



**FINANCIAL INFORMATION AND ASSISTANCE
BUSINESS REGULATIONS**

Mr. James M. Brignati
Vice President for Business and Finance

Mr. Robert Bell, Director of Plant Operations
Mr. James L. Black, Director of Auxiliary Services
Mr. Scott Doner, Director of Public Safety
Mr. William J. Filtz, Director of Business Services
Mr. L. Inman Grimsley, Director of Personnel
Traycee F. Martin, Director of Financial Services

Valdosta State University, as a unit of the University System of Georgia, receives the major portion of its operating funds through appropriations from the State of Georgia. This support enables the University to offer high quality educational programs at a minimal cost to its students.

Each year, Valdosta State University offers three semesters of instruction: Fall and Spring, which are collectively called the academic year, and Summer. Term fees are charged in accordance with the regulations and schedules set forth below, the basis of which is the number of semester hours scheduled. These fees are due and payable as an integral part of the registration process, and students should not commence registration without having money sufficient to pay all fees. The University reserves and intends to exercise the right to withhold copies of education records, cancel the enrollment of students who owe the University money, or pursue collection for unpaid balances.

The University reserves the right to change without previous notice its fees, charges, rules and regulations at the beginning of any semester. This right will be exercised judiciously.

MATRICULATION FEE SCHEDULE FOR GRADUATE STUDENTS

Effective Fall Term 1999

Hours	Georgia Resident	Out of State Resident
12	\$1,236	\$4,236
11	1,149	3,899
10	1,066	3,566
9	983	3,233
8	900	2,900
7	817	2,567
6	734	2,234
5	651	1,901
4	568	1,568
3	249	999
2	166	666
1	83	333

Fees, as stated, are tentative and subject to change based on Board of Regents policy.

Please note: Health (\$63), Athletic (\$95) and Activity (\$78) fees are assessed for class loads over 3 semester hours unless a student is enrolled in ALL off-campus classes.

Audit (Non-Credit) Classes: Fees for attending class on an audit or non-credit basis are calculated the same as above.

Graduate assistantships are granted by the Graduate office. Graduate assistants receive a waiver of a portion of matriculation fees only. Athletic, activity and health fees are not waived or reduced. Graduate assistants also receive regular payments for their work through the Payroll system. Graduate assistants may not receive extra compensation for performing other work during the period of their assistantship.

Qualified expenses for graduate school paid after June 30, 1998 may be eligible for the nonrefundable **Federal Lifetime Learning Credit** up to \$1000. Please consult your tax advisor for further information. Information is also available from the IRS website: www.irs.ustreas.gov.

OTHER PER SEMESTER FEES

Late Registration: Failure to register or pay by specified payment date \$25.00

Returned Check:

For each check..... \$20 or 5 % of the face of the check, whichever is greater

Key Replacement..... \$25.00

Music Lessons, including the use of instrument for practice

Private..... \$75.00

Group..... \$53.00

Post Office Box (semester rental for students not living in campus housing) ..	\$ 6.00
Transcript Fees 1-5 copies	no charge
6th and subsequent copies (each)	\$2.00
Priority Fee for Certification Forms/Letters/Transcripts, per copy	\$5.00
Electronic transmission (FAX) of unofficial transcripts or certification forms/letters, per copy (Official transcripts cannot be FAXed.)	\$10.00
Graduation Fee, Graduate Students	\$25.00
(Students who apply for graduation and who do not meet degree requirements must pay appropriate graduation fees again upon re-application.)	
Motor Vehicle Parking Permit, Annual	\$50.00
Excess Check Stop Payment and Reissue Request Processing fee	\$10.00

Example of total cost of full-time graduate student for one semester: (9 hours)

Tuition and Fees	\$ 983
Books	<u>300</u>
Total	\$1,283

PAYMENT OF FEES AT REGISTRATION

Tuition and fees are due and payable as an integral part of the registration process and must be paid on or before the date of registration. The amount owed is based on the courses for which students are registered, living accommodations on campus, and meal plan selected and is detailed on the class schedule/fee invoice. Complete payment for tuition, dorm, apartment, meal plan, holds, vehicle registration, etc., must be made to validate registration. No partial payments are accepted. Valdosta State University does not accept third party or counter checks. Regardless of any problem with the source of funds, it is the student's responsibility to have sufficient money to pay tuition and fees by the scheduled date. The University is not permitted to have accounts receivable for student fees.

It is the student's responsibility to determine the balance due on their account and render payment by the fee payment deadlines. The telephone information system is available 24 hours per day for this purpose. VSU only mails invoices to students whose financial aid does not cover all fees and account charges. However, can also be mailed or picked up at the Bursery by request.

Valdosta State University will automatically validate a student's class schedule if authorized financial aid exists on a student's account which covers all fees. Students are responsible for insuring that adequate financial aid is authorized to their accounts by the fee payment deadline for automatic validation. Loans are not authorized financial aid until all promissory notes have been signed and returned to the Financial Aid Office. Short Term (Emergency) loans for fee payment are available through the Student Accounts Office. Classes are canceled only if financial aid and/or other payments to student accounts DOES NOT EQUAL OR EXCEED the charges on the student's account. Therefore, students who register but do not intend to attend the University must withdraw from classes if financial aid covers fees to AVOID UNSATISFAC-

TORY GRADES AND/OR FINANCIAL LIABILITY. If financial aid fails to materialize, for whatever reason, students are responsible for the immediate payment of their account balance to the University.

According to U.S. Department of Education regulations, financial aid may be used to pay tuition, room and board. However, a student must sign an authorization with the University Cashiers to pay any other charges from financial aid. Students or parents may rescind this permission at any time by means of a written statement to the Vice President for Business and Finance.

