

# Advising 2010

Bainbridge College



"Academic advising is  
the very core of  
successful  
institutional efforts to  
educate and retain  
students."

-- Charlie L. Nutt

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## QUICKSTART GUIDE TO REGISTERING STUDENTS FOR CLASSES



1. **SMILE** at the student sitting in your office—we're glad he or she is here! Introduce yourself if needed. (6)
2. Ask for the student's 9000 number (social security number still works, too) and open Banner Web. Check for hard holds and Learning Support requirements to see if you can register the student. (6)
3. Take a few minutes to go over the information on the Banner Information page, checking contact information, holds, academic history, and test scores. Don't register a student without scores! Compare the student's test scores and classes to the cut-off scores for Learning Support. (6)
4. If the student needs Learning Support, those classes come first. Reading is **PRIORITY**. Grades of U, W, F, or IP mean the student didn't pass the LS class and must repeat it. Remind the student that federal funds pay for just 30 attempted hours of Learning Support and that students can't withdraw from LS classes and keep credit classes. (30)
5. Check to see if the first major is correct. If the student needs HOPE Grant but is a degree student, a certificate must be listed first and the degree second (send the student to Admissions to fill out a change of major form, if needed), and you will choose only courses in the certificate that count for the degree. **MAKE SURE YOU GIVE STUDENTS ONLY CLASSES THAT ARE LISTED UNDER THE FIRST MAJOR OR FINANCIAL AID WON'T COVER THEM.** (20)
6. Talk about what kind of schedule the student needs—full-time or part-time; time of day; how many days a week, location. (7)
7. Print the student's program of study from the advising website at <http://www.bainbridge.edu/academics/advising/advisinghome.htm>
8. Open the web class schedule in another tab and look for classes that fit those needs, and talk with the student about the classes. You'll find a website that describes classes in practical terms (not catalog language) at <http://fsweb.bainbridge.edu/advising>
9. If you encounter a pre-requisite error, you may be trying to put the student in an improper course, or you may need an override for a B-term class that requires the A-term as its prerequisite. Pre-requisites should never be overridden by anyone with administrative Banner privileges without division chair approval unless they're A-B errors. (9)
10. If you sign a student up for web classes, refer the student to <http://fsweb.bainbridge.edu/web> to see what type of orientation is needed for the class. **IF THEY DON'T LOG-IN THE FIRST WEEK, THEY LOSE FINANCIAL AID FOR THE CLASS.**
11. Register the student for the Regents' Test or Regents' Skills courses if needed. (8)
12. Print the schedule and write the start date for the regular term and for any classes that begin in different terms. Go over times, rooms, and terms. If the student has PE at the YMCA, explain those procedures. (10) Also give the student the program of study handout as his or her future resource and print or refer to the PDF file for new students at <http://fsweb.bainbridge.edu/advising> that explains what to do after registering for class.
13. Suggest that the student sign up for free tutoring in the Academic Resource Center (Oak Center) for weak subject areas during the first week of school as needed. Tutors' open slots fill quickly.
14. Remind the student that you are there if he or she encounters problems during the semester—you are the "one concerned contact." (35)

## The New Registration Process & Who Advises Whom at the BC Campus

1. Beginning with registration for Summer 2009, All NEW students at the BC campus report to the Advising Center for registration between April 6 and May 28.
2. Returning students report to their advisor. (Beginning Fall 2009, every new student will be required to take BC 0100, Foundations for Success, and part of its course requirements will be for that student to meet with his or her advisor during the semester. This summer we will pilot one section of Foundations for Success.)

*BC 0100--Foundations for Success– This course is designed to help students successfully navigate the college experience. Students will develop specific skills in note taking, time management, study methods, test taking, and critical reading, writing, thinking, and listening. Special attention will be given to the basics of academic life: academic demands, learning resources, student responsibility, academic and professional ethics, and policies and procedures.*

Students are assigned advisors based on their Learning Support requirements and majors.

If a degree student has Learning Support requirements, he or she should see one of the following Learning Support advisors:

Carol Adams  
Wanda Coston  
Tammy Hinson  
Patti Lord  
Carol Sinclair  
Amy Wells  
Jeffrey Ross (ADN)

If a certificate student has Learning Support requirements, he or she should see one of the following Technical Studies advisors:

Adria Belk	<b>Allied Health</b>
Ann Brannen	Doris Carmichael
Shelia McLendon	Wanda Green
Hope Toole	Gena Peterson

Students without Learning Support requirements are assigned to an advisor based on their major. IF A STUDENT HAS A SECOND MAJOR, THAT IS THE MAJOR USED FOR ASSIGNING AN ADVISOR. (The first major is being used to facilitate financial aid.)

If a student has a REGENTS' CLASS hold, he or she MUST be enrolled in the Skills class(es) along with any other classes. Students cannot drop their Regents' Skills classes. AA and AS degree students who have failed the test twice (failure to test in a semester counts as a failure for part-time students as well as full-time students) must be enrolled in the Regents' Skills class(es).

Many students don't know what they want as a major, so take time to listen and make suggestions. Career testing is available in the Testing Center. If a student wants to change his or her major or needs to make changes to facilitate financial aid, a form is available in Admissions.

## REGISTERING IN BANNER WEB

1. LOG IN—<http://www.bainbridge.edu/SERVICES/BANNER WEB>
2. Click on **Faculty & Advisors**
3. Click on ***Bainbridge College Student Information***.
4. Enter student's ID and pull-down term. Click SUBMIT.
5. Before you begin to advise student, look at the information sheet for the following information:
  - Student Name, Address & Phone:** Correct as needed.
  - Holds** (Business Office, Learning Support, Regents', CPC Deficiencies, Admissions, Suspensions): You can register a student with LS/Regents/CPC holds but NO other holds. Those with balances due must see Financial Aid and then the Business Office before registering.
  - Academic Information and Financial Aid:** Does the student have a degree, certificate, or both? If the advisee wants to change his or her major, send the student to Admissions to change the major before the cut-off date for major change. The major listed as the primary area is vitally important because Financial Aid covers ONLY those courses eligible under the first major. Certificate students (who qualify) can receive HOPE GRANT to cover their courses if a certificate program is listed as the first major, and degree students (who qualify) can receive HOPE SCHOLARSHIP if a degree is listed first. See the difference on page 33.

Therefore, if a beginning degree student is not a HOPE SCHOLAR, you may want to suggest a certificate as the primary major so that some courses can be covered by the HOPE GRANT. (You'll choose classes that are covered by the certificate that also count toward the degree. See page 20 for the degree classes in the three certificates most commonly used for degree students.) However, if the student receives PELL, then all courses given to the student must be eligible for PELL under the first major for that student to receive full PELL. And if a student uses full PELL for fall and spring, PELL will not be available for summer term. Also, federal funds (like PELL) cover classes under degrees and full certificates only, not Certificates of Credit (TCC's).

All full certificates cover LS Reading and LS English through the HOPE Grant. Three certificates cover LS Math as well: Medical Assisting, Early Childhood, and LPN. Federal funds will NOT pay for more than 30 attempted hours of Learning Support, however, so advise students how important it is to successfully exit Learning Support in a timely manner without having to repeat courses. Hours used for Learning Support will also count toward the hour cap for HOPE Grant and HOPE Scholarship.

If a degree student can take classes covered by the HOPE GRANT that count toward a degree until he or she has attempted 30 hours, then the student will qualify for the HOPE SCHOLARSHIP to cover his degree/non-certificate classes if he or she has a 3.0 or better GPA. LS classes DO COUNT toward the HOPE GPA and hours. You can figure an approximate HOPE GPA for a student using this calculator: <http://www.iastate.edu/~registrar/gpa-calc/gpaCalculator.html> as the GPA on the Banner information sheet does not include LS classes and may include certificate courses that do not count toward any degree. Students must apply for the HOPE SCHOLARSHIP—Financial Aid has a form.

To receive federal financial aid, a student must have a high school diploma, a GED, or he or she must meet scores satisfying federal regulations on the COMPASS or ASSET.

- ❑ **Test Scores:** Do NOT register a student without test scores. SAT scores of 480 verbal AND 440 math (ACT English 20 AND ACT Math 18) exempt the need for COMPASS scores. ALL degree and certificate students without qualifying SAT/ACT scores MUST HAVE COMPASS SCORES. We do not accept COMPASS scores from outside the USG and COC-accredited DTAE (TCSG) schools without prior permission to test. Students pursuing a Technical Certificate of Credit (TCC) ONLY may be registered with ASSET scores.

