Adult Academic Services/Academic Assistance—2nd Floor, Victor Hall** Students who have been out of high school for more than five years and who are fulfilling pre-college course requirements in English, reading, and/or math must be advised here.

Academic Success Courses

The first year of college brings a mixture of new experiences and emotions: excitement, nervousness, fun, frustration, challenges, and rewards. College is fast-paced and requires deep thinking. Students often struggle with many new issues while balancing new-found freedoms of young adulthood and/or family responsibilities. In addition to their coursework, they must learn:

- o to navigate a new environment;
- o to manage their schedules;
- o to manage their money;
- o to cope with stress;
- o to create balance for their lives; and
- o to pursue courses that will lead to or confirm a career decision.

The good news at Armstrong Atlantic State University is students—whether new or returning—have resources to help them face the myriad challenges and responsibilities of university life. Both of the University’s Student Success courses are designed to help students identify:

- o the obstacles specific to them;
- o the resources available to help them achieve success.

AASU 1100: The University Experience- This course prepares first-year students to become active, effective participants in the AASU experience.

AASU 1101: Strategies for Success- This course aims to provide the student with the skills, information, and guidance useful for success in college.

Freshman Learning Communities

A Freshman Learning Community is a group of approximately 25 students who sign up to take two or three classes together during their first (fall) semester. This block of classes may be related to a particular major—such as Nursing or Education—or they may comprise a cluster of required core curriculum classes—such as history and English, or chemistry and psychology.

Tips you can give your student for “A Successful Semester at AASU!”

- Attend all class sessions
- Manage your time. Allow at least two hours of study outside of class each week for every credit hour
- Stay organized, and complete all reading assignments before class
- Read and refer to all your course syllabi regularly
- If you have a question, ask in class or during your professor’s office hours - they want to help
- Identify a “study-buddy” for each of your courses.
- Get involved on campus. Join a club, attend a concert or play, attend an AASU sporting event.
- See your advisor regularly, and pre-register for your courses.
- Take advantage of these free academic services:
 - o College of Science and Technology Tutoring Lab (Solms Hall 206)
 - o Writing Center (Gamble Hall 109)
 - o Foreign Language Lab (Gamble Hall 106)
 - o Psychology Club tutoring (Science Center 201)
 - o American Chemical Society Student Affiliates tutoring (Science Center 2302)

Tuition and Fees

Starting in the Fall 2006, the Board of Regents established a new tuition rate for certain undergraduate students. This was done to help ensure that students can predict and plan for educational expenses. Undergraduate students who enrolled in fall 2006, fall 2007 or fall 2008, are under the Guaranteed Tuition Plan, and will see no change or increase in tuition this fall.

Graduate students were never part of the Guaranteed Tuition Plan.

Students enrolling as freshmen this fall will not be under the Guaranteed Tuition Plan. A key support for the Guaranteed Tuition Plan was continued strong state appropriations. The University System’s budget has been reduced \$275.6 million for the upcoming fiscal year. It is no longer possible to fix tuition for four years in these circumstances.

However, freshman enrolling for the first time in fall 2009, will pay the same tuition per credit hour rate as last fall (fall 2008). This decision was made in light of the tough economic times and to help Georgia families.

Historically, tuition has always been charged at a per credit hour rate up to 12 credit hours. There was no additional charge for taking more hours. Given the current budget picture, it is difficult to maintain academic quality and provide classes for free. At all institutions students wishing to take more than 12 hours will pay for those hours (in addition to the standard semester tuition) up to the 15 hours. This new policy does not affect students on the Guaranteed Tuition Plan, they will see no change in their tuition rate, regardless of the number of hours taken. That is part of the guarantee.

Definition of Full-time Student

The changes in the per credit hour tuition rate for new students in the University System of Georgia raise questions regarding at what point is a USG undergraduate student considered as a full-time student for purposes of insurance, athletics, financial aid and some other classifications. For purposes of financial aid, insurance, athletics, USG undergraduate students are considered full-time if they are enrolled in at least 12 credit hours in any semester and are considered part time if enrolled in less than 12 credit hours in any semester. The fact that students will be charged tuition for up to 15 credit hours has no effect on fulltime student classification for the purposes of financial aid, insurance or athletics.

For FAQs about the tuition plans, please visit:

http://www.usg.edu/student_affairs/tuition/2009-2010_tuition.pdf

Other Support Services

Office of Testing Services

Regent's Test

TAKING THE REGENTS' TEST AT ARMSTRONG ATLANTIC STATE UNIVERSITY

The Board of Regents of the University System of Georgia has mandated that students enrolled in undergraduate degree programs leading to the baccalaureate degree shall complete the Regents' Writing and Reading Skills requirement, ensuring that students obtaining a degree from a University System institution possess certain minimum skills of reading and writing, hereinafter called Regents' Writing and Reading Skills.