Fees and fee payment instructions with deadline dates are included in the Schedule of Classes each semester. Since these may change, it is absolutely essential that each student read and adhere to the instructions and dates as stated in each semester's instructions.

REFUND OF FEES FOR WITHDRAWAL

Students who are withdrawing from ALL courses are considered to be withdrawing from the University. No refunds are allowed for reduction in academic loads or student services unless such reductions are necessitated by schedule changes initiated by the University. Students suspended or expelled for disciplinary reasons are not entitled to a refund of any deposits or fees paid. Students who are asked to vacate their residence hall rooms as a result of disciplinary actions (but who are allowed to continue to attend classes) are not eligible for a refund. Additional information about refunds and refund policies is available in the Office of Student Accounts located in the University Bursary.

Students withdrawing after the Drop-Add period must withdraw from ALL courses to be eligible for a refund of charges to their account. (See Board of Regents Refund policy below.)

Canceling Financial Aid IS NOT the same as a withdrawing from classes. Students who wish to withdraw from ALL classes after the Drop-Add period must complete the withdrawal process to avoid financial obligations and/or unsatisfactory grades.

Board of Regents and Federal Refund Policy

Based on the policies of the U.S. Department of Education and the Board of Regents of the University System of Georgia, refunds for students officially withdrawing from ALL courses after the end of the Drop-Add period are made according to the following table:

Formal Withdrawal	Refund Percentage
After Drop/Add but before the end of the first 10% in time of period of enrollment	90%
After the first 10% in time of the period of enrollment but before the end of the first 25% in time of period of enrollment	50%
After the first 25% in time of the period of enrollment but before the end of the first 50% in time of period of enrollment	25%

After the first 50% in time of the period of enrollment no refund

Housing fees, post office box fees and music fees are non-refundable fees. Refund of the above elective charges upon withdrawing from the University during a semester will be made on a pro-rated basis determined by the date of the withdrawal.

Pro-Rata Refund Policy

First Time Enrolled students receiving Title IV (Federal) funds who officially withdraw from ALL courses at the University will be issued a pro-rata refund based on the following schedule and corresponding percentages, minus an administrative fee of the lesser of 5% tuition, fees, room and board, and other charges assessed or \$100.00:

Amount Paid For:	First Week	Second Week	Third Week	Fourth Week	Fifth Week	Sixth Week
Academic	90%	80%	70%	60%	50%	40%
Athletic	90%	80%	70%	60%	50%	40%
Health	90%	80%	70%	60%	50%	40%
Activity	90%	80%	70%	60%	50%	40%
Food Service	90%	80%	70%	60%	50%	40%
Residence Hall	90%	80%	70%	60%	50%	40%
House Fee	none	none	none	none	none	none
P.O. Box	none	none	none	none	none	none
Music	none	none	none	none	none	none

Withdrawal dates are published each semester in the schedual of classes. It is the student’s responsibility to withdraw officially in accordance with University regulations which are set forth in this bulletin. Students receiving funds and financial aid will have their refunds restored to the following programs in this precise order: outstanding balances on Federal Non-Subsidized loans, Federal Subsidized loans, Plus loans, Direct Unsubsidized loans, Direct Subsidized loans, Direct Plus loans, Pell, SEOG, Other Title IV Student Assistance Programs, Hope grant, Private scholarships, and finally the student.

CHECK CASHING SERVICE

All checks and money orders must be payable through a U.S. bank. To accommodate students, the University will cash **one** personal check for \$50 or less at the University Bursary daily. The Bursary’s hours are Monday through Thursday, 8-5 PM and Friday, 8-2:30 PM. The hours of service at the Drive-Through are 8-7 PM Monday through Thursday, and 8-5 PM on Friday. Checks may also be cashed in the Bookstore during the normal hours of business. Checks drawn for cash may only be made payable to “VSU-CASH”.

The University will not accept two-party checks for cashing. Parents who send their son or daughter spending money by check should make their check payable to VSU with the student's name in the "for" section of the check.

CHECKS RETURNED BY THE BANK

Checks issued to the University in payment of fees, purchases of books, etc., or to be cashed for personal convenience, must be paid upon presentation to the bank on which it is drawn. If a check is returned to the University for insufficient funds, account closed, stopped payment, or any other reason, the returned check will be handled in accordance with the State Laws of Georgia. Briefly the Georgia Code requires the following procedure:

The official notice of a returned check will be sent by certified letter instructing the writer to either bring cash or send a certified check, money order or cashier's check for the amount of the returned check plus the returned check fee to the Cashier Supervisor in the University Bursary to clear the University record. The returned check fee is \$20 or 5% of the face amount of the check, whichever is greater. The returned check fee applies to each check returned. If the returned check is for registration fees, the late registration fee of \$38 will also be assessed. **The law grants 10 days from the receipt of the original certified letter to tender payment in full for the returned check(s) and service charge(s). If full payment has not been received within 10 days from the receipt of the certified letter, the returned check(s) will be referred to the Lowndes County Sheriff for the initiation of criminal prosecution or other action deemed appropriate.** Immediate action will be taken against a person who issues a check on a closed account or who stops payment on a check. Additionally, the University can suspend the student from class and from any campus facilities for a returned check of any reason. Suspension from class will not relieve the student from the obligation to pay the returned check(s) and related fees.



**STUDENT AFFAIRS AND SERVICES
DIVISION OF STUDENT AFFAIRS**

Mr. Kenneth U. Ferrell,
Vice President for Student Affairs and Dean of Students

Dr. Joseph Brown, Assistant to the Vice President for
Planning and Diversity

Mr. Richard Lee, Assistant to the Vice President for
Judicial Affairs

Mr. Tommy Moore, Director of Financial Aid

Dr. Victor C. Morgan, Director of Counseling

Ms. Winifred Collins, Director of Career Planning and Placement

Ms. Mary A. Barron, Testing Officer

Valdosta State University is committed to the ideal that total education involves more than academic pursuit. Therefore, the University provides a variety of extracurricular activities to supplement the academic program. Most student activities are specifically planned to meet the cultural, social, and recreational needs of students in a coeducational atmosphere. The University Union and University Center are designed for group activities: informal dances, sorority and fraternity meetings, departmental club meetings, and films and activities sponsored by the Campus Activities Board.