The following transfer credits from a USG or SACS-accredited TCSG institution with a grade of C or higher exempts the student from the below-noted COMPASS and LS requirements:

- ENGL 1101 exempts students from English and Reading COMPASS and English and Reading LS requirements
- MATH 1111 or a higher-level MATH exempts students from Algebra COMPASS and Algebra LS requirements.
- Tech 1110, Tech 1120, MATH 1111, or higher-level MATH exempts students from Basic Math COMPASS and Basic Math (TECH 0085) requirements.

A transfer grade of D or F in any of the above courses requires that the student take/re-take the COMPASS test in that particular subject area. The student's new LS requirements will then be based upon the resulting COMPASS test scores.

Students who have not taken any college work for 3 years and who have not yet exited an area of Learning Support **MUST** retest and be placed in or be exempted from Learning Support with the new COMPASS test scores. Students who have taken college work in the last 3 years, have taken the COMPASS test, and who have not yet exited an area of Learning Support will continue with their remaining LS courses.

- ❑ **Learning Support Requirements:** Students must first register for ALL learning Support classes before adding any other classes for which they have the prerequisites. If a degree student has Learning Support requirements, that student needs to be registered by a Learning Support advisor—see the BC campus list on page 5. Students cannot withdraw from LS classes and keep credit classes. They also can be suspended for not exiting Learning Support within the allowed number of attempts.
- ❑ **Academic History:** Check for prerequisites here—has the student passed READ 0097 with an A, B, C, or S? If so, he or she is ready for READ 0099. However, a grade of U, F, or IP in Learning Support means the student MUST repeat that class.

If a degree student plans to transfer to a 4-year USG institution, he or she must usually have at least a C in English 1101, 1102, and Math 1111. In addition, if the student has a history of poor performance, talk about it and find out the reasons and what the student might do differently this term. If the student has been out of ALL USG institutions for three years or more, he or she should retest with the COMPASS before registering. If the student has been out five or more years and has multiple F's, that student may want to consider Academic Renewal (see the Catalog). In addition, students can raise their BC GPA (but not transfer GPA) by retaking classes with low grades and making higher grades.

- ❑ **Prerequisites:** For Learning Support requirements for A & S classes, see pp. 12-17. For Tech Studies, see pp. 21-29.
- ❑ **Transfer Classes:** Learning Support classes transfer from only USG institutions or COC-accredited Georgia DTAE institutions.

6. Talk with the student about his or her other responsibilities (job, family) as you determine the

proper course load. Most new students don't understand the outside work required in a college course (2 to 3 hours for each credit hour; therefore, a 4-hour course needs about 8 to 12 hours of preparation a week). In the summer or for B-term, that figure doubles. Strongly encourage students to sign up for workable loads, not loads that carry the most financial aid, by pointing out the need for SAP (satisfactory academic progress) in 2/3 of their credit hours in order to maintain their eligibility for financial aid.

7. Open the online Course Schedule in another browser window and use it to find classes that fit the student's schedule. Note that GREEN is for Blakely. You can see if there are seats left in a course in the far-right column.

8. To enter the classes, click **Return to Faculty And Advisors Menu** at the top of the page and then click Registration Add/Drop on the next screen. Enter the CRNs and click SUBMIT CHANGES.

9. Once you've entered all of the classes, click **RETURN TO MENU** at the top of the screen TWO TIMES until you're back at the FACULTY SERVICES screen. Now click STUDENT BILL AND SCHEDULE and print.

10. Go over the schedule with the student, explaining the time, day, term, and room codes. You may want to use a campus map (p. 24 for Bainbridge campus) with new students. Write the date classes begin on the schedule—MAKE SURE TO NOTE DATES FOR ANY CLASSES THAT ARE NOT FULL-TERM. Terms A, B, 6, 7, 8, 9, 10, 12, 13, and 98 all have different dates from Regular Term. Suggest a tutor as needed (especially for math classes) and tell the student to sign up during the first few days of class in the Academic Resource Center. Make sure the student knows to do the following:

- Apply for financial aid if he or she has not yet done so. The online FAFSA is required for all financial aid (like PELL, HOPE, and loans); additional documents may be required. Students have to take at least 6 hours a semester in their primary major to keep from making loan payments before graduation.
- Get a student ID (or a sticker for the current term) in the Student Center during the first week of class.
- Get a parking permit from the business office.
- Get books from the bookstore and wait to write in them until they are approved by the instructor. Books are usually available the week before classes start. Students must buy their books each semester before the bookstore financial aid cut-off date (listed at [www.bainbridge.edu](http://www.bainbridge.edu)) if they want to use financial aid at the time of purchase. Learning Support keeps a copy of all texts on reserve in the library for those with late financial aid. In addition, Arts & Sciences has several books on reserve as well. (NOTE: If you want your book on reserve, we'll order a student edition for you.)

11. **REGENTS' TEST and SKILLS CLASSES:** As you register students for classes, please add a Regents' Test time for them if they **need to test and are not required to take the Regents' Skills class(es).**\* I've included details below—please feel free to call me or Ridge Harper in the Testing Department in the Library or send students to me if you're unsure of what to do. If you have a student with a hold for the reading and/or the writing Skills class, that student must be registered in the Regents' Skills class(es) in order to take any other classes and should NOT be signed up for a testing time.

**\*Who should take the Regents' Test?** An AA or AS student who is not enrolled in Learning Support English or reading must take each part of the Regents' Test not previously passed or exempted (see below) in each semester of enrollment (after graduation from high school). Students in Learning Support English and/or reading must take the Regents' Test in the semester after they have exited Learning Support English and/or Learning Support reading. No differentiation is made for transfer students. When possible, students required to take the Regents' Test should sign up for English 1101 in their first semester of attendance or immediately upon completing their reading and English Learning Support requirements. Getting students registered for the Regents' Test is vital as new BOR policy treats failure to test as a failure.

Students required to take the Regents' Test should sign up for a Regents' Testing period at the time they register for classes. The only exception is for students who pre-register before the current semester's scores have been reported. Students who fail to show up for their scheduled testing period are not guaranteed of another testing time.

**\*Who is required to take the Regents' Skills classes?**

After two semesters (full-time or part-time) of enrollment during which the AA or AS student was eligible for English 1101, that student will be required to enroll in the appropriate Skills courses if he or she has not passed the Regents' Test, and you should see a Regents' hold on the account. RGTE 0199 is required if the essay component of the Regents' Test hasn't been passed, and RGTR 0198 is required if the reading component of the Regents' Test hasn't been passed. A passing score for the essay is 2 or 3, and a passing score for the reading is 61 or more. If you see that the hold is missing but that the student should be required to take the classes, please let Ridge Harper (Testing Department in the Library) know so he can add the hold. Students who are required to be in the Skills classes must take them in order to take any other classes. In addition, they cannot drop their Skills classes. Students can also volunteer for the Skills classes.

I've included the exemptions below for your information, but if you have a student you believe is exempt, send him or her to Ridge Harper so he can confirm the exemption and document it.

**Reading Exemption**

**Regents' Reading Test exemption score: 61**

SAT-I Verbal exemption score: 510

ACT Reading exemption score: 23

(SAT or ACT scores must be from a national administration. Scores from institutional SAT or residual ACT tests will not be acceptable for this purpose.)

**Writing Exemption**

**Regents' Essay Test exemption score: 2**

SAT Reading of 510 AND SAT Writing 500

SAT Writing: 560

SAT II English Writing exemption score: 650

College Board Advanced Placement (AP) English Language and Composition exemption score: 3

ACT combined English/Writing score of 25 or 22 AND ACT reading score of 23

International Baccalaureate (IB) higher-level English exemption score: 4

**POINTS TO REMEMBER**

**☐ FINANCIAL AID COVERS CLASSES ONLY IN THE STUDENT'S FIRST MAJOR.**

- ☐ Make sure students know that federal funds pay for just 30 attempted hours of Learning Support—including W's. Therefore, if a student places in the lower level of each area and also takes Tech 0085 before Math 0097, that student will have used 28 hours if he or she passes each class the first time!
- ☐ A/B Learning Support terms—These classes are twice as fast as normal LS classes, so put stronger students in them. In particular, don't put anyone in A/B Math 0097/0099 who doesn't have a Basic Math score above 37 AND an Algebra score above 25. If student don't pass A-Term, they have to have B-Term dropped—and they will probably owe back financial aid.

Also, you'll get a pre-req error when you're trying to register for a B-term class—so call me or Ridge Harper or the Advising Center to do the over-ride for B-term. NOTE: A/B terms are designed for students who need both 0097 and 0099. If you put them in A-term 0097, BE SURE to put them in B-term 0099.

