Welcome to Armstrong!

We are so glad you are here!

Rest assured that the entire community here is committed to student success. Armstrong is a school that gets involved with you. Likewise, there are many ways you can get involved.

Our student leadership organizations have a strong voice on campus. With more than 80 clubs and organizations, it’s not uncommon for our students to get involved with a variety of activities: from music and theatre to club sports and recreation programs; from student government to science clubs; from planning festivals to attending concerts and coffeehouse gatherings, you can find it here!

Armstrong New Student Guide

To help you in your adjustment to student life at Armstrong, our staff has prepared a guide that contains the most frequently asked questions of new Armstrong students. We think you’ll find answers that will guide you through a successful first year and help you establish a strong foundation for a wonderful college experience!

Find Answers to the Most Common Questions!
How do I communicate with my professors?  
Whom do I call with course scheduling questions after Navigate?  
How many classes should I take?  
If I need help with my math or writing assignments, where do I go?  
What is the core curriculum?  
What if I’m falling behind in a class?  
How do I decide on a major?  
What is a PSR, and is mine correct?  
How do I calculate a GPA?  
Can I choose my academic advisor?  
Can I declare a major at any time?  
Is there an honors program?  
How will I know if there’s an emergency on campus?  
Where can I go if I am feeling stressed?  
What can you do for students with disabilities?  
What on earth is a common read?  
What is a seminar class?  
What health resources are available?  
Do I have to live on campus?  
Can I take online courses?  
What organizations can I join?  
Where can I volunteer?  

What are the campus dining options?  
What items should I bring to my residence hall room?  
What should I not bring to my residence hall?  
What are the steps for getting financial aid?  
What are all those fees for?  
How do I pay my bill?  
How do I get a parking permit?  
What happens if I drop below full time status?  
Do I have to pay this parking ticket?  
When does HOPE look at my GPA?  
Can I skip an English or math course?  
What is a syllabus?  
How do I register for courses?  
When is it too late to add a course to my schedule?  
How do I drop a class?  
Will my parents know if I skip a class?  
What if the class I want is full?  
How will I know when to register next semester?  
Where do I get my Pirate Card ID? What is it?  
Where can I work out?  
What is the harassment policy?  
What if I need help with research?  
What are holds?  
What is a prerequisite?
5 Tips for a Successful Year

1. **Confirm your class schedule.**
   Make sure you’re officially enrolled in the classes you’re attending. Just imagine sitting in on a class and doing the work—just to find out you aren’t earning credit! Also avoid a possible “WF” that can occur if you’re enrolled in a class (accidentally) that you never attend.

2. **Review every syllabus.**
   Think of your syllabus as a roadmap to success. The syllabus will tell you what you need to purchase, what you need to read, how you need to prepare, and what you need to do for each and every class. You’ll need to consult this document throughout the semester, so you should keep it in a folder and check it before every class.

3. **Fill in your calendar.**
   Buy a planner and use it wisely. Make sure you mark every test date and every major due date, but also block off a few hours of study time before every test. Time management is the key to success.

4. **Attend every class.**
   Freedom is a good thing, as long as it’s balanced with some healthy self-discipline. Nobody will police your attendance, so you have to make smart choices. Missing a single class—including the first one—can seriously hurt your academic performance.

5. **Make sure your bill is paid!**
   You may have registered early for a course that fills up quickly—but you can be dropped again if you haven’t paid your bill! Avoid this by checking your student account and staying on top of your financial aid deadlines.

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Login Information and Passwords

**SHIP Login Information**
SHIP is used to access your financial aid information, to register for classes, and to access/change your personal information.
- ID number is your 907 number
- The initial PIN number is normally your date of birth (six-digit), but you should change this right away.
- If you need to have your pin re-set, contact the Registrar’s Office

**Pirates Cove Login Information**
Pirates’ Cove is the gateway to your student email, SHIP account, and other valuable information.
- Go to: [https://cove.armstrong.edu](https://cove.armstrong.edu)
- Click on “look up your Cove, Vista, or Armstrong ID”
- You will be prompted to enter your first and last name, last 4 digits of your social security number, your date of birth and then click “Look up ID”

**Pirates’ VIEW Vista**
Vista is used to access online courses and related materials.
- Your username will be the first letter of your first name plus the first seven letters of your last name (eight characters total). Usernames are all lowercase with no spaces.
- Your password will be the same as your SHIP pin number.

If you have trouble setting up your accounts or logging in, stop by the Help Desk in the Armstrong Center, Suite 16
Whom do I call with course scheduling questions after Navigate?

If you have questions about your schedule in the weeks after Navigate, you can call the Office of Academic Advisement at 912-344-2570. If you have questions about planning a schedule in semesters to come, you should speak with your academic advisor.

Every student has an academic advisor, and every student must meet with an advisor every semester to identify appropriate courses and plan a realistic schedule. In fact, you can’t get around this requirement, because an “advisement hold” is placed on your SHIP account to prompt you to make an advisement appointment.

