SERVICES FOR STUDENTS

AMERICUS--"HOME AWAY FROM HOME"
Americus was named one of the top ten cities in the state by Georgia Trend Magazine, March 2000. Many cultural opportunities are available in Americus. The International Headquarters for Habitat for Humanity, Inc. are located here along with the historic Windsor Hotel, the Rylander Theater, the home of a former US President and two national parks. The University urges you to treat Americus, your home-away-from-home, as you would your own home . . . with respect for its laws, its property, and its people.

BOOKSTORE
The Campus Bookstore at Georgia Southwestern State University is institutionally owned and operated. The bookstore has been established to provide the student body with goods and services at the least possible cost. It is a part of the University and has goals directly centered on the satisfaction and success of the students and faculty. The bookstore is self-sufficient, receiving no funding from the University System, and any profit is returned to the institution. The success of the bookstore lies with the success of the students.
The bookstore carries new and used textbooks, with an emphasis on trying to obtain as many used textbooks as possible through student buybacks and various wholesale distributors. In addition to course materials, the bookstore stocks computer software, mass-market paperback books, computer books, study aids, reference materials, and school/office supplies for academic use. The bookstore also has gifts, including tee shirts, hats, coffee mugs, seasonal gift items, balloon bouquets, greeting cards, a classic collection of crystal engraved with the school seal, and many other gift items. Other goods and services offered through the bookstore include fax services, phone cards, and special ordering for any academic materials at no cost. The bookstore accepts personal checks, Mastercard, Visa, Discover, and also has an authorization system allowing students to purchase academic materials with their financial aid funds.

Location & Store Hours
The Campus Bookstore is located in the Marshall Student Center on the campus of Georgia Southwestern State University. During fall and spring semesters, the bookstore is open from 8:30 a.m. until 4:30 p.m. Monday through Thursday and from 8:30 a.m. until 3:30 p.m. on Friday. The bookstore closes during breaks to restock shelves for the following term and is closed on holidays. Extended hours of operation are offered during the beginning of each term to accommodate the large volume of students buying books and supplies for new classes. The bookstore also has a website for textbook and merchandise purchases at www.gswbookstore.com.

Textbooks
The textbook buyback is conducted at the end of every semester during final exams. Books that are not changing to new editions and will be used the following term will be purchased at 50% of the price paid for the book. Books that are not being used again by the bookstore will be purchased by the buyer at established wholesale prices. The textbooks carried by the bookstore are based strictly on faculty selection. Every attempt is made to have the books in stock before the beginning of the term, however there are occasional delays due to receiving the text
information late, publishers being out of stock, late or misdirected shipments, or unexpected increases in a course’s enrollment.

Refund Policy
The bookstore encourages students to attend class before purchasing textbooks. A full refund will be given during the drop/add period of the current term, which is generally the first week of the semester. The store is simply unable to allow students to keep the materials for a longer period of time and still return them for full credit. New textbooks must be returned in new, saleable condition with no markings whatsoever to be eligible for a refund. A student ID and cash register receipt is required for a refund. Any markings result in the book being reduced to a used status and only a 75% refund given. General supply, gift, and clothing merchandise may be returned for any reason for a full refund within 7 days of purchase with a receipt. Defective merchandise may be returned any time throughout the semester for an exchange. Shrink-wrapped books must be returned in the original wrapping for a full refund. Textbooks purchased after the drop/add period are non-returnable. Sale items, study guides, special-order items, mass market paperbacks, and computer software are non-returnable. (Phone 229-931-2366)

Administrative and Academic Building Hours
All administrative and academic classroom buildings are opened at 7:30 AM unless specifically scheduled for a special event. They are closed after evening custodial duties which is approximately 10:30 PM. Offices within these buildings are operated from 8:00 AM to 5:30 PM Monday through Thursday and 8:00 AM to 12:00 noon on Friday. All residence hall exterior doors will remain locked at all times. The Student Success Center Building is opened at 7:30 AM daily and secured at 11:00 PM Monday through Friday.

Business Services
Located in the Marshall Student Center, Student Accounts Office maintains a cashier's window where students, upon presentation of their validated ID card, may cash personal checks up to $50. The cashier's window is open from 8:30am until 4:30pm Monday through Friday. For complete information about fees and charges, policies, refund regulation, cancellation deadlines, etc., see the University catalog or contact Student Accounts (Phone 229-931-2013).