COUNSELING CENTER

The Counseling Center, located in Powell Hall East, offers a variety of services to all students, faculty, and staff at the University. A staff of professionally trained counselors is available to assist with personal, social, or educational concerns. The Counseling Center offers an atmosphere in which students may discuss their problems with the assurance that all counseling information will remain confidential.

Individual counseling is available for students who wish to discuss and explore their thoughts, feelings, behaviors, and life styles. Group counseling provides an opportunity for students to grow in their communication, social, and interpersonal skills

with others who have similar goals and interests. Tests for assessing students' interests, personality, aptitude, or abilities are administered and interpreted by the Counseling Center staff. The Center also provides consultation to faculty and staff in addition to offering outreach programs to various groups on campus and in the residence halls. Appointments may be made in person or by calling 333-5940. When necessary, appropriate referrals will be made to use all available resources to meet student needs.

CAREER PLANNING AND PLACEMENT

The University understands the needs of university students to establish career goals. The Office of Career Planning and Placement, located in Powell Hall West, assists students in the choice of major programs of study, career objectives, and obtaining satisfactory employment upon graduation. Individual career counseling helps students explore how their abilities, values, and interests match particular career fields. Also, group workshops and seminars on career-related topics are offered each quarter.

Students may utilize the varied resources available in the Career Library: printed career materials, audio and video tape descriptions of occupational opportunities, and a computer-assisted career exploration program. Workshops in résumé preparation, job-interview skills, and job search strategy are offered each quarter. Job vacancy listings of interest to seniors and graduate students are posted. On-campus interviews are scheduled with employers interested in interviewing students.

PUBLICATIONS

The University also provides opportunities for experience in journalism through *The Spectator*, the campus newspaper; *Odradek*, the literary arts magazine; and other student publications. A large number of students participate in producing these publications, which, in turn, provide a forum for presenting current issues and also generate spirit within the student body.

TESTING

The University is designated as a national test center for the administration of standardized tests. The Office of Testing, in Powell Hall West, assists students with university requirements. Many tests are given in specific areas to students for placement, proficiency, or admission to specialized programs. Information about specific tests and their administration is available in the Office of Testing. Some of the available tests are Scholastic Aptitude Test (SAT), American College Testing Program Assessment (ACT), Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), College Level Examination Program (CLEP), Law School Admission Test (LSAT), Miller Analogies Test (MAT), National Teacher Examination (NTE), Collegiate Placement Examinations (CPE), Regents' Testing Program (RTP), and Independent Study Examinations (ISE). In addition, other College Board and Educational Testing Services examinations are available.



STUDENT RECORDS

Mr. Jerry Wright
Registrar

The Office of the Registrar maintains information concerning the academic records of students. In addition, the Registrar's Office issues transcripts of records and certificates for various governmental agencies.

Students are encouraged to check with the Registrar's Office when questions arise concerning academic status. All students have a permanent record to which only they and authorized personnel have access, and it is to the student's advantage to check this record periodically. Transcripts are provided at a cost of \$2.00 upon written request of the student. All undergraduate and graduate work constitutes a complete academic record. Portions of that record will not be deleted when providing transcripts. Two weeks' processing time should be allowed for the preparation of transcripts and certifications. The University does not accept or send official transcripts by facsimile transmission (FAX).

Transcripts of academic records from other universities and high schools are not provided. The student must contact previous institutions attended for those transcripts. It is also the student's responsibility to contact testing agencies for test score reports.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Students attending Valdosta State University have the right of access to their education records in accord with the Family Educational Rights and Privacy Acts of 1974. A student wishing to review records covered under the provisions of this act should make written requests to the Office of the Vice President for Student Affairs. Students desiring a copy of the full text of this act or further information should contact the Office of the Vice President for Student Affairs.

STUDENT IDENTIFICATION CARD

Each student is issued an identification card on registration day. The card bears a photograph of the student, student number, and the student's signature. Cards are issued without charge to students upon initial enrollment each year. In each subse

quent quarter, the card must be presented at registration to be validated.

Students must have their I.D. cards in their possession at all times and must present their I.D. card as a means of identification when requested by any public safety officer or university official.

The card represents the student's authorization to attend student activity functions, to utilize the services available in the library, and provides students with the identification necessary to cash checks on campus. All students are responsible for controlling their I.D. card. The use of the card to obtain goods and services from the University is restricted to the individual to whom the card is issued. Use of the card is contingent upon the proper payment of fees. Both the student who uses another's I.D. card and the owner of the card will be held responsible for misuse.

Lost I.D. cards must be replaced. The cost of replacement is \$10.00. To replace a lost card during the quarter, the student must report to the Blazer Card Office in the Palms Dining Center. A new I.D. card will be issued upon payment of \$10.00 and verification of identity by means of a separate photo I.D.



COMPUTING AND DATA NETWORKING FACILITIES

Mr. Thomas J. Archibald

Assistant to the President for Information Technology

The University operates a variety of sophisticated, state-of-the art computing and networking facilities to support its academic, research and administrative activities. The facilities include several powerful UNIX-based central servers, many distributed file servers running Novell Netware, 2,400 microcomputers and 50+ high-end workstations, all of which are interconnected via a high-speed data network.