If you have declared a major, you will be assigned an advisor from your department. Most professors serve as advisors.

If you are undecided about a major, you will be assigned to a professional advisor in the Office of Academic Advisement, which is located in Solms Hall 212.

How many classes should I take?

The number of courses you take will depend on your goals. Students who wish to graduate in 4 years without going to summer school will need to take 15-16 credit hours, which is equal to at least 5 classes per semester.

If that sounds like too much, you can still be considered a full time student if you take at least 12 hours (4 classes).

Keep in mind that enrolling in fewer than 5 classes per semester will also extend the time it will take to graduate. A 12-hour plan is a 5-year plan!

Our best advice is to practice good time management! You can achieve your goal of graduation in four years if you plan your time well and work a healthy dose of study time into your schedule.

Contact your academic advisor for more information. If you don’t know who your advisor is, just call the Office of Academic Advisement.

You can find the Office of Academic Advisement in Solms Hall 212 or you can call 912.344.2570.
How do I communicate with my professors?

First of all, it is important to stress that you should always communicate with professors. If you don’t understand an assignment, or if you have a big disruption in your life that will impact your performance, you should definitely contact your professors.

- A professor will tell you how to contact him/her on the course syllabus.
- It is not the responsibility of the professor to contact you if you miss classes or assignments. In fact, they won’t.
- Armstrong email is the official mode of communication when it comes to professors and staff contacting you.
- You must check your Armstrong email every day.
- Don’t assume that you can send an email to a professor and get an answer. If you really need to communicate, go by the professor’s office.
- Don’t ever start an email with “Hey”
- Use capitalization and punctuation if you want a professor or staff member to acknowledge your email.

Check your syllabus for more information about communicating with your professor.

Call the Office of Academic Advisement at 912.344.2570 for more information.

You can also email - advise.me@armstrong.edu

If I need help with my assignments, where do I go?

There are many campus and online resources that can aid you in assignment completion. For help in mathematics, science, and English/literature assignments, consider the following resources:

**College of Science and Technology Tutorial Center (Math and Science)**
206 Solms Hall
Ph: 912.344.3165

- Monday-Thursday, 8am – 7pm
- Friday, 8am – 2pm
- Sunday, 4pm – 7pm

**Writing Center (English/Literature)**
By Appointment
Library Room 224
Ph: 912.344.2878

- Monday-Thursday, 9am – 7pm
- Friday-Saturday, 9am – 12pm

Call the Office of Academic Advisement at 912.344.2570 for more information.
I am working on my core curriculum. What is it again?

The core curriculum is a grouping of approximately twenty liberal education courses that are required of every bachelor’s degree seeking student at Armstrong.

Students enroll in core courses during their first semesters at Armstrong, although some students may begin to take major courses as well. Your academic advisor will help you select the courses in the appropriate order.

The core curriculum focuses in the following areas:
- Essential Skills (English/Math)
- Institutional Options (Ethics/Global Perspectives)
- Humanities and Fine Arts
- Sciences, Math and Technology
- Social Sciences
- Physical Education

Core courses may be spread out to some extent in order to create a balanced curriculum during the junior and senior years as well.

You can visit your department or go online to find a program of study planning sheet. This form will help you plan your course sequence each semester.

What if I’m falling behind in a class?

There are a few things you can do if you find yourself falling behind. First, you should make an appointment with your professor to discuss your situation. He or she can assess the situation and advise you about your choices.

You could also check out the tutorial services we have on campus. Students who need extra help with their courses can receive assistance through any of the following:

- College of Science and Technology Tutorial Center (Solms Hall 206) offers help with biology, chemistry, math and psychology.
- Margaret Spencer Lubs Foreign Language Resource Center provides assistance in French and Spanish. This lab is temporarily located in the Engineering Annex (across from the University Police Headquarters).
- The Writing Center has peer tutors, and supplies handouts on topics such as documentation style, grammar and mechanics, and the writing process. The Writing Center is temporarily located in Lane Library 224.

Dropping a class is the last resort!
What resources are available to help me choose a major?

Choosing a major is a big decision, and there are a few different resources available that will help guide your decision.

The Office of Career Services offers students assistance in selecting a major or career path. As a student, you can make an appointment with Career Services to take a career aptitude test. The test will help you understand your skills, interests, values, and personality and recognize how they might best relate to a career field. Talking with a Career Advisor can help you narrow down your choices and pick a major or career that you will excel at and enjoy.

The Georgia Career Information Center (GCIC) is a free service available to all students enrolled in a University System of Georgia school. This website provides information on career paths, choosing a career that is right for your interests, and gives you printable materials that will help you track your progress toward academic goals.

To access the GCIC website, go to the following web address:

http://www.gcic.peachnet.edu

The username and password change each year, but can be obtained by contacting the Office of Academic Orientation and Advisement at Armstrong. This office can be contacted by email or by phone. Another great resource for choosing a career is your academic advisor.

What is a PSR, and is mine correct?