Career Services
Programs and services of the Career Services Center help students gain information needed to make decisions about careers, life planning and acquiring job search skills. Specific programs and services include individual and group career counseling and assessment, computerized career information, resume preparation, interviewing, and job search workshops. A career planning class will be offered to assist students with developing appropriate career-related goals and in selecting a major corresponding with the student’s goals. Student participation in area and regional career fairs is coordinated by the Career Services staff, giving students the opportunity to meet and interview with representatives from business, industry, government, hospitals, health agencies and graduate school. Experiential learning opportunities are available either in internships or in Cooperative Education assignments. Career Services posts extensive job announcements for part and full time jobs, and has a web-site for resources: www.gsw.edu/~career. Students may email Career Services at: career@canes.gsw.edu or reach
us by phone at 229-931-2237. The Career Services office is located within the Student Success Center 3rd Floor Rooms 3404 & 3405.

**CAMPUS COMPUTING**

GSW offers students a variety of technology-based services on campus.

Each student is assigned a campus email address by Information and Instructional Technology (IIT). Information on accessing your student email account can be found at: [http://www.gsw.edu/~oiit/studentemail.shtml](http://www.gsw.edu/~oiit/studentemail.shtml).

Internet access is available to residence hall occupants. Those in Southwestern Oaks, Southwestern Pines, and Magnolias residence halls may use either a wired or a wireless internet connection. Those in Duncan Hall will use a wireless internet connection. Each residence hall also has a small computer lab with Internet access, GALILEO access, word processing and printing capabilities.

The James Earl Carter Library provides GALILEO access in the Library to many digital research databases and periodicals. A computer lab is also available in the Library to facilitate the student's work in preparing research papers. See the Library's website for additional information regarding access hours ([http://gsw.edu/Library/index](http://gsw.edu/Library/index)).

Computer Labs are available in the Academic Skills Center and the James Earl Carter Library. See the GSW website ([www.gsw.edu](http://www.gsw.edu)) for current hours. The labs are generally available during the day, in the evenings, and on the weekends.

The use of technology based services at GSW is governed by the Computer and Network Usage Policy found in Appendix P of this publication and on the web via the GSW website ([www.gsw.edu](http://www.gsw.edu)) under the Policies link on the main page. Each student is strongly encouraged to become familiar with this policy.

**COUNSELING**

The Counseling Services Department at GSW is located in the Student Success Center, Rooms 3401-3403 (Phone 229-931-2708). The goal of this office is to work with students on an individual basis.

Students struggling with a wide variety of personal issues and academic concerns may seek counseling from the Counseling Services Department. Respect for the individual, his or her values, and unique circumstances underlie our work with students. Most concerns can be dealt with through short-term individual counseling. Referrals to community resources are made when necessary.

All counseling services are completely confidential to the limits provided by law. No information (except that protected by law) can be released within or outside the University without the individual’s written consent.
FINANCIAL AID
GSW provides a variety of financial aid programs to assist students who have financial need or have outstanding academic and leadership achievements. Grants, scholarships, loans and part-time work constitute the types of financial aid available at GSW. The University believes the primary responsibility for meeting the costs of college is with the student and his or her family. The University also recognizes that economic circumstances may require the student to seek additional assistance from other sources. See Appendix L of this book for additional information. (Phone 229-928-1378).

FOOD SERVICES
The campus food service is provided by ARAMARK, an internationally recognized management corporation.

Located in the Marshall Student Center, a typical meal in the Residential Restaurant can be chosen from the Grill station, Pizza/Pasta station, Vegetarian station, RFoC Comfort Food station, Produce Market, and desserts. All items are cooked fresh daily; many upon order.

The Cane's Den, located in the Student Success Center, offers a wide variety of fast food options. Students are encouraged to stop in for BenePizza, Fresh Market Smoothies, Montague's Deli sandwiches, Grill Works hamburgers, and assorted Grab-N-Go items. Pay cash, check, or credit card for the items purchased or use the declining balance portion of your meal plan.

The C3 Convenience Store is located in the Marshal Student Center. Students will find everything from shampoo and milk to candy bars and Kleenex. Cash, checks, and credit cards are accepted along with declining balance dollars from your meal plan.