Located in the Computer Center in Nevins Hall, three 3 hours Hewlett-Packard (HP) 9000 large-scale business servers, Models G50, G70 and K460, support all student and financial related processing, as well various other applications software systems. To meet VSU's fast growth, these three computers together comprise a total systems environment that provides one of the largest and most modern centers in the University System. As one of the first schools selected by the Board of Regents to receive the fourth-generation Banner Student Information and Financial Aid Systems, VSU has fully implemented those systems to greatly enhance student support operations such as admissions, registration, advising and financial aid processing. A new state-of-the-art Business and Financial Software System from PeopleSoft, Corporation, also centrally procured by the Board of Regents, will be installed by VSU in FY 1998.

Housed in the Data Communications Center in Ashley Hall, one Sun Enterprise 3000 provides electronic mail services for the students, faculty and staff and access to the state-wide PeachNet and other national and international networks. A Sun SparcServer 1000E provides Gopher, Listserv, Usenet and other similar services. A second Sun SparcServer 1000 provides World Wide Web service and operates as a specialized applications server for several academic departments with software products such as AutoCad, MathLab, GIS, C++, LISP and others. A third Sun SparcServer 1000 performs as the name server for the campus, allowing VSU to be registered with Internet and utilize the short address of valdosta.edu.

A very extensive and sophisticated fiber-optic based data network, with its central hub of bridges and routers located in the Library, provides Ethernet protocol (10/100 Mbps) communications between all servers and microcomputers. The 18 miles of fiber and 58 miles of copper wire connects the main campus buildings, as well as two on North Campus, the VSU Regional Center for Continuing Education and 12 buildings adjacent to the main campus. Other sites utilize dedicated modems to connect to the network. Additional remote dial-in modem access is supported, as well as outside access via PeachNet to other national and international networks.

Microcomputers are provided to every faculty member and all staff in administrative offices. A total of 600 microcomputers are available to students in 25 labs, with 10 - 50 machines each, located throughout the campus. Two labs are installed at Kings Bay Naval Base to support VSU operations at that location. All machines have the campus standard software installed - Microsoft Office Pro (Word, Excel, Power Point, Access) and all communications products (Netscape, Eudora, and other). Various microcomputer servers, Sun and Silicon Graphics high-end workstations, local networks and other facilities are located in the colleges and administrative offices to provide additional support to students, faculty and staff. The Library operates a DEC 4200 minicomputer, Sun SparcServer 1000, a student micro lab, 20+ Galileo workstations, a PC lab and 30+ terminals to support their operations.

Specific information on the above can be obtained at the Information Technology division offices located in Ashley Hall, Second Floor, South.



AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act, Public Law 101-336, extends the prohibition against discrimination on the basis of disability in Section 504 to all programs, activities, and services provided or made available by state and local governments, regardless of whether those entities receive federal financial assistance. Section 504 of the Rehabilitation Act of 1973 states that no otherwise qualified disabled individual can be denied access to or participation in any federally funded activity or program solely on the basis of disability.



FINANCIAL AID FOR GRADUATE STUDENTS

Mr. Tommy Moore
Director of Financial Aid

Ms. Sandra Griffin, Loans
Mr. Ray Andrews, Veteran's Affairs
Ms. Wanda DeWeese, Scholarship Coordinator and HOPE Counselor
Ms. Stephanie Bryan, Financial Aid Counselor
Ms. Chouris Green, Financial Aid Counselor
Ms. Debbie McEown, Financial Aid Counselor

The purpose of the student aid program is to help make higher education a reality for persons who would be unable to attend without financial assistance. Financial aid is awarded only to eligible students who have been admitted to the University. Transient students are not eligible for financial aid. The financial aid application and financial statement may be submitted at any time after the applicant has applied for admission.

Financial aid applications are accepted as long as resources permit, and priority is given to those submitted by May 1.

GRANTS

Vocational Rehabilitation Assistance. Vocational Rehabilitation provides assistance to students with physical limitations. Usually, fees are paid for eligible students, but in cases of substantial need, students may be considered for the Appleby Scholarship. Apply through your local office of Vocational Rehabilitation, a division of the Department of Human Resources.

OTHER FEDERAL PROGRAMS

Veterans Administration Assistance. Veterans, service personnel, and eligible dependents may qualify to receive benefits through the Veterans Administration. Applications may be made through the VSU Office of Veterans Affairs.

Montgomery GI Bill (Active Duty). This program of education benefits is for students who enter active duty for the first time after June 30, 1985. The student must, with certain exceptions, serve continuously on active duty for three years of a 3-year enlistment or, for a lesser benefit, two years of an initial active duty obligation of less than three years. A student also may qualify for benefits by initially serving two

continuous years on active duty, followed by four years of Selected Reserve service.

Montgomery GI Bill (Selected Reserve). This program of education benefits is for Reservists of the armed forces as well as the Army National Guard and the Air National Guard. To be eligible for this program, a reservist must have a 6-year obligation to serve in the Selected Reserve, complete Initial Active Duty for Training, have a high school diploma or its equivalent, and remain in good standing in a drilling Selected Reserve Unit. If a student has a parent who is a military veteran, the student may qualify for help from the U.S. Department of Veterans Affairs. Benefits may be awarded for pursuit of associate, bachelor, or graduate degrees at colleges and universities. Details are available in the Office of Veterans Affairs of Valdosta State.

Health Professionals Educational Assistance Programs. The Veterans Affairs Office also administers a Scholarship Awards Program, which provides awards on a competitive basis for undergraduate and graduate students in health care shortage categories (nursing, physical therapy, occupational therapy, and nurse anesthesia). Another program is the Reserve Member Stipend Awards, which provides aid for students who are (1) in the last year of an associate degree program in nursing or (2) in either the third or fourth year of a master's program in nursing, physical therapy, or occupational therapy. Qualification details and obligation requirements are available from the VSU Office of Veterans Affairs.