The Regents' Test is designed to provide a method for satisfying the Regents' Writing and Reading Skills requirement, and all students must take the Regents' Test during their first semester of enrollment.

Armstrong Atlantic State University's Automatic Test Registration System should prompt students to sign up for the Regents' Tests before they register for classes for their first semester of enrollment. If the automatic system does not initiate the test registration, students should follow this path from their S.H.I.P. Main Menu to register for the tests:

- * Select Student Services & Financial Aid
- * Then select Academic & Account Information
- * Then select Sign up for the Regents' Test

In addition, there shall also be two System-mandated courses, one in writing and one in reading, that represent a vehicle for meeting the Regents' Writing and Reading Skills requirement.

Armstrong Atlantic State University has chosen to require the test of all undergraduates who have not earned a baccalaureate or higher degree regardless of degree objective. A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Writing and Reading Skills requirement in order to receive a degree from a University System institution.

The Office of Testing Services, Memorial College Center Rm. 211; testasu@armstrong.edu; (912) 344-2582.

Office of Disability Services

AASU's 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.

All students need to realize that the intake process, documentation review, and arrangements TAKE TIME. Please apply for services well in advance. It is best to call and schedule an intake appointment with Mrs. Kelly Woodruff as soon as you are accepted for admission to Armstrong.

Armstrong Atlantic State University ensures equal opportunity and access to employment, admissions, programs and services of the College without regard to age, sex, race, national origin, color, religion, or disability. This policy complies with the University System Board of Regents policies and all related Federal Legislation.

The Office of Disability Services, as well as Armstrong Atlantic State University as a whole, is committed to assisting each student reach his/her maximum potential through the pursuit of educational goals. The primary goal is to assure equal access to all aspects of 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 documented needs.

To apply for accommodation

Disability Services Memorial College Center Room 207
Phone: (912) 344-2582 Fax: (912) 344-3475



STUDENT LIFE

Student Activities

Armstrong celebrates campus life through programs and events such as festivals, art exhibitions, plays, concerts, comedians and much more! You can complement and enhance your overall educational experience as well as develop your leadership skills through participation outside the classroom. Involvement can expose you to a variety of social, cultural, intellectual, spiritual, recreational and governance opportunities and challenges. There are **over 80 student organizations**, including national fraternities and sororities for your student to choose among for involvement. The Office of Student Activities is located in MCC 201. 912-344-2504

Housing and Residence Life

University Housing and Residence Life commits to creating a safe living environment which promotes collaboration, holistic learning, and personal growth. Through our programs and services, we challenge students to be community-minded and academically successful.

Sixteen undergraduate or graduate students are employed by the Department of University Housing and Residence Life as Community Assistants. The CA is assigned to live and work on an area ranging in size from 45 to 55 students. Students who are selected to serve as CAs have demonstrated responsibility, maturity, sensitivity, and a strong desire to grow and be challenged. In addition, there are two Master's level professionals who live on campus to assist your student.

The Housing and Residence Life Office is located Armstrong Center Suite 10. 912-344-2940

Career Services

The Office of Career Services is a tremendous resource for students and alumni to learn about their interests, skills, abilities, values, and personality in an effort to provide strategic career direction. Professional development and job search processes are available to help students and alumni make the transition from student to professionals in the world of work. Classroom presentations and individualized appointments are offered on Interviewing, Choosing a Degree Major, Career Direction for Liberal Studies Majors, Resume and Cover Letter Writing, Making the Most of a Career Fair, Professional Etiquette, and Applying to Graduate School.

Students and alumni are encouraged to research career opportunities through three internet based libraries of occupations (GCIS) Georgia Career and Information Systems, the Georgia Department of Labor's Bureau of Labor Statistics, and the (ONet) Occupational Information Network.

The Office maintains a database of over 800 employers and sponsor and co-sponsor a total of 4 career fairs each year locally and in the Atlanta area. The Experiential Education Program enables students to work in their desired field and gain relevant work experience through co-ops, internships, and job shadowing experiences which are highly recommended for all students. We provide professional and non-professional job search assistance and post numerous opportunities for students to find co-ops, internships, part-time, full-time, summer, seasonal, and temporary employment. All students and alumni are strongly encouraged to register with the career center.

Career Services is located in the Student Affairs Annex @ Compass Point. 912-344-2563

Athletics

AASU athletic teams are in the NCAA Division II, Peachbelt Conference. Our Pirate teams are:

Men's

Basketball, Baseball, Tennis, and Golf

Women's

Basketball, Softball, Tennis, Golf, and Soccer

For schedule information and questions, go to www.aasupirates.com



PERSONAL WELLNESS

Student Recreation and Wellness

AASU promotes a healthy and active lifestyle through a variety of programs such as intramural sports, fitness and wellness programs, sport clubs, group exercise classes, outdoor trips, and much more. Students have access to a premier recreation center and well-lit outdoor intramural fields.