- ☐ Don't put students with Learning Support English requirements in classes that require research and writing.
- ☐ Don't put students who are not strong auditory learners in classes that rely heavily on lecture, like history.
- ☐ For full-time degree students, encourage their taking a science course each semester (after finishing LS) so that they don't end up needing more than one science course in a semester.
- ☐ If Computer Fundamentals is not included in a program of study's Area F for an AA degree, the student must show computer skills by taking CSCI 1000 or by receiving a passing score on a challenge exam for CSCI 1000. Credit hours earned in CSCI 1000 cannot be applied to

the program of study unless CSCI 1000 is included in Area F. Neither science majors nor teacher education majors have CSCI 1100 as a requirement in Area F, but they are still required to demonstrate computer competency in order to graduate. Financial Aid will cover the course for students who need to take it in lieu of the challenge exam.

- ❑ Print the Program Course Requirements for students from this link: <http://www.bainbridge.edu/academics/advising/advisinghome.htm> Go over the courses required for their program, checking off the completed courses. If the student is in General Studies, you can see a listing of all Area F courses on pp. 18-19.
- ❑ NEW PREREQUISITES FOR ADN program: BIOL 2111, ENGL 1101, PSYC 1101 OR PSYC 2103, CSCI 1000, and Regents' Test passed or exempted.
- ❑ Web classes: Orientation information is located at this site, which also describes the course and its requirements: <http://fsweb.bainbridge.edu/web/>

As needed, explain the difference between web and web-enhanced: Web classes are totally online, and web-enhanced classes meet in the classroom AND online. Here is a great site to test a student's readiness for totally online web courses: <http://www.alt.usg.edu/sort/> Before registering a student for a web class, make sure he or she understands that online classes can be difficult to manage and can require more time than on-campus classes. Also, remember that students in LS English and reading cannot take web classes above 1000 without instructor approval.
- ❑ Help students identify a time in their schedule for tutoring or studying. Remind students that having a break between classes is a great opportunity for tutoring or studying on campus.
- ❑ Certain YMCA PE classes allow students flexible time. Walking/Jogging for Fitness is listed as TBA, and students must meet individually with the instructor during the first week of class at the YMCA—then they can walk at the YMCA during its open hours. Weight Training and Racquetball require a meeting the first week during the scheduled time, and then students work out at the YMCA during its open hours. Students must supply their own equipment for Racquetball. Students must meet for the regularly scheduled class meeting for Bowling for four weeks, and then they can bowl during open hours at the YMCA Bowling Center. Glenn Vowell will work with students with class conflicts, however.
- ❑ If you encounter a pre-req error, you may be trying to put the student in an improper course or you may need an override for a B-term class that requires the A-term as its prerequisite. Pre-reqs should never be overridden by anyone with administrative Banner privileges without division chair approval unless they're A-B problems.
- ❑ Talk with students about what to do if they encounter problems during the semester—how to get help. Remind them that a W counts as unsuccessful for academic progress and that degree students cannot withdraw from Learning Support classes and keep credit classes. Students can withdraw from credit classes up until midterm by contacting admissions, but if a student requests a W from credit classes after midterm, he or she must complete a form that shows written permission from the instructor for a W and the dean.
- ❑ Remind students that grades are not mailed—students must use their 9000 number and Banner PIN to log into Banner and check grades.
- ❑ First Week Attendance Update: Tell students to make sure to attend classes regularly and not to miss the first week. Financial aid is disbursed based on enrollment at the end of Drop/ Add. Students must attend the first week of classes to be paid aid. If the student is reported as a no-show for the class and is later re-enrolled in the class, aid will not be adjusted unless documentation is provided that the student was reported a no-show in error by the instructor.
- ❑ Joint Programs: Students can earn a bachelor's degree on our campus in these areas: Criminal Justice (Albany State), Early Childhood (Albany State), Accounting or Marketing & Management (Georgia Southwestern), and Computer Information Technology (Georgia Southwestern). The articulation agreement at Georgia Southwestern for CIT allows certain COMS (non-transfer) courses toward its degree.
- ❑ A student who has identified any physical, emotional, or learning condition that will require additional assistance to the student should submit a special needs request form to the Academic Advising Center located in the Student Center. Note that the student must self-disclose the disability.

## *Degree Students* **AA, AAS**

**Students who are enrolled as a degree AND certificate student follow DEGREE policies as well as certificate policies.**

### **LEARNING SUPPORT CLASSES for DEGREE STUDENTS**

- **READ 0097 & READ 0099:** Students who place in LS Reading must exit reading for the majority of transfer courses.
- **ENGL 0097 & ENGL 0099:** Both READ 0099 and ENGL 0099 (or exemption from) are required for ENGL 1101.
- **MATH 0097 & MATH 0099:** Even though the AS in Nursing (ADN) does not require Math 1111, our ADN program requires a score of 37 or greater on the COMPASS Algebra.
- **\*\*TECH 0085** is optional for degree students who lack basic math skills (whole numbers, common fractions, decimal fractions, percentages, averages, signed numbers, and applied problems), which may be indicated by a *basic math* scores of less than 37 AND an *algebra* score below 21. It does not count as a Learning Support math attempt but may be taken before MATH 0097 if needed. It cannot be required of degree students, but if a degree student is lacking these basic skills, he or she usually does not succeed in Math 0097.
- **RGTE 0199 and RGTR 0198:** AA and AS degree students who have failed the test twice (failure to test in a semester counts as a failure for part-time students as well as full-time students) will be enrolled in the Regents' Skills class(es).
- **CPC Deficiencies:** These courses are additional to those needed for the AA (not AS or AAS) degree and must be completed before the student accumulates 30 hours of college-level credit:
  - English (satisfied by LS English class or score of 60 or more on COMPASS English)
  - Foreign Language (satisfied by one course)
  - Math (satisfied by LS Math class or score of 37 or more on COMPASS Algebra)
  - Natural Science (satisfied by 4-hour course with lab)
  - Social Science (satisfied by 3-hour course)

### COMPASS PLACEMENT SCORES FOR DEGREE STUDENTS

Read 0097		0-56 Compass Reading score
Read 0099		57-73 Compass Reading score
Engl 0097		0-30 Compass English score
Engl 0099		31-59 Compass English score
Math 0097		0-30 Compass Algebra score (TECH 0085 may be elected, especially for Algebra scores below 21 PLUS Basic Math below 37)
Math 0099		31-36 Compass Algebra score

### LEARNING SUPPORT CLASSES AS PREREQUISITES/COREQUISITES FOR TRANSFER CLASSES

**READING:** The ONLY transfer courses a **READING 0099** student can take **concurrently** with READING 0099:

- COMM 1100, Human Communication
- CSCI 1000, Computer Fundamentals
- Math courses
- PHED and Wellness courses

(**Reading 0097** students can take just math, PHED, and HWEL courses.)

**MATH:** LS Math students may not enroll in any degree-credit math, physics, or chemistry courses.

**ENGLISH:** English 0099 **AND** Reading 0099 (or exemption from) are prerequisites for English 1101.

These prefixes, with a number of 1000 or above, indicate a transfer course: **ACCT, BIOL, BUSA, CHEM, COMM, CSCI, CRJU, ECON, EDUC, ENGL, FREN, GEOG, HIST, HUMN, JRNL, MATH, MUSC, PHED, POLS, PSYC, RELG, RUSS, SOCI, SPAN, STAB, THEA, AND HWEL**

## LEARNING SUPPORT DEGREE POLICIES

- **COMPASS RETESTING:** COMPASS retesting must be completed within 10 business days of the original placement testing. Retests are \$10 per area or \$30 for the entire COMPASS. Once the retesting deadline has passed, a student cannot retake the COMPASS apart from learning support class requirements. **THESE RETESTS ARE FOR PLACEMENT ONLY—NOT EXIT.** (See form on page 32 that is given to students at the time of placement testing.)
- **EXITING LEARNING SUPPORT:** To exit a Learning Support area, a student must 1) complete all course requirements, including a 75% average, and 2) meet all exit requirements, including a passing score on the COMPASS exam. Students cannot take the COMPASS Test to exit an area unless they have first met the course requirements. Before ENGL 0099 students can qualify to take the COMPASS, they must write a passing essay (evaluated by English faculty).
- **ATTEMPTS:** Degree students are allowed 3 attempts to exit an AREA. Degree students who fail to exit a Learning Support area in THREE attempts will be suspended from taking any classes for THREE years within the University System of Georgia. All grades except W count as an attempt. Suspensions may be appealed, and two more attempts may be granted in an area. If a fifth attempt is needed, the student may take that Learning Support course ONLY.
  - **EXAMPLE:** This student would be suspended but is eligible to appeal: His only LS area remaining is math. He passed Math 0097 in Fall 2005 with a C\* (Attempt 1), then earned a F\* in Math 0099 in Spring 2006 (Attempt 2), and then earned an IP in Math 0099 in Summer 2006 (Attempt 3). (Students who earn an F\* have not accumulated enough points to pass the class, while students earning an IP—"In Progress"--passed the class but not the COMPASS.)
  - **APPEALS:** To appeal a LS suspension, the student must be in the exit-level class (0099) and out of attempts in just ONE area.
- **EXEMPTION FROM 0097 COURSE:** A student who scores well on the diagnostic test during the first week of his or her 0097 class may be "bumped" forward to the 0099 class at the recommendation of his or her instructor. In addition a student may be bumped during registration (based on a diagnostic test administered by the LS Division Chair, who will notify instructors of any such "bumps"). "Bumps" must be documented by the LS Division Chair.
- **LS FIRST:** Students must be registered for ALL LS classes before adding any others. Students who accumulate more than 20 hours of college-level credit without exiting LS will be limited to enrolling in LS classes only. (W's and F's are not counted in the total. Also, if a student transfers to the degree program from a certificate program, the 20-hour limit is extended to 40 hours.) Exceptions to registering for all LS classes in the event of unusual circumstances must be documented by the Division Chair of Learning Support.
- **PREREQUISITES:** LS students may not take transfer classes for which they have not passed the required Learning Support prerequisites.
- **ELECTION:** Learning Support classes may be elected, and students must pass the class but they are not required to retake the COMPASS. These elections are covered by Financial Aid.
- **WEB CLASSES:** Students enrolled in LS reading and English should not take online classes numbered 1000 and above.
- **HOPE GPA:** Learning Support courses earn institutional credit AND DO count toward the HOPE grade point average (but not the BC GPA). In addition, HOPE Scholarship counts each Learning Support course (even W's) toward its 127-hour cap.