A PSR is a Permanent Student Record. You access your PSR in SHIP. Much of the information contained in the PSR is typed in by processors, so you should check once in a while to make sure your information is correct.

- Make sure that we have your correct phone number and address. If we have your parents’ contact information, we’ll be calling your parents every time we need to get in touch with you!
- Make sure that it reflects the schedule you think you signed up for. Every semester there are a few students who attend a class they’re not enrolled in, and who don’t attend a class they actually are enrolled in. Either way, the result is bad.
- Make sure the SAT/ACT/AP scores are correct, and that your PSR reflects any transfer credit. Otherwise, you could take a class you don’t need.

For more information on your Permanent Student Record, call the Office of Academic Advisement at 912.344.2570.
How do I calculate my grade point average (GPA)?

The GPA is computed by dividing the number of attempted hours into the total quality points, or honor points, earned.

Grades of \( W \) (Withdrawn) are excluded from the GPA computation, but \( WF \) (Withdrawn Failing) grades are included.

### Grade Point Average Calculation

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Quality Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENCL 1101</td>
<td>A</td>
<td>3</td>
<td>x 4</td>
<td>= 12 points</td>
</tr>
<tr>
<td>PSYC 1101</td>
<td>C</td>
<td>3</td>
<td>x 2</td>
<td>= 6 points</td>
</tr>
<tr>
<td>ARTS 1100</td>
<td>B</td>
<td>3</td>
<td>x 3</td>
<td>= 9 points</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>D</td>
<td>3</td>
<td>x 1</td>
<td>= 3 points</td>
</tr>
</tbody>
</table>

\( \text{GPA} = \frac{30 \text{ points}}{12 \text{ hours}} = 2.5 \)

Can I choose my academic advisor?

Some students will be able to choose an advisor, but others cannot.

If you have declared a major, you will be assigned an advisor from within your department. Initially, the assignments may be random.

Most professors serve as advisors, however, and you may establish a strong rapport with a certain professor. When that happens, you might be able to request to be assigned to that professor.

Keep in mind that this varies by department. Some departments have specific advisors filling very specific advisement duties, and that cannot change.

In any event, every student has an academic advisor, and every student must meet with an advisor every semester to identify appropriate courses and plan a realistic schedule. In fact, you can’t get around this requirement, because an "advisement hold" is placed on your SHIP account to prompt you to make an advisement appointment.

See your department for more information.
Can I declare a major at any time?

For some majors, declaring is as easy as a few mouse clicks. For those programs that require application and approval, you will declare yourself to be a pre-major in that field until you are accepted. To change or declare your major:

Log into SHIP http://ship.armstrong.edu

- Student Services and Financial Aid
- Academic and Account Information
- Change Major (degree program)
- Choose program of study

Note: It may take a few days to see the change on your Permanent Student Record.

For help in selecting a major, contact the Office of Academic Advisement at 912.344.2570.

Is there an honors program?

We do have an honors program at Armstrong.

Entering freshmen may apply to the Armstrong Honors Program if they score 1100 on the SAT and graduate with a strong high school record.

Students scoring 3 or better on each of three Advanced Placement examinations of the College Board are also encouraged to apply. Entering freshmen are required to take an honors course in their first semester in order to take advantage of the benefits of the Armstrong Honors Program.

Why should you join? Some benefits of the program are:

- early pre-registration
- the honors classroom and lounge
- honors scholarships
- additional scholarship opportunities
- opportunities for international travel

For more information, contact the Honors Program Director at 912.344.3242.
What if there is an emergency?

**BLAST** is Armstrong’s emergency communication system.

The system is designed to send vital messages to your designated emergency phone number and email address in the event of a disruption of normal campus operations or in the case of an emergency.

- **Be sure that we have the correct contact information for you!** Check your SHIP account to ensure we will contact you, not your parents!

- Your BLAST information can be updated by logging in to the Pirates’ Cove.

- For caller ID purposes, please add the BLAST telephone number, 912.344.2885, to your mobile devices.

But what about personal safety on campus?

At Armstrong we take a number of measures to ensure the safety of students.

Each classroom has a telephone that only connects to the police department. Dialing 4-3333 on any one of the classroom telephones will connect you to the police dispatcher.

If you find yourself in an unfamiliar situation on campus and would like a police escort, call the University Police and they will dispatch an officer or a security patroller to escort you to your car or campus residence.

The emergency number at Armstrong is 912.344.3333.

Where can I go if I am feeling stressed?

Feeling overwhelmed trying to balance the demands of school, job, relationships, family, and friends? Free professional counseling is available on campus to Armstrong students.

Setting up an appointment is easy. Call or visit the University Counseling Center located at Compass Point for individual counseling.

The center also offers group therapy sessions and seminars throughout the year, like "Stress Busters Group," "Time Management Seminar," "Smoking Cessation Group" and more. Time and dates of sessions vary. Other seminars and groups may be formed by request.

For more information, call 912.344.2529 or visit:

**University Counseling Center**
Student Affairs at Compass Point Annex
7000 Building Suite 7108
Monday-Friday 8:15 a.m. - 5 p.m.
What can you do for students with disabilities?