The Recreation Center is located at the corner of Arts and Library Drive, across from the library. 912-344-3136

University Counseling Center

The college years can be stressful for many. In the contemporary climate of competition and pressure, some students adequately cope with these stresses, but others find the stress becomes unmanageable and interferes with learning. In some cases, these students may even disrupt the learning of others. **FREE professional counseling is available on campus to AASU students.**

Notice of Confidentiality All of the records maintained solely for Counseling Services are confidential and are kept in a secured location. Information shall be disclosed to third parties only with the written consent of the student. Exceptions to confidentiality exist when the counselor perceives the client to be acutely suicidal or homicidal, and when lead to believe that a child or elderly person who is unable to fend for themselves is being neglected or abused. Students who are under 18 may also have their records accessed by their parents if they make a written request.

The University Counseling Center is located in the Student Affairs Annex @ Compass Point. 912-344-2529

Student Health Center

The Student Health Center provides primary care treatment and education about personal health issues for Armstrong Atlantic State University students. The office is supervised by a licensed Nurse Practitioner under the direction of a physician and is contracted through and supported by Memorial Health University Medical Center. The department performs several in-house tests.

All students at Armstrong Atlantic are eligible to use Student Health Center. A small co-pay will be charged. Patients may file with their own insurance company if desiring a reimbursement. Some lab work will be performed in-house at no charge. Student Health Center has a number of physicians and specialists for referrals.

The Student Health Center is located in the Student Affairs Annex in the 7000 building of Compass Point. (912) 961-5726

University Police

The AASU Police Department is a full-service law enforcement agency where the mission of every member is to seek ways to promote and preserve a safe and secure academic environment, and to deliver quality police and community safety services in a professional and sensitive manner. Campus crime statistics are available at www.safety.armstrong.edu

Tips for your student's safety

DON'T:

- Prop open that exterior self-locking door. You never know who may want to come in.
- Don't bother to lock your room when you leave for class.
- Save time - leave all your money and jewelry out on the dresser, easy to find.
- Act like the Lone Ranger. Don't get to know the other people living near you.



WHAT TO EXPECT IN THE FIRST YEAR OF COLLEGE

August/September

- . Leaving for college
- . Excitement
- . Testing new-found freedom
- . Frequent calls and visits home
- . Anxiety about roommates, professors, classes

October

- . Roommate problems begin to arise
- . Questioning: "Do I fit in here?" "Can I make it?"
- . Midterm Exams
- . Love relationships from home remain strong
- . Homesickness and loneliness
- . Potential alcohol and other substance abuse

November

- . Consequences of decision-making experienced
- . Many exams and papers due before Thanksgiving
- . Excitement and/or anxiety regarding going home for Thanksgiving
- . First series of campus-wide illness (cold, flu, etc.)

December

- . Difficulty concentrating due to pending holiday season
- . Anxiety over preparations for finals
- . Sadness about leaving new friendship and/or love relationships
- . Doubts about academic competency

January

- . "Fresh start" mentality sets in with new term
- . Satisfaction/disappointment with fall term grades
- . Relief being away from home and back at school

February

- . Winter blues
- . Potential alcohol and other substance abuse
- . Midterm exam stress
- . Challenges with love relationships back home

March

- . Finding roommate(s) for next year
- . Excitement and/or disappointment regarding Spring Break plans
- . Mid Term exams

April

- . Difficulty concentrating due to "Spring Fever"
- . Questions about what they have or have not been able to accomplish during the year
- . Concern over declaring a major
- . End of term pressure

May

- . Final exam anxiety
- . Apprehension about returning home for summer
- . Concern over summer employment
- . Sadness over leaving new friends and/or love relationships
- . Realization of how college influences life decisions

ADDITIONAL RESOURCES

When Your Kid Goes to College: A Parents' Survival Guide Barkin, Carol, 1999 ISBN 0-380-79840-9

Letting Go: A Parents' Guide to Understanding The College Years Coburn, Karen & Treeger, Madge, 1997 ISBN 0-06-095244-X

Almost Grown: Launching Your Child From High School to College Pasick, Patricia, 1998 ISBN 0-393-31710-2

A New Beginning: A Survival Guide for Parents of College Freshmen McGarry, Kaye, 2001 ISBN 0-9661201-1-6

Don't Tell Me What to Do, Just Send Money: The Essential Parenting Guide to the College Years Johnson, Helen; Schelhas-Miller, Christine, 2000 ISBN 0-312-26374-0