The declining balance account may be used to purchase items in the Canes Den or additional meals in the Dining Hall. This type of account is also offered to commuting students who would like to take advantage of the convenience of eating on campus. Call the Dining Hall office for more information at 229-924-2732.

GYMNASIUM AND RECREATIONAL FACILITIES
Classes and intercollegiate practices and competitions are given highest priority for campus athletic facilities; however, students may use these facilities by scheduling with the Athletic Department or the Intramural & Recreational Sports Office. Student organizations that charge a fee for an event in a campus athletic facilities will be charged rental, setup, security and auxiliary fees.

There are, however, several different recreational facilities for student use on the campus, and all students are encouraged to take advantage of these opportunities. These facilities include the Fitness Center, Group Exercise Room, the Climbing Wall, the Deriso swimming pool, tennis courts, intramural gymnasium, playing fields, and walking/jogging track.
The Athletic Department schedules use of the Storm Dome, the Deriso Pool, Tennis Courts, and Soccer Fields. The Intramural Office schedules use of the Intramural Gymnasium and the Intramural and Recreation Field located behind the Fine Arts building. This office along with the Athletic Department schedules the use of the new intramural and soccer fields.

Weightroom / Fitness Center  Located on the first floor of the Student Success Center. It is equipped with free weights and Cybex selectorized equipment that provides upper/lower body conditioning. The cardio area provides treadmills, arc trainers, cross trainers, a stair climber, recumbent and stationary bikes. Health magazines are provided for your health promotion and 2 flat screens for viewing favorite TV channels. Personal training is also available through the Assistant Director of Fitness and Wellness for a service charge.

The Aerobic Room is located just down the hall from the Fitness Center. The aerobic room provides over 2000 square feet of floating floor and mirrored walls. Fitness Wellness programs provided are: Lunch Time Pilates, Yoga, Zumba, Spinning, Step Aerobics, Kickboxing, and Boot camp just to name a few.

Students may access the weight room and Group Exercise room at designated times throughout the day. The hours are posted at the beginning of each semester. For more information on the weight room and Wellness programs, please contact the Director of Campus Recreation and Intramurals or Assistant Director for Fitness & Wellness.

Climbing Wall – The wall provides various climbing routes that offers varying degrees of difficulty. The wall is staffed by certified climbing wall instructors who operate the wall during evening hours.

Walking Trail --The walking trail is located across from the Education Center. This trail is open year round to members of the campus and community.

GSW Storm Dome--Located inside the Student Success Center, this facility is utilized by the GSW Intercollegiate athletic teams only.

GSW Hurricane Baseball Field --The field is located off of Simmons Street next to the GSW tennis courts and is utilized by the GSW Intercollegiate athletic teams only.

GSW Lady ‘Cane Softball Field--Located off Felder Street, this facility is utilized by the GSW Intercollegiate athletic teams only.

GSW Soccer Field --Located off Felder Street and across from the GSW softball field, this facility is utilized by the GSW Intercollegiate athletic teams only.

GSW Tennis Courts -- There are lighted courts that are conveniently located on campus next to the Deriso Pool and Southwestern Pines. The GSW Tennis Teams have first priority when using the courts; otherwise the courts are open to students and community members year round. For safety purposes, lights will not be available during GSW baseball night games.
University Lake and Lakehouse -- Located on the south side of campus, the University Lake serves as a popular recreational area for members of the GSW community. Whether it be sunning at lakeside, a picnic under the trees, or meeting with friends, students can often be found at the lake. There is a Lakehouse equipped with kitchen facilities, which can be reserved by recognized student organizations for social functions. Reservations must be made through Office of Reservations (229-931-2368).

Deriso Swimming Pool  Located behind the tennis courts is an Olympic sized pool. The pool is open each semester for student usage. The hours of operation are published each semester by the Athletic Department. (Phone 229-931-2222).

HEALTH SERVICES
On-campus health services are provided at the Herschel Smith Health Center, located in the Rosalynn Carter Health & Human Sciences Complex. The center provides services to students with minor illnesses or injuries and promotes positive physical and mental health. A health services professional staff member is available from 7:30am-5:00pm Monday-Thursday and 8:00am-3:00pm on Friday while classes are in session. The Health Center is open to students by appointment or on a walk-in basis. If a student needs emergency medical assistance when the Health Center is closed, the student should contact emergency medical services by dialing 911 or Public Safety. Public Safety's emergency phone number is 229-931-2245.