Services are available to students who self-identify to the Office of Disability Services, participate in an intake interview with the coordinator of disability services to determine needs and accommodations, and provide appropriate documentation of the disability which supports the accommodations being requested.

- Accommodations are determined on an individual basis, based on the documentation provided and the interview with the student.
- Accommodations that are considered reasonable and do not fundamentally alter the nature of the program or course may be appropriate.
- Students must meet all admission and academic standards.
- Accommodations are not a substitute for appropriate medical treatment, medication or counseling.
- The purpose of accommodations is to provide access to the academic material and access to demonstrate mastery of the material.

For more information, contact the Office of Disability Services at 912.344.2744.

What is the Common Read?

Common Read programs are increasingly popular at colleges and universities across the country, and they typically revolve around a single, central text—some fiction or nonfiction book which has been selected by a Common Read committee for everyone on campus to read.

Armstrong’s Common Read text for fall 2012 is *The Omnivore’s Dilemma*, by Michael Pollan.

Faculty from each of the university’s four colleges—the College of Education, the College of Health Professions, the College of Liberal Arts, and the College of Science and Technology—will assign the book as required reading for various courses. Other faculty and students will simply read the book because it’s the Common Read text and we all want to be a part of the university conversation.

Throughout the fall semester, Common Read events will provide a range of opportunities for the entire campus—students of all levels, faculty, and staff—to explore various components of the book, to consider the broader issues that it introduces, and to respond in thought-provoking and original ways to this book.

These events will open several avenues for discussing the importance of this work, how it marks a specific time in our nation’s history, and how it can lead us to make future decisions more thoughtfully.

For more information, contact the First Year Experience Program at first.year@armstrong.edu.
What is a seminar course? Is it required?

The Armstrong seminar is offered within the First Class program.

Offered in the fall of 2012 within freshman learning communities, a one-credit-hour seminar course is connected with a course from the core curriculum and meets one day per week for the entire semester.

The seminar course aims to provide the student with the skills, information, and guidance useful for success in college. It focuses on information literacy, college-level reading and research techniques, the roles of the student, and the resources available within the university for academic success and career choices.

Participating students will become part of a small community of learners engaged in a shared academic experience while developing the research and critical thinking skills necessary for success in college.

What health resources are available?

The Armstrong Student Health Center provides services such as:

- Outpatient care for minor illnesses and accidents
- Health education materials and programming
- Immunization for prevention of illness
- Tuberculosis testing
- Testing for HIV and STDs
- Full range of laboratory services
- Sports and annual physical exams
- Pap exams and other gynecological services
- Contraceptive management
- Emergency contraception
- Pregnancy testing
- Referral to area specialists, urgent-care facilities, imaging facilities, and/or hospitals, if necessary

Health Center Hours of Operation:
Monday – Friday 9:00am – 12:30pm
1:30pm – 5pm
*Hours vary during summer and break periods.

Contact Information:
Student Affairs Annex
Compass Point 7000 Building, Suite 7106
912.961.5726
Do I have to live on campus?

First-year undergraduates are required to live in university housing. Students transferring to Armstrong with fewer than 30 completed hours of college credit are also required to live in university housing.

In general, first year undergraduates will be housed in Windward Commons. This facility is designed to accommodate small community groupings and living-learning experiences. Exemptions to the housing requirement include:

- Students who reside with a parent or guardian in Chatham, Bryan, Effingham or Liberty counties
- Married (must provide copy of marriage license)
- Custodial parent of a dependent child (must provide copy of birth certificate and custodial decree)
- 21 years of age or older prior to the first day of the semester entering (must provide birth certificate)
- Enrolled only in on-line or Liberty Center courses
- Active military (must provide copy of orders)

For more information, stop by the Housing Office or call 912.344.2940.

What are the campus dining options?

If you just feel like a light snack, you can find plenty of additional options in the Book Store. But we also have many great meal options:

- **The Galley:** An all you care to eat resident dining hall, The Galley offers a wide selection of dining options including Brick-oven Pizzas, Pasta bar, Grill, Classics Buffet, Mongolian Wok, Deli, Salad bar, Vegan and Vegetarian options, as well as a large selection of freshly baked goods and desserts.

- **Quiznos Subs:** Located in the Memorial College Center, Quiznos offers many delicious, healthy offerings. With toasted subs, daily soups, and a wide variety of salads & flat bread sandwiches, there is sure to be something for everyone at Quiznos.

- **The Perk:** Located in the Student Union, The Perk is our coffee shop that offers Starbucks espresso & coffee products. Customers will also find a variety of Simply to Go items available for those who are always on the go!

- **World of Wings:** The World of Wings Café & Bakery is a New Orleans inspired restaurant that specializes in delicious chicken creations. From wings to buffalo chicken wraps, to grilled chicken salads with red beans & rice, WOW is sure to capture the enjoyment of chicken lovers everywhere. WOW is located in the Memorial College Center.

