

ATLANTA METROPOLITAN STATE COLLEGE

Bring Your Brilliance



2021 – 2022
CATALOG
Volume 39

Atlanta Metropolitan State College is committed to the principle of affirmative action and does not discriminate against persons on the basis of race, color, religion, national origin, sex, age, physical or mental handicap, disability or veteran status in its recruitment, admissions, employment, facility and program accessibility, or services. It is the responsibility of all students to read this catalog, official announcements, and official bulletin boards, and to otherwise inform themselves of all facts relating to life at the College. Each student will be held responsible for the contents of the catalog and other official announcements and publications of Atlanta Metropolitan State College.

This catalog is prepared for the convenience of students and is not to be construed as a contract between a student and this institution. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. While every effort is made to provide accurate and current information, Atlanta Metropolitan State College reserves the right to change, without notice, statements in the catalog concerning rules, policies, fees, curricula, courses, calendars or other matters. Students enrolled at Atlanta Metropolitan State College agree to comply with all College rules and regulations and with any necessary changes in these rules and regulations.

Atlanta Metropolitan State College, in compliance with the Family Educational Rights and Privacy Act of the 1974 "Buckley Amendment," releases no personal information restricted by that Act without written consent of the student. This Act prohibits College officials from disclosing any records, or any other grade reports, academic standings, transcripts of records, or any other records, files, documents and materials in whatever medium, which contain information directly related to the student and from which the student can be individually identified.

ACADEMIC CALENDAR 2021-2022

Fall 2021 Semester Calendar				
Events	A: Full-Term 15-Week	B: 1 st 8-Week Mini-Mester	C: 12-Week	D: 2 nd 8-Week Mini-Mester
Advisement & Registration	Mar. 8-Aug. 15			
Tuition and Fee Payment Deadline	Aug. 15			
Classes Begin	Aug. 16	Aug. 16	Sept. 7	Oct. 4
Late Registration (<i>Add/Drop</i>)	Aug. 16-20	Aug. 16-20	Sept. 7-10	Oct. 4-6
Reinstatement	Aug. 26-27	Aug. 26-27	Sept. 16-17	
Attendance Verification (No-Show)	Aug. 23-24	Aug. 23-24	Sept. 13-14	Oct. 7-8
Holiday (Labor Day)	Sept. 6	Sept. 6		
Midterm Grading Period	Sept. 30-Oct. 5	Sept. 14-16	Oct. 18-21	Oct. 27-Nov. 1
Midpoint (<i>Last day to Withdraw without penalty</i>)	Oct. 11	Sept. 21	Oct. 26	Nov. 4
Thanksgiving Break (Holiday)	Nov. 25-26		Nov. 25-26	Nov. 25-26
Classes End	Dec. 2	Oct. 13	Dec. 2	Dec. 2
Final Exams	Dec. 3-9	Oct. 14-19	Dec. 3-9	Dec. 3-9

Spring 2022 Semester Calendar				
Events	A: Full-Term 15-Week	B: 1 st 8-Week Mini-Mester	C: 12-Week	D: 2 nd 8-Week Mini-Mester
Advisement Begins	Oct. 4			
Registration	Oct. 11-Nov. 19			
Tuition and Fee Payment Deadline	Jan. 7			
Classes Begin	Jan. 10	Jan. 10	Jan. 31	Mar. 7
Late Registration (<i>Add/Drop</i>)	Jan. 10-14	Jan. 10-14	Jan. 31-Feb. 4	Mar. 7-9
Holiday (Martin Luther King Jr. Day)	Jan. 17	Jan. 17		
Reinstatement	Jan. 21-26	Jan. 21-26	Feb. 9-11	
Attendance Verification (No-Show)	Jan. 18-19	Jan. 18-19	Feb. 7-8	Mar. 10-11
Midterm Grading Period	Feb. 23-28	Feb. 1-3	Mar. 8-10	Mar. 23-25
Midpoint (<i>Last day to Withdraw without penalty</i>)	Mar. 7	Feb. 7	Mar. 31	Apr. 8
Spring Break	Mar. 14-20			
Classes End	May 2	Feb. 25	May 2	May 2
Final Exams	May 3-5	Feb. 28-Mar. 4	May 3-5	May 3-5

Summer 2022 Semester Calendar				
Events	A: 10-Week	B: 1 st 5-Week Mini-Mester	C: 8-Week	D: 2 nd 5-Week Mini-Mester
Advisement Begins	Mar. 1			
Registration	Mar. 8-May 31			
Tuition and Fee Payment Deadline	May 14			
Classes Begin	May 16	May 16	Jun. 1	Jun. 27
Late Registration (<i>Add/Drop</i>)	May 16-20	May 16-20	Jun. 1-3	Jun. 27-29
Reinstatement	May 27-Jun. 2		Jun. 9-15	
Holiday (Memorial Day)	May 30	May 30		
Attendance Verification (No-Show)	May 23-24	May 23-24	Jun. 6-7	Jun. 30-Jul.1
Holiday (Independence Day)				Jul. 4
Midterm Grading Period	Jun. 21-23	Jun. 1-2	Jun. 21-23	Jul. 11-13
Midpoint (<i>Last day to Withdraw without penalty</i>)	Jun. 28	Jun. 6	Jul. 1	Jul. 18
Classes End	Jul. 28	Jun. 17	Jul. 28	Jul. 28
Final Exams	Jul. 29-Aug. 4	Jun. 17	Jul. 29-Aug. 4	Jul. 29-Aug. 4

Tuition/Fees payment due at the time of registration. Dates subject to change without notice. See atlm.edu/students/registrars-office for the most up-to-date information.

TABLE OF CONTENTS

ACADEMIC CALENDAR 2021-2022.....	3
ABOUT AMSC.....	6
HISTORY.....	7
MISSION STATEMENT.....	7
ACCREDITATION AND AUTHORITY.....	7
PROGRAMMATIC ACCREDITATIONS.....	7
LOCATION.....	7
FACILITIES.....	7
FOUNDATION.....	9
ATLANTA METROPOLITAN STATE COLLEGE FACULTY SENATE.....	10
DEPARTMENTAL DIRECTORY QUICK ACCESS GUIDE.....	11
ADMISSIONS INFORMATION.....	12
GENERAL ADMISSIONS REQUIREMENTS.....	13
BACHELOR'S ADMISSIONS REQUIREMENTS.....	13
TRANSFER ADMISSIONS REQUIREMENTS.....	13
CERTIFICATE ADMISSIONS REQUIREMENTS.....	14
APPLICATION.....	14
ADMISSIONS TESTING.....	16
POLICY FOR ADMISSIONS BY PRESIDENTIAL EXCEPTION.....	16
PRESIDENTIAL WAIVERS.....	17
ADMISSIONS CLASSIFICATIONS.....	18
ADMISSIONS APPEAL.....	24
OFFICE OF THE REGISTRAR.....	25
MISSION STATEMENT.....	26
STUDENT PRIVACY AND FERPA.....	26
DEFINITION OF CREDIT HOUR.....	27
RE-ADMISSION OF FORMER STUDENTS.....	27
TRANSFER CREDIT POLICY.....	27
NO SHOW REPORTING.....	28
REGISTRATION POLICIES AND PROCEDURES.....	28
TUITION CLASSIFICATION AND AWARDED OUT-OF-STATE WAIVERS.....	29
FALSIFICATION OF INFORMATION.....	33
FINANCIAL INFORMATION.....	34
FINANCIAL OBLIGATIONS.....	35
TUITION.....	35
FEES AND EXPENSES.....	35
REFUNDS.....	37
FINANCIAL AID.....	39
OFFICE OF FINANCIAL AID.....	40
FINANCIAL AID POLICIES AND PROCEDURES.....	40
ELIBILITY REQUIREMENTS FOR FINANCIAL AID.....	40
COST OF ATTENDANCE BUDGETS.....	40
CREDIT BALANCES.....	41
ACADEMIC REQUIREMENTS FOR FINANCIAL AID.....	41
FEE PAYMENTS, CHARGE AUTHORIZATIONS, REFUNDS/REPAYMENT.....	43
FINANCIAL AID PROGRAMS AND GRANTS.....	43
STUDENT LOANS.....	46
STATE FINANCIAL AID PROGRAMS.....	46
PRIORITY PROCESSING DEADLINES, VERIFICATION PROCESS, STATUS & AWARDS.....	48
STUDENT SERVICES.....	50
GENERAL STUDENT SERVICES INFORMATION.....	51
COUNSELING, CAREER AND ACCESSIBILITY SERVICES.....	51
STUDENT COMPLAINT POLICY AND PROCESS.....	52
STUDENT LIFE AND LEADERSHIP.....	53

INTERNATIONAL STUDENT ADVISING	54
STUDENT CONDUCT AND INTEGRITY	54
OTHER STUDENT SERVICES	54
ALUMNI RELATIONS	54
ACADEMIC INFORMATION	55
GENERAL ACADEMIC INFORMATION	56
WITHDRAWAL POLICIES	62
ACADEMIC RENEWAL POLICY	63
PRIOR LEARNING ASSESSMENT (PLA)	64
TESTING SERVICES	66
LEARNING SUPPORT PROGRAM	67
GRADUATION	69
ACADEMIC RECORDS	70
ACADEMIC SUPPORT SERVICES	71
ACADEMIC SCHOOLS	74
SCHOOL OF BUSINESS AND TECHNOLOGY	75
SCHOOL OF SCIENCE AND HEALTH PROFESSIONS	75
SCHOOL OF SOCIAL SCIENCES AND HUMANITIES	76
ACADEMIC PROGRAMS	77
GENERAL DESCRIPTION OF ACADEMIC PATHWAYS AND PROGRAMS	78
DEGREE DESIGNATIONS	78
CORE CURRICULUM REQUIREMENTS	80
TRANSFER PATHWAYS	84
CERTIFICATE PROGRAMS	100
BACHELOR'S DEGREE PROGRAMS	109
COURSE DESCRIPTIONS	123
THE UNIVERSITY SYSTEM OF GEORGIA	171
FACULTY AND STAFF	174
ADMINISTRATIVE OFFICES	175
CORPS OF INSTRUCTION	177

ABOUT AMSC

- HISTORY
- MISSION STATEMENT
- VISION STATEMENT
- ACCREDITATION AND AUTHORITY
- LOCATION
- FACILITIES
- FOUNDATION
- FACULTY SENATE
- DEPARTMENTAL DIRECTORY QUICK ACCESS GUIDE

HISTORY

In June 1965, the Board of Regents of the University System of Georgia authorized a junior college for the west metropolitan area of Atlanta at an undesignated location. After a great deal of discussion, the Atlanta School Board and the Board of Regents made the decision to build the College on land adjacent to Atlanta Area Technical School, which was under the jurisdiction of the Atlanta Board of Education.

The Atlanta School Board authorized their Superintendent in February 1971 to develop a financial plan to build the new college. On October 9, 1972, the Board of Regents reconfirmed, in principle, the construction of the college. In February 1973, the Board of Regents authorized the plans and specifications for Phase I of the construction at a projected cost of \$2,000,000. Construction began on the first building in 1973 and was completed in August 1974.

The College became the thirty-first institution of the University System of Georgia and began classes in September 1974 with an initial enrollment of 504 students. The College, Atlanta Junior College, was accredited in 1976 by the Southern Association of Colleges and Schools (SACS). During the 1976-77 academic year, construction of the Central Energy Plant was completed. In 1978-79 two multi-level academic buildings were added to the resources of the College: an academic classroom building and the College library. The 1987-1988 academic year brought the decision to change the institution's name from Atlanta Junior College to Atlanta Metropolitan College (AMC), with the permanent transition becoming effective July 1, 1988. A new Health and Physical Education Complex was completed and occupied during the 1991-92 academic year. Additionally, the Student Center was completed during the fall 2000 semester. Fall 2009, Atlanta Metropolitan College opened its first instructional site at 34 Peachtree. On May 10, 2011, the Board of Regents approved a substantive and mission change for Atlanta Metropolitan College to move from Two-year college status to that of a State College. In its December 2011 annual meeting, SACS followed this action by approving an AMSC status change from a Level I to Level II institution, which authorized Atlanta Metropolitan State College to offer four-year programs and the bachelor's degree. In spring 2012, the Board of Regents of the University System of Georgia approved the name change of Atlanta Metropolitan College to that of Atlanta Metropolitan State College (AMSC).

MISSION STATEMENT

Atlanta Metropolitan State College, an access institution of the University System of Georgia, educates students from diverse backgrounds by providing affordable, career-focused bachelor's and associate degree programs. The College offers student-centered instruction, civic/community engagement, and quality services that lead to the success of its inter-generational 21st century graduates.

ACCREDITATION AND AUTHORITY

Atlanta Metropolitan State College is a State College (Category 1), governed by the Board of Regents of the University System of Georgia. Atlanta Metropolitan State College is regionally accredited by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC), and designated as a Level II institution. The College confers bachelor's and associate degrees, as well as certificates and non-credit courses for continuing education.

PROGRAMMATIC ACCREDITATIONS

Atlanta Metropolitan State College's business programs are accredited by the Accreditation Council for Business School and Programs (ACBSP) Southeastern Council - Region 3.

LOCATION

The College is located within the City of Atlanta which boasts a metro Atlanta population of approximately 3.4 million, a thriving economy, and an international outlook with all the cultural resources of a thriving metropolitan area.

The College currently serves approximately 3,000 commuting students and is situated on a beautifully landscaped southwest Atlanta campus that is located ten minutes south of downtown Atlanta and fifteen minutes north of Hartsfield-Jackson International Airport.

Atlanta Metropolitan State College is located in the southwest quadrant of Atlanta. The College offers the best of both worlds. Although within view of the city, it is situated on an expansive 68-acre wooded tract. The College is conveniently located on a transit line and is adjacent to Interstate 75/85.

FACILITIES

Facilities and equipment of Atlanta Metropolitan State College are provided for the purpose of supporting educational programs and services approved for the College by the Board of Regents of the University System of Georgia. The AMSC Administrative Council is

responsible for sanctioning the use of College facilities by groups not affiliated with the College. Of primary consideration in approving the use of College facilities by outside groups is whether the proposed activity is in accordance with the mission of the College.

The campus buildings and facilities including the following: the recently constructed Elridge W. McMillan Academic Sciences Building, the Science Lecture Building, the Academic Building, the Library/Administration Building, the Physical Education Complex, the Student Center Building, Student Success & Services Center Building, the historic Harmon House, the Central Energy Plant, Tennis Courts and Parking Lots in close proximity to classroom buildings, and expansive green spaces.



FOUNDATION

The Atlanta Metropolitan College Foundation, Inc. is a Georgia non-profit corporation with the expressed purpose of receiving, investing, and administering private support for Atlanta Metropolitan State College (AMSC). A board of directors comprised of community, civic, corporate leaders and college administrators provide guidance for investing and managing charitable gifts to maximize the gift's value to the College. The AMC Foundation, Inc., a non-profit Tax-exempt Corporation, is organized under the laws of the state of Georgia and section 501c(3) of the Internal Revenue code of 1986 as amended, and serves as the principal fundraising organization for the receipt and management of all private gifts and contributions to and on behalf of Atlanta Metropolitan State College.

The Foundation operates for the express purpose of supporting Atlanta Metropolitan State College in fundraising, external friend building, establishing and building an endowment, and in addressing the academic priorities of the institution, while understanding and supporting AMSC's mission, goals, and priorities. The "Mission" of the Foundation is to support and enhance the College by encouraging charitable gifts from community, corporate, foundation, alumni, and friends leading to academic programs of excellence. This margin of excellence allows the college to build upon a growing reputation of quality and value beyond the traditional resources provided by state appropriations or student tuition and fees.

The Foundation serves as the college's gift receiving office for donors who wish to make charitable gifts to the Foundation on behalf of AMSC. For that reason, all checks, deeds, and negotiable instruments should be made payable to the AMC Foundation, Inc. The Foundation on behalf of Atlanta Metropolitan State College will provide a gift receipt suitable for tax purposes acknowledging each donor's gift. On behalf of Atlanta Metropolitan State College and the Atlanta Metropolitan College Foundation, Inc., "Thank You" for your continued support for the deserving students that attend this great institution.

FOUNDATION OFFICERS

Skip Vaughan, Chairman

*Sr. Director Strategy-South Division
Pepsi Beverages Company*

Gita Hendessi Gardner, Vice Chair

*President
Hendessi & Associates, LLC.*

Pamela D. Cross, Treasurer

*VP, Sr. Community Development Manager
Synovus*

Tita Stewart, Secretary

*Associate Vice President Amerigroup
Community Care*

Michael Montgomery

*Interim Director, Development & External Affairs
Executive Director, AMC Foundation, Inc.
Atlanta Metropolitan State College*

Georj Lewis, Ed.D.

*President
Atlanta Metropolitan State College*

FOUNDATION BOARD MEMBERS

The Honorable Stacey Abrams

*Attorney/CEO
Sage Works, LLC*

John O'Callaghan

*President & CEO
Atlanta Neighborhood Dev. Partnership*

Veronica Adadevoh

*Retired
State Farm Insurance*

Leisa Stafford

*President, Alumni Association
Atlanta Metropolitan State College*

Janice Andrews

*Affiliated with Various Board of Directors
and Business Associations*

Henry Thomas

Freedom Rider, Buffalo Soldier & Philanthropist

Sharmen Gowens

*CEO
YWCA of Greater Atlanta*

Michael L. Thurmond

*CEO
DeKalb County Georgia*

Nick Henry

*Interim Vice President for Fiscal Affairs
Atlanta Metropolitan State College*

Willie A. Watkins

*CEO
Willie A. Watkins Funeral Home, Inc.*

Reginald Moore

*Managing Associate
Moore and Associates – Security Consultants, LLC*

Dianne Wisner

Civic and Community Leader

ATLANTA METROPOLITAN STATE COLLEGE FACULTY SENATE

Faculty Senate Statute Revision & Recommendation- Amended by BOR 3.2.3, Policy Manual

The **purpose** of the Faculty Senate shall be to provide an orderly means of **recommending policy and any changes in policy**, except those mandated by the Board of Regents, to the president of the college and to the faculty. The Faculty Senate shall serve as the mechanism for shared governance at the college and shall be responsible for recommending revisions, approving, and amending the Atlanta Metropolitan State College Statutes. All meetings should comply with all applicable laws and regulations including the Georgia Open Records Act and the Georgia Open Meetings Act.

As stipulated by section 3.2.3 of the Board of Regents' Policy Manual, the Faculty Senate "shall, subject to the approval of the president of the institution:

1. Make statutes, rules, and regulations for its governance.
2. Provide committees as may be required.
3. Make statutes, rules, and regulations for students regarding admission, suspension, expulsion, classes, courses of study, the learning environment, and requirements for graduation; and,
4. **Make regulations necessary or proper for the maintenance of high educational standards.**

A copy of each institution's statutes, rules, and regulations made by the faculty shall be filed with the Chancellor. Moreover, "The faculty shall have primary responsibility for those aspects of student life that relate to the educational process, subject to the approval of the President of the institution."

Faculty Senate Representatives in alphabetical order (2021-2023)

Leroy Baldwin, School of Social Science and Humanities

Gyuheui Choi, School of Science and Health Professions

Bryan Crawford, School of Science and Health Professions

Michelle Geisert, School of Social Science and Humanities

Eze, Nwaogu, School of Business and Technology

Babatunde Onabanjo, School of Business and Technology

Larry Stewart, Criminal Justice and Police Sciences Institute

Robert Quarles, Library

Babatunde Onabanjo, Chair

Gyuheui Choi, Chair Elect

Michelle Geisert, Secretary

DEPARTMENTAL DIRECTORY QUICK ACCESS GUIDE

For questions and clarifications about the information contained in the catalog, please contact the appropriate department listed below.

Department	Email Address	Phone Number
Admissions	admissions@atlm.edu	(404)756-4004
Center for Academic Advising and Student Success (CAAS)	academicadvising@atlm.edu	(404)756-4784
Dual Enrollment	dualenrollment@atlm.edu	(678)623-1298
Financial Aid	finaid@atlm.edu	(404)756-4002 (Office) (404)756-4927 (Fax)
Human Resources	hr@atlm.edu	(404)756-4047 (Office) (404)756-4777 (Fax)
Library	library@atlm.edu	(404)756-4010
Police Department	publicsafety@atlm.edu	(404)756-4477 (Non-Emergency) (404)756-4040 (Emergency)
Registrar	registrar@atlm.edu	(404)756-4001
School of Business & Technology	businesstechnology@atlm.edu	(404)756-4006
School of Sciences & Health Professions	Sciencehealthprofessions@atlm.edu	(404)756-4025
School of Social Sciences & Humanities	socialsciencehumanities@atlm.edu	(404)756-4033
Testing Services	testing@atlm.edu	(404)756-4783
Veteran Affairs	VeteranAffairs@atlm.edu	(678)623-1266
International Students	InternationalStudents@atlm.edu	

ADMISSIONS INFORMATION

- GENERAL ADMISSIONS REQUIREMENTS
- BACHELOR'S ADMISSIONS REQUIREMENTS
- TRANSFER ADMISSIONS REQUIREMENTS
- CERTIFICATE ADMISSIONS REQUIREMENTS
- APPLICATION
- ADMISSIONS TESTING
- POLICY FOR ADMISSIONS BY PRESIDENTIAL EXCEPTION
- PRESIDENTIAL WAIVERS
- ADMISSIONS CLASSIFICATIONS
- ADMISSIONS APPEAL

GENERAL ADMISSIONS REQUIREMENTS

The Office of Admissions at Atlanta Metropolitan State College is the beginning point for all applicants seeking to enroll. Admissions personnel review and evaluate all required documents submitted by applicants to determine eligibility for admission. To be considered for admission to Atlanta Metropolitan State College, applicants must submit:

1. A completed application
2. A \$20.00 non-refundable application fee
3. Certificate of Immunization
4. An official final high school transcript with date of graduation and/or General Equivalency Diploma (GED)
5. Transcripts from all regionally accredited colleges and postsecondary institutions previously attended
6. Verification of Lawful Presence

All admissions documents should be submitted by the following priority due dates:

Fall	August 1
Spring	November 15
Summer	May 1

Submitted documents become the property of Atlanta Metropolitan State College and will not be returned or transferred to another institution.