Other services provided include consultation services with the Health Center staff, a comprehensive Women's clinic each Wednesday. Hospitalization, prescribed medications, laboratory, X-ray services, and consultations with non-university medical specialist are not included in the semester health service fees. Cost associated with these services is the financial responsibility of the student.

A student who utilizes Health Center medical services is expected to visit the Health Center at times that do not conflict with academic responsibilities. After a student has been assessed in the Health Center, we will provide a written recommendation to excuse from class only if we feel there is justification. By Georgia Southwestern State University policy, an excuse from class can only be granted by the professor of that class.

The Health Center provides care for all currently registered students and currently employed faculty/staff (who must pay the co-pay health fee whenever using the health center). A mandatory health fee is assessed to students currently enrolled in three or more credits on GSW's campus. A student registered for less than three credit hours has the option to pay the semester health fee, or a co-pay for each visit. The semester health fee entitles the student to consultation services with the professional Health Center staff. There are free over the counter medications available as well as first aid supplies, without charge. Students are accessed fees for prescription medications, equipment, lab tests and special procedures.

Students seeking medical assistance from the Health Center must have a completed certificate of immunizations and a health history form on file at the Health center. Students must be currently enrolled in classes at the time of treatment.
A student accepted for admission will receive a certificate of immunization and a health history form which is to be completed and returned to the Director of the Health Center prior to enrollment in the University. Evidence of two MMR's are required of students born in 1957 or later. All students are required to have Varicella, and Tetanus-Diphtheria. Hepatitis B vaccination -required for all students who will be 18 years of age or less at matriculation. Newly admitted freshmen or matriculated students planning to reside in university managed housing are required to have the meningococcal vaccine or sign a waiver (If the student is under the age of 18 a parent must sign the document). All new students (freshmen, transfers, and others) attending regularly scheduled classes or receiving resident credit will be required to submit a certificate of immunization prior to attending such classes. Students will not be permitted to attend classes or reside in campus housing until the required immunization record is on file with the Health Center.

International students must have documentation of two measles, mumps, and rubella immunizations or blood titers for immunity to measles, mumps and rubella. A PPD tuberculin skin test is required within 10 days of arrival to campus. If positive, the students must have a chest X-ray within 2 weeks of arrival to campus. No X-ray films will be accepted. A Severe Acute Respiratory (SARS) Questionnaire form must be completed upon arrival to campus and completion of the tuberculosis screening questionnaire. All reports and documentation must be in English. All immunization forms and reports must have signature of health care provider, address and contact phone number in English.

It is recommended that each student discuss with his/her health care provider the need for additional immunizations such as, pertussis and hepatitis A.

It is recommended that all students carry major medical insurance to provide supplemental coverage in the event of an acute injury or illness requiring hospitalization. A low cost Health Insurance Program is available to students attending GSW. Georgia Southwestern State University requires that all international students, athletes, and nursing students submit proof he/she is covered by an approved health insurance plan. These students must present proof of this coverage each semester prior to registering for classes. If there is no proof of insurance, enrollment in university insurance program is automatic. Please contact the Health Center for brochures and plan information.

**HOUSING & RESIDENCE LIFE**  Living on campus at GSW is an exciting, enriching experience. You will have the opportunity to participate in creating a community with other residents who have values, beliefs, and goals that may be different from yours. Through interaction with these students, you will be challenged to think and to grow as an individual.

**Three living centers are available at GSW:**
- Southwestern Oaks – Suite Style rooms for freshmen. Housing is available for Upperclassmen based on availability. Southwestern Oaks is Co-ed by community.
- Magnolia – Suite-style rooms for upperclassmen, Co-ed by wing.
- Southwestern Pines – 4-bedroom Suite Style rooms for upperclassmen, Co-ed by floors,
Each residence hall has a staff of peer helpers called Resident Assistants led by a professional staff member. This staff lives in the hall with the residents to ensure safety, security and an educational living environment. All halls are equipped with electronic access control and access is only granted to current residents and University staff. Policies and Procedures for Housing/Residence Life may be found in Appendix B. of this document. (Phone 229-931-2375).