For more information on dining options, call the Dining Services Office at 912.344.2808.
What items should I bring to my residence hall room?

Your residence hall room will be your home away from home during your time at Armstrong for as long as you choose to stay on campus. It is important to make it feel as homey as possible. Items you may want to bring with you include:

- Blankets and bedding
- Towels and toiletries
- Desk lamp
- Area rug
- Air fresheners for the smells of home
- Shower caddy
- Flip flops
- Robe
- Surge protectors for electronics
- TV
- Computer
- Posters and decorations
- Extra storage items
- Head phones (for those times when you want to listen to music or TV but your roommate wants to sleep)

This is by no means an exhaustive list. Use your imagination in making your residence hall room your home. Please consult the following page for more information on items you should NOT bring.

For more information, stop by the Housing Office or call 912.344.2940.

What items should I NOT bring to my residence hall room?

It is important that you bring what you need to make your residence hall room feel like home, but there are things that you will not be permitted to have in the residence halls. Leave the following items at home:

- Illegal drugs or drug paraphernalia
- Alcohol
- Charcoal, gas or electric grills
- Microwaves, electric frying pans, deep fryers, toaster ovens
- Halogen lamps
- Candles and incense
- Electrical decorations (neon signs, etc.)
- Extension cords
- No pets (exception: fish in 10 gallon or less aquarium)
- Portable heaters or air conditioners
- Weapons or weapon replicas
- Fireworks or explosives
- Paintball guns or air guns

For more information, stop by the Housing Office or call 912.344.2940.
**What are the steps for getting financial aid?**

- If you are interested in federal financial aid, such as Pell Grant and Stafford Loans, you must complete a **FAFSA** each year you plan to attend Armstrong.

- If you are only interested in state financial aid, such as the Zell Miller and the HOPE Scholarship, you may complete a **Georgia Student Finance Application (GSFAPP)**.

- If you complete a FAFSA, it is important to know that the Department of Education selects one out of every three FAFSA’s for a process called verification. If you are selected for verification, be sure to turn in the proper documentation in a timely manner so that your financial aid process will not be delayed.

- Once your application process is complete you will receive an award letter that you may view through your SHIP account. For more information regarding your award letter, you may check out the links on the Financial Aid site called **Review Your Award** and **Receive Your Award**.

- You may visit your financial aid counselor for additional assistance. Counselors are assigned to each student, according to last name.

Find **your financial aid counselor’s name** and write it here for future reference:

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**What are all these fees?**

Student fees pay for all of the services that are not covered under regular Armstrong tuition. Without fees, Armstrong could not provide you with some of the outstanding facilities, technology, and programs that you currently enjoy.

Every student, regardless of their level of enrollment, pays these fees, and they are not optional. We encourage you to take advantage of the services provided under these fees.

- Mandatory fee (administrative fee)
- Student Center fee
- Student access fee
- Health fee
- Technology fee
- Athletic fee
- Activity fee
- Recreation fee

For more information about fees and fee payment, please contact the **Bursar’s Office** at 912.344.3243.
How do I pay my bill?

Fee Payment by Credit Card over the WEB
Credit cards (American Express, Discover Card, and MasterCard) may be used via Touchnet to pay for tuition, housing, and meal plans. A 2.75% convenience fee will apply. No credit cards are accepted in person for tuition/housing charges. No payments will be accepted over the phone.

1. Go to the Armstrong website at www.armstrong.edu
2. Click on Current Students
3. Under the Money Matters heading click Bursar’s Office
4. Click “Pay Online” button on the right

Fee Payment by WebCheck
Students can pay by WebCheck via Touchnet. Follow the steps above and select WebCheck as payment method. You will then be asked your routing number and account number for your checking or savings account. No convenience fees apply. Accounts must be able to accept ACH drafts.

Fee Payment by Cash
All payments must be in U.S. currency. Cash payments can be made at the Bursar’s Office in Burnett Hall.

Fee Payment by Check
Checks should be made payable to Armstrong and addressed to Bursar – Tuition Payments, Armstrong Atlantic State University, 11935 Abercorn Street, Savannah, GA 31419. The student’s identification number should be listed on the check.

Only full payments will be accepted. Students who have financial aid and intend to pay the balance with a check or cash must pay their fees to the cashier before posted fee payment deadlines.

Remember, fees are always due a few weeks before classes begin!

Where do I obtain my parking permit?

Students who live on campus will be furnished with a parking decal in their housing packets. However, those decals are appropriate only in the spaces at assigned residence halls. Residential students and commuting students wishing to park their vehicles on the Armstrong campus must purchase a parking decal. The cost of a commuter permit is $50 per school year; $25 for the Spring Semester; or $15 for the Summer Semester

Students may only park in “STUDENT” designated spaces. Funds raised from these sales will be used to pay for new parking, maintenance of current parking and general parking operations.

Decals are issued on an academic year basis and expire August 31st. Student cars that do not have the appropriate parking decal will be ticketed.