BACHELOR'S ADMISSIONS REQUIREMENTS

1. Be a graduate of and have a college preparatory diploma from a high school accredited by a regional accrediting association, or a public high school regulated by a school system and state Department of Education.
2. Have completed the University System of Georgia Board of Regents' Required High School Curriculum. Seventeen curriculum course units required as follows:
 - English (4 units): emphasis in grammar and usage; literature (American, English, and World); and advanced composition skills.
 - Mathematics (4 units): Georgia High School graduates should complete Math I, II, III- and fourth-year advanced math. Non-Georgia High School graduates algebra I, algebra II, geometry, and one additional mathematics course with these units as prerequisites.
 - Science (4 units): The four science units should include two laboratory courses. Students should complete one unit of Life Science/Lab, one unit of Physical Science/Lab, and two units of science elective courses.
 - Social Science (3 units): at least one course focusing on United States studies, one course focusing on world studies, and one social science elective course.
 - Foreign language (2 units in the same language): Both units must be the same language.
3. Have a minimum 2.0 cumulative high school grade point average.

TRANSFER ADMISSIONS REQUIREMENTS

All of the following minimum requirements must be met in order for an applicant to receive consideration as a transfer but meeting them does not guarantee admission.

A transfer applicant must:

1. Have a minimum cumulative 2.00 grade point average in college-level courses (excluding developmental/remedial courses) from all accredited institutions attended.
2. Be eligible to re-enroll at the last institution attended.
3. Have completed all Required High School Curriculum and learning support coursework required by any unit of the University System of Georgia (USG).
4. Arrange for all transcripts to be received directly by the Office of Admissions. Student copies of transcripts, official transcripts opened by the student, and fax copies are not acceptable.
5. In addition, those transfer applicants who have completed fewer than 30 semester hours or 45 quarter hours of college-level academic coursework attempted at one or more regionally accredited institutions must meet all freshman admission requirements.

CERTIFICATE ADMISSIONS REQUIREMENTS

Programs with More Than Twelve (12) Semester Hours of Core Curriculum

1. Applicants must have a high school diploma or a GED.
2. Applicants must have a 2.0 high school GPA if they followed a Required High School Curriculum in high school.

Programs with Twelve (12) or Fewer Semester Hours of Core Curriculum

1. Applicants must have graduated from an accredited high school with a minimum 1.8 GPA, or have earned a GED.

APPLICATION

Students may complete their application online at www.gafutures.org. Applications can also be submitted to the Office of Recruitment and Admissions by mail or in person. Please refer to the website to print a paper application.

Students who were previously enrolled in Atlanta Metropolitan State College, but who have not been enrolled for three or more semesters **including summer**, must submit an Application for Readmission to the Office of the Registrar prior to the semester they intend to re-enroll.

Students who previously applied to Atlanta Metropolitan State College but did not attend must submit an updated Application and any missing documents prior to the semester they intend to enroll. Applications are valid for one academic year, after which all documents are destroyed. After documents have been destroyed, an applicant seeking admission must complete and submit a new application and submit all required documents to the Office of Recruitment and Admissions.

Applications should be received in the Office of Admissions no later than the published priority due date. Any student that knowingly and willingly makes a false statement on the application, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person knowingly commits the offense of false swearing shall be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, or both, subject to prosecution in a court of law. Any such false statement may subject a student to non-admission or immediate dismissal from the institution.

APPLICATION FEE

A \$20.00 non-refundable application fee is required of all applicants. Applicants who previously submitted an application and paid the fee for admission within the last three (3) semesters, but did not enroll, do not have to pay the fee again. Applicants who applied more than three (3) semesters ago must submit the fee with their new application. If the application fee was waived for any reason and you do not attend that semester, a fee will be required to update your application to a future semester.

CERTIFICATE OF IMMUNIZATIONS

In compliance with the policies of the University System of Georgia, applicants are required to submit a Certificate of Immunization for measles, mumps, rubella, tetanus-diphtheria within the last ten years, varicella - (two doses), and hepatitis B - (three doses if you are the age of eighteen at the time of matriculation), for admission. You are advised to check with your health care provider to make sure your immunizations are up to date and to have the form completed. Applicants who have not been immunized for religious objections or for certified medical reasons may exempt from the requirement. However, the applicant will be subject to College initiated withdrawal from classes, without refund in the event of an outbreak of a disease for which immunization is required.

Applicants who are taking only on-line courses may exempt the requirement by completing the Certificate of Immunization form and indicating taking only online courses. Please complete the Certificate of Immunization form appropriately including any exemptions and submit to the Office of Admissions. The Certificate of Immunization can be found on the website at www.atlm.edu.

TRANSCRIPTS

HIGH SCHOOL/GED

Official transcripts are required from the last high school attended showing date of graduation. Students who are currently attending high school should submit a partial transcript at the time of application. A final transcript must be sent immediately after high school graduation. High school transcripts must show date of graduation and type of diploma received. Student who received the GED must provide official GED scores.

Note: If the student would have graduated within the past five (5) years, the official high school transcript is also required for the time the student attended high school. If the student would have graduated more than five (5) years ago, only the official GED scores are

required. All transcripts must be received by the application priority date for the semester for which the student is applying. It is the applicant's responsibility to request transcripts.

COLLEGE

Official transcripts are required from every regionally accredited institution attended. Regionally accredited institutions are those that are associated with one of the following bodies:

- Accrediting Commission for Community and Junior College
- Higher Learning Commission
- Middle States Commission on Higher Education
- New England Association of Schools and College
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Students who are currently enrolled at an institution during the semester of application should send a current transcript, even if courses are designated as "In Progress". A final transcript with no "In Progress" grades or courses must be submitted to the school prior to the next term of registration. Likewise, transcripts submitted for any credit at any time must be considered final by the Registrar's Office in that it shows no "In Progress" grades or courses. Any transcript designated as "In Progress" is subject to a Student Hold that must be satisfied to allow registration and the release of academic records. It is the applicant's/student's responsibility to request transcripts.

VERIFICATION OF LAWFUL PRESENCE

The Board of Regents of the University System of Georgia now requires all applicants to provide proof of Lawful Presence in the United States in order to be considered for In-State resident tuition fees.

BOR Policy 4.3.4: Each University System institution shall verify the lawful presence in the United States of every successfully admitted person applying for resident tuition status (in-state tuition), as defined in Section 7.3 of the BoR Policy Manual, and of every person admitted to an institution referenced in Section 4.1.6 of the BoR Policy Manual.

Applicants who will not be submitting documentation of lawful presence must submit an [Opt-Out Form](#). (see website at atlm.edu/students/applications-and-forms or obtain a copy from the Office of Admissions).

Students can be admitted without providing this information, however students MUST provide lawful presence in the United States in ONE or more of the following ways before being classified as an In-State student:

A current Driver's License issued by the State of Georgia after January 1, 2008.
A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
Verification results provided by the US Department of Education for students applying for federal student aid (FAFSA).
A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350 or a Consular Report of Birth Abroad (FS-240).
A current U.S. Passport.
A current ID issued by the State of Georgia after January 1, 2008.
A current military ID (service member only, not dependent).
A current Permanent Resident Card (USCIS form I-151 or I-551).
Verification of visa status through the US Immigration and Customs Enforcement's Student and Exchange Information System (SEVIS) for students on an F,J, or M visa.

ADMISSIONS TESTING

SAT/ACT TESTING

Atlanta Metropolitan State College requires SAT or ACT scores as criteria for admissions to its five bachelor's degree programs for students with less than 30 core transferrable hours.

- If you have a minimum SAT Critical Reading score of 430 (former SAT scoring system) or a minimum Reading score of 24 (new SAT scoring system); and a minimum SAT Math score of 400 (former SAT scoring system) or a minimum Math Score of 440 (new SAT scoring System);
- ACT scores for admission: 17 English | 17 Math

Test scores must be from a national test administration and less than seven (7) years old.

ACCUPLACER TESTING

Although Atlanta Metropolitan State College no longer requires SAT or ACT scores as criteria for admission to associate degree programs, applicants who want to exempt from taking co-requisite classes must meet the following criteria. Official SAT, ACT, or official transcripts are required to determine the exemption. Test scores must be from a national test administration and less than seven (7) years old.

- If you have an SAT Critical Reading score of (Old) 430 / (New) 24 SAT Reading or higher and an SAT Math score of (Old) 400/ (New) 440 or higher;
- If you have an ACT Verbal score of 17 or higher and an ACT Math score 17 or higher;
- If you graduated from a Georgia high school on or after May 2010 with a minimum English Language Arts (ELA) score of 235 on Georgia High School Graduation Test, this score will exempt you from taking the ACCUPLACER Placement Exam in English and Reading only.
- Transfer in English 1101 or College level Math from an accredited institution.
- If you have taken the ACCUPLACER Placement Exam at any University System of Georgia institution or Georgia Technical School from which you have matriculated, your scores are transferable to Atlanta Metropolitan State College if received on official letterhead PRIOR to registering for the ACCUPLACER at Atlanta Metropolitan State College.

To schedule the Accuplacer exam, visit the website at atlm.edu/students/testing-services for current test dates, times and restrictions.

POLICY FOR ADMISSIONS BY PRESIDENTIAL EXCEPTION

Pursuant to Section 4.2.1.3 Exceptions to Freshman Requirements of the University System of Georgia's Board of Regents (BOR) Policy Manual, Atlanta Metropolitan State College's Presidential Exception process will allow the Admissions team in collaboration with the President to "grant exceptions to the Limited Admission requirements if the applicant shows promise for academic success and has at least a high school diploma or a state-issued high school equivalency diploma or certificate."

The Strategic Enrollment Management (SEM) committee understands that some students with substantial potential for academic success and leadership may not immediately satisfy the Atlanta Metropolitan State College (AMSC) requirements for admissions. The following policy addresses admitting students determined to be ineligible by the standard AMSC admissions process. Admission by Presidential Exception is the process by which the institution may admit applicants who have not met institutional requirements, and/or have not been guaranteed admission to campus, but who demonstrate substantial potential for academic success and leadership.

According to section 3.1.1.3 Exceptions to Freshman Requirements of the BOR's Academic and Student Affairs Handbook, "The Limited Admission category of admission is comprised of a general Limited Admission provision and a Presidential Exception provision. Institutions are restricted by sector to a maximum number of applicants who may be admitted in this category. The number of traditional freshmen who can be granted Limited Admission for the entire academic year will be no more than the following percentages of the institution's annual first-time freshman headcount enrollment.

Research Universities Up to 7 percent
Regional Universities Up to 15 percent
State Universities Up to 20 percent
State Colleges Up to 33 percent"

Applicants admitted under the Presidential Exception provision are included in the number allowed for an institution under the Limited Admission category. As such, at most, 33% of AMSC's total enrolled new freshmen may have been admitted by a combination of limited Admissions & Presidential Exception.

Eligibility

1. A high school diploma from an accredited or approved high school as specified in Section 3.1.1.1 (certificate of attendance or special education diplomas are not acceptable)
2. A state-issued high school equivalency certificate or diploma earned through the successful completion of the GED, TASC, or HiSet test. An applicant who presents a state-issued diploma or certificate is expected to be at least 18 years of age and for his or her high school class to have graduated; however, institutions may make exceptions on a case-by-case basis. Certificates of attendance or special education diplomas are not acceptable.

PRESIDENTIAL WAIVERS

The Board of Regents policy 7.3.4.1 grants Atlanta Metropolitan State College the authority to award out-of-state tuition waivers (or Presidential Waivers) and assess in-state tuition for certain non-Georgia residents under the conditions described below. The following policy and procedures describe Presidential Waivers at Atlanta Metropolitan State College.

Categories of Waivers

Presidential Waivers are classified into the following three categories:

1. Academic Waivers

Students who have demonstrated the potential to excel within a particular program of study offered by Atlanta Metropolitan State College (AMSC) as evidenced by scoring within the top half of students matriculating or the top half of students matriculating within the particular program of study to which the student has applied. AMSC shall determine the top half using the academic criteria (e.g. Freshmen Index, standardized test scores, GPA, artistic ability) applicable either for general admission to the institution or for the particular program of study to which the student has applied.

2. Athletic Waivers

Students selected to participate in the institutions intercollegiate athletics program and who have demonstrated the potential to succeed within a particular program of study offered by the institution. The percentage of waivers offered within the Athletic Waivers category shall not exceed one-third (1/3) of the total number of Presidential Waivers which the institution is eligible to offer.

3. International Waivers

Non-citizen students who are not otherwise ineligible for a tuition differential waiver under this policy and who have demonstrated the potential to succeed within a particular program of study offered by the institution.

Authority

The College President, or his/her designee(s), shall award Presidential Waivers.

Waiver Allocation

The proportionate percentage of out-of-state tuition waived shall be used when determining the number of waivers in effect such that a full waiver of out-of-state tuition counts as one waiver, while a 50% waiver of out-of-state tuition counts as a 0.5 waiver. Presidential waivers shall be awarded in 0.5 FTE equivalents, with only 50% and 100% waivers shall be allowed.

Award Period

Waivers may be awarded either for the entire academic year or on a semester-by-semester basis.

Number of Waivers Awarded

Presidential waivers for AMSC are not to exceed two percent (2%) of the equivalent full-time students enrolled in the fall term immediately preceding the term for which the out-of-state tuition is to be waived. The applicable fall term FTE will be determined from the USG Fall Semester Enrollment Report.

Waiver Eligibility

Academic Waiver Eligibility

Students admitted with less than 30 semester hours of transfer credits (freshman) will be eligible for a waiver providing that they meet or exceed one of the following requirements:

- SAT Verbal Score of 430 and SAT Math Score of 400;
- Or ACT English Score of 19 and ACT Math Score of 17;
- Or High School GPA of 3.0

Students with over 30 semester hours of transfer work are considered transfer students and must have a 2.5 GPA or higher in order to receive an Academic Waiver. Students who do not meet these academic requirements may still be considered for an academic waiver but will not be given the priority of the students who meet the conditions indicated above.

International and Athletic Waiver Eligibility

Waiver applications for athletes and international students will be evaluated by The Director of Recruitment and Admissions on a case by case basis to determine eligibility. Resources, such as recommendations, reference interviews, international evaluation resources, in addition to other information provided by the student, will be used to evaluate waiver eligibility.

Monitoring Waivers

Students who receive academic and international waivers shall maintain a minimum 2.5 overall GPA for each semester that the waiver is awarded. Students receiving a Presidential waiver for athletics must maintain SAP academic requirements as defined in the AMSC Catalog. Students who fail to maintain waiver requirements will be notified by letter that their waiver is in jeopardy, and that they will be placed on warning for one semester.

Eligibility for continuation of the Presidential waiver shall be determined on a semester-by-semester basis, and students will be notified by letter prior to their enrollment in the subsequent semester. If a student fails to bring his/her academic standing up to the waiver requirements within one semester, the waiver will be revoked and he/she will not be considered for a waiver for the following academic year. Students who are eligible for Academic Common Market Waivers shall not receive Presidential Waivers. The College reserves the right to revoke waivers if a student violates the Student Code of Conduct as defined in the AMSC Student Handbook, and other College documents.

Waiver Application Process

Students should obtain the AMSC waiver application from the College's Office of Recruitment and Admissions. The Director of Recruitment and Admissions will review/evaluate the waiver applications and make recommendations to the College President who will make determinations of awards. The Director of Recruitment and Admissions will inform students by letter of their waiver application decision. The College's Registrar's Office will monitor waiver eligibility on a semester-by-semester basis. The Department of Institutional Effectiveness will provide waiver data and analysis to the President and the USG upon request.

ADMISSIONS CLASSIFICATIONS

BEGINNING FRESHMAN

This admission category is for students who have never attended college before or who have obtained less than 30 transferred hours of college credit.

Required Documents

1. Application
2. \$20.00 non-refundable fee
3. Certificate of Immunization
4. Official high school transcript or GED
 - An official high school transcript showing the date of graduation. An applicant who has received a secondary school (high school) certificate of attendance rather than a diploma must successfully complete the General Education Development (GED) test prior to being considered for admission. Graduates of non-accredited or unapproved high schools are required to have successfully completed the GED unless the student considers themselves Homeschooled. See Home School section for requirements.
5. Official transcript from all colleges attended
6. Verification of Lawful Presence
7. Testing (SAT/ACT for Bachelors)

Criteria for Admission

1. Academic diploma from a regionally accredited high school and GPA of 2.0 or higher
2. Atlanta Metropolitan State College may utilize multiple measures, such as interviews, portfolios, and records of experiential achievements for decision assessments.
3. Students who followed a Required High School Curriculum in high school must have earned a 2.0 high school grade point average based on the grades in the 17 RHSC units (see table below).

REQUIRED HIGH SCHOOL CURRICULUM (RHSC)

All students will be evaluated on the completion of the 17 units of Required High School Curriculum (RHSC).

Required High School Curriculum (RHSC) Subject Area	Units Required	Standard Courses
English	4	4 levels/units
Foreign Language	2	2 units of the same Language
Math	4	Algebra I or Math I Algebra II or Math II Geometry or Math III Pre-Calculus or higher-level Math
Science	4	Physical Science 1 lab science course in biology 1 lab science course from the life sciences 1 lab science course from the physical sciences
Social Science	3	American History World History One additional unit of social science
Total	17	

Students who have not completed the 17 units of RHSC and who intend to be in degree programs leading to a baccalaureate degree must take additional courses to make up the RHSC course deficiencies.

ALTERNATIVE REQUIREMENTS FOR HOME-SCHOOLED STUDENTS AND GRADUATES OF NON-ACCREDITED HIGH SCHOOLS

Home-schooled students will be considered deficient in all Required High School Curriculum areas not completed at an accredited high school. These students are not eligible for admission consideration until their class would have graduated from high school. Applicants from home schools or graduates of non-accredited high schools may validate the RHSC in an alternative way. SAT I scores and satisfactory documentation of equivalent competence in each of the RHSC areas at the College preparatory level may be used in lieu of Carnegie unit requirements of the RHSC.

A student who has completed the equivalent of each of the RHSC areas as documented by a portfolio of work and/or other evidence that substantiates RHSC completion qualifies for consideration for admission. For students with ACT scores, the ACT composite score comparable (according to the tables from the joint study by ACT, ETS, and the College Board) to the average SAT I total score is required. Students in this category must also meet the minimum SAT I Verbal (or ACT English) requirement and the minimum SAT I Mathematics (or ACT Math) requirement for the sector to which they apply.

Students admitted in this category with satisfactory documentation of RHSC competence in all areas will not be counted in the institution's Limited Admissions (including Presidential Exceptions) category. Those with qualifying SAT I scores and documentation of partial RHSC completion may be admitted on the same basis and with the same conditions as other students with RHSC deficiencies.

Applicants who achieve designated scores on each of the following SAT II Subject Tests in an RHSC area will be considered to have demonstrated equivalent RHSC competence and do not need to submit additional documentation in that area: English Writing, Literature, Math IC or Math IIC, American History and Social Studies, World History, Biology, and one of the following: Chemistry or Physics.

TRANSFER

This admission category is for students who have obtained 30 hours or more of college credit.

Required Documents

1. Application
2. \$20.00 non-refundable fee
3. Certificate of Immunization
4. Official transcript(s) from ALL regionally accredited colleges attended
5. Verification of Lawful Presence
6. Must transfer in College Composition and College Math in order to exempt co-requisite classes

ADDITIONAL TRANSFER STUDENT ADMISSIONS REQUIREMENTS

Students with incomplete Learning Support requirements at another University System of Georgia (USG) institution shall be admitted only in accordance with approved Learning Support guidelines of Atlanta Metropolitan State College.

Atlanta Metropolitan State College accepts transferred credits from other colleges and universities with a course grade of "C" or better that satisfy curricular requirements. In addition, courses with a grade of "D" may be transferred in accordance with College policy as follows: Atlanta Metropolitan State College accepts "D" grades in Areas A, B, C, D, and E, except for English 1101 and 1102, and accepts no grades lower than "C" in Area F, as long as the student's GPA is at least 2.0 on a 4.0 scale.

Upon admission to Atlanta Metropolitan State College, an evaluation of credits acceptable for transfer will be provided to the student. The academic schools determine which "D" grades are acceptable within the 2.0 grade point average requirement as stated in College policy. [See above].

A maximum of forty-five (45) semester hours of academic credit may be transferred to Atlanta Metropolitan State College if applying for an Associates Degree. The Registrar's Office in tandem with the Advising Office will determine which of the forty-five (45) semester hours students may use based on the student's declared major. All students must complete at least twenty (20) semester hours of their required coursework at Atlanta Metropolitan State College for the Associates Degree. However, at least half of the course in Area F must be taken at AMSC.

A maximum of eighty (80) semester hours of academic credit may be transferred to Atlanta Metropolitan State College if applying for a Bachelor's Degree. The Registrar's Office in tandem with the Advising Office will determine which of the eighty (80) semester hours students may use based on the student's declared major. All students must complete at least forty (40) semester hours of their required coursework at Atlanta Metropolitan State College for the Bachelor's Degree. However, at least half of the courses in the major should be taken at AMSC.

NON-TRADITIONAL STUDENTS (ADULT LEARNERS)

This admission category is designated for all persons seeking admission who have not attended high school within the last five years.

Required Documents

1. Application
2. \$20.00 non-refundable fee
3. Certificate of Immunization
4. Official high school transcript or GED
 - a. An official high school transcript showing the date of graduation. An applicant who has received a secondary school (high school) certificate of attendance rather than a diploma must successfully complete the General Education Development (GED) test prior to being considered for admission. Graduates of non-accredited or unapproved high schools are required to have successfully completed the GED unless the student considers themselves Homeschooled. See Home School section for requirements.
5. Official transcript from all colleges attended
6. Verification of Lawful Presence
7. Testing (SAT/ACT for Bachelors)

Criteria for Admission

1. **Academic diploma from a regionally accredited high school and GPA of 2.00 or higher**
2. Atlanta Metropolitan State College may utilize multiple measures, such as interviews, portfolios, and records of experiential achievements for decision assessments.

TRANSIENT STUDENTS

This admission category is designated for students who are currently enrolled in another college or university and want to take courses for one semester to transfer those course(s) back to their home institution. Each subsequent semester before registering at Atlanta Metropolitan State College, a transient student must submit a new transient letter from his or her home institution to AMSC's Office of Registrar.

Required Documents

1. Application
2. \$20.00 non-refundable fee
3. Certificate of Immunization

4. An approved transient letter from the Chief Academic Officer or Registrar of the institution the student is currently attending. This letter must include:
 - a) Permission to enroll at Atlanta Metropolitan State College. (Students who wish to enroll for a second transient semester must submit an updated transient permission letter for that term).
 - b) A statement that the student is eligible to return to the institution at which they are currently enrolled.
5. Certificate of Immunization
6. Verification of Lawful Presence
7. Additional for International (F-1 Visa) students. A letter from the International Student Office at your current school indicating they will be responsible for your I-20 while you study at Atlanta Metropolitan State College.