## PREREQUISITES/COREQUISITES FOR TRANSFER CLASSES

COURSE	PRE-REQ	CO-REQ	READ 0099	READ 0097	ENGL 0099	ENGL 0097	MATH 0099	MATH 0097	TECH 0085
ACCT 2101			P						P
ACCT 2102	ACCT 2101								
ARAP 1100			P						
ARTD 1001			P						
BIOL 1050			P						
BIOL 1050L		BIOL 1050	P						
BIOL 1107			P						
BIOL 1107L		BIOL 1107	P						
BIOL 1108	BIOL 1107								
BIOL 1108L		BIOL 1108							
BIOL 2111			P						
BIOL 2112	BIOL 2111								
BIOL 2115			P						
BIOL 2230			P						
BUSA 1105			P						
BUSA 2106			P						
CHEM 1100			P				P		
CHEM 1211	MATH 1111 or MATH 1113		P						
CHEM 1211L		CHEM 1211							
CHEM 1212	CHEM 1211								
CHEM 1212L		CHEM 1212							
CHEM 2211	MATH 1111 or MATH 1113; CHEM 1211		P						
CHEM 2212	CHEM 2211								
COMM 1100			C	P					
COMM 2208			P						
CSCI 1000			C	P					P
CSCI 1301	MATH 1111		P						
CRJU 1100			P						
CRJU 2001			P						
CRJU 2002			P						
CRJU 2003			P						
CRJU 2004			P						
CRJU 2005			P						
ECON 2105			P						
ECON 2106			P						
EDUC 2110			P						
EDUC 2120			P						

COURSE	PRE-REQ	CO-REQ	READ 0099	READ 0097	ENGL 0099	ENGL 0097	MATH 0099	MATH 0097	TECH 0085
EDUC 2130			P						
ENGL 1101			P		P				
ENGL 1102	ENGL 1101								
ENGL 2010	ENGL 1102								
ENGL 2020	ENGL 1102								
ENGL 2111	ENGL 1102								
ENGL 2112	ENGL 1102								
ENGL 2116	ENGL 1102								
ENGL 2117			P						
ENGL 2121	ENGL 1102								
ENGL 2122	ENGL 1102								
ENGL 2131	ENGL 1102								
ENGL 2132	ENGL 1102								
FREN 1001			P						
FREN 1002	FREN 1001								
FREN 2001	FREN 1002								
FREN 2002	FREN 2001								
GEOG 1101			P						
GEOG 1111			P						
SEMR 2500			P						
HIST 1121			P						
HIST 1122			P						
HIST 2111			P						
HIST 2112			P						
HNRS 1101	SAT Math & Verbal of 1100; 3.25 GPA		P						
HUMN 2001	ENGL 1102								
HUMN 2002	ENGL 1102								
ISCI 2001			P						
ISCI 2002			P						
JRNL 1001	ENGL 1101								
MATH 1001							P		
MATH 1111							P		
MATH 1112	MATH 1111								
MATH 1113	MATH 1111								
MATH 2001	MATH 1001, MATH 1111, MATH 1113								
MATH 2008	MATH 1001, MATH 1111, or MATH 1113								
MATH 2205	MATH 1111								
MATH 2260	MATH 1111								
MATH 2261	MATH 1112 or MATH 1113								
MATH 2262	MATH 2261								

COURSE	PRE-REQ	CO-REQ	READ 0099	READ 0097	ENGL 0099	ENGL 0097	MATH 0099	MATH 0097	TECH 0085
MATH 2263	MATH 2262								
MUSC 1100			P						
MUSC 1111									
MUSC 1112			P						
MUSC 1113	MUSC 1112								
MUSC 1114									
MUSC 1115	MUSC 1114								
MUSC 1116									
MUSC 1118	MUSC 1114								
MUSC 1119	MUSC 1118								
MUSC 2112	MUSC 1113								
MUSC 2113	MUSC 2112								
MUSC 2114	MUSC 1115								
MUSC 2115	MUSC 2114								
NURS 1010	PROGRAM APPROVAL								
NURS 1020	NURS 1010								
NURS 1025	NURS 1020								
NURS 2030	NURS 1020 and NURS 1025	NURS 2040							
NURS 2040	NURS 1020 and NURS 1025	NURS 2030							
NURS 2050	NURS 2030 and NURS 2040	NURS 2055							
NURS 2055	NURS 2030 and NURS 2040	NURS 2050							
PHIL 1000	ENGL 1101		P						
PHED 1020			C	P					
PHED 1101									
PHED 1102									
PHED 1103									
PHED 1104									
PHED 1105									
PHED 1106									
PHED 1107									
PHED 1109									
PHED 1110									
PHED 1111									
PHED 1112									
PHED 1113									
PHED 1114									
PHED 1115									
PHED 1116									
PHED 1117									

COURSE	PRE-REQ	CO-REQ	READ 0099	READ 0097	ENGL 0099	ENGL 0097	MATH 0099	MATH 0097	TECH 0085
PHED 1118									
PHED 1119									
PHED 1120									
PHED 1121	PHED 1120								
PHED 1122									
PHED 1123	PHED 1122								
PHED 1201									
PHED 1202									
PHED 1204			C	P					
PHED 2001			C	P					
PHSC 1011	MATH 1111 or MATH 1113		P						
PHSC 1011L		PHSC 1011							
PHYS 1111	MATH 1111 or MATH 1113		P						
PHYS 1112	PHYS 1111								
POLS 1101			P						
POLS 2201			P						
POLS 2301			P						
PSYC 1101			P						
PSYC 2101	PSYC 1101								
PSYC 2103	PSYC 1101								
PSYC 2301	PSYC 1101								
RELG 1000	ENGL 1101								
RUSS 1001			P						
RUSS 1002	RUSS 1001								
RUSS 2001	RUSS 1002								
RUSS 2002	RUSS 2001								
SOCI 1101			P						
SOCI 1160	SOCI 1101								
SOCI 2215	SOCI 1101								
SOCI 2220	SOCI 1101								
SOCI 2230	SOCI 1101								
SOCI 2293	SOCI 1101								
SPAN 1001			P						
SPAN 1002	SPAN 1001								
SPAN 2001	SPAN 1002								
SPAN 2002	SPAN 2001								
STAB 2001			P						
THEA 1100			P						
HWEL 1001			C	P					
HWEL 1002			C	P					
HWEL 1003			C	P					
HWEL 1004			C	P					
HWEL 1005			C	P					
HWEL 2000			C	p					

## **GENERAL STUDIES AREA F**

### **Science/Mathematics**

BIOL 1050 / BIOL1050L Introduction to Environmental Science  
BIOL 1107 / BIOL 1107L Principles of Biology I  
BIOL 1108 / BIOL 1108L Principles of Biology II  
BIOL 2111 Human Anatomy and Physiology I  
BIOL 2112 Human Anatomy and Physiology II  
BIOL 2115 General Microbiology  
BIOL 2230 General Botany  
CHEM 1100 Introduction to Chemistry  
CHEM 1211 / CHEM 1211L Principles of Chemistry I  
CHEM 1212 / CHEM 1212L Principles of Chemistry II  
CHEM 2211 Organic Chemistry I  
CHEM 2212 Organic Chemistry II  
CSCI 1301 Computer Science I  
ISCI 2001 Life/Earth Science  
ISCI 2002 Physical Science  
MATH 1001 Quantitative Skills and Reasoning  
MATH 1111 College Algebra  
MATH 1112 Trigonometry  
MATH 1113 Pre-Calculus  
MATH 2008 Foundations of Numbers & Operations  
MATH 2008 Foundations of Numbers & Operations  
MATH 2205 Foundations of Number Systems  
MATH 2260 Survey of Business Calculus  
MATH 2261 Calculus I  
MATH 2262 Calculus II  
MATH 2263 Calculus III  
PHSC 1011 /PHYS 1011L Physical Science  
PHYS 1111 Introductory Physics I  
PHYS 1112 Introductory Physics II