Payment by cash, check or credit card will be accepted at the Bursar’s Office in Burnett Hall between the hours of 8:30 AM and 4:30PM, Monday through Friday.

At the present time, payments may not be made over the web. Decals will be available for pick-up at the Bursar’s Office immediately upon payment.

Visit the University Police web site for specific details about the parking regulations.

For more information, consult the University Police at 912.344.3333.
**What happens if I drop below full time status?**

The normal course load for full-time students is 15-16 semester hours, plus a course in physical education during the freshmen and sophomore years. However, full time status begins at 12-semester hours.

**Financial Aid:** For many students, full-time or part-time status holds most significance when it pertains to financial aid. There are some types of financial aid that are impacted when you drop below full-time status.

If you are concerned about financial aid being impacted by your enrollment status, you must visit the Office of Financial Aid to get advice. This is the only office that can evaluate and address your specific situation.

Each student has been assigned a financial aid counselor, so check the Armstrong Office of Financial Aid web site to find your counselor’s name.

**Graduation Status:** If graduating from college in four years is important, you should keep in mind that completing less than 15 or 16 credit hours in any semester will set you back a little. You may be able to make up some time by taking summer classes.

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**Parking tickets are no big deal, right?**

Parking is a big deal on every college campus! Tickets can add up quickly, and an outstanding ticket will result in a “hold” on your SHIP account.

Students wishing to park their vehicles on the Armstrong campus must purchase a parking decal.

- Vehicle operators must obtain decals within five (5) days of the first day of classes of the first term they are enrolled at the university.
- Students may only park in “STUDENT” designated spaces.
- Decals are issued on an academic year basis and expire August 31.
- Parking tickets will incur a fee of $15 each.
- Parking tickets will create a hold on your SHIP account.
- A non-decal vehicle is subject to tow away and an administrative fine or immobilization and a boot removal fee.

**Important:** Many parking tickets result from students who forget to get temporary parking passes for temporary vehicles. If you drive a different car for a day or two, be sure to get a temporary parking pass from the university police station.

Visit the University Police web site or call 4-3333 for more information about the parking regulations.
When does HOPE look at my GPA?

For current HOPE recipients, checkpoints occur:

- at 30, 60, 90 credit hours attempted
- every spring semester

To notify the Office of Financial Aid that you would like to be reviewed for HOPE, you must submit written notification by using the [HOPE Evaluation Request Form](#).

For more information regarding HOPE, please contact your financial aid counselor.

Can I skip an English or math course?

As an Armstrong student, you will be required to take, sign up for, or exempt English 1101 prior to signing up for English 1102. For example, if you take English 1101 in the fall, you can sign up for English 1102 in the spring. If you choose to take English 1101 in the summer, you can sign up for English 1102 in the fall.

To be exempt from English 1101, you will need to score a 3 or better on the AP Language or Literature and Composition exams. Once your scores from the AP exam arrive at Armstrong, a change to your student record will allow you to sign up for English 1102. If you score a 5 on the AP Literature and Composition exam, you can exempt English 1101 and English 1102.

Your ACT or SAT mathematics score is used to determine which math course you’ll take. See the course descriptions portion of the current undergraduate catalog for the specific scores needed to place into each math course.

For more questions about course exemption or credit by examination, please see the credit by examination portion of the undergraduate catalog. You will find it in the admissions information.

Call the [Office of Academic Advisement](#) at 912.344.2570 for more information.
How do I register for classes?

Your very first schedule of classes will be established at Navigate Orientation, with the help of advisors and student helpers. This helps you get into the swing of college and become familiar with the mechanics of registration.

During your subsequent terms here at Armstrong you will register yourself via your SHIP account. The steps you follow each semester are:

- Meet with an academic advisor to select the courses you need. The advisor removes your “advisement hold” to clear the way for you to register.
- Check to see if you have any other “holds” placed on your account that need to be addressed.
- Once the holds are removed, you sign into SHIP and go to
  - Student Services and Financial Aid
  - Registration
  - Add/Drop Classes

For more information, contact the Registrar's Office at 912.344.2948.

What is a syllabus?

A syllabus will be given to you in each of your courses on or near the first day of the semester. The syllabus can be compared to an operating manual. It gives instructions for the course which can include, but are not limited to, the following items:

- Course title, number, location, and meeting time.
- Professor/instructor name, office location, office hours, and phone / e-mail.
- Academic policies and procedures for the course.
- Reading and written assignments.

Remember that you are responsible for what is listed in the course syllabus. Familiarize yourself with it and add any due dates for assignments to your calendar/planner on the day you receive the syllabus. Time management will be key to your success as a student.

Call the Office of Academic Advisement at 912.344.2570 for more information.
When is it too late to add a course to my schedule?

It's not a good idea to add a class after the first day. Though that option is available to you if you obtain permission, it can be bad for you! You can get way behind and miss a few assignments if you join a class late. Some people never recover from this.

We recommend that you sign up for all courses prior to the start of the first day of class, and that you see an academic advisor to determine course sequencing and availability.