LOANS

The Federal Direct Stafford/Ford Loan. This loan allows students enrolled at least half-time to borrow money at low interest for educational expenses. There are two types of Federal Direct Stafford/Ford Loans: (1) Federal Direct Stafford/Ford Loans and (2) Federal Direct Unsubsidized Stafford/Ford Loans. The Federal Direct Stafford/Ford Loans is need based, and the Federal Government subsidizes and pays the interest on this loan while the student is in school and during the six-month grace period. The unsubsidized loan is not need-based. This loan was created for borrowers who do not qualify for federal interest subsidies. The student either pays the interest while in school and during the six-month grace period or it is added to the balance of the loan.

Service Cancelable Loans for critical fields of study. These are long-term, low interest loans available to Georgia residents enrolled in eligible programs and may be canceled by working in Georgia. The eligible graduate programs at VSU are School Psychology and Special Education. A student may cancel each academic year's loan with one year's work in an approved area. A student who does not elect to cancel the loan by working must repay the loan under the same terms as the Federal Stafford Loan. Federal Stafford Loan Applications, Transmittal Form, and Federal Need Analysis are required.

VSU Short-Term Loans. Short-term emergency loans are available from the Office of Business and Finance each quarter. Apply to the VSU office of Student Accounts in

the Bursary.

EMPLOYMENT OPPORTUNITIES

Federal Work-Study Program (FWSP). The University participates in the Federal Work-Study Program. Eligible students may work part-time during the academic year. To be placed on FWSP, the student must complete and submit all required financial aid documents to the VSU Office of Financial Aid. Priority is given to those students who have completed financial aid applications by May 1.

Graduate Assistantships. The University provides a limited number of graduate assistantships. Interested applicants should apply to the Graduate School. An out-of-state student who holds a graduate assistantship is given a waiver of out-of-state tuition.

Other Employment. The University offers part-time employment to qualified students through its own resources and makes referrals to local employers wishing to employ students. In filling these positions, the University gives first consideration to the ability to perform the service needed. Applications are submitted to the Office of Financial Aid or directly to departments having vacancies.

SCHOLARSHIPS

Board of Regents. Institutions nominate candidates to the Board of Regents of the University System of Georgia. To be eligible for consideration, students must rank academically in the upper 25% of their university class and demonstrate financial need. Recipients may repay in cash or by working in Georgia. Federal Need Analysis is required. Apply to the Office of Financial Aid by requesting a Board of Regents Scholarship Application.

HOPE Teacher Scholarship. This scholarship is funded by the Georgia Lottery for Education and is a component of the HOPE Scholarship Program, a division of the Georgia Student Finance Authority. The scholarship provides financial assistance to teachers, counselors, and individuals who are seeking advanced degrees in critical fields of study. Scholarship recipients agree to teach in a Georgia public school at the preschool, elementary, or secondary level after graduation. If a recipient fails to meet this obligation, the scholarship becomes a loan, which must be repaid in cash, with interest. Apply to the College of Education.

Gail Aberson Scholarship. This endowed scholarship was created to honor the memory of Gail Aberson, to assist teachers at the graduate level in their professional development/certification as Teacher Support Specialists (mentors) and science teachers K-12. The award will provide assistance to teachers from member school systems in the Okefenokee RESA. Qualified recipients may contact the College of Education for

application information.

Vicky Lynne Foshee Scholarship. This endowed scholarship was created to honor the memory of Vicky Lynne Foshee, daughter of Dr. and Mrs. Donald P. Foshee. The scholarship is to be awarded to a graduate student enrolled in the Industrial/Organizational Psychology Program. It may be renewed by completing at least 9 hours per semester with a B or better grade point average. Apply to the Office of Financial Aid by completing a VSU General Scholarship Application.

Air Force ROTC. Scholarships are available to students enrolled in ROTC at Valdosta State University and are based on performance, academic achievement and leadership potential. Students on ROTC scholarship are also eligible to apply for a Stafford Loan through the Air Force Aid Society. For further information contact the Air Force ROTC, Valdosta State University.

Kairos Scholarship. Kairos - a word of Greek origin meaning awakening or enlightening - is the name given to the VSU scholarship established to support international students pursuing degrees at VSU. Information on the application process is available through the Office of International Programs.

KFC of Nashville and Waycross Scholarship. This scholarship established by Mr. Bill Bennett, a retired member of the VSU Athletic Department and President of Tim-Mar Foods, Inc., is available to students employed by KFC of Nashville or Waycross, who are attending VSU, working at KFC a minimum of 15 hours per week, and maintaining a "C" average in all course work attempted. For application information, contact the store manager.

KFC of Valdosta Scholarship. Students with one year of service with the KFC of Valdosta are eligible to apply for this endowed scholarship. Established by Mr. Owen Harris, it is renewable on a quarterly basis for students who maintain their job with KFC of Valdosta, work a minimum of 20 hours per week, enroll at VSU for at least 12 credit hours, and make satisfactory progress toward a degree. For application information, contact the store manager.

Harley and Eileen Langdale Employee Dependent Scholarship. Dependents of Langdale Company employees are eligible to apply for this full-tuition scholarship. The recipient must maintain a 2.7 overall GPA, with a 3.0 GPA in major course work. The scholarship is renewable but must be reapplied for each year. Scholarship applications are available through the Langdale Human Resources/Personnel Office.

Dorothy Smith Salter Scholarship. This scholarship is awarded to a graduate of VSU who has been admitted to the Medical College of Georgia Doctor of Medicine degree program and who plans to practice in Georgia. The scholarship covers the full cost of tuition and fees and is renewable for up to three years, provided the student is making satisfactory progress toward the degree. The scholarship is awarded by the Scholarship Committee of the VSU Alumni Association in consultation with the Pre-

Medicine faculty advisor at VSU.