### **Social Science/Business**

ACCT 2101 Principles of Accounting I  
ACCT 2102 Principles of Accounting II  
BUSA 1105 Introduction to Business  
BUSA 2106 The Environment of Business  
CRJU 1100 Introduction to Criminal Justice  
CRJU 2002 Community Relations  
CRJU 2003 Juvenile Delinquency  
CRJU 2004 Introduction to Corrections  
CRJU 2005 Criminal Procedure  
CRJU 2001 Constitutional Law  
ECON 2105 Principles of Macroeconomics  
ECON 2106 Principles of Microeconomics  
EDUC 2110 Investigating Critical & Contemporary Issues in Education  
EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts  
EDUC 2130 Exploring Learning and Teaching  
GEOG 1101 Introduction to Human Geography  
HIST 2111 United States History I  
HIST 2112 United States History II  
HIST 1121 Western Civilization I  
HIST 1122 Western Civilization II

POLS 2201 State and Local Government  
POLS 2301 Introduction to Comparative Politics  
PSYC 1101 Introduction to General Psychology  
PSYC 2101 Intro to the Psychology of Adjustment  
PSYC 2301 Social Psychology  
PSYC 2103 Intro to Human Development  
SOCI 1160 Intro to Social Problems  
SOCI 2263 Intro to Marriage and the Family

**Humanities/Fine Arts/Literature**

ARAP 1100 Art Appreciation  
COMM 2208 Voice and Diction  
ENGL 2010 Dramatic Literature  
ENGL 2020 Communication for Business and the Professions  
ENGL 2116 Creative Writing  
ENGL 2131 American Literature I  
ENGL 2132 American Literature II  
Foreign Language 2001  
Foreign Language 2002  
HUMN 2002 Humanities II  
JRNL 1001 Introduction to Journalism  
MUSC 1100 Music Appreciation  
MUSC 1112 Elementary Music Theory I  
MUSC 1113 Elementary Music Theory II  
MUSC 1114 Applied Music  
MUSC 1115 Applied Music  
MUSC 1118 Secondary Applied Music  
MUSC 1119 Secondary Applied Music 1  
MUSC 2112 Intermediate Music Theory I  
MUSC 2113 Intermediate Music Theory II  
MUSC 2114 Applied Music  
MUSC 2115 Applied Music  
MUSC 1110 College Chorus  
MUSC 1111 College Chorus  
MUSC 2110 College Chorus  
MUSC 2111 College Chorus  
MUSC 1116 College Band  
MUSC 1117 College Band  
MUSC 2116 College Band  
MUSC 2117 College Band  
PHIL 1000 Introduction to Philosophy  
THEA 1100 Theatre Appreciation

## **Transfer Courses in Certificate Programs**

HOPE Grant pays for all Learning Support classes (including math) as well as the following degree courses found in these three certificates:

### **Early Childhood Certificate**

ENGL 1101  
MATH 1111  
PSYC 1101  
PSYC 2103  
SOC 1101  
CSCI 1000  
EDUC 2110  
EDUC 2120  
EDUC 2130

### **LPN**

ENGL 1101  
MATH 1111  
PSYC 1101  
BIOL 2111  
CSCI 1000

### **Medical Assisting Certificate**

ENGL 1101  
HWEL 2000, 1001, 1002, 1003, 1004, 1005  
MATH 1111  
PSYC 1101  
BIOL 2111  
CSCI 1000  
PHED 1020  
2 of the following: BUSA 2105, BUSA 1105, ACCT 2101, ACCT 2102

## *Certificate Students*

### LEARNING SUPPORT CLASSES for CERTIFICATE STUDENTS

- **READ 0097 & READ 0099**
- **ENGL 0097 & ENGL 0099:** ENGL 0099 is required for those students matriculating in Spring 2006 or later.
- **TECH 0085**

### LEARNING SUPPORT CERTIFICATE POLICIES

- **COMPASS RETESTING:** COMPASS retesting must be completed within 10 business days of the original placement testing. Retests are \$10 per area or \$30 for the entire COMPASS. Once the retesting deadline has passed, a student cannot retake the COMPASS apart from learning support class requirements. **THESE RETESTS ARE FOR PLACEMENT ONLY—NOT EXIT.**
- **EXITING LEARNING SUPPORT:** To exit a Learning Support area, a student must 1) complete all course requirements, including a 75% average, and 2) meet all exit requirements, including a passing score on the COMPASS exam. Students cannot take the COMPASS Test to exit an area unless they have first met the course requirements. Before ENGL 0099 students can qualify to take the COMPASS, they must write a passing essay (evaluated by English faculty).
- **EXEMPTION FROM 0097 COURSE:** A student who scores well on the diagnostic test during the first week of his or her 0097 class may be "bumped" forward to the 0099 class at the recommendation of his or her instructor. In addition a student may be bumped during registration (based on a diagnostic test administered by the LS Division Chair, who will notify instructors of any such "bumps"). "Bumps" must be documented by the LS Division Chair.
- **ATTEMPTS:** Although certificate students have unlimited attempts to exit a Learning Support area, federal funds cover just 30 credit hours of LS courses. In addition, if a certificate student later gains admittance to a degree program, those attempts do count toward the limit of THREE.
- **PREREQUISITES:** LS students may not take certificate classes for which they have not passed the required Learning Support prerequisites without a documented exception from the Division Chair of Technical Studies.
- **ELECTION:** Learning Support classes may be elected, and students must pass the class but they are not required to retake the COMPASS. These elections are covered by Financial Aid.
- **WEB CLASSES:** Students enrolled in LS reading and English should not take online classes numbered 1000 and above.
- **GPA:** Learning Support courses earn institutional credit AND DO count toward the HOPE grade point average (for those certificate students later changing to a degree) but not the BC GPA. In addition, HOPE Scholarship counts each Learning Support course (even W's) toward its 127-hour cap.

**COMPASS PLACEMENT SCORES FOR STUDENTS IN REGULAR CERTIFICATE PROGRAMS**

READ 0097		0-56 COMPASS Reading score
READ 0099		57-73 COMPASS Reading score
ENGL 0097		0-30 COMPASS English score
ENGL 0099		31-59 COMPASS English score FOR STUDENTS MATRICULATING SPRING 2006 AND LATER
TECH 0085		0-36 COMPASS Basic Math

**ASSET PLACEMENT SCORES FOR STUDENTS IN CERTIFICATES OF CREDIT (TCCs)**

READ 0097		<34 ASSET Reading score (or cut-off for program)
READ 0099		34-37 ASSET Reading score
ENGL 0097		<35 ASSET English score
ENGL 0099		35-39 ASSET English score FOR STUDENTS MATRICULATING SPRING 2006 AND LATER
TECH 0085		<35 ASSET Basic Math

**CUT-OFF SCORES FOR STUDENTS IN CERTAIN CERTIFICATES OF CREDIT:**

For the following programs ONLY, students are exempt from LS with the listed scores; all other Certificates of Credit follow the regular cut-off scores for Certificate students. Scores below these cut-offs require the non-exit level of reading or English or Tech 0085.

For a detailed breakdown of cut-off placement scores for TCCs, see pages 30-31.