Students who register early are much more prepared. If you need to meet with an advisor, contact your major department to schedule an appointment.

You may also contact the Office of Academic Orientation and Advisement for more information by calling 912.344.2570 or emailing advise.me@armstrong.edu.

How do I drop a class after the semester starts?

If you want to drop a class before classes begin, you can do so via your SHIP account. To discontinue enrollment in a course that is in progress (prior to midterm only), you must follow a specific process to avoid a possible failing grade.

- Speak with your advisor and your professor.
- If you still want to drop the course, secure the professor's signature on a withdrawal notice.
- Take the signed form to the registrar's office.
- Check your schedule to make sure the class was dropped.

You can “drop” a class only through the drop/add period (first week of classes for a full term course). These classes will disappear from your course schedule and will not result in a grade.

A student who wishes to withdraw from a course after the drop/add period ends must obtain a withdrawal notice from Enrollment Services in Victor Hall. The notice must be signed by the course instructor and returned to Enrollment Services in Victor Hall.

A student who withdraws from a course after the drop/add period is over and before the midterm of the semester will receive a W or WF at the instructor’s discretion. A student who withdraws from a course after the mid-term semester date will automatically receive a WF (withdraw fail) for the course.

IMPORTANT: Do not simply stop attending a class or classes. The academic and financial consequences can be significant and long-lasting.

For more information, call the Office of Academic Advisement at 912.344.2570.
Will my parents know if I skip a class?

Your privacy is protected under the Family Educational Rights and Privacy Act (FERPA), and we are not able to discuss your academic records with anyone (including your parents) without your written permission.

A professor will not call your parents if you miss a class. Keep in mind, however, that somebody from the college may try to contact you if you do miss a few classes. Make sure we have the right phone number on file!

Otherwise, we’ll call your parents’ house, not respond to their questions, and that usually prompts them to call you.

If you want to provide permission for us to share your academic information, you may submit a FERPA waiver.

By signing this Waiver, the student indicates to whom he/she wants to release information and the type of information to be released. The completed Waiver form will be kept on file in the Registrar’s Office.

What if the class I want is full?

Classes do fill up quickly! It is one of the most common frustrations of college life.

As a new freshman, you have plenty of time to complete your core requirements, so you really shouldn’t stress if a particular class is full.

If you are trying to secure a particular time slot for a class because you have other commitments—you may as well get used to planning everything else around college classes. College schedules should take priority. If you are an engineering student and you need to take Calculus and Chemistry, for example, you may find you have only one choice for each class.

And please don’t try to cram all your classes into two or three days a week. A full schedule comprised of Tuesday/Thursday slots is a recipe for disaster!

And finally, there is a way to “overload” a class with a signed “override” slip that you can get from a professor. There is a small success rate for overloads, and they require a lot of footwork and persistence—but the option does exist for some students.
**Can I take online courses?**

Armstrong does offer a limited number of classes online each semester. However, we don’t recommend online courses for new traditional freshmen.

If you do sign up for an online class, you should make sure that you are prepared to meet the challenges you’ll face. Here are a few tips:

- You must be good at time management. Students who procrastinate don’t tend to do well online.
- You will need strong reading comprehension skills to succeed in an online class. You’ll have to read a lot to make up for class lectures.
- You’ll need good computer skills, too. And you can expect to download some long pdf files, so make sure your computer can handle that requirement.
- The onus is on you to communicate with your professor and to make sure you are getting credit for work you do. If you never hear from your professor within the first day or so, there may be a problem. It will be your responsibility to figure that out. You must be proactive as an online student.

For more information, contact **Office of Academic Advisement** at 912.344.2570.

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**What are holds, and what do they do?**

Holds are limitations placed on your student account that prevent registration and/or course schedule adjustment. Some common holds that freshmen students may encounter include:

- **Admissions hold:** Student has not submitted all necessary information for admission to the university.
- **Accounts receivable hold:** Student has an outstanding balance and must pay a bill.
- **Advisement hold:** Student has not yet met with an academic advisor and will not be permitted to register until he/she has done so.
- **Judicial Hold:** Student must meet requirements set forth by the Office of Judicial Affairs.

To view your holds, follow the instructions below:

- Log on to your SHIP account.
- Click “Student Services and Financial Aid”
- Click “Academic and Account Information”
- Click “View Holds”

If you discover holds on your record and aren’t sure what to do, contact Enrollment Services at 912.344.3037 or the Advisement Office at 912.344.2570.
What is a prerequisite requirement?

In terms of college enrollment, a prerequisite is simply a class you must take before you can sign up for another class. For example, ENGL 1101 is a prerequisite for ENGL 1102, but it is also a prerequisite for PHIL 2010, PHIL 2230, and many other core classes.

Prerequisite courses typically begin with a 1 or a 2, but not always.

Courses that require a prerequisite typically begin with a 2 or higher.

There is a common rule that students must pass a prerequisite class with a C or better before they can move on to the next class.