IDENTIFICATION (ID) CARDS
Each student at GSW is required to obtain and carry an official University ID card. This card demonstrates an individual’s right to use University facilities and attend various University events. This card is non-transferable and should only be used by the individual to which it is issued.

The CanesCard is the official Identification Card for Georgia Southwestern State University. Students can use their CanesCard to receive financial aid refunds, access the Dining Hall, Java City, C-Store, and Canes Den. The CanesCard can also be used to make on campus and off campus purchases or access ATMs for cash. The CanesCard functions as a pre-paid DEBIT card, students can only make purchases if they have money applied to their CanesCard.

Every student will need to have a CanesCard to access GSW facilities such as the fitness center, game room, library, swimming pool, bookstore, academic computer labs, and the Residence Halls.

For new students CanesCard will be made on STORM Day and Registration day in the Student Accounts Office located in the Marshall Student Center. The CanesCard office will be open Monday-Thursday from 9am-5pm and Friday from 9am-2pm. Students can contact the CanesCard office at (229) 931-5091 or Student Accounts (229) 931-2013 with questions or concerns.

If a CanesCard is lost, stolen, or destroyed, cards can be replaced for a fee paid in the student accounts office.
LIBRARY

The James Earl Carter Library (named in honor of President Jimmy Carter’s father) has more than 190,000 volumes, over 30,000 electronic books, and 243 current journal subscriptions. As a selective federal depository, the Library also provides access to over 300,000 government documents in various formats. The Library’s special collections include the Georgia Southwestern Historical Collection and the Dr. Harold Isaacs Third World Collection. The Fine Arts Gallery and Oral History Center are located in the Library.

The Library is open during the following hours:
Monday - Thursday: 8 a.m. - 10 p.m.
Friday: 8 a.m. – 3 p.m.
Saturday: 9am - 5p.m.
Sunday: 2 p.m. – 10 p.m.

Changes in the Library hours are regularly updated and posted on the Library website and at the Library.

Computer Lab: The Library’s Computer Lab is open during regularly-scheduled library hours, closing one half hour prior to the Library’s closing. It is open for general use except when used for instruction. A class schedule is posted near the entrance to the lab.

Students have free access to book stacks. Books in the general collections may be checked out for 3 weeks and are renewable unless someone else has requested them. The penalty for all overdue books, except reserve materials, is 25 cents per day. Student IDs are required to check out materials.

GALILEO (Georgia Library Learning Online): GALILEO is located on all the Library computers. GALILEO provides access to over 100 databases. GALILEO may also be accessed from home or through use of a password available at the Library’s Circulation Desk.

Other Library services include GIL Express, which enables borrowing from other University of Georgia institutions; InterLibrary Loan; a complete reference and instructional program including the Area BLIBR 1000; and online renewal, hold, and ILL request services.

For further information, please check the Library’s website at: http://gsw.edu/Library/index

POST OFFICE

The University Post Office, located in the Marshall Student Center, offers most of the services of a city post office. You’ll find your GSW mailbox located here. It’s a good idea to check your mailbox daily. Post Office hours are 9am - 4pm, Monday - Friday.
A GSW mailbox is assigned to each student living in the residence halls. Commuters may apply for a GSW mailbox during the first two weeks of the semester — they are issued based on availability. No mailbox assignments are made after the first two weeks of the semester.

Your GSW mailbox is for your use ONLY while you are actually enrolled in school. If you graduate or stay out of school for a semester (including summer semester), your mail will be returned to sender unless you fill out a “Forwarding Address” form at the campus post office.

Mail should be addressed to students as follows:

STUDENT NAME  
GSW BOX ___  
800 GEORGIA SOUTHWESTERN STATE UNIVERSITY DRIVE  
AMERICUS, GA 31709-4376

Your GSW mailbox is for your use only—no one else is allowed to use your mailbox. For further information, contact the Postal Services Supervisor at 229-931-2364.

PUBLIC SAFETY
The Department of Public Safety is a state certified law enforcement agency. It is responsible for the on-campus enforcement of the Georgia criminal and motor vehicle code, the ordinances of the City of Americus, and the University’s Code of Conduct and parking code. The Department operates 24 hours a day including weekends and all holidays. The department is located in Sanford Hall Room 118. (Phone 229-931-2245).