Criteria for Admission

1. Complete file
2. Permission from current institution

ADDITIONAL TRANSIENT STUDENT INFORMATION

A transient student who wishes to continue as a transient student must submit a new transient letter each semester. A transient student who wishes to continue as a transfer student at Atlanta Metropolitan State College must apply through the AMSC Office of Admissions and must meet all transfer or beginning student admission criteria. Transient students should seek registration assistance by an Academic Success Advisor in the Center for Academic Advising & Student Success (CAAS).

POST-BACCALAUREATE

This category is for students who have earned a bachelor's degree or higher from a regionally accredited institution recognized by the University System of Georgia. Students in this category do not intend to earn an additional degree at Atlanta Metropolitan State College. Students seeking a degree must meet transfer or freshman student requirements.

All prerequisites should be met before a Post-Baccalaureate can enroll in a course with prerequisite requirements. Post-Baccalaureate students should seek registration assistance by an Academic Success Advisor in the Center for Academic Advising & Student Success (CAAS).

Required Documents

1. Application
2. \$20.00 non-refundable fee
3. Official college transcript showing the bachelor's or higher degree
4. Certificate of Immunization
5. Verification of Lawful Presence

Criteria for Admission

1. Complete file
2. Bachelor's degree or higher from a regionally accredited institution of higher learning.

DUAL ENROLLMENT/EARLY COLLEGE

DUAL ENROLLMENT

Atlanta Metropolitan State College's Dual Enrollment Program (formerly Move on When Ready) is designed for high school students who are entering college while still completing high school coursework. Student must have one semester of high school credit to participate in the program. Please seek approval from your high school counselor before beginning the application process. It is important to note that the Dual Enrollment Program covers tuition, most fees, and books. Some fees, such as a science lab fee, are the responsibility of the student.

- Minimum combined SAT I verbal and mathematics scores of 1050 (equivalent concordance for the new SAT scoring system) or ACT Composite of 20. NOTE: Due to Covid-19, SAT/ACT/Accuplacer test scores are waived for summer and fall 2020.
- A minimum cumulative high school grade point average (GPA) of 3.0 in academic subjects as calculated by the institution for admission purposes.
- Students must be on-track towards the completion of the USG Required High School Curriculum (RHSC).

- Students must submit a completed Student Participation Agreement signed by the student, parent/guardian and high school counselor
- All students must satisfy the immunization requirements prior to the first day of classes.

EARLY COLLEGE

Atlanta Metropolitan State College is an Engineering Early College partner with Atlanta Public Schools.

[Click here \(usg.edu/academic_affairs_and_policy/early_college\)](https://usg.edu/academic_affairs_and_policy/early_college) to learn more about the Early College Program.

STEPS TO ENROLLMENT FOR DUAL ENROLLMENT

1. [Click here to complete an admissions application.](#)
2. Applicants who attend a regionally accredited high school can request official high school transcripts to be sent electronically through GaFutures.org or mailed directly to Atlanta Metropolitan State College ATTN: Office of Recruitment and Admissions 1630 Metropolitan Parkway SW Atlanta, GA 30310
3. Applicants who attend a Home School or Non-Accredited High School can submit a comprehensive Home School Academic Portfolio of Work. Guidelines for submission of an academic portfolio of work can be found on <https://www.atlm.edu>. Please link home school portfolio link.
4. Complete the Dual Enrollment Student Participation form.
5. Submit the Dual Enrollment Funding Application through [GAFutures.org](https://www.gafutures.org).
6. A minimum cumulative high school grade point average (GPA) of 2.5 in academic subjects as calculated by the institution for admission purpose.

COMPLETE THE DUAL ENROLLMENT FUNDING APPLICATION

1. Complete the Dual Enrollment Application at www.gafutures.org. The application consists of three parts:
 - (a) Student & Parent/Guardian
 - (b) High School/Home Study
 - (c) Post-secondary institution.
2. Monitor the Check Admissions Status site for updates to your application file.
3. Contact the AMSC Dual Enrollment Program Coordinator, or an AMSC Admissions representative by email to efrancois@atlm.edu for assistance.

PRIORITY ADMISSIONS DEADLINES

Fall - August 1

Spring - November 15

Summer - May 1

AUDITORS

Students who submit evidence of graduation from an accredited or approved high school or a GED certificate which satisfies the minimum score requirement of the State of Georgia may register as "auditors." Students must indicate their status as auditors at the time of registration and cannot change from audit to credit status after registration. Credit is not granted to an auditor when the course has ended, nor can credit be awarded retroactively at a future date. Students registered as "auditors" are required to pay regular tuition and fees.

STUDENTS SIXTY-TWO (62) YEARS OF AGE AND OLDER

According to the provisions of Amendment 23 to the Georgia Constitution, the Board of Regents of the University System of Georgia has permitted residents of the State of Georgia who are sixty-two (62) years of age or older to attend Atlanta Metropolitan State College, or any other institution in the University System of Georgia, without payment of fees (except for supplies and laboratory fees) when space is available in a course scheduled for resident credit. Provisions to implement special enrollment privileges for these students are as follows:

1. Must be residents of Georgia, sixty-two (62) years of age or older at the time of registration, and must present a birth certificate or other comparable written documentation of age in order for the Registrar to determine eligibility
2. Must meet Atlanta Metropolitan State College admission requirements.
3. May enroll as a regular or auditing student in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies or laboratory or shop fees

4. Degree seeking students must meet all system, institution, and legislated degree requirements such as Major Area Exam, and Georgia History and Constitution instruction/examination
5. Shall have all usual student and institutional records maintained
6. Must submit a Certificate of Immunization

INTERNATIONAL STUDENTS

This admission category is for students who are currently in another country and wish to come to Atlanta Metropolitan State College to study on an F-1 Visa or are currently studying on an F-1 Visa and wish to transfer to AMSC.

Required Documents

1. Application
2. \$20.00 non-refundable fee
3. Certificate of Immunization
4. Official high school transcript or GED
 - a. Professional evaluations required showing the equivalent of a U. S. High School Diploma from a regionally accredited High School. The list of professional evaluators and all forms are available on the website.
5. Official transcript from all colleges attended. Professional evaluations required. The list of professional evaluators and all forms are available on the website.
6. Copy of Valid Passport
7. Applicants whose first language is not English must provide proof of English proficiency.
8. An International Student Financial Statement Form (provides applicant identification information, names of dependents who will accompany the applicant to the United States, names of sponsors who will provide financial support, and the name of a contact person in the United States who may assist applicant with receiving and sending information). Forms available on the website.
9. A Letter of Support from Sponsor(s) (confirms that the sponsor is committed to providing financial support to the applicant)
10. Bank Letter (s) (verifies the amount of money sponsors have available to support the applicant for two semesters). Must be an original letter on company letterhead stating account holder's name, personal account, when open and current status and funds in U.S. Dollars.
11. International Student Identification and Contact Information (provides applicant's identification information, current U.S. Address (if any), E-Mail Address, current phone number, and foreign address). Forms available on the website.
12. An International Student Transfer Form (provides release of I-20 from college or university where applicant is currently a student).
13. Copy of current Passport
14. Copy of current Visa

Criteria for Admission

1. Have the equivalency of an academic high diploma in the United States.
2. Have sufficient English proficiency
3. Have proof of financial support to study for one year.
4. Have a current Passport

GENERAL INFORMATION FOR NON-U.S. CITIZEN APPLICANTS

International (F-1 visa) students are required to attend college full-time (as defined by the College catalog), and must make satisfactory progress each semester toward their program objectives as stipulated in the College-issued Certificate of Eligibility (I-20). The College is required to notify the Immigration and Naturalization Service (INS) when international students do not attend full-time, maintain poor class attendance, terminate their enrollment, or make unsatisfactory progress in their programs.

- International students who complete the admission process will be notified of acceptance to the College for issuance of INS Form I-20.
- It is important that the applicant have a United States mailing address at the time of registration.

- As a non-residential College, Atlanta Metropolitan State College does not provide, supervise, or recommend student-housing facilities for international students. Students must find their own housing and arrive in Atlanta before the term of registration for this purpose.
- All students admitted to Atlanta Metropolitan State College are required to abide by the rules and regulations of the College, to make satisfactory progress toward their educational objectives, and to remain in good standing.
- Counseling and advisement services are available to assist students.
- Direct all correspondence regarding admission for non-U.S. citizen applicants to the Office of Recruitment and Admissions at Atlanta Metropolitan State College, 404-756-4004 or email us at admissions@atlm.edu.

ADMISSIONS APPEAL

Applicants whose admission or re-admission to the College is denied, have the right to appeal in accordance with the following process:

1. The student must appeal in writing to the President of the College within five (5) working days of the action for which the person complains.
2. The President may utilize the services of the Admissions and Records Committee, or may appoint a committee of three faculty members, who will review all facts and circumstances connected with the case.
3. The President will make a decision concerning the applicant's request for admission or re-admission.

OFFICE OF THE REGISTRAR

- MISSION STATEMENT
- STUDENT PRIVACY AND FERPA
- DEFINITION OF CREDIT HOUR
- DEFINITION OF INSTRUCTIONAL METHODS
- RE-ADMISSIONS
- TRANSFER CREDIT POLICY
- WITHDRAWAL POLICIES
- NO SHOW REPORTING
- REGISTRATION POLICIES AND PROCEDURES
- TUITION CLASSIFICATION AND OUT-OF-STATE TUITION WAIVERS
- FALSIFICATION OF INFORMATION

MISSION STATEMENT

The Registrar's Office of Atlanta Metropolitan State College is dedicated to providing consistent access to quality student-centered programs and services which support the academic mission, preserve academic integrity; ensure adherence to academic policy and safeguard the security of academic records while providing the best possible service which contribute to overall institutional effectiveness. The Office does this in a diverse environment utilizing technology and a legacy of commitment in order to create, apply and disseminate knowledge. The Office puts a premium on service and will continually strive to improve our services.

Other functions associated with the Registrar's Office include, but are not limited to:

- **Registration Services (Develop and Implement Registration Procedures)**
- **Course enrollment information**
- **End-of-term grading process**
- **Processing of grade changes**
- **Publication and dissemination of semester course offerings**
- **Complete academic calendar**
- **Enrollment and degree verification**
- **Transcript Request processing**
- **Create and distribute official university diplomas**
- **Academic Catalog**
- **Graduation Services (Graduation Ceremony, Graduation Check-Out)**
- **Readmits**
- **Transfer Course Articulation**
- **Classification of Residency for Tuition Purposes**

Contact Information

Telephone: (404) 756-4001

Fax: (404) 756-5686

Email: registrar@atlm.edu

Location: Student Services and Success Center (Building 650)

Mailing Address:

Atlanta Metropolitan State College
1630 Metropolitan Parkway
Atlanta, GA 30310

Office Hours:

Monday-Thursday: 8:30 a.m. - 6:00 p.m.

Friday: 8:30 a.m. - 12:30 p.m.

Summer Office Hours:

Monday-Thursday: 8:30 a.m.-7:00 p.m.

Closed on Friday

STUDENT PRIVACY AND FERPA

Family Educational Rights and Privacy Act (FERPA) is a federal statute, 20 U.S.C. § 1232g; 34 CFR Part 99, that protects the privacy of student academic records. Notification of students' rights regarding to FERPA and release of their student academic records is available as a link at the webpage of the Registrar's Office and in the Student Catalog. The Unit of Online and Specialized Program complies with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), for all aspects of students' records/interactions, and the College's mandate to complete training on support protocols such as student confidentiality, including FERPA and HIPAA regulations. Brightspace Desire 2 Learn (D2L) is used as the course learning management system for all online and face to face classes at AMSC, and is hosted on a secure (https) server by the USG Information Technology Services.

D2L allows for the secure transmission of course material and content between instructor and student. Students directly login to D2L with a unique username and password, and all account credentials and access are protected in accordance with USG IT security guidelines and using the industry-standard SSL encryption protocol.

DEFINITION OF CREDIT HOUR

AMSC defines credit hours similar to the Carnegie unit. One (1) Carnegie unit is equivalent to 3 contact hours (1 hour lecture + 2 hours homework OR 3 hours of lab) of student work per week, for 16 weeks. The Carnegie is based on a minimum semester length of 16 weeks. In certain circumstances, it is possible to have more hours, but not less. Atlanta Metropolitan State College offers classes with various credit hour assignments. Generally, the following credit hour definitions are utilized for lecture and laboratory courses.

Lecture Classes

For a 3 credit hour, students will attend class 50 minutes per week (or 750 minutes per semester), and 100 minutes per week (or 1500 minutes per semester) completing homework. The total hours per semester are calculated by multiply the contact minutes per week by 15, thus a 3 credit hour class will require 750 (50 x 15) minutes. Each semester lasts for 15 weeks.

Laboratory Classes

For laboratory classes, the contact hours are considered to be all in class, with no outside assignment. Thus, a 1 credit hour laboratory requires 150 contact minutes per week, or 2250 (150 x 15) minutes per semester.

eCore Classes with the USG

Discussion Postings	700 minutes
Virtual meetings/chat or audio & video	400 minutes
Course Content Facilitation	700 minutes
Writing assignments/assessments/research/group work	300 minutes
Proctored Exam	150 minutes

2250 minutes/15 weeks= 150 minutes per week

RE-ADMISSION OF FORMER STUDENTS

Students enrolled during a given semester may re-enroll for the following semester without applying for re-admission. Former students who have not registered for three consecutive semesters, must apply for re-admission. Former students who have attended another College or university since attending Atlanta Metropolitan State College must have an official transcript sent to Atlanta Metropolitan State College from each College or university attended. Verification of Lawful Presence must be validated.

TRANSFER CREDIT POLICY

The following is a description of the general guidelines used to evaluate transfer credits. This list does not guarantee the student any certain result and is meant only as an explanation of the procedures. Atlanta Metropolitan State College has established these policies in compliance with the standards established by the University System of Georgia. The database of transfer course equivalencies may be accessed through this page. Any further inquiries may be made at the Atlanta Metropolitan State College Office of the Registrar at (404) 756-4001.

1. In order for credit to be evaluated, it must be sent on an official transcript (directly from the school) and contain final grades of all courses completed.
2. In general, credits coming from an appropriately accredited institution will be accepted (SACS, NASC, NEASC, NCAC, MSAC, etc.) and transferred in on the level in which they were taken. For example, if courses were applied toward a 4-year degree at another appropriately accredited school, they will be accepted as such. However, if A.A.S. courses were taken at a 4-year accredited institution, they will transfer-in on an equal level (not applying towards a 4-year degree).
3. Classes from regionally accredited Georgia technical colleges that have cooperative agreements with Atlanta Metropolitan State will be accepted as technical level classes only unless otherwise stated. Selected General Education courses from COC Accredited TCSG schools may transfer into the USG Core Curriculum.
4. Grades of "D" will transfer except in courses that require a "C" or better for successful completion.
5. No credit will be given for work experience evaluations with grades below a "C". This includes credit by exam, D's, F's, W's, U's, I's, IP's, etc.
6. Freshman English Composition I and II (ENGL 1101 and ENGL 1102) require a minimum of a "C" or better in order to transfer.
7. The transfer GPA is a component of the student's cumulative GPA at Atlanta Metropolitan State.
8. No credit will be given for the same class more than once. This includes repeat courses as well as classes taken at two separate institutions.
9. Courses will transfer in with the same number of hours as received at the previous institution. If this causes a deficiency in an area, it is the student's responsibility to ensure that it is satisfied through additional coursework. No course will be equated to

a class on a higher level (ex: 2000 -> 3000) without the approval of the division chair unless an equivalency is obviously determined and is not more than one level higher.

10. In order to receive credit for remedial and developmental classes the student must have successfully passed the ACCUPLACER entrance exam or Freshman English Composition for English or College Algebra for math. However, if a student satisfied a deficiency in another University System of Georgia Institution, it will be honored.
11. All course work is transferred in under the Semester System.
12. If a student wishes to modify the results of the transfer evaluation, additional consideration will be given if the student provides a copy of the catalog course description as well as a written request stating which particular Atlanta Metropolitan State class they wish to equate it with. The evaluator will respond to the request in writing.
13. If a student takes U.S. History in the University System of Georgia, it will satisfy the Georgia and U.S. History requirements for graduation. However, if they take the course out-of-state, it will only satisfy the U.S. History requirement.
14. If a student takes Political Science 1101 - American Government in the University System of Georgia, both U.S. and GA Constitution requirements are met. If taken outside of the state, passing an exemption examination can satisfy the GA Constitution requirement.
15. Military credit and experience is accepted provisionally provided that the content, nature, and appropriateness apply to courses offered at Atlanta Metropolitan State College. Official documentation and course descriptions (when possible) must be provided. A student having served in the military may be exempt from the Physical Education Requirements by submitting a copy of his/her DD214 form.
16. Students who wish to receive credit from international schools abroad must submit their transcript to one of six approved international credentials evaluation services. This may take 2-6 weeks and cost between \$100 - \$150 US Dollars. Contact the Office of the Registrar for more information.

NO SHOW REPORTING

Atlanta Metropolitan State College has a "No-Show" Reporting (Attendance Verification) policy. This policy is to comply with Federal Financial Aid regulations. Financial Aid recipients at Atlanta Metropolitan State College may become ineligible for funds by not attending class session (per enrolled course). Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award. The Registrar's Office will notify the students and faculty when the Attendance Verification Period has opened.

The established "No-Show" Reporting (Attendance Verification) procedure will enable Atlanta Metropolitan State College to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the College and the student). A student reported as a non-attending in a course must seek the approval of the instructor in order to be reinstated. When the student is approved to be reinstated into the course, the instructor shall initiate the electronic form for reinstatement to the students. The Office of Registrar will notify students when course reinstatement process has been completed during Reinstatement Period.

Faculty will consider Reinstatements based on criteria below:

The student can demonstrate compelling reason (s) that have prevented attendance and the instructor believes that there is strong probability that the student can catch up in the class.

OR

The instructor made an error and the student was in attendance prior to being dropped.

REGISTRATION POLICIES AND PROCEDURES

Student On-Line Registration Procedures

Step 1: From the AMSC Web Page www.atlm.edu click on STUDENT PORTAL

Step 2: Enter your AMSC and PIN - *First Initial first name (CAPS)+ First Initial last name (lowercase) + MMDDYYYY Birthdate.* click LOGIN

If you are unable to log onto the Student Portal, your PIN may be disabled or you are not an active student for the semester.

If you key in the PIN incorrectly three consecutive times, your PIN will be disabled and you must contact the Registrar's Office.

Step 3: Click STUDENT SERVICES AND FINANCIAL AID

Students who still have an unsatisfied Learning Support requirement must be advised and registered through Center for Academic Advising and Student Success (CAAS).

Step 4: Click REGISTRATION

If you have a hold – click **View Holds**. Then contact the office that has placed the hold.

If you get an error message such as a Pre-Requisite and/or Co-Requisite error, you should contact the Office of the Registrar or you may email registrar@atlm.edu.

Step 5: Click ADD/DROP CLASSES

Step 6: SELECT TERM and click SUBMIT CHANGES

Step 7: If you do not know the CRN (Five-digit Course Reference Number), you may search for an open class by clicking “**CLASS SEARCH**” and then search by subject. If you do have the Course Reference Number – enter the CRNs onto the ADD/DROP worksheet.

Step 8: Click SUBMIT CHANGES

Step 9: Select **REGISTERED** from the pull down menu for each course, then click **SUBMIT CHANGES**.

Step 10: To delete a course, click **WEB DROPPED COURSE** from the pull down menu then click **SUBMIT CHANGES**.

Step 11: Once you have completed the Course Selection Process, you should print your Student Detail Schedule. TO PRINT SCHEDULE: Scroll to the bottom of the screen. Click **STUDENT DETAIL SCHEDULE**, then **PRINT**. (Use your web browser’s print button)

Step 12: VIEW FEE ASSESSMENT: Scroll to the bottom of the screen. Click **VIEW FEE ASSESSMENT**, then **PRINT**.

Step 13: VIEW STUDENT ACCOUNT SUMMARY: Scroll to the bottom of the screen. Click **Account Summary by Term**.

If you receive Financial Aid, you may check the status by clicking on the “Financial Aid” tab located under “Student Services and Financial Aid.”

If your Financial Aid is not sufficient to cover fees assessed, you are responsible for paying the remaining balance.

Cash payments can be made at the Cashier’s Window.

You may pay for your classes online using a credit card by clicking on “**Credit Card Payment**” at the bottom of the **FEE ASSESSMENT** or **ACCOUNT SUMMARY**. Contact Student Accounts at 404-756-4359 about payments.

REGISTRATION IS NOT COMPLETE UNTIL FEES ARE PAID IN FULL YOU ARE REQUIRED TO SATISFY YOUR FINANCIAL OBLIGATIONS OR YOUR SCHEDULE WILL BE PURGED.

Student Registration Alternative to Self-Registration

Registration is a process that includes:

1. **Academic advising with an Academic Advisor or Faculty Advisor**
2. **Registering for classes -Students Self-Register through Student Portal or**

Student initiates Registration Form located at link below:

Electronic Registration Form (initiated by Student) <https://www.atlm.edu/academics/registrars-forms.aspx>

3. **Paying tuition and fees and**
4. **Find Text Books and School Supplies**

Student self-registration is conducted in the Student Portal. Students should

select www.atlm.edu then select “Registration” listed to the right of the web page to self-register through the Student Portal.

A registration form can be used ONLY if students have difficulties registering through the student self-registration in the Student Portal.

Finishing Registration

Tuition and fees are due and payable once registration is complete. **Students are not officially enrolled until tuition and fees have been paid for a given semester.** Students are responsible for knowing their enrollment status at the college.

TUITION CLASSIFICATION AND AWARDED OUT-OF-STATE WAIVERS

Classification of Residency for Tuition Purposes Policy

Each University System school shall verify the lawful presence in the United States of every student applying for in-state tuition. Only those students verified to be lawfully present in the United States and meet Georgia domicile requirements per Policy 4.3.2, may be classified as in-state. Methods for verifying lawful presence are listed below. Student may provide copy of one of the following:

- A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable. The original document must be presented and copy will be made in the Office of Enrollment Services.
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).

- A U.S. Certificate of Birth Abroad issued by the Department of State (DS- 1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current military ID (service member only, not dependent) Documented using the Confirmation of Review of Military ID Worksheet. A photocopy is not acceptable.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551)

The following rules are adopted by the University System of Georgia for determining residency for tuition purposes and are subject to periodic change by Board action.

The Office of Recruitment and Admissions is responsible for the initial determination of tuition classification for new applicants. The initial classification of a student as in-state or out-of-state for tuition purposes will be determined by the answers to the residency questions on the student application. In addition, applications submitted through the GAfutures.org website will use the tuition classification rules matrix as a guide to determine classification. This includes verifying lawful presence of newly admitted students.