Program	Asset Reading	Asset Writing	Asset Math	COMPASS Reading	COMPASS English	COMPASS Basic Math
A+ Comp TIA	38	40	35	74	-	37
Certified Customer Service Specialist	35	35	35	57	31	37
Certified Manufacturing Specialist	Students must have the minimum COMPASS score in just ONE of the following areas: Reading 31; Basic Math 26, English 16					
Commercial Truck Driving	Students must have the minimum COMPASS score in just ONE of the following areas: Reading 31; Basic Math 26, English 16					
Drafting Aide	Students must have the minimum COMPASS score in just ONE of the following areas: Reading 31; Basic Math 26, English 16					
Electrical Wiring and Low Voltage	Students must have the minimum COMPASS score in just ONE of the following areas: Reading 31; Basic Math 26, English 16					
Industrial Machining, Industrial Maintenance Technical I	35	-		57	-	37
Industrial Maintenance Technical II	Students must have the minimum COMPASS score in just ONE of the following areas: Reading 31; Basic Math 26, English 16					
Microsoft Office User Specialist	38	-	35	74	-	37
Network Operating Systems	35	-	35	57	-	37
Retail Management	38	35		74	31	
Stage Technology	Students must have the minimum COMPASS score in just ONE of the following areas: Reading 31; Basic Math 26, English 16					
Structural Welding	Students must have the minimum COMPASS score in just ONE of the following areas: Reading 31; Basic Math 26, English 16					

**PREREQUISITES FOR CERTIFICATE CLASSES (listed in order found in catalog)**

COURSE	PRE-REQ	READ 0099	READ 0097	ENGL 0099	ENGL 0097	MATH 0099	MATH 0097	TECH 0085
ACCT 2103	ACCT 2102							
ACCT 2110	ACCT 2102							
ACCT 2120								
ACCT 2130	ACCT 2101							
SECS 1000								
SECS 1001		C	P					
SECS 1011		C	P					P
SEC 1012	SECS 1011							
SECS 1150	AHEA 1130 and AHEA 1140	P						
SECS 1151	AHEA 1130 and AHEA 1140	P						
SECS 2110		P						
SECS 2120	SECS 1001, TECH 1140 (or ENGL 1101)	P		P	P			P
SECS 2130	SECS 2140, TECH 1140 (or ENGL 1101) CSCI 1000 or COMS 1000)	P		P	P			
SECS 2140	SECS 1001	P			-			
SECS 2160	SECS 2140, TECH 1140 (or ENGL 1101)	P		P				
SECS 2210	AHEA 1140, SECS 1001 with C or better, TECH 1140 (or ENGL 1101)	P						
SECS 2220	SECS 1002 with C or better							
SECS 2310	AHEA 1140, SECS 1001 with C or better, TECH 1140 (or ENGL 1101), SECS 2210 recommended	P		P	P			
SECS 2320	SECS 1002 with C or better							
SECS 2340	SECS 2140, and TECH 1140 (or ENGL 1101)	P		P	P			
AHEA 1100		C	P		P			
AHEA 1130		P	P	P	P			
AHEA 1140		C	P					
CARP 1003								
CARP 1007	CARP 1001; CARP 1003; INDM 2110							
CARP 1009	CARP 1001; CARP 1003; INDM 2110							
CARP 1011	CARP 1001; CARP 1003; INDM 2110							
CARP 1013	CARP 1011							
CULN 1100								
CULN 1120								
CULN 1140	CULN 1100							
CULN 1210	CULN 1100, CULN 1120							
CULN 1220								
CULN 1270	CULN 1120							
CULN 1300	CULN 1140							
CULN 1320	CULN 1140							
CULN 2150	CULN 1100 & CULN 1140							

COURSE	PRE-REQ	READ 0099	READ 0097	ENGL 0099	ENGL 0097	MATH 0099	MATH 0097	TECH 0085
CULN 2200	CULN 2150							
CCSS 1001								
CCSS 1002								
CCSS 1003								
CCSS 1004								
CCSS 1005								
CCSS 1006								
CCSS 1007								
CCSS 1009								
CMFS 1001								
CMFS 1002								
CMFS 1003								
CMFS 1004								
CMFS 1005								
CMFS 1006								
CMFS 1007								
CMFS 1009								
COMS 1000		C	P					P
CTDL 1001								
COMS 1001		P						
COMS 1002	COMS 1001	P						
COMS 1003		P						
COMS 1120		P						
COMS 1130		P						P
COMS 1510		P						
COMS 1520		P						
COMS 2011		P						
COMS 2012	COMS 2011	P						
COMS 2021		P						
COMS 2022	COMS 2021	P						
COMS 2030		P						
COMS 2031		P						
COMS 2140	CSCI 1000 or COMS 1000	P						
COMS 2141	COMS 2140	P						
COMS 2142	COMS 2141	P						
COMS 2143	COMS 2142	P						
COMS 2150	COMS 2030	P						
COMS 2160	COMS 2150 (*prerequisite or co-requisite)	P						
COMS 2170	COMS 2160	P						
COMS 2180	COMS 2160	P						
COMS 2211		P						
COMS 2221		P						

COURSE	PRE-REQ	READ 0099	READ 0097	ENGL 0099	ENGL 0097	MATH 0099	MATH 0097	TECH 0085
COMS 2231	COMS 2211, COMS 2221	P						
COMS 2241		P						
COMS 2250		P						
COMS 2251	COMS 2241	P						
COMS 2261		P						
COMS 2265	COMS 2211, COMS 2221	P						
COMS 2271	COMS 2211, COMS 2221	P						
COMS 2280	COMS 2250	P						
COMS 2281	COMS 2211, COMS 2221	P						
COMS 2301		P						
COMS 2302	COMS 2301	P						
CRIM 2010		P		P				
CRIM 2020								
CRIM 2022		P		P				
CRIM 2030		P		P				
CRIM 2034		P		P				
CRIM 2036		P		P				
CRIM 2040		P		P				
CRIM 2042	-	P		P				
CRIM 2044	CRIM 2042	P		P				
CRIM 2050			C					
CRIM 2052				P				
CRIM 2090		P		P				
DRAF 1000	Permission of instructor							
DRAF 1001	DRAF 1007							
DRAF 1002	DRAF 1001							
DRAF 1003	DRAF 1001							
DRAF 1004	DRAF 1003							
DRAF 1005	DRAF 1004							
DRAF 1007								
DRAF 1011	DRAF 1002							
DRAF 1013	DRAF 1001, TECH 1120,							
DRAF 1015	DRAF 1007, DRAF 1011 or DRAF 1005							
DRAF 1017	DRAF 1011							
DRAF 1120								
DRAF 1130								
ECHE 1001		C	P	C	P			
ECHE 1003		P		P				
ECHE 1005		C	P	C	P			
ECHE 1012		P		P				
ECHE 1013		P		P				
ECHE 1015		P		P				
ECHE 1016		P		P				

COURSE	PRE-REQ	READ 0099	READ 0097	ENGL 0099	ENGL 0097	MATH 0099	MATH 0097	TECH 0085
ECHE 1021	Advisor's approval	P		P				
ECHE 2001		P		P				
ECHE 2011		P		P				
ECHE 2012		P		P				
ECHE 2017		P		P				
ECHE 2021		P		P				
ECHE 2022		P		P				
ECHE 2024	Advisor's approval	P		P				
ELEC 1001								
ELEC 1002	ELEC 1001							
ELEC 1004								
ELEC 1005	ELEC 1004							
ELEC 1007	ELEC 1002							
ELEC 1008	ELEC 1004							
ELEC 1009	ELEC 1005							
ELEC 1011	ELEC 1004							
ELEC 1012	ELEC 1011							
ELEC 1014	ELEC 1012							
ELEC 1018	ELEC 1014							
ELEC 1019	ELEC 1018							
EMST 1001		P		P				P
EMST 1002	EMST 1001							
EMST 1003	EMST 1002							
ENTT 1000								
ENTT 1010								
ENTT 1020								
ENTT 1030								
ENTT 1040								
ENTT 1050	ENTT 1000 & ENTT 1030							
ENTT 1060	ENTT 1030 & ENTT 1050							
ENTT 1070	ENTT 1030 & ENTT 1040							
ENTT 1080	ENTT 1030							
ENTT 1090	ENTT 1000, ENTT 1030, & ENTT 1060							
ENTT 1100	ENTT 1000							
ENTT 1110								
ENTT 1120	ENTT 1000 & ENTT 1100							
ENTT 1130								
ENTT 1140								
ENTT 1050	ENTT 1000 & ENTT 1030							
ENTT 1060	ENTT 1030 & ENTT 1050							
ENTT 1070	ENTT 1030 & ENTT 1040							
ENTT 1080	ENTT 1030							
ENTT 1090	ENTT 1000, ENTT 1030, & ENTT 1060							

COURSE	PRE-REQ	READ 0099	READ 0097	ENGL 0099	ENGL 0097	MATH 0099	MATH 0097	TECH 0085
ENTT 1100	ENTT 1000							
ENTT 1110								
ENTT 1120	ENTT 1000 & ENT 1100							
ENTT 1130								
ENTT 1140								
INDM 1000								
INDM 1001								
INDM 1002								
INDM 1003								
INDM 1004								
INDM 1005	INDM 1007							
INDM 1006								
INDM 1007	INDM 1004 or equivalent							
INDM 1008								
INDM 1009								
INDM 1011								
INDM 1012								
INDM 1021								
INDM 1022	INDM 1021							
INDM 1023	INDM 1022							
INDM 1110								
INDM 1120								
INDM 1130	TECH 1120							
INDM 1140	TECH 1120							
INDM 1150								
INDM 1160								
INDM 1170								
INDM 1180								
INDM 1190								
INDM 2110								
LPNU 1001								
LPNU 1002								
LPNU 1003								
LPNU 1005								
LPNU 1006								
LPNU 1007								
LPNU 1008								
LPNU 1009								
LPNU 1011								
LPNU 1012								
LPNU 1021								
LPNU 1120								
LPNU 1150								