Another term you should be familiar with is corequisite. If you sign up for a class that has a corequisite requirement, you must enroll in both courses at the same time. For example, BIOL 1107 and BIOL 1107L (the lab) are corequisites. You must enroll in the lecture and the lab at the same time.

For more information on prerequisites and corequisites, contact the Registrar’s Office at 912.344.2576.

How will I know when to register?

Registration times are announced in many places.

- Every semester, departments send out emails and post signs to prompt students to seek advisement to prepare for registration. This should prompt you to check your SHIP account.

- You can check your SHIP account to see a time ticket each semester. That ticket lets you know when you are eligible to register.

- You should also keep an eye on the academic calendar, which lists all the dates you need to note to stay on task.

- The Undergraduate Catalog features an academic calendar on the cover page. It lists all registration dates as well as other important dates, like midterm and final exams.

For more information contact the Registrar’s Office at 912.344.2576.
Where can I volunteer?

Armstrong’s volunteer services program makes it easy to get started with volunteer work on campus or in the community. Regardless of your major or interests, Student Affairs personnel will help match you to an organization for a mutually rewarding experience.

If you visit the Activities and Organizations web site, you will find links to various organizations in need of volunteers.

If you are interested in hearing about upcoming volunteer events, contact the Assistant Director for Student Union and Activities, and ask to be included on an e-mail list.

Sample opportunities include:
- Coastal Georgia Writing Project
- The Dolphin Project of Georgia
- The Girl Scout Council of Savannah, GA, Inc.
- Live Oak Public Libraries
- Savannah-Ogeechee Canal
- Tybee Island Historical Society
- Union Mission
- YMCA of Coastal Georgia

There are over 40 more to choose from.

Where do I get my Pirate Card ID? What is it?

Armstrong’s PirateCard is your all-access pass for campus life!
- It gives you access to on-campus student activities, events, and facilities.
- It acts as a pre-paid debit card that you, your family, and friends can deposit funds on for making purchases all across the Armstrong campus.
- It is your meal card if you live on campus or if you purchase a commuter student meal plan.
- It is your key to gain access to your on-campus residence and associated facilities.
- It allows you to print in Armstrong’s computer labs and library.
- It provides you with many student discounts at a variety of off campus locations.
- And much, much more!

Getting your PirateCard is easy!
- Students who attend a Navigate orientation will fill out and sign a PirateCard agreement form and have their picture taken.
- On-campus students who do not attend a Navigate session will have their PirateCards made during housing move-in.
- Commuter students who did not attend a Navigate session can obtain their PirateCard too. They must simply stop by the Card Services Office to have their PirateCard made after registering for classes.

For more information, call Card Services at 912.344.3292 or send email to piratecard@armstrong.edu
I need to blow off steam and get in shape. Where can I work out?

If you need to get in shape or just want to unwind and relieve some stress after a long day, check out the Student Recreation and Wellness Center!

**Amenities and Programs:**
- Elliptical, treadmills, stationary bikes as well as other cardiovascular equipment
- Cybex Weight Machines and Eagle Press Weights
- Pool
- Intramural Sports
- Wellness Programs
- Personal Trainers
- Outdoor Recreation Activities
- Sports Clubs
- Fitness Classes

**Fitness Center Hours:**
- Monday – Thursday: 6am – 11pm
- Friday: 6am – 8pm
- Saturday: 10am – 6pm
- Sunday: 1pm – 6pm

Visit them online for more info or call 912.344.3136.

A fellow student is bothering me. What’s the harassment policy?

Armstrong is committed to maintaining a fair and respectful environment for living, work and study.

- Any form of harassment will be met with appropriate disciplinary action, up to and including dismissal from the university.
- All students and employees should report any form of harassment that they experience, observe, hear about, or believe may be occurring.
- No student or employee should assume that an official of Armstrong knows about a specific situation.

Any form of harassment among students should be treated as a disciplinary matter and should be reported to the Office of Student Affairs.

For more information, contact the Office of Student Affairs at 912.344.2514.
What organizations can I join?

There are too many to list here!

Involvement in a student organization is just one of many ways for Armstrong students to get involved on campus.

In case you are not aware, involved students earn better grades, stay in school, feel more satisfied with their college experience, and graduate on time.

Types of organizations include:
- Academic
- Faith Based
- Special Interest
- Honor Societies
- Greek Organizations

You should check out the Student Organizations web sites to find a complete list of clubs and organizations available here on campus.

Check out the Activities and Organizations web site for more opportunities or call 912.344.2504.

What if I need help with research?

The Reference Department of Lane Library provides a number of services to students conducting research for academic papers.

The Reference Department is located towards the rear of the first floor of Lane library, adjacent to GALILEO terminals and the Reference Collection.

Individual assistance is available by professional librarians during most hours that the library is open.

Library instruction sessions are offered to students who need help learning to search databases.

Individualized research consultations are also available for students seeking extensive help and guidance beyond what can usually be provided at the Reference Desk.

Research consultations usually require some preparation, so interested students should schedule appointments in advance 344-3026, or email: Ask A Librarian.