The Office of Registrar is responsible for initial determination of tuition classification for Readmitted students. This includes but not limited to verifying lawful presence in the case of readmitted students.

Petition for Reclassification

Students who have been classified as out-of-state for tuition purposes who believe that the submission of additional information could alter that decision, may submit a petition and supporting documentation to request to be considered for reclassification. The petition should **only** be submitted by students who have been notified that they have been classified as out-of-state for tuition purposes.

The Classification of Residency petition can be accessed at the link listed below, then click on "Classification of Residency" and complete the petition. It will be routed to the Office of the Registrar for review.

Link to access "Classification of Residency Petition Form" <https://www.atlm.edu/academics/registrars-forms.aspx>

This petition must be filed no later than thirty (30) days after the semester begins in order for the student to be considered for reclassification for that semester and receive a refund of out-of-state tuition paid. If the petition is approved, reclassification shall not be retroactive to prior semesters.

RESIDENCY CLASSIFICATION STATUS FOR TUITION PURPOSES

A. INDEPENDENT STUDENTS

1. An independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term shall be classified as in-state for tuition purposes.

No student shall gain or acquire in-state classification while attending any postsecondary educational institution in this state without clear and convincing evidence of having established domicile in Georgia for purposes other than attending a postsecondary educational institution in this state.

2. If an independent student classified as in-state for tuition purposes relocates out of state temporarily but returns to the State of Georgia within 12 months of the relocation, such student shall be entitled to retain his or her in-state tuition classification.

B. Dependent Students

1. A dependent student shall be classified as in-state for tuition purposes if such dependent student's parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and (a) the student has graduated from a Georgia high school; or (b) the parent claimed the student as a dependent on the parent's most recent federal and state income tax return.
2. A dependent student shall be classified as in-state for tuition purposes if such student's United States court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term, provided that such appointment was made prior to the eighteenth birthday and was not made to avoid payment of out-of-state tuition and the U.S. court-appointed legal guardian can provide clear evidence of

having established and maintained domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term.

3. If the parent or United States court-appointed legal guardian of a dependent student currently classified as in-state for tuition purposes establishes domicile outside of the State of Georgia after having established and maintained domicile in the State of Georgia, such student may retain his or her in-state tuition classification so long as such student remains continuously enrolled in a public postsecondary educational institution in this state, regardless of the domicile of such student's parent or United States court-appointed legal guardian.

NON-CITIZEN STUDENTS

A non-citizen student shall not be classified as in-state for tuition purposes unless the student is legally in this state and there is evidence to warrant consideration of in-state classification as determined by the Board of Regents. Lawful permanent residents, refugees, asylees, or other eligible non-citizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification.

International students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile shall not be eligible for in-state classification.

OUT-OF-STATE TUITION WAIVERS AND WAIVER OF MANDATORY FEES

An institution may award out-of-state tuition differential waivers and assess in-state tuition for certain nonresidents of Georgia for the following reasons (under the following conditions):

- A. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
- B. Presidential Waiver. Academic, athletic and international waivers are available for students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived. See page 23 for more information.
- C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
- D. Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia (BR Minutes, 1986-87, p. 340).
- E. Full-Time School Employees. Full-time employees in the public schools of Georgia or Technical College System of Georgia (BR Minutes, October 2008), their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.
- F. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
- G. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if
 - a. the military sponsor is reassigned outside of Georgia, and the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status;
 - b. the military sponsor is reassigned out-of-state and the spouse and dependent children remain in Georgia and the sponsor remains on active military duty;
 - c. or the active military personnel and their spouse and dependent children are stationed in a state contiguous to the Georgia border and live in Georgia. (BR Minutes, February 2009)
- H. Research University Graduate Students. Graduate students attending the University of Georgia, the Georgia Institute of Technology, Georgia State University, and, Georgia Regents University, which shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year, with the understanding that the number of students at each of these institutions to whom such waivers are granted shall not exceed the number assigned below at any one point in time:

University of Georgia	80
Georgia Institute of Technology	60
Georgia State University	80
Georgia Regents University	20

1. Border County Residents. Students domiciled in an out-of-state county bordering Georgia, enrolling in a program offered at a location approved by the Board of Regents and for which the offering institution has been granted permission to award Border County waivers (BR Minutes, October 2008).
2. Georgia National Guard and U.S. Military Reservists. Active members of the Georgia National Guard stationed or assigned to Georgia or active members of a unit of the U.S. Military Reserves based in Georgia, and their spouses and their dependent children.
3. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.
4. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
5. Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program.
6. International and Domestic Exchange Programs. Any student who enrolls in a University System institution as a participant in an international or domestic direct exchange program that provides reciprocal benefits to University System students.
7. Economic Advantage. As of the first day of classes for the term, an economic advantage waiver may be granted to a U.S. citizen or U.S. legal permanent resident who is a dependent or independent student and can provide clear evidence that the student or the student's parent, spouse, or U.S. court-appointed legal guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. For U.S. citizens or U.S. legal permanent residents, this waiver will expire 12 months from the date the waiver was granted.

As of the first day of classes for the term, an economic advantage waiver may be granted to an independent non-citizen possessing a valid employment-related visa status that can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Independent non-citizen students may continue to receive this waiver as long as they maintain a valid employment-related visa status and can demonstrate continued efforts to establish U.S. legal permanent residence and legal domicile in the State of Georgia.

A dependent non-citizen student who can provide clear evidence that the student's parent, spouse, or U.S. court-appointed legal guardian possesses a valid employment-related visa status and can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment is also eligible to receive this waiver. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals must be able to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Non-citizen students currently receiving a waiver who are dependents of a parent, spouse, or U.S. court-appointed legal guardian possessing a valid employment-related visa status may continue to receive this waiver as long as they can demonstrate that their parent, spouse, or U.S. court appointed legal guardian is maintaining full-time, self-sustaining employment in Georgia and is continuing efforts to pursue an adjustment of status to U.S. legal permanent resident and the establishment of legal domicile in the State of Georgia.

8. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia. This waiver may also be granted to their spouses and dependent children. This waiver may be granted for not more than one year.

9. Nonresident Student. As of the first day of classes for the term, a nonresident student can be considered for this waiver under the following conditions:

- a. Dependent Student. If the parent or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or U.S. court-appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term. Under Georgia code legal guardianship must be established prior to the student's 18th birthday.

- b. Independent Student. If the student can provide clear and legal evidence showing relations to the spouse and the spouse has maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term. This waiver can remain in effect as long as the student remains continuously enrolled. If the parent, spouse, or U.S. court-appointed legal guardian of a continuously enrolled nonresident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the nonresident student may continue to receive this waiver as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent, spouse or U.S. court-appointed legal guardian.

10. Vocational Rehabilitation Waiver. Students enrolled in a University System of Georgia institution based on a referral by the Vocational Rehabilitation Program of the Georgia Department of Labor (BR Minutes, October 2008)

FALSIFICATION OF INFORMATION

Students who are found to have provided incomplete or inaccurate information for the purpose of receiving classification as an in-state student or to receive an out-of-state waiver, must be immediately reclassified or have their waiver revoked. Also, "cancellation of registration, judicial review, and/or conviction under O.C.G.A. 16-10-71 and resulting penalties may occur."

FINANCIAL INFORMATION

- FINANCIAL OBLIGATIONS
- TUITION
- FEES AND EXPENSES
- REFUNDS

FINANCIAL OBLIGATIONS

Atlanta Metropolitan State College fees are assessed according to the policies of the Board of Regents of the University System of Georgia. Fees are subject to change at any time. A student is not considered officially registered at the College until all fees have been paid. All tuition and fees are due and payable on or before the last day of the drop/add period for the specific academic term. Tuition and fees can be paid with cash, check, certified check, money order, credit card or approved financial aid. A student can pay by credit card by logging into his or her Banner student account to make credit card payment online. Students may visit the Bursar's Office and use the available secured computers to log into their Banner student account to make credit card payment online.

Any student who is delinquent in the payment of tuition and fees will be dropped from class rolls and will have transcripts of records withheld, and will not be allowed to register at the College for a new semester until the delinquency has been cleared. Accounts receivable for tuition and fees are established while waiting for financial aid funds or scholarship funds from third parties on behalf of the student. Students who have not paid or who have not received a notice of financial aid award by the "add/drop" date will be dropped from class rolls.

Students whose fees are guaranteed and will be paid by an outside agency or third party must have documented agreement with the institution. Those without documented agreement by the "add/drop" date will be dropped from class rolls. All billing information is available online and students are responsible for viewing this information prior to the established fee payment deadlines each semester. Students may check their billing balance at the Bursar's Office.

TUITION

In-State Tuition

The tuition structure for Georgia residents for the 2021-2022 academic year is as follows:

1 - 14 credits hours \$101.07 per semester credit hour
15 or more credit hours \$1,516.00 per semester

Out-of-State Tuition

Non-residents of Georgia are charged out-of-state tuition. The tuition structure for non-residents for the 2021-2022 academic year is as follows:

1 - 14 credits hours \$377.13 per semester credit hour
15 or more credit hours \$5,657.00 per semester

eMajor Tuition Rates - \$199.00 per credit hour, plus mandatory fees

Online Tuition Rates - \$101.07 per credit hour, plus mandatory fees

eCore Tuition Rates - \$159.00 per credit hour, plus mandatory fees

For current detailed information, students should refer to the Tuition and Fees link on the Atlanta Metropolitan State College website, www.atlm.edu.

FEES AND EXPENSES

ACCUPLACER Test

The ACCUPLACER Test fee is \$20 for students and \$50 for non-students.

Application Fee

The application for admission fee is \$20.

CLEP Test Fee

The CLEP test fee is \$25.

Consortium Exam Fee

The consortium exam fee is \$50.

eCore Test Administration Fee

A \$25 fee is assessed for eCore test administration.

External Proctored Exam Fee

The external proctored exam fee is \$50.

GA Constitution Exam Fee

The GA Constitution exam fee is \$20.

GA History Exam Fee

The GA History exam fee is \$20.

Graduation Fee

A \$35.00 graduation fee is charged to all graduating students. This fee must be paid before diplomas are ordered and preferably upon registration for the final semester before graduation. This is a non-refundable fee and is separate from the fee for the purchase of cap, gown, tassel and hood.

Identification Card Replacement Fee

Students are issued a one-time Trailblazer identification (ID) card at no cost. There is a \$20.00 replacement fee for all lost ID cards. To replace lost ID cards, students should go to the Card Services office.

Institutional Fee

The Institutional Fee is prorated based on the number of credit hours registered. This fee is mandatory fee and non-refundable.

1-4 credit hours \$100.00

5 or more credit hours \$200.00

Lab Fee

The Lab Fee is up to \$35.00 per laboratory science course. The Lab Fee is charged up to \$35 per course as noted on the detailed class information area.

Late Registration Fee

The late registration fee is \$50.00. This fee is non-refundable.

MAT Test Fee

The MAT test fee is \$100.

New Student Orientation Fee

The new student orientation fee is \$75.

Parking Fines

Cars illegally parked on the Atlanta Metropolitan State College campus will be ticketed. Fines must be paid promptly at the cashier's window in the Business Office. Vehicles that do not have a parking decal or are parked illegally are subject to being towed at owners' expense.

Placement Test Score Report Fee

The placement test score report fee is \$20.

POST Exam Fee-Employer

The POST exam fee for an employer is \$20.

POST Exam Fee-Non Employer

The PST exam fee for a non employer is \$50.

Public Safety Background Report Fee

The public safety background report fee is \$5.

Re-Admission Fee

A \$20.00 application fee will be assessed to any student who is seeking readmission to the College, but who has not enrolled at the College for two or more consecutive semesters (summer sessions excluded).

Replacement Diploma Fee

The replacement diploma fee is \$25.

Returned Check Penalty Charge

AMSC welcomes payment of tuition and fees by check. Checks must be made payable to Atlanta Metropolitan State College with the student's name and ID number on the face of the check. AMSC does not accept two-party checks, payroll checks, starter checks, counter checks, post-dated checks or checks which must be sent for collection. If the check presented for payment of the student's tuition and fees

is not honored by the bank and is returned to the College unpaid, a financial hold will be placed on the student's record, the student will be assessed a \$30.00 returned check fee.

Student Activity Fee

All students are required to pay a \$60.00 Student Activity Fee each semester.

Student Center Fee

All students are required to pay a \$240.00 Student Center Fee each semester.

Technology Fee

All students are required to pay a \$40.00 Technology Fee each semester.

Transcript Fee

Transcript fee is \$10.

Vehicle Registration Fee

All students who plan to park personal cars on campus are required to pay a parking fee of \$25.00 per car per academic year. The vehicle registration fee is non-refundable.

REFUNDS

Students who withdraw from all enrolled classes may be eligible for refund of a portion of tuition and fees paid to enroll. The refund amount shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends but excludes scheduled breaks of five (5) or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals sixty percent (60%). Students who withdraw when the calculated percentage of completion is greater than 60% are not eligible for refund.

To be eligible for refund, a student must drop the classes he or she is enrolled in during the drop/add period of the academic term. After the drop/add deadline, the student must submit an approved withdrawal form to the Registrar's Office. The student can obtain a withdrawal form from the student's Academic School Office or from the Registrar's Office.

Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the College when disciplinary action is pending are not eligible for a refund of any portion of any tuition and fees paid.

Other refund policies follow:

- Tuition and fees awarded by scholarship or grant from an agency of the Federal government or State of Georgia on behalf of a student receiving a refund shall be reimbursed to the specific Federal or state agency.
- Except for situations specifically spelled out by the Federal or state agency, all refunds for funds awarded to students by Federal and state agencies will be processed following this refund policy, including refunds for all U.S. Department of Education and State of Georgia Student Financial Aid programs; Department of Defense tuition assistance programs; Veteran Affairs tuition assistance programs; and other Federal and State scholarships and tuition assistance programs.
- All third-party awards to students will be refunded following this refund policy, except for third party awards that specifically outline refund requirements other than this refund policy.
- A refund of tuition and fees shall be made in the event of the death of a student at any time during the academic term.
- Military Service - Full refunds of tuition and fees are authorized for students who are:
 - A. Military reservists (including members of the National Guard) who, after having enrolled and paid tuition and fees, receive orders to active duty or are reassigned for temporary duty or mandatory training that prevents completion of the term;
 - B. Commissioned officers of the United States Public Health Service Commissioned Corps (PHSCC) who receive deployment orders in response to a public health crisis or national emergency after having enrolled and paid tuition and fees;
 - C. Active duty military personnel who, after having enrolled and paid tuition and fees, receive reassignment or a temporary duty assignment or a training assignment that would prevent completion of the term;
 - D. Otherwise unusually and detrimentally affected by the activation of members of the reserve components or the deployment of active duty personnel of the Armed Forces of the United States who demonstrate a need for exceptional equitable relief.
- Students who withdraw completely from the College prior to completing 60 percent of the days in a given semester are refunded a percentage of tuition and mandatory fees paid. The late fee is non-refundable. It is the student's responsibility to complete the withdrawal form within the refund period. The percentage of refund is based on when the completed withdrawal form is signed by the student and the instructor.
- Withdrawal forms can be obtained from the student's Academic School Office. It is the student's responsibility to complete the withdrawal process ending at the Cashier's Window in the Business Office within the dates listed in the Refund Policy section of each semester's class schedule. For more details, please refer to the official College Class Schedule of each semester.

- Students who formally withdraw from the institution after the first 60 percent (in time) of the days completed are not entitled to a refund of any portion of tuition and fees.
- Students who are attending an institution for the first time, and who receive assistance under Title IV of the Higher Education Act of 1965 as amended, are entitled to a pro rata refund of that portion of the tuition, fees, room and board, and other charges assessed to the student by the institution. The refund will be equal to that portion of the period of enrollment for which the student has been charged that remains on the last day of attendance up to the 60 percent point (in time) of the days completed in a given semester.
- Students who drop a class but remain in school after the official schedule change date for Drop-Add (i.e., non-complete withdrawal from the College) are not entitled to any refund.

All fees and charges are subject to change at the end of any given semester.

TITLE IV REFUNDS

According to Federal Student Aid guidelines, the Business Office has up to 14 days to process a student refund after disbursement is made by the Financial Aid Office. Tuition payments made by cash, check, or credit will follow the same time schedule. The College has a partnership with a third-party refund processor BankMobile. All refunds will be transferred electronically to the BankMobile Card. The Trailblazer card is for student identification and the BankMobile card is for student refund. Each student is required to activate their card and select a refund preference that allows them to either receive a refund on their BankMobile card or in a personal checking account.

FINANCIAL AID

- OFFICE OF FINANCIAL AID
- FINANCIAL AID POLICIES AND PROCEDURES
- ELIGIBILITY REQUIREMENTS FOR FINANCIAL AID
- COSTS OF ATTENDANCE AND BUDGETS
- CREDIT BALANCES
- ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID
- FEE PAYMENTS, CHARGE AUTHORIZATIONS, REFUNDS/REPAYMENT
- FINANCIAL AID PROGRAMS AND GRANTS
- STUDENT LOANS
- STATE FINANCIAL AID PROGRAMS
- PRIORITY PROCESSING DEADLINES, VERIFICATION PROCESS, STATUS AND AWARDS
- WITHDRAWING FROM THE COLLEGE

Please Note: Prospective students are urged to contact the Financial Aid Office for information about deadlines and the completion of appropriate forms in order to ensure a response before enrolling.

OFFICE OF FINANCIAL AID

The Office of Financial Aid at Atlanta Metropolitan State College is responsible for assisting students in seeking and obtaining the financial aid funds necessary to pursue their educational goals. The office is committed to providing students with up-to-date information and resources. It is the intent of the office to assist students in becoming fiscally responsible and knowledgeable regarding their rights and responsibilities as financial aid recipients. The staff of the Office of Financial Aid assumes a proactive role in reaching out to currently enrolled and prospective students to educate each student regarding the benefits of higher education and the availability of financial aid at Atlanta Metropolitan State College. The mission of the Office of Financial Aid at Atlanta Metropolitan State College is to ensure that all students who have a desire to attend College receive assistance to support their educational endeavors.

FINANCIAL AID POLICIES AND PROCEDURES

To apply for financial aid at Atlanta Metropolitan State College, a student must complete the Free Application for Federal Student Aid (FAFSA) each year.

The fall semester begins a new financial aid year at Atlanta Metropolitan State College; therefore, all students must complete the appropriate FAFSA for the fall semester each year.

A student can submit the Free Application for Federal Student Aid by transmitting the application electronically at www.studentaid.gov. Atlanta Metropolitan State College's school code is 012165.

The Free Application for Federal Student Aid (FAFSA) is the application that a student must complete to apply for the following financial aid programs at Atlanta Metropolitan State College:

- The Federal Pell Grant
- The Supplemental Educational Opportunity Grant (SEOG)
- The Federal Work Study Program (FWS)
- The Subsidized Federal Direct Loan Program
- The Unsubsidized Federal Direct Loan Program
- The Federal Direct Parent Loan Program (PLUS)
- The Lottery Funded HOPE Scholarship Program

Students applying for any of the student loan programs must complete a separate loan application annually. Student loan borrowers must also complete a Master Promissory Note and an Entrance Counseling, both of which can be found at www.studentaid.gov. The application may be obtained from the Office of Financial Aid or downloaded from the financial aid section of the College's website, www.atlm.edu.

ELIBIGILITY REQUIREMENTS FOR FINANCIAL AID

To be eligible to receive most federal and state financial aid, a student must meet the following eligibility requirements:

- Be a U.S. citizen or eligible non-citizen with a valid social security number
- Have a high school diploma or a General Education Development certificate (GED)
- Be officially accepted to Atlanta Metropolitan State College or currently enrolled as a regular student in compliance with Atlanta Metropolitan State College's Standards of Academic Progress Policy and seeking a degree or certificate
- If male, be registered with the Selective Service Administration
- Not be in default on a federal student loan or not owe a refund to the Pell Grant Program or Supplemental Educational Opportunity Grant Program (SEOG)
- If an applicant for the lottery funded HOPE Scholarship program and any other state financial aid program, meet the Georgia residency requirements as defined by the University System of Georgia Board of Regents and the HOPE Scholarship program.

COST OF ATTENDANCE BUDGETS

To determine a student's financial aid eligibility, the Office of Student Financial Aid takes into consideration all of the costs associated with attending college. Taken into consideration are the charges that the student is responsible for paying directly to Atlanta Metropolitan State College, which include tuition and fees. An allowance for other costs associated with attending college, such as books, living expenses, and a transportation allowance, are also considered. Together these items comprise the Cost of Attendance Budgets.

In addition, the Expected Family Contribution (EFC), such as the amount that a family can contribute toward the Cost of Attendance (COA) Budget, which is calculated by the U.S. Department of Education's Central Processing System, is used to determine the amount of a student's Pell Grant and eligibility for other grants and loans.

CREDIT BALANCES

Credit balances exist when a student's financial aid, grants and loans exceed a student's tuition and fees. The issuance of refunds to students who have credit balances on their account will be determined by the semester start date, the official drop and add period, and the official "no show" (confirmation of student's enrollment) date. Financial aid, grants, and loans will be officially credited to the student's account the day after the "no show" (confirmation of student's enrollment) date. Refunds will be issued to students by the Business Office within fourteen days after financial aid is officially credited to the student's account.

If the Office of Financial Aid is notified that a student has not been attending classes, the financial aid will be adjusted or withdrawn.

ACADEMIC REQUIREMENTS FOR FINANCIAL AID

STANDARDS OF ACADEMIC PROGRESS:

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of "satisfactory academic progress (SAP)" for students receiving financial aid. All students receiving financial aid from federal, state or institutional sources must conform to the College definition of satisfactory progress. All students will be held responsible for this information.

Each student's academic progress will be monitored upon the initial financial aid award for each academic year and each time the award is adjusted or updated thereafter. At a minimum, academic progress will be measured at least once per academic year (fall, spring, summer).

Students should be aware that financial aid is awarded based on the number of hours enrolled. If the student or an instructor fail to notify the Financial Aid Office that the student has not attended a class or classes, but received financial aid based on registration, the student's financial aid will be adjusted and he or she will be responsible for paying the balance. Below are the criteria to maintain SAP.

STUDENT SATISFACTORY ACADEMIC PROGRESS (SAP)

U.S. Department of Education (federal) regulations requires all students to maintain satisfactory academic progress in their course of study to receive Federal Title IV financial aid. Federal Title IV financial aid at Atlanta Metropolitan State College (AMSC) includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS). Any state administered financial aid programs (i.e. HOPE/ Scholarship, Zell Scholarship, Dual Enrollment Funds follow the same requirements as federal aid.