COURSE	PRE-REQ	READ 0099	READ 0097	ENGL 0099	ENGL 0097	MATH 0099	MATH 0097	TECH 0085
MMGT 2110		P			C			
MMGT 2120			C		C			
MMGT 2130		P			P			
MMGT 2140			C		C			
MMGT 2150			C		C			
MMGT 2210		P			P			P
MMGT 2250	Completion of at least 30 semester hours of business							
MAST 1030	AHEA 1130; AHEA 1140; TECH 1110 or TECH 1120 or MATH 1111	P		P				P
MAST 1080	AHEA 1130; AHEA 1140	P		P				P
MAST 1090	MAST 1080	P		P				P
MAST 1120	MAST 1030; AHEA 1130; AHEA 1140	P		P				P
MAST 1170	Advisor's permission only--program exit course	P		P				P
MAST 1180	Advisor's permission only--program exit course	P		P				P
NURA 1000			P		P			P
PLGS 1010	ENGL 1101							
PLGS 1020	PLGS 1010							
PLGS 1030	PLGS 1010, PLGS 1020							
PLGS 1040	PLGS 1010							
PLGS 1050	PLGS 1010							
PLGS 1090	PLGS 1010							
PLGS 1100	PLGS 1010							
PLGS 1110	PLGS 1010							
PLGS 1120	PLGS 1010							
PLGS 1150	PLGS 1010							
PLGS 1160	PLGS 1010							
PLGS 1170	PLGS 1030, TECH 1140							
PLGS 1180	PLGS all PLGS courses							
EMST 1260	ENGL 1101 or TECH 1140, TECH 1120 or MATH 1111, AHEA 1130, COMS 1000 or CSCI 1000	P			P			P
EMST 1270	AHEA 1130	P			P			P
EMST 1280	AHEA 1130	P			P			P
EMST 1290	ENGL 1101 or TECH 1140, TECH 1120 or MATH 1111, AHEA 1130, COMS 1000 or CSCI 1000	P			P			P
EMST 1300	EMST 1260, EMST 1270, EMST 1280, EMST 1290	P			P			P
EMST 1310	EMST 1260, EMST 1270, EMST 1280, EMST 1290	P			P			P
EMST 1320	EMST 1260, EMST 1270, EMST 1280, EMST 1290	P			P			P
EMST 1330	EMST 1360, EMST 1270, EMST 1280, EMST 1290	P			P			P
EMST 1340	AHEA 1130, EMST 1260, EMST 1270, EMST 1280, EMST 1290	P			P			P
EMST 1350	EMST 1260, EMST 1270, EMST 1280, EMST 1290	P			P			P
EMST 1360	EMST 1260, EMST 1270, EMST 1280, EMST 1290	P			P			P
EMST 2000	AHEA 1130	P			P			P
EMST 2010	EMST 1260, EMST 1270, EMST 1280, EMST 1290, EMST 1300 EMST 1310, EMST 1320, EMST 1330, EMST 1340, EMST 1360							

COURSE	PRE-REQ	READ 0099	READ 0097	ENGL 0099	ENGL 0097	MATH 0099	MATH 0097	TECH 0085
PHLE 1001			P		P			P
PHLE 1003	PHLE 1001		P		P			P
TECH 0085								
TECH 1110		C	P					P
TECH 1120		C	P					P
TECH 1130	TECH 1110 or TECH 1120							
TECH 1140		P		P				
TECH 1150			C		C			
TECH 1160								
ENHO 1310								
ENHO 1410								
ENHO 1080								
ENHO 1330								
ENHO 1500								
ENHO 1600	ENHO 1500							



Program	ASSET Reading	ASSET English/Writing	ASSET Numerical Skills
Electrical Wiring and Low Voltage Security Technician	35	35	35
Emergency Medical Technician	38	35	35
Industrial Machining, Industrial Maintenance Technical I	35		
Industrial Maintenance Technical II	29	29	29
Law Enforcement Management	35	35	31
Medical Office Tech.	38	35	35
Microsoft Office User Specialist (MOUS)	38		35
Mobile Electronics Technology	29	29	29
Network Operating Systems	35		35
Paramedic Technology <b>(Needs EMT license)</b>	38	40	35
Phlebotomy	35	31	31
Retail Management	38	35	
Stage Technology	29	29	29
Structural Welding	31	31	31

COMPASS Reading	COMPASS English	COMPASS Algebra	COMPASS Basic Math
Students must have the minimum COMPASS score in just ONE of the following areas: 31                      16                      26			
74	60		37
57			37
Students must have the minimum COMPASS score in just ONE of the following areas: 31                      16                      26			
74	60		37
74	60		37
74			37
Students must have the minimum COMPASS score in just ONE of the following areas: 31                      16                      26			
57			37
74	60		37
74	60		37
74	31		
Students must have the minimum COMPASS score in just ONE of the following areas: 31                      16                      26			
Students must have the minimum COMPASS score in just ONE of the following areas: 31                      16                      26			

## COMPASS Testing at Bainbridge College

Your scores on the COMPASS Test determine whether you may take college courses or whether you need Learning Support classes to prepare you for certain college work. Once you are placed in Learning Support, you must complete the courses as indicated on your COMPASS SCORES form.

Please read and sign below to indicate your understanding of the COMPASS retesting policy and Learning Support policies. Detach the bottom of the form and take it with you.

Signature \_\_\_\_\_

Date \_\_\_\_\_

- I understand that I may retest in one, two, or all three subject areas of reading, English, and math.
- If I choose to retest, I must do so between 2 and 10 business days, **up until the first day of classes**. Since I took the initial placement exam on \_\_\_\_\_, I must retest no later than \_\_\_\_\_ during regular testing hours.  
**NO RETESTS WILL BE AVAILABLE TO ME AFTER THIS DATE.**
- Before I can retest, I must pay \$10 to the business office for EACH subject area (\$30 for all three areas of math, reading, and English) and bring the paid receipt back to the Testing Center.

The following policies have been established by the Board of Regents of the University System of Georgia, the federal government, and/or Bainbridge College. **PLEASE READ THEM CAREFULLY!**

- **FIRST WEEK ATTENDANCE:** Financial aid is disbursed based on enrollment at the end of drop/add. You must attend the first week of classes to be paid aid. If you are reported as a no-show for the class but are later re-enrolled in the class, aid will not be adjusted unless your instructor documents that the attendance report was in error. In addition, if you fail to show up for a B-term (or another term) class and have already received aid for it, you will owe back the money.
- **FINANCIAL AID:** Financial Aid pays for classes ONLY in your first major. In addition, federal funds cover just 30 attempted credit hours of Learning Support classes. In addition, HOPE Scholarship and HOPE Grant count each Learning Support class (even W's) toward their hours; once you reach the cap for your program, HOPE will pay for no more classes.
- **REGENTS' TEST:** If you are an AA or AS degree student, you must register for and take the Regents' Test each semester until you pass it or exempt it. After two failures (failure to test is treated as a failure), you will be required to take Regents' Skills classes in the areas failed until you pass the test.
- **EXITING LEARNING SUPPORT:** To exit a Learning Support area, you must 1) complete all course requirements, including a 75% average, and 2) meet the exit requirements, which include a passing score on the COMPASS exam. You will not be allowed to take the COMPASS Test to exit an area unless you have first met the course requirements. Learning Support classes enforce strict attendance and tardy policies.
- **ELECTION:** If you feel you need a Learning Support course, even though you were not placed in it according to the COMPASS Test, you may voluntarily enroll in it. You have to meet the course requirements to pass the course, but you do not retake the COMPASS Test. Electing such a course can be covered by financial aid as long as you do not enroll as an auditor.
- **PREREQUISITES:** You cannot take credit courses that require the content or the skills of your LS classes. For example, if you are placed in LS reading, it is a prerequisite for most classes. Students enrolled in LS reading and English also should not take online classes numbered 1000 and above.
- **LS FIRST:** You must complete Learning Support (LS) courses first. You must be enrolled in required LS courses each semester until you have completed your Learning Support requirements. You may not withdraw from LS classes and keep college-credit classes. If a degree student accumulates 20 hours of college-level credit, he or she may enroll in Learning Support classes ONLY. (Certificate students later gaining admittance to a degree program have a 40-hour limit.)
- **ATTEMPTS:** If you are a degree student and you fail to exit a Learning Support AREA in 3 attempts, you will be suspended from all degree programs for 3 years in the University System of Georgia. All grades except W count as an attempt. Suspensions may be appealed, and two more attempts may be granted in an area. If a fifth attempt is needed, the student may take that LS class ONLY. In addition, if a certificate student later gains admittance to a Degree program, those attempts do count toward the limit of 3.
- **HOPE GPA:** Learning Support courses earn institutional credit AND DO count toward the HOPE grade point average (but not the BC GPA)

## What's the difference between HOPE Grant and HOPE Scholarship?

Both HOPE Scholarship and HOPE Grant are funded by the state, but HOPE Scholarship has certain requirements, and HOPE Grant is available to any Georgia resident. For length of HOPE eligibility, see the boxed text below.