VSU Alumni Association Scholarship. This scholarship was created to recognize and support graduate students who have demonstrated a significant amount of academic achievement. The scholarship will be awarded at the beginning of each academic year in the form of a grant. The amount of the scholarship is equivalent to one year of in-state tuition, or two consecutive semesters. Application materials are available from the Graduate School.

Athletic Scholarships. For scholarship information regarding a particular sport, contact the VSU Athletic Office.

FINANCIAL AID ACADEMIC REQUIREMENTS

In accordance with the Higher Education Act of 1965, as amended, students must be making satisfactory academic progress, both in quality and quantity, to qualify for and continue to receive Title IV federal financial aid. The satisfactory academic progress standards for federal financial aid recipients at Valdosta State University are as follows:

Standards for Graduate Students

Qualitative. All students are expected to maintain the academic standards outlined in the official Bulletin of Valdosta State University. Students who fail to meet these standards will be placed on academic suspension. Students receiving financial aid who are placed on academic suspension will have their financial aid terminated. Financial aid applicants placed on academic suspension at the end of their last semester of attendance are not eligible for financial aid.

Quantitative. In addition to maintaining the specified grade point average, students receiving financial aid must complete their degree in accordance with certain criteria and successfully complete a minimum percentage of credit hours each academic year.

1. At Valdosta State University, the maximum number of hours allowed is 150% of the number of semester hours required to earn the degree. Examples: Graduate students pursuing a degree which requires 30 semester hours may not receive financial aid after they have attempted 45 hours. If the degree requires 36 semester hours, students will be expected to have earned the degree after having attempted no more than 53 hours.
2. Students must successfully complete 67% of the courses for which they register in any academic year. The grades of A, B, C, D, and S count as the successful completion of a course. The grades of F, W, WF, I, IP, U, NR, and V do not count as the successful completion of a course. Courses taken in excess of the normal full load of 9 hours per semester will not count in the calculation of the

67% completion rate. Students who successfully complete 18 semester hours in any academic year will be deemed to be making satisfactory progress. Students will normally be allowed at least two semesters to prove themselves academically eligible for financial aid before being terminated from aid for failure to successfully complete 67% of their courses. Therefore, students starting fall semester will normally not be denied financial aid at the end of the spring semester.

3. Graduate students must maintain a cumulative grade point average of not less than 2.5 in order to be eligible for financial aid.

Monitoring of Satisfactory Progress

Qualitative academic requirements will be checked at the end of each semester at the time the student applies for financial aid. The limitation of total hours attempted and the 67% completion requirements will be checked at the end of the spring semester. The grade point average of students who apply during the academic year will be checked as of the last semester attended; the limitation on the total hours attempted and the 67% completion requirement will be checked at the end of the previous spring semester.

Summer Session

Courses taken during the summer are counted in the maximum hours attempted to obtain the degree and in the grade point average, but they are not calculated in the 67% completion rate requirement, which is checked at the end of each spring semester.

Repeated Courses, Remedial Courses, Withdrawal, and Incompletes

Students should be careful in repeating courses, as all attempts at a course are counted in the maximum hours allowed to obtain a degree. Students are also reminded that withdrawing from a course does not count as successful completion and does not count in the required 67% completion rate each academic year. Incompletes also do not count as the successful completion of a course, and excessive incompletes can result in the termination of financial aid. Graduate students are not eligible to receive financial aid for any remedial or other courses at the undergraduate level.

Reinstatement of Aid

Reinstatement of Financial Aid depends upon availability of financial aid funds at the time of the application for reinstatement and other factors:

Graduate students terminated from aid because of academic suspension or failure to complete 67% of their courses in an academic year may apply for reinstatement of aid any time their cumulative GPA reaches 2.5.

Appeals

Students wishing to appeal may do so by filling out a Satisfactory Progress Petition and presenting it to the Financial Aid Office, along with any supporting

documentation. The Financial Aid Office staff may take into consideration illness, death in the immediate family, or any other extenuating circumstances. Students will be notified, in writing, of the decision.

Students wishing to appeal the decision of the Financial Aid Office may do so, by writing to the Student Financial Aid Committee.

Veterans Financial Aid Services

The Office of Veterans Office, a part of the Office of Financial Aid, is located in Powell Hall East. A full-time counselor assists all veterans in completing applications for benefits, making adjustments in payments, providing tutorial assistance, updating enrollment certifications, and with other services to assist veterans with their education. Veterans enrolled in physical education courses can be certified to the Veterans Administration for VA benefits when the courses will be credited toward the completion of their approved educational program. It must be documented that credit cannot be granted for the courses based upon prior military training or experience. Veterans should refer any problems they are having to the Veterans Office for assistance. (333-5935)

FINANCIAL AID FOR INTERNATIONAL STUDENTS

Outstanding students may qualify for a waiver of the non-resident tuition fees; such a waiver greatly reduces the cost of study at Valdosta State. Interested international applicants should include with their applications a formal statement requesting consideration for a waiver of non-resident tuition fees.

In addition to the tuition waivers, a limited number of graduate assistantships are available each year. Recipients work a specified number of hours in an academic department or with a faculty member and receive a partial waiver of tuition plus a small amount of money to help them with their living expenses. Students interested in information about graduate assistantships should write directly to: The Graduate School, Valdosta State University, Valdosta, GA 31698 USA.

RULES GOVERNING THE CLASSIFICATION OF STUDENTS AS RESIDENTS AND NON-RESIDENTS

1. (a) If a person is 18 years of age or older, he or she may register as a resident student only upon showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
(b) No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.
2. If a person is under 18 years of age, he or she may register as a resident student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding

date of registration.

3. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees even though he or she has not been a legal resident of Georgia for the preceding twelve months.
4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
5. Full-time teachers in the public schools of Georgia and their dependent children may enroll as students in the University System institutions on payment of resident fees.
6. All aliens shall be classified as non-resident students, provided that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
7. The president or his authorized representative may waive out-of-state tuition for international students, provided, however, that the number of such waivers in effect at any time does not exceed one percent of the equivalent full-time students enrolled at the institution in the Fall Semester immediately preceding the semester for which the out-of-state tuition is to be waived. Such waivers are granted for one year only and must be renewed annually.
8. If the parents or legal guardian of a minor changes legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on a payment of resident fees. After the expiration of the twelve-month period, the student may continue his or her registration only upon the payment of fees at the non-resident rate.
9. In the event that a legal resident of Georgia is appointed as a guardian of a non-resident minor, such minors will not be permitted to register as a resident student until the expiration of one year from the date of court appointment, and then only upon proper showing that such an appointment was not made to avoid payment of the non-resident fees.
10. Military personnel on active duty and stationed in the state of Georgia, as well as their dependents, shall be assessed tuition at the same rates as legal residents of the state. Persons severing military service shall be considered non-residents, unless they otherwise qualify for resident status.
11. Permanent legal residents of the Florida counties of Hamilton or Madison and their dependents shall be assessed tuition at the same rate as a legal resident of the State of Georgia upon the presentation of proof of domicile satisfactory to the institution.

PLEASE NOTE: In order to avoid delay and inconvenience upon arrival for registration, any question concerning residence status should be clarified immediately upon receipt of acceptance of admission, or not later than one month prior to the registration date. Questions for clarification should be addressed to Residence Committee, Office of Business and Finance, Valdosta State University, Valdosta, Georgia 31698.

Student Responsibilities

A. Students' Responsibility to Register Under Proper Classification

The responsibility of registering under the proper residence classification is that of the students. If there is any question of their right to classification as a legal resident of Georgia, it is their obligation, prior to or at the time of their registration, to raise the question with the administrative officials of the institution in which they are registering and have it officially determined. The burden always rests with the students to submit information and documents necessary to support their contention that they qualify for in-state residence under Regents' regulation.

B. Notification Upon Becoming a Non-Resident

Students who are classified as a resident must notify the proper administrative officials of their institution immediately of any change in their residency status.

Reclassification of Non-Resident Students

Those non-residents who believe they have met the resident requirements as previously set forth may complete a Petition for Resident Status. These petitions are available in the Office of Business and Finance and must be completed in their entirety and supported by the required documentation before an initial review of status can be conducted.

The initial review is conducted by a member of the Business Office staff who will rule on the basis of oral evidence and other documentation supporting the petition for resident status. The results of the initial review, if unfavorable, may be appealed to the Resident Status Review Committee and ultimately to the president, if such action is required.

Such petitions and appeals must be completed no later than 60 days following registration for the academic quarter for which resident status is to be effected. If the petition is granted, reclassification will not be retroactive to prior quarters.

Should it be determined that the student has misrepresented or omitted material facts which result in classification or re-classification as a resident student, retroactive charges for non-resident fees will be made and must be paid prior to the close of the academic quarter in which they are levied.



AUXILIARY SERVICES

Mr. James L. Black, Director
129 Converse Hall

Mr. Guenter Roesch, Director of Food Services
Ms. Jill Ferrell, Director of Parking and Transportation
Mr. Robert Kellner, Director of Residence Life
Dr. Donald Hartig, Medical Director

As a part of the Office of Business and Finance, the Auxiliary Services Division is responsible for providing support services to students, faculty, and staff members of the University. The Division includes the Bookstore, Dining Services, VSU-1 Card Services, Parking and Transportation, Vending, Health Services (financial management) and Residence Life (financial management). Administrative offices are located in Room 129 of Converse Hall (phone 912-333-5706; fax 912-333-7419). For information about 1 Card Services, the Bookstore, Dining Services, Health Services, Parking and Transportation, or Residence Life please visit our web pages: <http://services.valdosta.edu>. Additional information about Health Services and Residence Life may be found at <http://www.valdosta.edu/vsu/dept/stuaff>.

Valdosta State University has been defined by the Board of Regents of the University System of Georgia as a residential institution. This means that the University must provide on-campus housing and dining service. All students who live in residence halls are required to participate in the meal program. The policy is a part of the total “Living-Learning” concept of the University and is supported by an amendment to the Georgia Eighteen-Year-Old Bill which reads, “Nothing in this Act shall be construed to limit the powers of the Board of Regents of the University System of Georgia to adopt and enforce rules and regulations for the government, control, and management of the University System; nor shall this Act be construed so as to limit the authority of any institution in the University System of Georgia to adopt and enforce rules and regulations governing housing, conduct, discipline, and other related activities of the student body.” By Regents’ Policy the Auxiliary Services Division is totally self-supporting and receives no State allocations of funds.

HOUSING AND RESIDENCE LIFE

Housing Application and Contract

The Housing Application and Contract are sent to students after their acceptance to the University. Housing applications may be submitted only after the student has been formally accepted by Valdosta State University. All students applying for campus housing will be required to contract for housing for the academic year. All students who plan to live in campus housing must pay an application fee of \$25.00 when they submit their Housing Application and Contract. Additionally, each student must pay a \$300.00 reservation fee by the deadline established in the Housing Contract. This reservation fee is applied to the student's spring semester rent. The housing contract outlines conditions under which refunds may be made. Occupancy of a room is terminated at the end of each spring semester. Students currently enrolled should obtain an application for housing at the Office of Housing and Residence Life, located at 104 Georgia Avenue.

Refer to the housing contract for specific terms and conditions. Please read the contract carefully: it constitutes a fully binding legal agreement with the University. Any resident desiring release from the contract prior to the conclusion of the academic year must complete a *Request for Release from Contract*, available in Office of Housing and Residence Life.