Satisfactory academic progress (SAP) includes three standards: (1) **qualitative**, (2) **quantitative** and (3) **maximum time frame**. Students must meet these standards to continue receiving any and all financial aid at AMSC. It is the responsibility of the student to be aware of SAP standards and his or her respective status.

1. Qualitative (GPA):

All undergraduate students must maintain at least a 2.0 overall cumulative Grade Point Average (GPA) at the end of every semester. The cumulative grade point average will be used to determine academic standing for financial aid. The cumulative GPA includes grades of A, B, C, D, F, and WF.

2. Quantitative (Pace):

Students must complete and pass (earn) 67% of all courses attempted. Courses earned include grades of A, A-, B+, B, B-, C+, C, C-, D. This percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the number of hours the student has attempted. The calculation must not fall below 67% and will be checked at the end of each semester.

3. Maximum Time Frame:

Regulations allow a student to maintain financial aid eligibility for attempting credit hours that are within 150% of the credit hours (maximum time frame) required to receive a degree. Students cannot receive financial aid once they have reached 150% of the number of hours required to complete their first undergraduate degree program unless the student is able to provide documentation of extenuating circumstances that prevented the completion of a degree.

For most undergraduate programs of study, this provides students up to 98 attempted semester hours to complete a 65 semester hour Associate degree program and up to 180 attempted semester hours to complete a 120 semester hour bachelor's degree program. All hours attempted at the College and any approved transfer hours taken at previous institutions are included and apply toward the Maximum Allowable Total Attempted Hours.

UNSATISFACTORY ACADEMIC PROGRESS

Monitoring Satisfactory Academic Progress

SAP is reviewed at the end of each semester of enrollment. If a student has not maintained a cumulative 2.0 GPA and/or has not completed at least 67% of the cumulative attempted hours at the time academic progress is checked, the student is considered not meeting SAP requirements. Maximum Time Frame is monitored at the end of each semester of enrollment. When students reach the maximum credit hours, they are no longer eligible for financial aid.

Financial Aid Warning

Any student who does not meet SAP requirements will be placed on Financial Aid Warning. During the SAP warning period, the student may continue to receive financial aid for one term only. If, at the end of that term, the student has raised his/her cumulative GPA to at least a 2.0 and maintained a 67% cumulative completion rate, the student is considered to be back in good standing and again eligible for financial aid. If the student is still not meeting SAP requirements by the end of that term, the student's will be ineligible for all financial aid.

Financial Aid Suspension

Any student who fails to meet SAP requirements after a term on Financial Aid Warning, is placed on Financial Aid Suspension and is not eligible to receive financial aid without a successful appeal. Should the student not wish to appeal, the student must meet SAP requirements before aid eligibility can be re-established.

Reestablish Financial Aid

A student can regain financial aid eligibility by meeting the SAP standards. Neither paying for classes a semester nor sitting out for period(s) of enrollment, is sufficient, alone, to regain financial aid eligibility. A student is considered in good standing when their GPA is 2.0 and above, they are passing at least 67% of attempted classes and they are within 150% of program completion.

Appeals

Any student on SAP suspension may appeal to the Financial Aid Office. An appeal for reinstatement must be based on specific extenuating circumstances. Examples may include, but are not limited to, health reasons, family reasons, or personal reasons. The appeal statement of the student should explain the extenuating circumstances. Documentation supporting the extenuating circumstance(s) must accompany any appeal. Documentation may include one or more of the following: signed statement from a physician on letterhead, death certificate, obituary, or a signed statement from employer on letterhead, etc. The Financial Appeals Committee decision is final.

Note: Maximum Time Frame Appeals should include a Degree Works Form along with a Graduation Plan from your advisor.

Approved Appeals

Financial Aid Probation:

If an appeal is granted and financial aid is reinstated, the student will receive aid on a Probation status with an Academic Plan. Students will create an Academic Plan with the Center for Academic Advising & Student Success (CAAS) Department. The Financial Aid Department will monitor the students' progress at the end of each semester to check their progress. Students must maintain a "C" grade or better and complete all attempted courses.

Appeal Denial Policy & Procedure

SAP appeal denials are based on its determination that the student's circumstances were not sufficiently mitigating, or that although the circumstances were mitigating, the student has not sufficiently documented the circumstances are now resolved or stabilized. The decision of the Financial Appeals Committee is final and not subject to further consideration.

Transfer Credit

Only approved transfer hours relevant to the student's course of study will be reviewed for transferability.

Incomplete (I) Courses

Any course with 'I' is counted in hours attempted (quantitative). When a grade of 'I' is changed to an actual grade, the course(s) will be evaluated on a case by case basis.

Withdrawals

Any course with a grade of 'W', 'WF' and FA is considered as hours attempted. Students should be aware that excessive withdrawals from classes could result in the loss of financial aid at some point in future semesters due to the 67% quantitative standard for SAP.

Repeating Courses

Repeated courses are included in the qualitative and quantitative calculation.

FEE PAYMENTS, CHARGE AUTHORIZATIONS, REFUNDS/REPAYMENT

FEE PAYMENT

Tuition and fees must be paid before a student can begin to attend classes each semester. Students are not authorized to attend classes if tuition and fees are not paid. Financial aid applicants should check their financial aid status online at www.atlm.edu. If a student has received an official award letter and has returned the signed acceptance page, his or her financial aid will memo (authorize) no earlier than 10 days prior to the first day of classes, so it is not necessary to come to the Financial Aid Office. Students should check their account to ensure their financial aid has authorized. If aid is not on the account as pending credit, the student must see the Financial Aid Office.

AUTHORIZATION OF CHARGES

Students wishing to use their financial aid to purchase books, parking decals, public transportation cards, and any other purchases must authorize the College to deduct the charges from their financial aid. Authorization instructions are available on our website at www.atlm.edu.

If a student does not have financial aid available during the registration period to pay tuition and fees, the student is responsible for paying fees by the established fee payment deadline that is published in the course schedule and on the College's website.

REFUNDS AND REPAYMENT OF FINANCIAL AID

As part of the Higher Education Amendment Act of 1998, the U.S. Congress passed regulations that dictate what happens to a student's federal financial aid when a student completely withdraws from College during any period of enrollment. The HOPE Scholarship program requires that colleges apply the same refund policy to HOPE Scholarship recipients who completely withdraw from College.

Even though students are awarded financial aid and have federal and state financial aid disbursed to them at the beginning of the semester, the student is required to earn the financial aid that he or she received by attending classes daily until 60 percent of the semester has passed. When a student completely withdraws from College prior to the point when 60 percent of the semester has passed, the student has failed to earn all of the financial aid that he or she received and therefore, the student may be required to repay a portion of all of the financial aid he or she received: grants, loans and HOPE Scholarship.

The portion of the federal and state aid that a student has earned and is entitled to should be based on the date of the student's complete withdrawal. The formula that is used for this calculation is prescribed by the federal guidelines that govern the federal financial aid programs.

The refund calculation is based on the total number of days in the semester and the total number of days the student has attended classes before the student completely withdraws.

If a student receives more aid than he or she earns, then the portion that the student does not earn must be returned to the appropriate federal and state financial aid programs. A student may owe money back to the U.S. Department of Education and Atlanta Metropolitan State College. The refund schedule is published each semester on the College's website at www.atlm.edu and in the class schedule that is published for each semester.

FINANCIAL AID PROGRAMS AND GRANTS

Atlanta Metropolitan State College participates in both federal and state financial aid programs, grants, work study, loans and the lottery funded HOPE Scholarship programs. Students wishing to receive federal or state financial aid (including the lottery funded HOPE Scholarship) must meet all of the general eligibility requirements and complete the Free Application for Federal Student Aid (FAFSA) and any other application(s) that may be required.

There are two types of grant programs funded by the U.S. Department of Education. A grant is financial aid that does not have to be repaid (unless the student withdraws from school and as a result owes some of the grant received back to the U.S. Department of Education)

Federal grants are based solely on financial need. The amount that students receive depends on their financial need, cost of attendance and enrollment status (full-time or part-time).

FEDERAL GRANT PROGRAMS

PELL GRANT

The Pell Grant is the foundation of all of the federal financial aid programs. Pell Grants are need-based grants awarded to undergraduate students who have not received a bachelor's degree. The amounts of the Pell Grant that a student may receive will vary from year to year, depending on enrollment status and cost of attendance. The U.S. Department of Education will determine a student's eligibility for the Pell Grant based on the information that the student reports on the Free Application for Federal Student Aid (FAFSA). To receive the Pell Grant a student must meet all of the eligibility requirements.

FEDERAL PELL GRANT LIFETIME ELIGIBILITY USED (LEU)

New Pell Grant Regulation

In December 2011, President Obama signed into law the Consolidated Appropriations Act 2012 (Public Law 112-74). This law has significantly impacted the Federal Pell Grant Program. The new law reduces the duration of Federal Pell Grant eligibility to 12 semesters or 600% Lifetime Eligibility of Pell Grant. Beginning with the 2012-2013 school year, this change affects all students regardless of when or where they received their first Pell Grant. Students who are affected will be notified by the Central Processing System (CPS), the system that processes your FAFSA. If you have used at least 450% of your LEU, you will be notified via email. Check the email account you provided on your FAFSA.

How is the Lifetime Eligibility Used (LEU) calculated?

The LEU is calculated for each academic year, beginning with 1977-1978 and is based on the annual award. Each full-time semester equates to 50% of your total LEU which yields a maximum percentage of 600% for 12 semesters. Once students have used 600% of your Federal Pell eligibility, they are ineligible for further Pell Grant awards.

Sample annual calculations:

- Students who received a full-time Pell award for both the fall and spring semesters, will have used 100% of your 600% lifetime eligibility.
- Students who received a half-time award in the fall semester and a full-time award in the spring semester, will have used 75% of your lifetime eligibility.
- Students who received a half-time award for both fall and spring semesters, will have used 50% of your lifetime eligibility.

How to track Pell Lifetime Eligibility Used (LEU) percentage:

To track Pell Grant history and LEU percentage, visit NSLDS Student Access at http://www.nsls.ed.gov/nsls_SA/. This site is updated regularly with Pell Grant awards as they are reported.

Can I appeal my Pell lifetime eligibility?

Pell LEU is not appealable. Federal Pell Grant limits are set by Federal law. Students who rely on Pell Grant funding, be conscientious about the lifetime limits when changing majors and/or determining their course load each semester.

Supplemental Educational Opportunity Grant

The Supplemental Educational Opportunity Grant (SEOG) is a need-based grant that is awarded to Pell Grant eligible students who have not received a bachelor's degree. A student's eligibility for the SEOG is determined by AMSC's Office of Financial Aid and is based on the availability of funds and financial assistance a student receives from other resources. The amount of SEOG a student will receive will be determined by the Office of Financial Aid.

FEDERAL WORK STUDY PROGRAM

Atlanta Metropolitan State College participates in the Federal Work Study Program. The Federal Work Study Program provides employment to students who are enrolled in at least six (6) credit hours and demonstrate unmet need. Students may be assigned employment on campus or off campus in the community or in local elementary schools. Student wages are based on current minimum wage. Students wishing to work under the Federal Work Study Program must complete a Free Application for Federal Student Aid (FAFSA) and an application for Federal Work Study.

VETERANS ADMINISTRATION BENEFITS

Eligible students are encouraged to take full advantage of benefits available through the Veterans Administration. Those students eligible for benefits should apply for admission to the College and complete the admissions process. Within the Office of Financial Aid, a Veterans Affairs Coordinator is available to coordinate various services designed to meet the needs of veterans.

Title 38 United States Code Section 3679(e) School Compliance Form

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

Atlanta Metropolitan State College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the

Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Atlanta Metropolitan State College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

The Covered Individual must:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Provide additional information necessary to the proper certification of enrollment by the educational institution.
3. Make and comply with payment arrangements for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Students who need assistance with anything concerning their VA educational benefits should contact AMSC's VA School Certifying Official, Kennedy Rutledge at 678-623-1266 or krutledge@atlm.edu.

Veteran's Benefits

Veterans desiring to use their VA Education Benefits for the first time need to submit VA Form 22-1990. Dependents under the Post 9-11 program desiring to use TEB (Transfer of Education Benefits) must submit VA Form 22-1999e once benefits have been transferred to begin receiving these benefits. Dependents desiring benefits under CH. 33 and 35 must submit VA Form 22-5490. Disabled Veterans desiring to enter into the VA Vocational Rehabilitation Program must submit VA Form 22-1990 directly to the VA and then follow up with the Atlanta, Georgia, VA office once accepted into the program. These forms will generate the Certificate of Eligibility that the college needs for the certification process. Veterans interested in the VA work-studies program must submit VA Form 22-8691 to the VA certifying official. In addition, a signed contract must be on file with the VA prior to beginning employment, and job duties must involve veteran-related functions.

Students in training using VA Educational Benefits are responsible for ensuring that all tuition and fees are paid on their accounts. CH. 30 and CH. 35 students who receive funds directly are responsible for bringing their funds to the Business Office to pay any unpaid balance once they receive payment. Failure to do so will result in being dropped from classes. Furthermore, CH. 31 students are responsible for ensuring that the College receives VA Form 28-1905, and the students who are using CH. 31 benefits must go through the Atlanta, Georgia, VA office. Atlanta Metropolitan State College uses VA Form 28-1905 to bill the VA to pay for tuition, fees, and books, so it must be completed for CH. 31 benefits to be paid.

For CH. 31 students, the VA designates payment specifically for tuition and fees and pays it directly to the school. As a result, students receiving CH. 31 benefits lose their HOPE eligibility while receiving CH. 31 benefits. This is due to the HOPE legislation stating that if a second payer is paying specifically to cover tuition and fees, then that amount must be applied first. Since VA covers the full tuition and fees, there are no funds for HOPE to pay out.

The Post 9-11 Educational Benefit pays tuition and fees based upon a percentage (10% to 100%) that the veteran is eligible for based upon time in service. For CH. 33 students, due to recent Post 9-11 legislation, HOPE is applied differently when used in conjunction with Post 9-11 benefits than those of CH. 31. Both pieces of legislation (HOPE/State of GA and POST 9-11/Federal) have similar second-payer rules regarding payments designated to tuition and fees. Under the Post 9-11, as a result, since the VA is federal and supersedes the State of Georgia, the Post 9-11 law dictates that any state benefit being used must be applied first, and then the Post 911 will cover the remaining balance. (NOTE: Veterans who are 90%-100% Post 9-11 should consider not using their HOPE at the same time since VA will pay the 90% to 100% of tuition and fees.)

Tuition Assistance

Tuition Assistance (TA) payments are handled directly with the Business Office. Any time a student changes his/her program of study or training establishment, a VA Form 22-1995 should be submitted to the VA Certifying Official before the VACO is allowed to submit certification. (Dependents under CH. 33 or 35 should use VA Form 22-5495). Delays or failure to submit this form will impact certification of classes and delay payments both to the school and the veteran. It is the responsibility of the Veteran to ensure that adequate documentation is submitted to the VA Certifying Official to ensure timely payment. Failure to do so may result in being dropped from classes for non-payment of any unpaid balance of tuition and fees.

All forms can be submitted online through VONAPP at <https://www.ebenefits.va.gov> or mailed to the Southern Region VA Regional Office, P. O. Box 100022, Decatur, GA 30031-7022. For further information, contact the School Certifying Official in the Financial Aid Office or call 1-888-442-4551 to speak directly to the VA.

STUDENT LOANS

Atlanta Metropolitan State College participates in the William D. Ford Federal Direct Loan Programs (Direct Loan). Funding for Direct Loan is provided by the U.S. Department of Education. Students applying for any of the Direct Loan Programs are required to complete a Free Application for Federal Student Aid (FAFSA) and a separate loan acceptance which is available on the financial aid website at www.atlm.edu. The Office of Financial Aid must certify that the student meets all of the eligibility requirements for FAFSA and the requirements of the loan programs. The interest on student loans varies based on program and the date of loan disbursement. The current interest rates can be obtained from the U. S Department of Education's website at www.studentaid.gov.

Federal Direct Subsidized Stafford Loan

The Federal Direct Subsidized Stafford Loan is available to students who demonstrate need. The U.S. Department of Education pays the interest on behalf of the student while the student is enrolled in school for six (6) credit hours or more and during the first six months after the student ceases to attend school or falls below 6 credit hours of enrollment. After that time, repayment of the loan, interest and principal, will begin. The amount of a Subsidized Stafford Loan cannot exceed the student's financial need as determined by the Office of Financial Aid. The amount of Subsidized Stafford Loan that a student can receive is based on the student's unmet need and academic grade level. Effective July 1, 2007, freshmen borrowing under the Subsidized Stafford Loan Program can borrow a maximum of \$3,500 per academic year. Sophomores can borrow a maximum amount of \$4,500 per academic year if they meet all the other qualifications.

Federal Direct Unsubsidized Stafford Loan Program

The Federal Direct Unsubsidized Stafford Loan is different from the subsidized Stafford Loan in that the U.S. Department of Education does not pay the interest lenders who provide money for this program a subsidy to participate in the program. Therefore, interest and principal will accrue under this program while the student is enrolled. However, students may request a deferment of interest and principal while they are enrolled in school.

The Unsubsidized Stafford Loan is not a need-based loan program; however, a student must complete a Free Application for Federal Student Aid (FAFSA) and a loan application. The Office of Financial Aid must certify that the student meets the eligibility requirements. The Unsubsidized Stafford Loan is available to those students who meet the independent student definition on the FAFSA and to dependent students whose parents are denied a Parent Loan for Undergraduate Students (PLUS). Effective July 1, 2008, freshmen and sophomores borrowing under the Unsubsidized Stafford Loan Program may borrow a maximum of \$6,000 per academic year, if eligible.

Federal Direct Parent PLUS Loan for Undergraduate Students

The Parent Loan for Undergraduate Students (PLUS) is available to biological parents, stepparents and adoptive parents of dependent undergraduate students. The parent is the borrower of the loan for a student who is enrolled in at least six (6) credit hours. The PLUS Loan is based on the credit worthiness of the parent. The Office of Financial Aid must certify that a student meets the eligibility requirements in order for the parent to borrow a PLUS Loan. Repayment of the PLUS Loan begins once the loan is disbursed to the school.

Under the PLUS Loan Program, a parent may borrow up to an amount equal to cost of attendance minus any other financial aid the student receives.

STATE FINANCIAL AID PROGRAMS

Atlanta Metropolitan State College participates in the Georgia Lottery funded HOPE Scholarship Program for Georgia State Colleges and Universities.

To be eligible for the HOPE Scholarship Program a student graduating from high school must meet the following qualifications:

- Graduated from an accredited Georgia high school in 1993 or later
- Earned a 3.0 cumulative grade point average on a 4.0 scale or 80 numeric grade point average in the College preparatory track curriculum
- If in a technical track curriculum, earned a cumulative grade point average of 3.2 on a 4.0 scale or 85 numeric grade average
- Meet the HOPE Georgia residency requirements
- Be a U.S. citizen or eligible non-resident for Title IV fund purposes

Note: If a student did not qualify for the HOPE Scholarship upon graduation from high school or graduated from high school before 1993, students may qualify for the HOPE Scholarship if they earn a cumulative grade point average of 3.0 on all College course work after attempting 30, 60 or 90 credit hours. A student's entire academic history at Atlanta Metropolitan State College and other colleges will be used to determine the HOPE Scholarship cumulative grade point average.

The HOPE Scholarship will cover all of the tuition and part of the mandatory fees each semester that the student maintains eligibility. In addition, students who are enrolled in six (6) credit hours or more will receive a \$150 book stipend per semester. Students enrolled in fewer than six credit hours will receive a \$75 book stipend per semester.

To maintain eligibility for the HOPE Scholarship, a student must earn a 3.0 cumulative grade point average at the check-points, which are at 30 credit hours, 60 credit hours, 90 credit hours and every spring semester.

Students may regain HOPE Scholarship eligibility if their cumulative grade point average is a 3.0 or higher after attempting 30 credit hours, 60 credit hours, or 90 credit hours.

The maximum number of attempted credit hours at which a student can receive the HOPE Scholarship is 127 credit hours.

GEORGIA HERO SCHOLARSHIP

The Georgia HERO (Helping Educate Reservists and their Offspring) Scholarship Program was created to provide educational grant assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones or to the children of such members of the Georgia National Guard and U.S. Military Reserves.

The award amount received by students each year and the total funds appropriated for the program are established by the Georgia General Assembly. The maximum grant assistance for which the student is eligible shall not exceed \$2,000 per award year and a total of \$8,000 maximum of four years.

To apply for the HERO Scholarship the student must meet the following applicable qualifications:

- Be a member of the Georgia National Guard who completed at least one qualifying term of service
- Be a U.S. Military Reservist who completed at least one qualifying term of service; or
- Be a daughter or son whose parent was a member of the Georgia National Guard or U.S. Military Reserves who completed at least one qualifying term of service. The daughter or son must have been born prior to the qualifying term of service or within nine months of the beginning of the qualifying service and be 25 years of age or younger during the qualifying years of service
- Be a Georgia resident and U.S. citizen or eligible non-citizen according to the federal Title IV regulations for a minimum of 12 consecutive months immediately preceding the first day of classes for the school term for which the scholarship is sought
- Be enrolled or accepted for admission at an institution that is a unit of the University System of Georgia, the Georgia Department of Technical and Adult Education, or a private independent nonprofit postsecondary institution eligible to participate in the HOPE Scholarship Program
- Meet all of the eligibility requirements of the federal Title IV Programs

To obtain the application to apply for the HERO Scholarship, the student should contact the Georgia Student Finance Commission (<https://gsfc.georgia.gov/>).

DUAL ENROLLMENT PROGRAM

The Dual Enrollment (formerly Move on When Ready or MOWR) Program provides for participation in Dual Credit Enrollment for Eligible High School and Home Study students. These students earn postsecondary credit hours while simultaneously meeting their high school graduation or Home Study completion requirements.

State revenues provide funding for this program. The total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year. The Dual Enrollment Program is created in accordance with the Dual Enrollment Act, Official Code of Georgia Annotated (O.C.G.A.) §20-2-161.

Dual Enrollment Program Regulations

1. A student must be a 9th, 10th, 11th or 12th grade student at an Eligible High School, subject to the limitations set forth in 1605.2.

a. 9th Grade officially begins the Fall of the student's 9th grade year.

2. An Eligible High School is any private or public secondary educational institution within the State of Georgia and any Home Study program operated pursuant to O.C.G.A. §20-2-690.