The 24 hour emergency number is 229-931-2245. Public Safety should be called anytime to report criminal activity, fires, and medical emergencies. The Department investigates all crimes which occur on campus and prosecutes these cases in state and superior court when warranted. Public Safety also refers cases to Student Affairs for disciplinary action.

Public Safety offers educational programs dealing with various crime prevention and general safety topics. Current crime statistics and personal safety information are located within the office.

Parking – All students, faculty and staff who operate a motor vehicle on campus must register their vehicle with Public Safety. The campus has been divided into zones which are assigned to residential and commuter students and faculty/staff members. When a vehicle is registered, a zone will be assigned and a decal issued. The decal must be placed on the vehicle in order to complete the registration process. A copy of the Parking Code is available on the Public Safety Webpage (http://www.gsw.edu/~safety/) and it is the responsibility of the driver to read and comply with the parking code.

Appeal of Traffic Ticket Fines – A student has a right to appeal a traffic ticket fine by filing the appeal at the Public Safety Office, (Sanford Hall, 931-2245) within three business days of issuance of the traffic ticket. As stated in Article XIII, Section B.4., Student Rights and Responsibilities, GSW Weathervane, appeals of traffic tickets are heard by the Student Conduct
Board when classes are in session. If the Student Conduct Board is not in session, the appeal will be heard by the Assistant Dean of Students (Phone 229-931-2378).

RESERVING CAMPUS SPACE
Reservations for facilities are made on a first come, first served basis, with priority given to university affiliated groups. All reservations must be approved by the Director of Campus Life before reservations are confirmed. Reservations of space for non-academic campus events are made with the Reservations Office in the Division of Student Affairs. Reservation forms can be found on the GSW website located under Student Affairs.

The Office of Reservations is located on the 3rd floor of the Student Success Center in Room 3416. Reservations forms are made available online or by visiting the Office. The Office of Reservations is committed to providing you with the fullest attention for all of your facility needs that we are responsible for. The Division of Student Affairs is responsible for the following areas:

Lakehouse
Student Success Center Conference Rooms 2410, 2413, 2417
Student Success Center Conference Room 3447 (SGA Conference Room)
Student Success Center Corridors
Marshall Student Center Crest Room Cafe Java (limited reservations)
Marshall Student Center Patio
Magnolia Courtyard
Student Success Center Intramural Gym
Student Success Center Aerobics Room
Lawn Areas (Sanford Lawn, Centennial Park etc.)

You can contact the Reservations office by dialing 229-931-2368 or email reserve@gsu.edu.

All reservations for the above listed facilities/areas must go through the DSA (Division of Student Affairs) Reservations Office. Reservations can be made online at http://www.netsimplicity.net/Reservations/meetingrequest.aspx?db=Reservations

Username: Guest (Note the capitalization of G)
Password: gsw1906

If you would like to see all of the rooms that are available, please check the following website first: http://www.netsimplicity.net/Reservations

Username: Guest (note the capitalization of G)
Password: gsw1906

All reservations must be requested at least 5 business days before the facility is being reserved. Exceptions can be made in emergency situations only with the approval of the Director of Campus Life. In the event that you need to make a change in your requested reservation, please
email the Office of reservations at reserve@gsw.edu with your specific requests that need to be made.

Note: Your reservation will only be official when you receive an email confirmation back from the Office of Reservations. You will need to bring this confirmation to your reservation spot in the event there is a question.

When a facility has been scheduled, the reservation’s staff will issue a confirmation of the reservation via email from reserve@gsw.edu within 2 business days of the transaction. This confirmation will also be sent to the Service Solutions (Company in charge of setup) and Public Safety (Office in charge of making sure the facility is unlocked and secure) We will only send email confirmations in an effort to conserve trees and save paper. Should you not receive an email confirmation within two days, please email or call the Office of Reservations at 229-931-2368. Should you call the Office of Reservations and no one answers, please leave a message on the answering machine and someone will respond to you within one business day.

In the event that there is an emergency with the facility and you cannot locate the Office of Reservation’s staff, please contact: 1st Mr. Joshua Curtin 229-931-2377 or 2nd Dr. Darcy Bragg at 229-928-1387. If neither individual is available, please ask for Ms. Kina Davis at 229-928-1387.

If Organizations or Outside groups request to use meeting areas within the Division of Student Affairs, and do not show up for their meetings without cancelling their reservation, privileges can be revoked.