Residence Hall Schedule

The rate of \$895 per semester for 1998-1999, which includes the House Fee and Post Office Box Fee, is in effect for each of the residence halls operated by the University. This rate is based on dual occupancy. The University reserves the right to require students to accept dual occupancy or, if a private room is available and requested, to pay an additional private room fee. It is the University's option to close any of its residence halls in any given semester or to reassign students to rooms at any time. Rates for future academic years will be posted on our web pages and available on campus once the rates have been established.

Apartments

Converse Hall apartments are available at the following rates (including House Fee [\$17] and Post Office Box Fee [\$6]) to students who are 19 years of age.

Efficiencies (one person only)	\$1,242
One Bedroom (one person only)	\$2,127
(two people, \$1,075 each)	\$2,150

Rent is assessed on a semester basis and must be paid in full as part of the registration process at the beginning of each semester. Rates include all utilities. Rates for future academic years will be posted on our World-Wide Web pages and available on campus once the rates have been established.

DINING SERVICES

Dining Services provides a nutritionally balanced, appealing selection of foods to meet the varying dietary needs, desires, and lifestyles of its customers. The Palms Dining Center, located between Hopper Hall and Langdale Hall on the main campus, houses the Administrative Offices of Dining Services and serves all meal plan holders. All students who live in residence halls are required to purchase a basic meal plan each semester. All students, faculty, and staff may purchase meal plans; individual meals may be purchased at reasonable prices.

Dining Services programs are as follows:

Board Plan A \$995

Breakfast, lunch, and dinner Monday through Saturday; breakfast and lunch on Sunday

Board Plan B \$975

Any two meals Monday through Saturday; breakfast and lunch on Sunday

Board Plan C \$1,085

Ten meals a week (7 days), with \$300 credited to a discretionary account.

A la carte Meal Service (valid at all Dining Services locations) see below

Available to students officially ranked as sophomores or above; minimum deposits are as follows:

Sophomores, Juniors, Seniors . . . \$500 minimum; may be increased in \$25 increments up to \$1,000.

Off-campus ... \$50 minimum.

Each purchaser of a meal plan will receive a coded meal card, which is validated each semester with the applicable meal plan. A replacement meal card costs \$15.00.

The Blazer Grill (University Union) and The Food Court (University Center) feature daily breakfast and luncheon specials, plus a variety of snack items. The Oasis Snack Bar (Education Center) serves short order items and a full line of snacks. The Night Owl Convenience Store is in Langdale Hall.

The VSU Bookstore (University Union) provides quality products and services to enhance the educational and social experiences of the students, faculty, and staff of the University. In addition to providing all course-related textbooks and materials, the Bookstore offers stationery, limited fraternity and sorority items, imprinted clothing, personal computers, and software. Graduation announcements and class rings are also available through the Bookstore. The Bookstore sponsors a textbook buy-back service during the first three days of class and at the end of the semester during final examinations.

The average semester cost for all course-related textbooks, materials, and supplies is approximately \$375, depending on the student's designated area of study.

PARKING AND TRANSPORTATION

All motor vehicles parked on campus must properly display a current parking permit at all times. Parking on campus is by permit only and is a privilege which may be withdrawn for cause at any time. All campus community members (students, faculty, staff, and visitors) are responsible for knowing and obeying parking regulations. Moreover, campus citizens are responsible for their guests and should ensure that they as well are aware of regulations. A parking regulations brochure (available to students, faculty, staff, and visitors) may be obtained at the Parking and Transportation Office. Detailed information about parking lots and instructions is also available on our web pages. Campus parking and traffic regulations are enforced under the authority of Georgia Code, Section 20-3-21. Parking Policies will be in effect and uniformly enforced at all times. Citations will be issued for infractions of parking policies. Fines may be paid at the Departmental Office at 114 Georgia Avenue (912-293-PARK).

VSU operates a shuttle bus service. A Blazer Express Shuttle Guide, available at the Parking and Transportation Office, indicates stops, routes, and operating hours. Maps may also be found at each bus stop and on our web pages.

BOOKSTORE

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HEALTH SERVICES

The Farber Health Center is a 9-bed infirmary located adjacent to Langdale Hall. Staffed by a physician, a physician's assistant, registered nurses, a pharmacist, and a medical technologist, it is open 24 hours a day while the University is in session and provides health care for students who register for six or more credit hours. All students living in campus housing regardless of the number of hours in which they are enrolled are required to pay the Health Fee.

All new students are required to provide evidence of inoculation for mumps, measles, and rubella. The University Health Service recommends additional inoculations for diphtheria, tetanus, polio, and influenza.

“VSU 1 CARD” SERVICES

The University uses a multipurpose identification and on-line account card called the “VSU 1 Card.” It is an important part of every student’s campus life. The card bears a photograph of the student, student number, and the student’s signature. Cards are issued without charge to students upon initial enrollment. In each subsequent semester, the card must be presented at registration to be validated. Students must have their “VSU 1 Card” in their possession at all times and must present the card as a means of identification when requested by any Public Safety officer or university official.

The “VSU 1 Card” is used for identification, to make purchases at any on campus location displaying the “VSU 1 Card” logo, to gain access to residence halls, to be admitted to athletic events, to check out books from the library, to sign out rooms for use through the Facilities Use Office in the University Center, to obtain services at the Farber Health Center, to gain entrance to VSU testing programs, to vote in SGA elections, and to cash checks on campus. Use of the card to obtain goods and services from the University is restricted to the individual to whom the card is issued. Use of the card by the owner is contingent upon the proper payment of fees.

Freshmen and transfer students will have their cards made at the “VSU 1 Card” Office in Langdale Hall during orientation/registration. Fees must be paid for the current semester before the card can be obtained. Returning students who need to replace a lost/stolen card may do so at the same location after paying a replacement fee of \$15.00.

Information regarding the origination and use of the FLEX Account feature of the card may be found on our web pages or by calling 912-259-2593.