Enrollment Status

1. A student must be admitted and classified as a Dual Credit Enrollment student by an Eligible Postsecondary Institution.

2. A student is eligible for the Dual Enrollment Program regardless of the number of credit hours for which he or she is enrolled during a school term. Full-Time Enrollment is not a requirement.

Satisfactory Academic Progress.

A student must maintain Satisfactory Academic Progress (SAP), as defined and certified by his or her Eligible Postsecondary Institution.

PRIORITY PROCESSING DEADLINES, VERIFICATION PROCESS, STATUS & AWARDS

To ensure that students have financial aid funds available to pay their tuition and fees at registration, it is important that students apply for financial aid in a timely manner. Students who apply for financial aid and submit all of the requested and required documentation by the established priority processing deadlines will be guaranteed that their financial aid will be available at registration. Students may still apply for financial aid after the priority processing deadlines but may have to pay their fees at registration and be reimbursed at a later date.

The priority processing deadlines for each semester are:

May 1 - Fall Semester

November 1 - Spring Semester

April 1 - Summer Semester

The Verification Process

An applicant for financial aid may be selected by the U.S. Department of Education or the Office of Financial Aid for a process called "verification." A student selected for verification must submit documentation to support the income, household size, number in College, and any other information that was reported on the Free Application for Federal Student Aid (FAFSA). Students will not receive award letters stating what financial aid they are eligible for until they submit all of the required and requested documentation to the Office of Financial Aid and their files have been reviewed for accuracy.

Note: The verification process can take up to eight weeks during peak processing times.

Financial Aid Status

Students may check the status of their financial aid by accessing the Atlanta Metropolitan State College website at www.atlm.edu under the financial aid section.

Financial Aid Awards

To be eligible to receive a financial aid award a student must have a complete financial aid file. A complete financial aid file consists of the following:

- A valid (not rejected) Student Aid Report (SAR) that does not require corrections. If corrections are needed the Office of Financial Aid will make the corrections
- If required, signed copies of all the appropriate federal tax returns. If the student is considered a dependent, both the student and parents' federal taxes must be submitted. Independent students must submit copies of their spouse's federal tax return if they are married
- If required, a completed verification worksheet
- Official acceptance to Atlanta Metropolitan State College
- Documentation that continuing students meet the College's Standards of Academic Progress Policy

Note: Other documents may be requested if the tax returns reveal additional items that need to be verified or if there are discrepancies that must be resolved for inconsistent data reported on the Free Application for Federal Student Aid (FAFSA).

Once students have submitted all of the required and requested documents, their file will be reviewed for accuracy. If the data reported on the Free Application for Federal Student Aid (FAFSA) does not agree with the documentation that the student and parents submit, the data will be corrected and resubmitted to the U.S. Department of Education's Central Processing System (CPS). A financial aid award will be sent to the student after the Office of Financial Aid receives the corrected data and verifies that the student meets all of the eligibility requirements.

A financial aid award letter will be sent to each student annually (or whenever the award is updated) indicating the financial aid programs that the student is eligible to receive funds from, the amounts of the funds and the date of the funds disbursement.

Students can check the status of their financial aid award online at www.atlm.edu under the financial aid section of the website.

Unusual Enrollment History

Beginning in 2013-14, some Free Applications for Federal Student Aid (FAFSAs) will be flagged for "unusual enrollment history" by the U. S. Department of Education as a result of the student having received federal Pell Grants at multiple institutions in recent years. Flags

"2" and "3" require that the current institution review the student's enrollment history and determine whether or not the student is enrolling only long enough to receive cash refunds of federal student aid.

NOTE: The Atlanta Metropolitan State College Financial Aid Office, in the process of reviewing a student's UEH flag, will check the National Student Loan Data System (NSLDS) for complete enrollment history

How to resolve: All students with UEH flag 3 and some students with UEH flag 2 will be required to provide to Atlanta Metropolitan State College's Financial Aid Office their academic transcripts or grade reports from all colleges and universities attended during the review period. If Pell Grants were received and credit hours (passing grades: A - D) were not earned at *each* institution attended during these award years, the student may be determined ineligible for further federal financial aid. The Financial Aid Office has the authority to require an official academic transcript from any/all colleges attended during the review period if the documents you submit are unclear.

- *If your Student Aid Report (SAR) includes UEH flag 3, please complete the Unusual Enrollment History Review form (<https://www.atlm.edu/students/financial-aid-Forms.aspx>) and submit to the Financial Aid Office along with all required documentation.*
- *If your SAR includes UEH flag 2, Atlanta Metropolitan State College's Financial Aid Office will notify you if you will be required to complete the Unusual Enrollment History Review form.*

Appealing the ineligibility determination: if a student has been determined by Atlanta Metropolitan State College's Financial Aid Office to be ineligible for federal student aid on the basis of (or lack of) documentation, he/she may appeal the determination by contacting the Financial Aid Office.

Regaining federal student aid eligibility: Students whose aid eligibility is denied as a result of their UEH can be re-considered for federal student aid after meeting with an academic advisor, enrolling for two academic terms only in courses that are required by their program, not dropping or withdrawing from (officially or unofficially) any courses after the term begins, and meeting the College's standards of Satisfactory Academic Progress (SAP). To review the complete SAP policy, visit <http://www.atlm.edu/students/maintaining-sap.aspx>.

Annual, Aggregate, and Lifetime Limits, and Satisfactory Academic Progress Requirements:

- Federal Pell Grants may be received for up to twelve (12) full-time semesters. (Pell Grants received for part-time attendance are pro-rated against the 12 full-time semesters.)
- There are annual and aggregate borrowing limits on Federal Direct Loans, and these loans can be borrowed only up to 150% of the published length of the student's academic program.
- All financial aid programs are subject to Satisfactory Academic Progress (SAP) requirements, which measure students' progress toward program completion. Components of SAP are a minimum GPA, minimum completion rate, and maximum time frame. For complete SAP details, please visit <http://www.atlm.edu/students/maintaining-sap.aspx>.

To help students achieve academic success before exhausting federal financial aid limits, students should seek academic advising when planning their course schedules and throughout their college experience. When facing academic difficulties, students are encouraged to seek tutoring and other support services through their advisor.

STUDENT SERVICES

- GENERAL STUDENT SERVICES INFORMATION
- COUNSELING, CAREER, AND ACCESSIBLTY SERVICES
- STUDENT LIFE AND LEADERSHIP
- INTERNATIONAL STUDENT ADVISING
- STUDENT CONDUCT AND INTEGRITY
- OTHER STUDENT SERVICES
- ALUMNI RELATIONS

GENERAL STUDENT SERVICES INFORMATION

Atlanta Metropolitan State College believes that a college education occurs both inside and outside the classroom. Thus, the Admissions and Student Services unit serves as the primary link between students, faculty and administration. It provides individual services and programs that enable the development of students academically, socially, personally, and professionally by:

- Providing enrollment services and opportunities for students to receive the financial resources to support academic endeavors
- Providing individual and group counseling and testing services
- Providing a co-curricular campus life for leadership, engagement
- Providing veteran and disability services, career development, service-learning and service-learning opportunities
- Exposing students to multi-ethnic activities that represent diverse cultures, concepts, ideas, and philosophies regardless of race, religion, ethnic origin, or disability

The Executive Director of Admissions and Student Services has responsibility for the development, operation, supervision, and evaluation of programs, services, and activities that facilitate student development and enhance student life. Through the units housed in Admissions and Student Services, students and parents are provided guidance and support regarding nonacademic issues and students are encouraged to take advantage of opportunities for leadership development, civic engagement, and cultural awareness that contribute to the attainment of their educational and personal goals.

COUNSELING, CAREER AND ACCESSIBILITY SERVICES

Counseling, Career, and Accessibility Services provide a comprehensive array of support services for individuals who are experiencing emotional, occupational or educational concerns. The goal of the office is to provide students with an opportunity to explore issues of concern in a safe and supportive setting and to help the student develop as a total being in relation to his or her educational goals, job, or social interaction.

COUNSELING

Counseling is a discovery and learning process that mental health professionals use to assist individuals with changing, modifying, or eliminating unhealthy attitudes and behaviors by replacing them with desired and/or healthy ones. Generally, counseling services may range from one to eight weekly sessions consisting of 45 minutes each.

Benefits of Counseling

Counseling is beneficial in helping...

- Cultivate self-awareness and self-care
- Empower personal and professional choices
- Foster healthy relationships
- Process and resolve issues, conflicts, and/or past traumas
- Adjust to change and/or loss
- Manage school/work/life balance
- Assist with psychological/mental disorders (i.e., personality, anxiety, depression, substance abuse)

CAREER SERVICES

Atlanta Metropolitan State College offers a variety of career planning services and resources. Our goal is to match our students' strengths & desires to real-world employment & educational opportunities. From career counseling, resumes and cover letter development, mock interviews, networking opportunities, and internship/job referral services, the career services team assists all students at every stage of building a satisfying and rewarding career.

Services Provided:

- Assistance with Career Portfolios, Curricula Vita, Resumes, & Cover Letters
- Job Search Resources
- Announcement Regarding Jobs, Internships, & Volunteer Opportunities
- Career Counseling
- Professional Social Media Consulting
- Computer & Resource Lab

ACCESSIBILITY SERVICES

The Office of Counseling, Career, and Accessibility Services provides accommodations to students with disabilities in accordance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1974. The Coordinator of Disability Services interacts with students, parents, health-care professionals, and others in an effort to determine accommodations for each student as a means of increasing access to the College's programs and services.

The Coordinator of Accessibility Services communicates with faculty to ensure that accommodations are provided through instruction, the use of technology, and other arrangements. The activities and services provided by the Office of Disability Services are intended to assist students toward achieving their academic goals.

STUDENT COMPLAINT POLICY AND PROCESS

Purpose

Atlanta Metropolitan State College (AMSC) values feedback from its students and believes students should be able to discuss problems and express concerns to the College and free from duress or retaliation. AMSC is committed to providing students with an avenue to express complaints and to work with College officials toward amical resolutions. AMSC believes engaging in this process can also be an inherently valuable educational experience for students and can help prepare students to address issues in a professional productive manner after they leave the College.

Scope

This policy applies to Atlanta Metropolitan State College students. This policy does not apply to complaints that are covered by other applicable AMSC policies, such as,

- Complaints about sexual assault, harassment and/or retaliation are handled in accordance with the AMSC Sexual Misconduct Policy and corresponding procedures.
- Complaints about student misconduct in violation of AMSC Student Code of Conduct are handled in accordance with the AMSC Student Conduct Policy and corresponding procedures.

This policy does not displace and is not intended to supplant other policies and procedures applicable to the handling of a student's complaint. For example, a complaint about a grade should still be handled via the academic grade appeal process, a financial aid related complaint should still be addressed to the Financial Aid Office.

General Student Complaints

(1) Student complaints not falling under the categories or other policies identified above should be made to the supervisor or responsible staff member of the area from which the complaint originates or relates for attempted informal resolution of the complaint. Resolution of a majority of complaints can likely be resolved at this informal level.

(2) If an informal resolution of the student's complaint cannot be accomplished, or if the complaint is about the supervisor or responsible staff member for the area, the student should then submit their grievance formally in writing via the AMSC complaint system at atlm-advocate.symplicity.com/public_report/index.php/pid967354? to the College official responsible for the department from which the grievance originated or relates. The written grievance should include, at a minimum, the student's name, details, and a written account of the complaint, and a desired outcome.

(3) Upon receipt of a written grievance, the College official will review the complaint and contact the student within ten (10) business days to verify receipt of the grievance, clarify any information provided by the student, and request any additional information that may be needed from the student for the College official to fully evaluate the grievance. This also provides the student with an additional opportunity to provide any and all information he or she would like considered and to request a meeting with the College official if they so desire.

(4) The College official will then undertake efforts to evaluate and investigate the student's complaint to reach a determination. The College official will endeavor to reach a final determination within thirty (30) days of receipt of the student's formal written complaint, although circumstances may warrant a lengthier period of time and the student will be notified of the same.

(5) The College official will provide the student with a written notification of the determination and outcome of their grievance. If the student is dissatisfied with the outcome, they may file an appeal with the Office of Student Conduct. The appeal must be filed in writing within three (3) business days of receipt of the outcome notification and include the grounds for the appeal. The Office of Student Conduct will forward the appeal to the next level college Administrator. The Provost and Vice President for Student Success or his/her designee will consider timely appeals, conduct any additional investigation (if necessary), and make a final decision within ten (10) business days.

of receipt of the appeal. The Provost and Vice President for Student Success or his/her designee will inform the student in writing of the outcome of the appeal. The decision of the Vice President for Student Success or his/her designee is final and not subject to further appeal.

Sexual Misconduct

Policy Statement

Sexual Misconduct is a violation of federal, state, Atlanta Metropolitan State College, and USG Board of Regents policy and may also be subject to criminal prosecution. Sexual Misconduct, as defined by this policy is any form of sexual violence to include, but not limited to, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Rape, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, and Stalking each as more fully defined in this policy. Sexual Misconduct can occur between strangers or acquaintances, and even people involved in intimate or sexual relationships. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different gender. Atlanta Metropolitan State College will not tolerate sexual misconduct and will provide resources and recourse for individuals whose rights may have been violated by an act of sexual misconduct by any member of the college community. A full description of the College's sexual misconduct information is provided in the Student Handbook.

HOW TO FILE A STUDENT COMPLAINT

All student complaints should be submitted on the AMSC website at the link:

<https://www.atlm.edu/complaints>. The student submitting the complaint will receive: (1) receipt confirmation of the complaint within 48-72 hours, (2) the name and contact information of the college official managing the complaint, in case the student has questions or needs assistance throughout the resolution process, (3) what to expect throughout the complaint/resolution process, and (4) a resolution to the complaint.

AMSC WEBSITE AND SOCIAL MEDIA PURPOSE

The purpose of the Atlanta Metropolitan State College (AMSC) website and social media outlets is to provide accessible, accurate, and relevant information to support the College's mission.

COMPLIANCE/ACCESS POLICY

The AMSC website employs protocol and standards from the World Wide Web Consortium (W3C) and is compliant with the W3C Priority Check-list. This practice ensures that AMSC is in compliance with Section 508 (www.section508.gov). In accordance to Section 508, Atlanta Metropolitan State College's hardware, software, and websites are accessible.

STUDENT LIFE AND LEADERSHIP

The Office of Student Life and Leadership seeks to promote the growth and development of Atlanta Metropolitan State College students through its offering of co-curricular, recreational, cultural, and social programs and activities.

The Office of Student Life and Leadership is the focal point for student involvement at Atlanta Metropolitan State College (AMSC). The unit, in collaboration with students and other campus departments, provides programs, resources and opportunities that promote student engagement and positively impact the growth and development of each student. Campus involvement both inside and outside of the classroom is a necessity for a well-rounded college experience.

Student Life and Leadership is responsible for student governance, Registered Student Organizations (RSOs), programming, civic engagement, recreational facilities and activities, and housing resources. The unit's objective is to connect AMSC Trailblazers with individuals, groups, and activities that best fit their goals and foster their interests.

Participation in college programs, activities, and events provides opportunities to foster relationships on campus with other students, faculty, and staff. In addition, students active in campus life develop and strengthen skills in the areas of leadership, communication, and teambuilding while creating a community of scholars.

The Office of Student Life and Leadership urges all Trailblazers to be involved in campus life and connected to the many resources available at the institution.

INTERNATIONAL STUDENT ADVISING

Information for international students is available in the Office of Student Conduct and Veterans Affairs for F-1 student visa holders. A staff member is available to provide international students with information and services on maintaining their legal student status while in the United States. Additionally, completion of an orientation program will facilitate the adjustment to living in the United States. International students should stop by the Office of Student Conduct and Veterans Affairs as soon as possible after advisement and registration with the International Students Advisor each semester. Students should bring their passport with visa, Arrival/Departure Record Form I-94, I-20, and class schedule to the office for processing prior to advisement and registration.

STUDENT CONDUCT AND INTEGRITY

The Office of Student Conduct and Integrity strives to resolve allegations of misconduct under the AMSC Student Code of Conduct and the Code of Academic Integrity in a manner that is consistent with core values of honesty, fairness, and integrity. We acknowledge the importance of balancing the interest of the individual student and the college community at large, as well as protecting the integrity of the institution and its values. As a component of our work, we seek to involve students in the judicial process, recognizing the significant responsibility that they also shoulder in the protection of the college community.

Student complaints/appeals procedures assist students who have grievances or complaints concerning College rules or who disagree with decisions made by college officials. Students who wish to file a written complaint or appeal should submit and complaint / appeal online using the following link:

atlm-advocate.symphlicity.com/public_report/index.php/pid184936? Students should know their rights and responsibilities and understand this process. AMSC has both formal and informal complaint procedures as well as an appeals process. A detailed description of the [student complaint process](#) and [appeals process](#) can be found in the Student Handbook located on the college's official website.

OTHER STUDENT SERVICES

BOOKSTORE

The AMSC Bookstore is operated onsite by a third-party company, Textbook Brokers. New and used textbooks, supplies, reference materials, and study aids are available at the AMSC Bookstore. The exact costs of required books and peripheral items will vary depending on the number of courses in which a student enrolls. The bookstore is located on the first level of the Student Center Building. The bookstore is open for business from 9:00a.m. to 4:00 p.m. Monday through Friday for in-store purchases; and open 24/7/365 for online purchases. During the first week of the semester, the bookstore hours are usually extended, applicable dates and hours will be posted at the bookstore and on the webpage located at <https://atlm.textbooktech.com/>. AMSC Bookstore pays cash for course materials at the end of each semester. The guidelines for students selling course materials is located on the bookstore web page at: <https://atlm.textbooktech.com/pages/selling-course-materials>.

CAFETERIA SERVICES

AMSC outsources its in-house cafeteria food services operations to ABL Management, Inc. The cafeteria, which is located on the first level of the Student Center Building, serves full course breakfast and lunch meals, beverages, snacks, sandwiches, salads and fruits at reasonable prices. The cafeteria's operating hours are on Monday through Friday from 7:30 a.m. to 2:30 p.m. These hours are subject to change at the discretion of the vendor operator.

VENDING SERVICES

Vending machines which dispense non-alcoholic beverages, snack food items, and testing/study supplies are available and located in all of the College buildings except the Student Center building. Access to buildings where the vending machines are located is from 7:00 a.m. to 9:30 p.m. Mondays through Fridays and on Saturdays and Sundays in buildings with campus activities.

ALUMNI RELATIONS

The Atlanta Metropolitan State College Alumni Association (AMSCAA) was founded to serve the College alumni in a variety of ways. Membership in the AMSC Alumni Association is open to all graduates, students who attended the College, and former students of Atlanta Junior College. Members of the Atlanta Metropolitan State College Alumni Association enjoy the benefits of Atlanta Metropolitan State College and its programs. Under the direction and management of the Director of Development & External Affairs, the Alumni Relations interacts with alumni, maintains alumni records, and publishes alumni announcements and news. It is the goal of the AMSCAA to generate and maintain spirit and tradition, and also to serve AMSC students and alumni as a whole. The Alumni Association also coordinates its efforts with other offices of the College and the AMSC Foundation Board of Directors.

ACADEMIC INFORMATION

- GENERAL ACADEMIC INFORMATION
- ACADEMIC RENEWAL POLICY
- PRIOR LEARNING ASSESSMENT (PLA)
- TESTING SERVICES
- GRADUATION
- ACADEMIC RECORDS
- ACADEMIC SUPPORT SERVICES

GENERAL ACADEMIC INFORMATION

Teaching and learning provide the philosophical foundations of Academic Affairs. From the focused Learning Support programs for students who need to strengthen their academic skills to the honors courses for students who have demonstrated outstanding academic performance, Academic Affairs provides courses, programs and services to enrich the lives of the diverse students it serves. It also seeks to improve the capacity of these students to function competently, responsibly, and creatively in society.

Through high quality academic programs, an exemplary faculty, and nurturing academic support services, Academic Affairs provides curricula for general education, pre-professional, and skills-oriented pathways of study. These pathways lead to Associate of Arts and Associate of Science as well as certificates in selected programs.

Academic Affairs is committed to providing a challenging academic environment, enriched classroom activities and academic support services designed to stimulate intellectual curiosity and promote analytical, critical, and creative thinking.

ACADEMIC HONORS/SCHOLARSHIP STANDARDS

The Dean's List

Excellence in scholastic achievement is recognized each semester by the publication of the Dean's List. This list names students who complete all academic work for which they are registered with a grade point average of 3.5 or higher and who carry at least nine (9) hours of academic coursework (non-Learning Support).

Honors Courses in the Social Sciences

Honors courses offered through the School of Social Sciences & Humanities (SSH) in history, political science, psychology and sociology are designed for high achievers desiring exceptional learning experiences from outstanding faculty. Each honors course emphasizes reading, research, and stimulating discussions, as well as writing papers and reports.

Students enrolling in honors courses must have a cumulative GPA of at least 3.30 and must have completed all Learning Support requirements. New students enrolling in honors courses must have a high-school grade point average of at least 3.30. Finally, enrollment is contingent upon approval of the student's advising Academic Dean and the instructor of the honors course.

Phi Theta Kappa National Honor Society

The Beta Beta Tau Chapter of Phi Theta Kappa National Honor Society was formed to recognize and encourage scholarship at Atlanta Metropolitan State College, to provide an intellectual climate for the exchange of ideas and ideals, and to encourage fellowship and service to AMSC and the larger community.

The following are membership requirements: (1) the student must be currently enrolled at Atlanta Metropolitan State College; (2) the student must have exited or exempted all Learning Support classes; (3) the student must have completed at least twelve (12) semester hours at AMSC; and (4) the student must have a cumulative GPA of at least 3.5. Current or continuing students must maintain a cumulative GPA of 3.0.

Kappa Beta Delta International Business Honor Society

The purpose of the Kappa Chapter of the Kappa Beta Delta International Business Honor Society is to promote, encourage and recognize scholarship and accomplishment among students following the business programs of study, as well as to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. The society is organized exclusively for charitable and educational purposes.

The following are requirements for induction into Kappa Beta Delta: (1) the student must rank in the upper 20 percent of business students; (2) the student must have a minimum of 30 semester hours earned at AMSC with at least nine (9) semester hours of business courses; (3) the student must have a cumulative GPA of 3.25; (4) the student must have a 3.5 GPA in the program of study; (5) the student must be nominated and approved by the membership and; (6) the student must be currently enrolled at the College.