To receive HOPE Scholarship, high school students must have a 3.0 GPA in a high school college prep track or a 3.2 average in other track. Students who are ineligible to receive HOPE Scholarship when they matriculate at Bainbridge College and who are Georgia residents may begin with HOPE Grant. After 30 attempted credit hours (which include all hours, even W's, Learning Support classes and certificate classes that are in a degree program), they can receive HOPE Scholarship if they meet the requirements. Therefore, many of our degree students start out with HOPE Grant.

Both HOPE Grant and HOPE Scholarship cover tuition but not fees. In addition, students get a book allowance of \$150 for full-time enrollment and \$75 for part-time enrollment (less than six hours).

When you are registering students who are working toward HOPE Scholarship eligibility, count their hours toward HOPE Scholarship as it may make a difference in how many hours they enroll in for a semester. For example, say Ima Student has 24 hours that count toward HOPE scholarship at the end of spring and is taking summer classes. If she takes 6 hours or more and maintains a GPA at or above 3.0, she will be eligible for HOPE Scholarship for fall. If you enroll her in just HWEL (2 credit hours) and CSCI 1000 (3 hours), for example, she would miss out on having her tuition paid for fall by HOPE Scholarship but just one missed credit hour.

Students can't get federal funds for more than 30 attempted hours of Learning Support, and HOPE has caps for hours. In addition, all grades (including W) are counted toward the cap of HOPE.

### Courses NOT Counted Toward HOPE Scholarship Hours or GPA

SECS 1000 Personal Keyboarding  
SECS 2220 Legal Keyboarding  
SECS 2320 Legal Machine Transcription  
AHEA 1100 Psychology  
CARP (All Courses)  
CULN (All Courses)  
CCSS (All Courses)  
CMFS (All Courses)  
CTDL 1001 Commercial Truck Driving  
COMS 2031 Intro to JAVA Programming  
COMS 2150 Implementing Microsoft Windows Professional  
COMS 2160 Implementing Microsoft Windows Server  
COMS 2170 Implementing Networking Infrastructure  
COMS 2180 Managing a Microsoft Windows Network  
COMS 2231 Design Methodology  
COMS 2261 SQL Database Fundamentals  
COMS 2271 Fundamentals of CGI Programming  
DRAF 1000 Estimating for Basic Construction  
EMST (All Courses)  
ENTT (All Courses)  
LPNU (All Courses)  
NURA 1000 Nurse's Assistant  
PLGS (All Courses)  
Paramedic Technology (All Courses)  
PHLE 1001 Introduction to Venipuncture  
PHLE 1003 Clinical Practice  
TECH 1160 Technology Internship 1  
ENHO (All Courses)

### HOPE Grant

A student may receive HOPE Grant payment for all course work required by an Eligible Postsecondary Institution for a program of study leading to a technical Certificate or Diploma, including Learning Support course work.

The HOPE Grant Paid-Hours limit is 95 quarter or 63 semester hours of HOPE Grant payment for technical Certificate or Diploma credit hours that meet the definition of Paid-Hours\*.

This includes all coursework paid for by HOPE at Bainbridge College as well as any other institution.

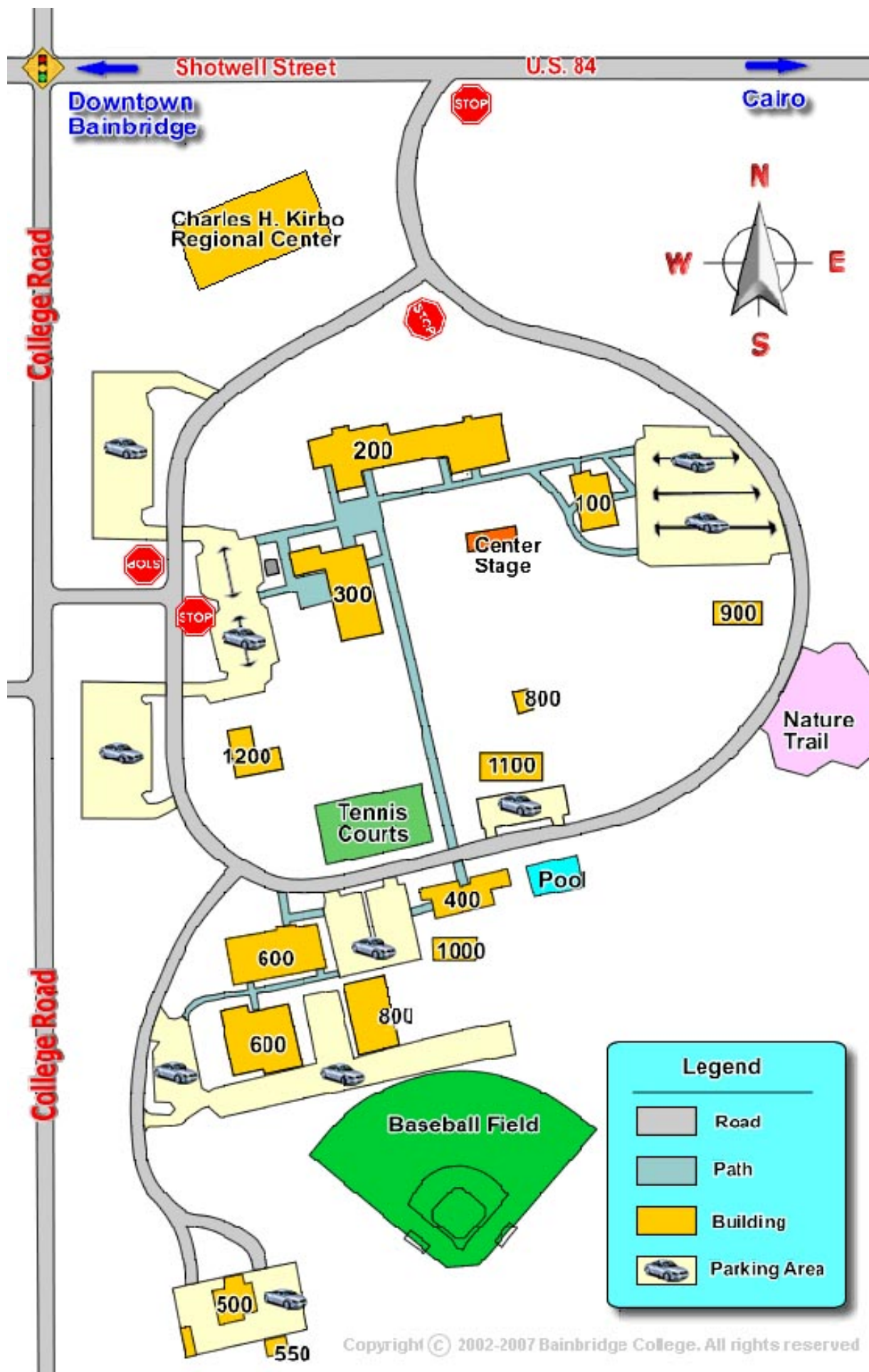
### Hope Scholarship

A student is ineligible to receive HOPE Scholarship payment once he or she reaches the Attempted-Hours limit of 190 quarter or 127 semester hours.

A student is ineligible to receive HOPE Scholarship payment once he or she reaches the Combined Paid-Hours limit of 190 quarter or **127 semester hours from any combination of HOPE Scholarship Paid-Hours, plus HOPE Grant Paid-Hours, plus Accel Program Paid-Hours\***.

This includes all coursework paid (as well as all hours attempted) by HOPE at Bainbridge College as well as any other institution.

**\*"Paid-Hours" means the postsecondary quarter or semester credit hours attempted by a student, for which he or she received payment from the HOPE Scholarship Program, HOPE Grant Program, and/or Accel Program.**



"Academic advising is the only structured service on the campus in which all students have the opportunity for on-going, one-to-one contact with a concerned representative of the institution."

—Wes Habley

This manual, which is subject to change, is published by Tonya Strickland, [tstrickland@bainbridge.edu](mailto:tstrickland@bainbridge.edu). Absolutely no rights reserved here—please copy this material and notify me of errors.