Organization or individuals making requests will be held responsible for making sure that the location is left clean after each use. If you do not request a setup and you change the setup from what was already in place you are responsible for setting it back up the way it was found. If these policies are not followed privileges will be taken from whatever organization or outside group the reservation is requested under. Please also be aware that no setup requests will be allowed for Saturday and Sunday events. GSW does not have the weekend staff to do setups on Saturday or Sunday.

Additional Reservations Information:

Reservations that are made for the sound system are the same as those for facility/area reservations. The sound system must be picked up from the Office of Reservations on the day of the event and returned by noon the following day. If the following days happens to be a weekend, it must be turned in the following Monday by noon.

The DSA Conference Room 3426 will be handled through Ms. Kina Ford. You can contact Kina at 229-928-1387, or via email at kqf@canes.gsw.edu

For more information on policies and how to reserve all facilities on campus, please click on the facility manual:

GSW Facility Manual
The facilities and areas which the Student Affairs Reservations Office processes reservations for include the:

Lakehouse
Student Success Center Conference Rooms 2410, 2413, 2417
Student Success Center Conference Room 3447 (SGA Conference Room)
Student Success Center Corridors
Marshall Student Center Crest Room (main lobby) (limited reservations)
MSC Patio
Lawn Areas (Sanford Lawn, Centennial Park etc.)

The Student Affairs Conference Room 3426 will be handled through Ms. Kina Davis. You can contact Kina at 229-928-1387, or via email at kina.davis@gsw.edu

STUDENTS WITH DISABILITIES
Georgia Southwestern State University and the Office of Disability Services are committed to assist each student with a disability in his or her pursuit of educational goals, equal access and educational opportunities. The Office of Disability Services is responsible for providing reasonable accommodations and services to any student with a documented disability. Please contact the Disability Coordinator at (229) 931-2661 or visit Room 101 in Sanford Hall to obtain more information about disability services.

STUDENT SUPPORT SERVICES
Student Support Services is a federally funded program designed to increase college retention and graduation, foster an institutional climate supportive for the success of low-income, first generation, non-traditional and disabled college students, and to provide supplemental activities that will enhance their personal development.

Services (Free to all participants)
Tutoring, Cultural Trips (Plays, Concerts, Tours, Art Show, etc…), Academic Workshops (Stress Management, Time Management, Study Skills, Regents Preparation, Financial Aid and Graduate School selection and many more), and Academic and Career Guidance

Program Eligibility
First generation, Income eligible according to U.S. Department of Education, U.S Citizen, Documented disability, Enrolled at GSW. For more information, contact a SSS staff person at (229) 931-2294.

WEATHER/EMERGENCY CLOSING
Because of the difficulty of making up lost time, classes are cancelled only in extreme circumstances. In the event of an emergency University closing, announcements will be made over local television and radio stations.

The University now has a mass notification program on campus called ConnectEd. When you register, you should put in your land line phone number, your cell number, possibly your parents
number, email address and etc.. The notification system will download the information into the Banner system. In the event of severe weather and the possibility of the University closing, the system would send out information relative to the status of the University through the information that you have provided. If you have trouble entering the information, then please contact Ms. Krista Smith in the Registrar’s office.

Occasionally, students commuting to the campus from distant points encounter weather which makes travel difficult; students are advised to use their best judgment in those situations and to consult with individual faculty members as to making up lost class time. The University reserves the right to schedule additional class sessions should some become cancelled. Official announcements about class cancellation can be obtained by calling Public Safety at 229-931-2245. Again make sure your correct information is entered so that Banner can pull the information and download it in the ConnectEd system. If you are traveling any distance, the system will alert you as to the status of the University and may save you some travel time and help you avoid certain situations.

**STUDENT ACTIVITY FEE**

Every semester each student is required to pay a Student Activity Fee. This fee allows students admission to student activities for free or a reduced admission. Activity money is also used to fund The Student Government, Intramural and Recreational Sports, the Sou’Wester, GSW-TV16, Sirocco, and the Campus Activities Board as well as many other student activities.

**STUDENT SUCCESS CENTER FEE**

Every semester each student is required to pay a Student Success Center Fee. This fee allows students access and use of the fitness center, climbing wall, aerobics room, racquetball courts, gym, game room and locker rooms available in the Student Success Center. The fees will cover costs associated with operating this center.