KAPPA DELTA PI

The Alpha Eta Tau Chapter of Kappa Delta Pi at Atlanta Metropolitan State College strives to develop and enhance these qualities in chapter members: to promote excellence in recognition of outstanding contributions to education; endeavor to maintain a high degree of professional fellowship among its members, to quicken professional growth, and to honor achievement in educational work.

To these ends, it shall invite to membership persons who exhibit commendable professional qualities, worthy educational ideals, and sound scholarship, without regard to race, age, ethnicity, religion, gender or sexual identity, or disability.

To qualify for membership, a student must be an education major and have the intent to continue academically and professionally in the field of education; demonstrate leadership attributes; have completed at least 30 credit hours of collegiate course work; have at least 12

credit hours in education course work and programmed, in progress, or completed; and demonstrate a cumulative grade-point average of 3.0 or greater.

ALPHA PHI SIGMA

Alpha Phi Sigma was recognized by ACJS as the official Criminal Justice Honor Society in 1976. The Academy of Criminal Justice Sciences is the largest and most rapidly growing professional organization in the scholarly fields of criminal justice education, research, and policy analysis. The objectives of ACJS have been to promote scholarly and professional activities within the discipline of criminal justice and to aid in the employment and research interests of past, present, and future educators and practitioners.

During the past decade, the Academy has matured so that it is now one of the major scholarly associations in the field. The Academy provides a forum for disseminating ideas relating to critical issues in research, teaching, and education within the field and allied disciplines. Additionally, the diversity of the Academy's membership is encouraged through their participation in sections that address individual specialties within the field.

The ongoing success of ACJS in creating this dynamic professional association can be attributed to the composition of its membership. The Academy is comprised of an amalgam of scholars that are international in scope and multidisciplinary in orientation, professionals from all sectors of the justice system, and students seeking to explore the criminal justice knowledge base. Through the dynamic interchange of ideas among these groups, well-reasoned knowledge about the critical issues of crime, criminal justice, and social justice is developed.

At the 1976 meeting of the Academy of Criminal Justice Science in Dallas, Texas, the Academy recognized Alpha Phi Sigma as the Criminal Justice Honor Society. Since 1978, Alpha Phi Sigma has held its first national conference in conjunction with the annual ACJS meeting.

To qualify for induction, a student must have declared a major, minor, or equivalent in the Criminal Justice or related field, and have completed three full time semesters or its equivalent. They must attain a minimum GPA of 3.2 on a 4.0 scale in their cumulative and Criminal Justice classes and rank in the top 35% of their class.

ACADEMIC REGULATIONS

Abandoning a Course

Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures may result in a grade of "F" at the end of the course. **It is the student's responsibility to initiate, complete, and confirm the withdrawal. Official withdrawal forms should be completed for all withdrawals and can be obtained from the Registrar's Office.**

Academic Misconduct

Academic misconduct, or cheating, can take many forms. Although different instructors assign various penalties, academic misconduct is grounds for failure on the assignment or in the course, as well as expulsion from the College. Examples of academic misconduct include, but are not limited to, copying exam answers from others; using notes, calculators, dictionaries, computers, cell phones, and books during examinations or assignments without the authorization of the instructor; using sources expressly forbidden by the instructor; handing in someone else's work as one's own; or engaging in any deceptive act that interferes with the instructor's efforts to evaluate accurately a student's academic performance.

Academic misconduct also includes presenting one's own work, words, ideas or information, as if it came from an outside source. Examples of this form of misconduct include, but are not limited to, making up interviews and falsifying statistical data.

Plagiarism is a particular form of academic misconduct that will not be tolerated. It includes copying materials directly from a source and/or using someone else's work or ideas without acknowledging the source. In short, plagiarism is claiming another person's words or ideas as one's own. Essays, term papers, and tests must be the work of the student. If the student uses someone else's ideas, words, computer program, or other works, the student must acknowledge the source. Even in an oral presentation, the speaker should give credit to the source of the information.

Unless the instructor indicates otherwise, the student may obtain editorial assistance from someone else. Nonetheless, this assistance should be in the form of explaining or clarifying rules, strategies, format, or principles in order to improve the student's own work.

If an instructor suspects plagiarism or any form of academic misconduct, the instructor may request that the student submit notes, copies of research materials, and/or other information to prove that plagiarism or academic misconduct did not take place. The type of materials requested will vary depending on the type of assignment and the wishes of the instructor.

Penalties for Academic Misconduct

In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty. Types of penalties may include, but are not limited to, the instructor assigning a grade

of "F" for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment. The maximum penalty the instructor may impose is a grade of "F" for the course.

In cases where a student is guilty of cheating or exhibiting academic misconduct during an institutional or System examination or assignment, the results of the examination will be voided. Additionally, depending on the severity of the misconduct, the student may receive additional penalties from the Provost/Vice President for Student Success, not to exceed suspension for one semester from Atlanta Metropolitan State College.

Academic Progress

Academic Good Standing - Maintaining good academic standing is critical to college success. There are two primary areas that academic standards apply: Financial Aid and Academic Performance. Students who are in *Good Standing* are required to meet with their Faculty Advisor for Academic Advising. To be in good academic standing, a student at Atlanta Metropolitan State College is required to maintain an acceptable cumulative grade point average (GPA). The minimum acceptable cumulative standard GPA is 2.0 for all students including certificate and special cohort students.

Academic Warning - The minimum acceptable cumulative standard GPA for a student at Atlanta Metropolitan State College is 2.0. The first semester that a student's cumulative GPA falls below 2.0, the student will be placed on academic warning for the next semester. As long as the student's semester GPA is at least 2.0, the student will remain on academic warning until the student's cumulative GPA is 2.0 or higher. The status of academic warning will be changed to good academic standing when students have achieved the minimum acceptable cumulative GPA.

Academic Probation - If a student who is currently on academic warning has a semester GPA which is less than 2.0, the student will be placed on academic probation for the following semester. Students on **academic probation** may continue on probation if they show academic progress by achieving at least a 2.0 GPA each semester, until the cumulative GPA reaches the minimum acceptable standard.

Academic Suspension - If a student who is currently on academic probation has a semester GPA which is less than 2.0, the student will be placed on academic suspension for the following semester (exclusive of the summer term). Students on academic suspension are academically eligible to register after serving the suspension (exclusive of summer term).

Academic Dismissal - Students who are readmitted after academic suspension must maintain at least a semester GPA of 2.0 each semester enrolled to be eligible to register for the next semester. Students who return from academic suspension, but do not maintain a semester GPA of 2.0 will be placed on academic dismissal for three semesters (exclusive of the summer term). Students who are academically dismissed must petition the Office of the Provost/Vice President for Student Success (or his/her designee) to apply for readmission within twenty (20) business days from the official last day of the semester for which the student was dismissed. In the letter of petition, students should state justification they believe will show academic improvement if they are allowed to be readmitted.

The Provost/Vice President for Student Success may refer letters of petition to the Academic Progress Committee for its review and recommendation. Students who are on probation or who are returning from academic suspension or dismissal are required to meet with the Director of the Center for Academic Advising & Student Success for advisement, registration, and assistance with a plan for improving their academic performance. These students may be required to take a reduced course load. The decision of the Provost/Vice President for Student Success is final and not subject to further consideration.

Students that have been academically suspended or dismissed may be denied financial aid. Students who are permitted to register after serving a suspension or dismissal are responsible for re-establishing their eligibility for financial aid.

The Academic Year

An academic year consists of a fall, spring, and summer semester. The academic year for fall and spring is divided into two 15-Week (regular term) semesters including a 12-Week session, and two 7 ½-Week "mini-mesters". A shorter summer semester including a 10-Week, 8-Week (regular term), and two 5-Week mini-mesters is also available. The academic calendar may be found in the front of this catalog. Students may enter Atlanta Metropolitan State College at the beginning of any semester including the summer term.

Attendance Policy

Scheduled class meetings are a fundamental element in the educational process, and students are expected to attend class regularly. Recognizing that the role of the scheduled class varies with the instructor, the student, the course, and the method of instruction, the following regulations have been established:

The establishment of course attendance requirements for each course is the responsibility of the individual instructor. The attendance policy for each course is included on syllabi and given to each student by the instructor at the beginning of each semester.

This announcement shall indicate what penalties, if any, the instructor shall assess for specified numbers of student absences. It is recognized that, for personal reasons and approved College activities, students may be required, on occasion, to be absent from class. In such cases the student must assume the responsibility for seeing the instructor and making arrangements for make-up work, if such

make-up work is available and possible. **Final approval for any class absence remains with the individual instructor.** Students who enter classes after the first scheduled meeting are responsible for making up assignments missed. Days missed during the drop/add period will normally be counted as days absent.

Catalog Editions

Students will (normally) satisfy the curricular degree requirements of the catalog in effect at the time they enter Atlanta Metropolitan State College. There are several instances, however, when students will be required to “change catalog editions.” This means students will be required to satisfy the curricular degree requirements of the catalog in effect when or if they:

- Officially change programs of study
- Re-enter the College after a period of one year in which they have earned no academic credit at Atlanta Metropolitan State College.
- Their catalog edition is 10 years old or older.

The curricular degree requirements of more than one catalog edition cannot be combined. A degree will be awarded only to students who have satisfied all academic and administrative requirements of Atlanta Metropolitan State College.

Changing Schedules

Changes in class schedules are permitted only during the time specified each semester. It is recommended that students meet with an Academic Success Advisor in the Center for Academic Advising & Student Success (CAAS) before making changes to their schedule. The student’s class schedule becomes the official semester schedule after the Schedule Change (Drop/Add) period is over. The academic calendar provides the specific dates for Drop/Add for each semester. Course changes must be executed in the Office of the Registrar to be official.

Classification of Students

Credit students are classified as freshmen, sophomores, juniors, and seniors, at the beginning of each semester. A student who has under thirty (30) semester hours are classified as a freshman. A student who has completed at least thirty (30) semester hours of credit coursework in their specific degree program is classified as a sophomore. A student who has completed at least sixty (60) semester hours credit of coursework in their specific degree program is classified as a junior, and subsequently those completing at least 90 semester hours credit of coursework in the specific degree program, are considered seniors.

Students are also classified as full-time if they carry at least twelve (12) semester hours of course work, or part-time if they carry fewer. Auditing students are those who attend class but do not seek credit. They participate in course work at the option of the instructor, and they must register and pay full fees for the course.

Course Load

Course loads for a full-time student can consist from twelve (12) to eighteen (18) credit hours of academic work per semester. Students are encouraged to register for a full-load each semester (15 to 17 credit hours). Students who wish to enroll for more than the allowable load may be permitted to do so with approval.

To be approved for an overload, the student must present a semester and/or cumulative grade point average of at least 3.0, and the overload cannot exceed twenty-one (21) total semester hours.

An Atlanta Metropolitan State College student who enrolls as a dual enrollment or transient student at another College or university will not be allowed overload credit at AMSC unless the student has permission for an overload from the Provost/Vice President for Student Success of Atlanta Metropolitan State College. A denial from the Provost/Vice President for Student Success is final and not subject to further consideration.

Declaration/Change of Major-Program of Study

A program of study should be declared upon enrollment in the College, but no later than one semester prior to graduation. Forms for declaring a Major/Program of study or changing from one Major/Program of study to another are available on the webpages of the Registrar’s Office or on the Center for Academic Advising & Student Success (CAAS).

Dropping Courses

Students may make changes in class schedules during the announced dates of the drop/add period without any permanent record of their having enrolled in classes they later dropped. After advisement and registration, students are encouraged to seek approval before changing their schedule by an Academic Success Advisor in the Center for Academic Advising & Student Success (CAAS). After the end of the Drop/Add time period a student cannot drop a course. Instead, he or she must withdraw from courses by completing an online Course Withdrawal Form available under Academic Forms on the CAAS website. Students withdrawing from courses before mid-term receive a “W” for the course; students withdrawing after mid-term receive a “WF”. Administrative withdrawals may be granted to students who find it necessary to withdraw from the college if approved by the Administrative Withdrawal Committee. See administrative withdrawal section in college catalog for administrative withdrawal procedures. After withdrawing from a class, a student may lose eligibility for financial aid or veterans’ benefits when eligibility depends upon enrollment in that class.

GRADES FOR DEGREE-CREDIT COURSES

The following system of grading is used in all degree-credit classes (courses numbered 1000 and above) at Atlanta Metropolitan State College and is included in the determination of the GPA (Grade Point Average):

A	Excellent	(4.0)
B	Good	(3.0)
C	Satisfactory	(2.0)
D	Passing	(1.0)
F	Failure	(0.0)
FA	Failure (Stop Attending)	(0.0)
WF	Withdrew Failing	(0.0)

The following symbols are used in the cases indicated but are not included in the determination of the grade point average.

- F: Failure. This symbol indicates that the student failed the course and must repeat it.
- FA: Failure. Due to Stop Attending.
- I: This symbol indicates that a student was doing satisfactory work, but for *non-academic reasons* beyond his or her control was unable to meet the full requirements of the course. The student must arrange with the instructor before the end of the semester for an "I" grade to be awarded. Additionally, the student must make arrangements with his or her instructor for the removal of the "I." The student has one semester to remove the "I." If the "I" is not removed within the specified time, it will be changed to an "F."
- W: This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty are not permitted after the mid-point of the total grading period (including final examinations) except in cases of an approved hardship withdrawal application. See hardship withdrawal section in college catalog for hardship withdrawal procedures.
- WF: Withdrew Failing. This symbol indicates that the student withdrew after mid-term and, therefore, received a non-passing grade.
- V: This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa. Students may register, however, on a credit basis for a course that has been audited during a previous semester.
- K: This symbol indicates that a student was given credit for the course via a credit-by-examination program approved by the Atlanta Metropolitan State College faculty (CLEP, AP, Proficiency, etc.).
- NR: This symbol indicates that the instructor did not turn in the grade on time and "NR" (Not Reported) is temporarily posted to the student's transcript. The "NR" is used only in extreme emergencies, and only with the approval of the Provost/Vice President for Student Success. It is removed from the transcript when the actual grade is reported.

Reporting of Grades

- Mid-term grades are reported before the mid-point of the semester to be viewed on the online Student portal.
- Final grades are reported by the instructor to the Office of the Registrar. Students may check the online Student portal for Final Grades.
- The academic calendar provides the specific dates for mid-terms and final exams for each semester.

Grade Appeal Process*

A student must meet one of three requirements in order to qualify to file an academic appeal. The student must have some evidence that there exists at the time of the appeal: (1) a mathematical error in the grade's calculation, (2) a deviation—by the instructor—from the course syllabus or the College's policy manual (this document), or (3) disparate treatment of the student. Any basis for appeal outside of those three categories will not be considered and the College will simply inform the student of this policy and refuse to process the appeal. An appeal will not be considered merely because the student is dissatisfied with a grade or disagrees with the instructor's professional judgment of the quality of the student's work or performance. The grade appeal process must be initiated in writing by completing and submitting the online Grade Appeal Form located on the College's website at the link: <https://www.atlm.edu/complaints/>. Grade appeals must be submitted within nine (9) weeks from the time the grade was assigned. All written communication by the student must be made through the student's ginger email account, assigned by the College. Extenuating and/or mitigating circumstances will be considered in reference to the 9-weeks time limit for submitting grade appeals. The grade appeal process involves the following steps:

Step 1. Within nine weeks of the semester immediately following the assignment of a final grade, a student who wishes to appeal a grade shall do so in writing at the link <https://www.atlm.edu/complaints/>. The instructor of the class will be notified of the grade appeal by the Dean and/or Coordinator of Student Conduct. An attempt will be made to resolve the grade appeal between the student and the class instructor. The student and instructor must make every effort to resolve the matter and arrive at a mutual consensus, which outcome the instructor will submit in writing.

Step 2. If, after Step 1, a student wishes to further pursue the change of grade, the student must make a written appeal to the appropriate Academic Dean within ten working days of the written outcome between the instructor and student. Documentation should be submitted by the student to support the appeal.

Step 3. The Dean may meet with the student and instructor individually or jointly to review the student's appeal and to review any materials needed to form an objective decision and discuss options for resolution.

Step 4. The Dean will make a decision and submit that decision in writing to the faculty member and student within ten (10) working days.

Step 5. If the student wishes to further appeal the decision of the Academic Dean, he or she may seek redress in writing within ten (10) working days with all supporting documentation to the Provost and Vice President for Student Success. If the Provost determines that the appeal does not meet the criteria of the policy, he/she shall communicate this in writing to the student. If the Provost determines that the appeal does meet the criteria of the policy, he/she will convene the Academic and Grade Appeals Committee to consider the complaint. The Provost will notify the student regarding the Academic and Grade Appeals Committee meeting date, his/her rights, and next steps in the process.

Step 6. The committee will be convened in a timely manner. Witnesses and evidence pertinent to the hearing will be permitted. A majority vote of the full committee shall be required to change the grade. The decision of the Academic and Grade Appeals Committee is final. The decision of the committee will be submitted to the student in writing.

*Grade appeals related to eCore classes should be made through the SEADS student portal at the following link: <https://ecore.usg.edu/current-students/student-forms-and-withdrawals>.

Grade Point Averages

Computation of Grade Point Average

The grade point average (GPA) is computed by dividing quality points earned (4 for each hour of "A," 3 for "B," 2 for "C," 1 for "D," and 0 for each hour of "F") by the number of hours attempted. Only degree-credit courses are included in computing the grade point average; courses numbered below 1000 are not included in the computation. Furthermore, courses transferred from another institution and courses completed by credit-by-examination are not included in GPA computation.

Cumulative Grade Point Average

The cumulative grade point average (GPA) for course work at Atlanta Metropolitan State College is calculated by dividing the total degree-credit hours in all courses attempted in which a grade of "A," "B," "C," "D," "F," "FA," or "WF" has been received, into the number of quality points earned in those hours scheduled. The GPA is maintained on the student's transcript. Institutional credit (for courses numbered below 1000) does not affect the cumulative GPA.

Institutional Grade Point Average

The institutional grade point average is calculated in the same way as the cumulative grade point average and all report courses count towards the calculation.

Independent Study

Independent Study for a specific course may be granted to a limited number of students on a highly selective basis provided that the student has earned at least 18 semester hours of credit. Cumulative GPA, faculty recommendations, and the student's background in the particular discipline are considered in determining a student's eligibility for taking a course through independent study. A student desiring to apply for Independent Study in a particular course must, in advance of registration, contact the academic dean of the academic school that administers the course.

Independent study may be granted on the basis of student emergency or if a student must have that course in the semester he or she is attempting to graduate. If permission is granted, the student must pay for the course as a part of his or her regular academic load for that semester. Transient students and students not currently enrolled at Atlanta Metropolitan State College are not eligible for independent study. Faculty agreeing to supervise an independent study must submit a course syllabus for approval of the appropriate Academic Dean. Course content, assignments and grading policies must be consistent with those taught in a traditional class setting.

REPEATING COURSES

Students are permitted to repeat courses to improve their grades. The higher grade will be used to compute the cumulative GPA.

A. If applicable, the student should consult with the Financial Aid Office for regulations governing payment for repeated courses and both grades may be used for that purpose.

TRANSIENT STATUS REQUESTS

Atlanta Metropolitan State College students who wish to take coursework at another institution and receive academic credit at the institution may do so under the following conditions:

1. The student is not on academic probation or disciplinary dismissal and has a cumulative grade point average of 2.0.
2. The student must have a minimum of eighteen (18) semester hours of resident degree credit at AMSC.
3. The student must be enrolled during the semester in which transient permission is requested, and a concurrent enrollment must be maintained during the semester in which the student attends the approved institution.
4. The student is responsible for checking to make sure that the desired transient course is not offered at AMSC during the term of transient status.
5. The student must complete a Transient Request Form (available in the Office of the Registrar). The Transient Request Form must have the approval of the Registrar.
6. If the student is within the last twenty (20) hours of graduation, the student must obtain written approval from the Provost/Vice President for Student Success.
7. Students with Learning Support requirements must obtain permission from the Dean of the School that offers the Learning Support course—either the School of Social Sciences and Humanities or the School of Sciences and Health Professions.
8. The student is aware that transient approval is only for one term. Subsequent terms require submitting a new transient form with the required signatures.
9. The student must make a grade of “C” or better to ensure that the course credit will be accepted by AMSC.
10. Students attending another institution are responsible for requesting that an official transcript of transient coursework be forwarded to Atlanta Metropolitan State College.
11. The student must make application to the school he or she wishes to attend as a transient.
12. Course work taken as a transient student will not be calculated in the grade point average.

UNITS OF CREDIT

The unit of credit is the semester hour. A semester hour represents one hour of class meetings per week for one semester or its equivalent in other forms of instruction. In the course description section of the catalog, the number of hours per week for the course is listed as follows:

- The first number is the number of lecture hours per week.
- The second number is the number of laboratory hours per week.
- The final number is the semester hours of credit earned in the course.

For example, 3-0-3 denotes three hours of lecture per week, no laboratory hours, and three hours of credit.

WITHDRAWAL POLICIES

Withdrawal from the College

Effective Spring 2021 - Students should meet with instructors and Office of Financial Aid to discuss withdrawal plans. A student who withdraws from the Atlanta Metropolitan State College (AMSC) prior to the Midterm will receive a grade of **W** in all courses in which he/she is enrolled. A student who withdraws from AMSC after the Midterm will receive a grade of **WF**. Students may submit their request to withdraw from a course and retain at least one course or students may withdraw from ALL courses by completing the online Withdrawal Application. The (Withdrawal Form (Course)) link is found on the Registrar's Office page housed on the school's website. Once a completed request to withdraw is submitted, the student will have until 6:00 pm the following day to stop the process by submitting an email to registrar@atlm.edu. The timing of withdrawals in order to avoid academic penalty is the responsibility of the student. Deadlines are published in the Academic Calendar.

Involuntary Withdrawal (Faculty Initiated)

Students are expected to observe all policies governing a class. Faculty will clearly state these policies in the course syllabus each semester. A faculty member is eligible to involuntarily withdraw a student after the Midterm, if a student is in violation of the class policies (excessive absences, missed exams and/or required assignments/projects). When a faculty member determines that a student is in violation of the class policies (for example, has missed required assignments or has excessive absences), that faculty member may withdraw the student from the course. A grade of "WF" will be assigned and is treated as an F for GPA calculation purposes.

Students are responsible for withdrawing up to the semester Midterm deadline and be eligible for a grade of "W". Students involuntarily withdrawn are ineligible for a Federal Student Financial Aid refund and to take the exam.

Faculty involuntarily withdrawing a student after the midterm must complete an Involuntary Withdrawal Form and submit for final approval by the Provost or designee. The Involuntary Withdrawal will be processed by the Registrar's Office and the student and faculty member submitting a request will be notified by AMSC e-mail. The Last Date of Attendance (LDA) must be submitted for any student who is involuntarily withdrawn (Faculty Initiated).

Administrative Withdrawal Policy

This policy is meant to be invoked in cases where students experience needs that exceed the College's services and resources. In such circumstances, the student will be advised to consider a voluntary withdrawal. If the student declines to voluntarily withdraw from College, the College may administratively withdraw the student in situations when, in the judgment of the Provost or designee and professional member of Department of Counseling and Accessibility Services staff, it is determined that the student's physical, mental, emotional or psychological health: 1) poses a significant danger or threat of physical harm to the student or to the person or property of others; or 2) causes the student to interfere with the rights of other members of the College community or with the exercise of any proper activities or functions of the college or its personnel. Except in emergency situations, a student shall, upon request, be accorded a meeting with a College official or a hearing prior to a final decision concerning his or her continued enrollment at the College.

Military Withdrawal

A student who is on active duty or is a military reservist (including members of the National Guard) may withdraw from the College if called for active duty or reassignment. The student must officially withdraw and submit Official Orders to Active Duty to the military liaison located on campus, within three (3) working weeks of actual receipt of said orders. Upon review of the orders, the liaison will submit documentation to the Registrar's Office for processing. The student is not eligible for a military withdrawal in any course in which the student has completed the course requirements (for example, taking the final exam or submitting the final paper) and/or a final grade has been assigned. Students who withdraw and receive a full tuition refund will receive a grade of "MW" (military withdrawal) for all courses from which the student has withdrawn. (Reference BoR 7.3.5.3 Policy Manual)

Unofficial Withdrawal

Federal policy requires students who have been awarded any type of Federal Student Aid (FSA) to fulfill their academic requirements. Students, who cease attending all classes without officially withdrawing and students who earn no earned hours in a semester are considered unofficially withdrawn for the semester by the U.S. Department of Education. For example, if a student fails to earn a passing grade in at least one course he or she enrolled in for a semester, Atlanta Metropolitan State College must assume for Federal Student Aid (FSA) purposes that the student has unofficially withdrawn from the semester and will be reported as such, unless it can be documented that the student did complete the term.

Upon submission of final grades for a term, instructors are required to indicate the last day of attendance for students in which grades of F, FA, WF, are recorded. An "unofficial withdrawal" occurs when a student stops attending all classes and stops participating in any academic activities beyond the date he/she last attended classes. Depending on the date of the student's "unofficial withdrawal," it may be necessary for the College and/or the student to return some or all of the financial aid the student received during the term.

An R2T4 (Return of Title IV Funds) calculation must be completed by the Office of Financial Aid based on the student's last date of attendance provided by the Registrar's Office. Unofficially withdrawing from the College can result in the student being required to repay all or a portion of the Federal Student Aid received for the term. The student will be responsible for any and all funds due back to the U. S. Department of Education.

These withdrawals are for registration purposes and do not affect the recorded grade given. The original grade will be available for viewing on the student's official transcript at the designated time indicated on the Academic Calendar at the end of the term. (Reference: U. S. Department of Education Policy)

ACADEMIC RENEWAL POLICY

Undergraduate students who are returning to Atlanta Metropolitan State College (AMSC) may be eligible for Academic Renewal. The Academic Renewal Policy, sometimes called Academic Forgiveness, for the student signals the initiation of a new grade point average to be used for determining academic standing. The policy allows AMSC degree seeking students who have experienced academic difficulty to make a fresh start after an absence of five calendar years from any and all colleges and universities and to have one final opportunity to earn associate and bachelor's degrees. Students with former Learning Support requirements may apply for Academic Renewal only if they successfully completed all Learning Support requirements before the commencement of the five-year period of absence.

In addition, the following regulations apply:

1. Students must apply for Academic Renewal in the Center for Academic Advising & Student Success (CAAS).
2. Students are encouraged to apply for Academic Renewal status at the time of re-admission, re-enrollment or enrollment as a transfer student. If a student does not request Academic Renewal status at the time of re-enrollment after a five year or greater period of absence from any College or university, the student may do so within two academic semesters of re-enrollment or within one calendar year, whichever comes first.
3. All previously attempted course work continues to be recorded on the student's official transcript, designated by the # symbol.
4. A cumulative grade point average including all courses taken (Regents' Cumulative) and an Academic Renewal Cumulative grade point average (Institutional GPA) will be shown on the student's permanent record with a statement indicating the Academic Renewal status.

5. A student can be granted Academic Renewal status only once in the University System, and any scholastic suspensions that occurred in the past shall remain on the student's permanent record. Scholastic suspensions or dismissals that occurred in the past shall remain recorded on the student's permanent record. If a suspension (either first or second) is on the record and the student encounters subsequent academic difficulty after having been granted Academic Renewal, the student may be subject to suspension or dismissal per the institution's academic standing policy.

6. Academic credit for previously completed course work (including transfer course work) will be retained only for courses in which an "A," "B," "C," or "S" grade has been earned. Retained grades are not calculated in the Academic Renewal GPA.

7. Re-entry into any program is not automatic, and the granting of Academic Renewal does not supersede financial aid policies regarding Satisfactory Academic Progress. All attempts will count in the calculation of your GPA for financial aid. In many cases the GPA will be different from your institutional GPA. In some cases, there may be financial aid implications with Academic Renewal and students are encouraged to speak with a financial aid officer to learn more about these implications.

8. In determining academic honors, the Regents' Cumulative GPA is used. The Academic Renewal GPA will be used for determining academic standing, honors, and eligibility for graduation.

9. To earn a degree from AMSC, a student must meet the residency requirements (the number of credit hours that must be earned at the degree awarding institution) after acquiring Academic Renewal status. Renewed courses do not count towards the institutional residency requirement.

10. If denied academic renewal, a student may submit a written request to appeal decision within 10 business days from the date of the notification letter to the Provost/Vice President for Student Success. If the Provost determines that the appeal does not meet the criteria of the policy, he/she shall communicate this in writing to the student. If the Provost determines that the appeal does meet the criteria of the policy, he/she will convene the Academic and Grade Appeals Committee to consider the complaint. The Provost will notify the student regarding the Academic and Grade Appeals Committee meeting date, his/her rights, and next steps in the process. The committee will be convened in a timely manner. Witnesses and evidence pertinent to the hearing will be permitted. A majority vote of the full committee shall be required to change the grade. The decision of the Academic and Grade Appeals Committee is final. The decision of the committee will be submitted to the student in writing.

PRIOR LEARNING ASSESSMENT (PLA)

PLA provides students the opportunity to demonstrate knowledge and skills learned from past experiences for the potential to earn academic credit. It is a process through which students:

- 1) identify areas of relevant learning from their past experiences
- 2) demonstrate that learning through testing, portfolio assessment, and credit recommendation from nationally recognized organizations, and
- 3) receive academic credit based on acceptable evaluation.

The College offers students a variety of opportunities to earn academic credit for various prior learning experiences they may have accrued in the past, including community service, professional certifications, workforce, and military training. Assessment of prior learning occurs through standardized exams (CLEP, DANTES/DSST, ACE, AP, IB etc.) and portfolio evaluation. The PLA Handbook with detailed information and required forms can be found at <https://www.atlm.edu/academics/plahandbook.aspx>.

The University System of Georgia's eMajor also provides a process for prior learning assessment. To seek academic credit through eMajor, please see <https://emajor.usg.edu/current-students/credit-for-prior-learning.php>.

PRIOR LEARNING ASSESSMENT APPLICATION PROCESS

1. Contact the PLA Director, Dr. Kokila Ravi
Office: Room 217 Building 100
Phone: 678-623-1141
Email: kravi@atlm.edu
2. Provide the completed application at https://www.atlm.edu/downloads/PLA_Application_for_Credit.pdf
3. Provide official documentation and/or portfolio.
4. Receive feedback on possible award of credit.

PLA Committee

Registrar's Office: Ms. Kofi Clark (Email: kclark@atlm.edu Phone: 404 756 4001)

Financial Aid: Ms. Dakeisha Pickett (Email: dpickett@atlm.edu Phone: 6786231129)

CAAS: Ms. Sharon Duhart (Email: sduhart@atlm.edu Phone: 404 756 4784)

Library: Ms. Carolyn Harmon (Email: Charmon@atlm.edu Phone: 678 623 1150)

School of Business and Technology: Prof. Muriel Hepburn (Email: mhepburn@atlm.edu Phone: 4047564006)

School of Math, Science, and Health Professions: Prof. Gyuheui Choi (Email: gchoi@atlm.edu Phone: 4047564739)

School of Social Science: Ms. Jamie Butler (Email: jbulter@atlm.edu Phone: 678 623 1296)

Testing: Ms. Tocarro Combs (Email: tcombs@atlm.edu Phone: 404 756 4783)

PLA Grade and Credit Hours

College credit obtained by students from PLA is recorded on the student's transcript with the notation "K," with no grade assigned, and no quality points awarded. In accordance with Regents' policy, credit earned by examination is fully applicable toward graduation requirements and is fully transferable within the University System of Georgia.

An associate's pathway student may obtain a total of 20 credit hours through a combination of AP, CLEP, DANTES, Credit-By-Examination, or ACE credits. A bachelor's degree seeking student may obtain a total of 40 credit hours through a combination of AP, CLEP, DANTES, Credit-By-Examination, or ACE credits.

Grade Appeal Process for Prior Learning Assessment (PLA)

For an appeal of the credits awarded through PLA, the student should pursue a general grade appeal outlined in the catalog above.

PRIOR LEARNING ASSESSMENT METHODS

The following is a brief description of the available PLA assessment methods:

EXAMINATION

CLEP

The College-Level Examination Program (CLEP) is administered by the College Board and provides students with the opportunity to demonstrate college level achievement through a program of examinations in undergraduate college courses. Students who receive qualifying scores on CLEP exams can earn college credits. Please refer to the PLA Student Handbook for a specific list of qualifying courses and specific CLEP courses available for credit at AMSC (<https://www.atlm.edu/academics/plahandbook.aspx>). For details regarding registration, fee, and other relevant information, go to the Testing Services website or the Testing Services section of the College Catalog.

Credit by College Administered Examinations

Students seeking a degree at Atlanta Metropolitan State College, who believe they have enough knowledge in the subject matter of the course, may apply to the appropriate Academic Dean requesting permission to take a departmental exam, if one such exists. Applications must be received in the office of the Academic Dean no later than the end of the registration period for the term the student wishes to take the exam. If the application is approved, the examination will be administered for a fee. A student who has taken the course and failed or has taken a more advanced course at Atlanta Metropolitan State College will not be permitted to take the examination for credit. Contact information for Academic Deans may be obtained at <http://www.atlm.edu/academics/>.

Advanced Placement (AP) and International Baccalaureate (IB) Scores

The College accepts Advanced Placement (AP) as well as International Baccalaureate (IB) scores. Credit may be awarded toward graduation for courses where students have earned at least three (3) points from the College Board. See <https://www.atlm.edu/students/AP-scores.aspx> for more information on AP score equivalencies.

WORKPLACE TRAINING

American Council on Education (ACE)

ACE is an organization that provides guidance to colleges and universities on the acceptance of college credit. AMSC is a member of the USG consortium and honors ACE credits as appropriate for the program of study for students. Students must contact their advisor and the AMSC Office of Admissions for information on documentation of ACE credits and verification of their application to programs of study. Please go to <http://www.acenet.edu> for further recommendations.

MILITARY SERVICE

Credit for Military Service

Students who have prior military service may be given two activity credits and three hours of first aid credit for the Physical Education activity component of their program of study with the submission of a valid DD-214 to the Office of the Registrar. Students currently in the Armed Forces should present documentation to the Registrar for consideration of awarding this credit. Atlanta Metropolitan State College is a military friendly member of the Servicemembers Opportunities Colleges Consortium (SOC) and is committed to providing flexible policies that empower service members and their families to complete their degree rather than simply accumulate credits. For more information see the SOC website at <http://www.soc.aascu.org/>.

Contact our [Adult Learner](#) link for the College's SOC Representative who will provide further assistance.

Defense Activity for Non-Traditional Educational Support (DANTES)

AMSC will grant credit for DANTES/DSST examinations determined to be equivalent to CLEP. The same score minimums will apply to these tests as the CLEP. Please refer to the DANTES/DSST website at <https://www.dantes.doded.mil/> or more information.

PORTFOLIO

PLA Portfolio Assessment

Students whose prior learning experiences fall outside the scope of these above methods may be advised to sign up for the PLA Documentation workshop (PLAD 2000). Atlanta Metropolitan State College students may enroll in PLAD 2000 workshop to document their prior learning. This online workshop teaches students how to prepare and submit a portfolio that records their prior learning experiences, competencies, training, and certifications in a way that aligns with specific course learning objectives. This course will teach students how to organize verifiable evidence and reflections of prior learning that may include but is not limited to skills, letters, recognitions, certifications, and experiences for which the student is seeking credit. Visit the adult learner website, <http://www.atlm.edu/adultlearner>, for more information on PLAD 2000, including the course syllabus and enrollment information, contact your division dean. Upon completing the course, students can submit portfolios and apply for academic credit for qualifying courses.

For awarding academic credit, the College follows the nationally accepted CAEL Standards and available in *Assessing Learning: Standards, Principles and Procedures*, 2nd ed. By Fiddler, Morry, et al. For the complete list of CAEL Standards, and for AMSC's policies, procedures, and process governing PLA, please refer to <http://www.atlm.edu/adultlearner>.

TESTING SERVICES

Atlanta Metropolitan State College's Office of Testing Services offers a range of testing services including college placement exams, proctored exams for AMSC students, proctored exams for non-AMSC students, and the administration of state and national examinations. AMSC's Testing Office is a member of the National College Testing Association, the Georgia College Testing Association and is also a participant in the Consortium of College Testing Centers. Please refer to the college's website for the current list of testing programs.

ACCUPLACER PLACEMENT TESTING

ACCUPLACER is a suite of computer-adaptive placement tests that measures students' knowledge in math, reading and writing as they prepare to enroll in college-level courses. Placement scores help academic advisors recommend courses that are appropriate for students based on their strengths and needs in each subject area.

Performance on this exam will determine the ability or inability to enroll in college level courses. Proof of payment may be required prior to testing. All examinees must show a valid ID before taking the ACCUPLACER exam.

REMOTE ACCUPLACER TESTING

Applicants who live outside the commuting distance of the Atlanta Metropolitan area should contact the Office of Testing Services to request to take the ACCUPLACER off-campus.

CONSORTIUM (EXTERNAL) PROCTORED TESTING

The Office of Testing Services administers proctored examinations for non-AMSC students enrolled in distance learning courses, and for businesses/government agencies. Appointments are required. Please contact the Office of Testing Services for all inquiries concerning Consortium/Proctored Testing. Testing fees must be paid in advance and are non-refundable. Proof of payment and a valid ID are required prior to testing.

Test Administration

It is mandatory that all examinees provide valid, government - issued identification, such as a driver's license, military ID or passport. School ID is only accepted if it is current. An ID that is expired will not be accepted. A valid ID must not be expired, have a signature, and a recent picture. Prospective students may be asked to provide an exam admit card and a printed copy of payment receipt. Testing fees must be paid in advance and are non-refundable. Examinees that may require a calculator may only use the calculator permitted by the test vendor.

LEARNING SUPPORT PROGRAM

BOARD OF REGENTS' ADMINISTRATIVE PROCEDURES FOR LEARNING SUPPORT PROGRAMS

Learning Support is a generic term for programs designed to prepare students for, or to assist students with, collegiate work. Institutions must serve students who fall below USG placement standards and have the flexibility to develop more rigorous academic criteria with which their students must comply. Learning Support programs are intended to serve students who need additional support in mathematics or English (reading/writing). Students who may be served within the Learning Support program are:

1. Students who do not meet USG criteria to exempt Learning Support placement.
2. Students who are determined by the institution to need academic assistance even though they are eligible to be admitted without Learning Support requirements under USG policy.
3. Students who elect to enroll in Learning Support courses to gain additional support while they are enrolled in entry-level English and mathematics courses. (Georgia Board of Regents Academic Affairs Handbook Section 2.9.1)

ATLANTA METROPOLITAN STATE COLLEGE'S LEARNING SUPPORT MISSION STATEMENT

The Atlanta Metropolitan State College Learning Support Program offers students the opportunity to enhance those language and mathematical skills needed for college success. The program provides support services in the areas of English and Mathematics for students who either need or desire these services.

LEARNING SUPPORT COREQUISITE OFFERINGS

Beginning in the fall 2018 term, all Learning Support courses are offered exclusively in a "**corequisite**" format. The corequisite format means that students requiring Learning Support will enroll in both a collegiate course (ENGL 1101, MATH 1101, MATH 1111, or MATH 1401) and a corequisite Learning Support laboratory: ENGL 0999, MATH 0998, MATH 0999, or MATH 0996 respectively). An example of corequisite enrollment is English 1101 and English 0999 taking simultaneously during the same part of term. The Labs provide "just-in-time" instruction that supports mastery of the skills and concepts needed for success in the collegiate courses. The content of the collegiate courses and the corequisite labs are carefully coordinated and they are both offered during the same part of the same term. The collegiate courses are 3 credit hours; the Labs may be 1 or 2 credit hours. Credit earned in the Labs is institutional credit only and does not count towards certificate or degree completion. However, attempts in Learning Support labs do affect a student's "Satisfactory Academic Progress" and Financial Aid decisions.

Atlanta Metropolitan State College offers the following corequisite course combinations:

- College English (ENGL 1101) + Lab Support for English 1101 (ENGL 0999)
- Mathematical Modeling (MATH 1101) + Lab Support for Math 1101 (MATH 0998)
- College Algebra (MATH 1111) + Lab Support for Math 1111 (MATH 0999)
- Elementary Statistics (MATH 1401) + Lab Support for Math 1401 (MATH 0996)

WHEN APPLYING TO ATLANTA METROPOLITAN STATE COLLEGE

When applying to the college, students are to present test scores that can be used to exempt Learning Support placement. The following scores are used for Learning Support exemption and/or placement:

ACT, SAT, Accuplacer, Write Placer, High School Grade Point Average (HSGPA), English Placement Index (EPI), and Math Placement Index (MPI)

The college provides **free** Accuplacer testing in mathematics and English for students who do not have entry test scores that exempt them from taking Learning Support corequisite labs. Incoming students are strongly encouraged to take the Accuplacer placement exam(s).

ENGLISH PLACEMENT/REGISTRATION

If a student enrolls in a program that does not require ENGL 1101, but the student chooses to take English 1101, standard assessment and placement rules will apply.

The default English placement is ENGL 1101 (English Composition I) and the corequisite Learning Support lab, ENGL 0999, unless a student meets or exceeds at least **one** of the exemption criteria listed here:

- **have transferred or transferable credit for an Area 'A' English course (must meet the minimum grade requirement of 'C**
- have an English Placement Index (EPI) of 4230 or higher
- have a High School Grade Point Average (HSGPA) of 2.5 or higher **AND** have completed the Required High School Curriculum (RHSC) in English
- score 430 or higher on the (old) SAT Critical Reading

- score 24 or higher on the (new) SAT Reading test
- score 17 ACT English or higher
- score 61 or higher on the Classic Accuplacer Reading Comprehension test AND ALSO score 4 or higher on the Accuplacer WritePlacer test
- score 237 or higher on the Next-Generation Accuplacer Reading Comprehension test AND ALSO score 4 or higher on the Accuplacer WritePlacer test

MATHEMATICS & STATISTICS PLACEMENT/REGISTRATION

If a student enrolls in a program that does not require a college-level mathematics course, but the student chooses to take a college-level mathematics course, standard assessment and placement rules will apply.

Many non-science programs allow students to enroll in Mathematical Modeling (Math 1101) to satisfy the area 'A2' mathematics requirement. Some pathways may also allow students to enroll in Elementary Statistics (MATH 1401) to satisfy their area 'A2' mathematics requirement.

The correct Mathematics course needed for your pathway or major is listed on the campus website.

1. **Go to the school website (www.atlm.edu).**
2. **Click on the Academics tab.**
3. **Locate your Program of Study or Pathway under Academic Programs by Degree and (and Guided Pathways).**
4. **Click on the degree worksheet for your degree program and pathway.**
5. **Verify the math or statistics course you need for area 'A2' with an academic advisor.**

The default Mathematics placement is MATH 1101 (Mathematical Modeling) and the corequisite Learning Support lab, MATH 0998, unless a student meets at least one of the exemption criteria for the selected Mathematics class.

Students may Register for MATH 1111 (College Algebra) without a corequisite Lab, or MATH 1101 (Mathematical Modeling) without a corequisite lab, or MATH 1401 (Elementary Statistics) without a corequisite lab if they meet at least one of the following:

- have transferred or transferable credit for an Area 'A' mathematics course with a grade of C or higher
- have a High School Grade Point Average (HSGPA) of 2.8 or higher AND have completed the Required High School Curriculum (RHSC) in Mathematics
- have a Mathematics Placement Index (MPI) of 1265 or higher
- score 470 or higher on the (old) SAT Mathematics
- score 25.5 or higher on the (new) SAT Mathematics test
- score 20 or higher on the ACT Mathematics
- score 79 or higher on the Classic Accuplacer Elementary Algebra test
- score 266 or higher on the Next-Generation Accuplacer Quantitative Reasoning, Algebra, and Statistics test

Students place into MATH 1111 with a corequisite Lab (Math 0999), or MATH 1101 without a corequisite Lab, or MATH 1401 without a corequisite lab if they meet at least one of the following criteria:

- have transferred or transferable credit for an Area 'A' mathematics course with a grade of D
- have a High School Grade Point Average (HSGPA) of 2.5, 2.6, or 2.7 AND have completed the Required High School Curriculum (RHSC) in Mathematics
- have a Mathematics Placement Index (MPI) from 1165 to 1264
- score from 400 to 469 on the (old) SAT Mathematics
- score from 22 to 25.4 on the (new) SAT Mathematics test
- score from 17 to 19 on the ACT Mathematics
- score from 67 to 78 on the Classic Accuplacer Elementary Algebra test
- score from 258 to 265 on the Next-Generation Accuplacer Quantitative Reasoning, Algebra, and Statistics test

Students who do not meet any of the above criteria for Math placement must register for MATH 1101 along with the corresponding corequisite Learning Support Lab (MATH 0998).

SATISFYING LEARNING SUPPORT REQUIREMENTS

Students satisfy their English Learning Support requirement by passing English 1101 with a grade of C or better. Students satisfy their Mathematics Learning Support requirement by passing MATH 1111, 1101 or 1401 with a grade of 'D' or better.

CAUTION: For some students, a grade of 'D' in mathematics 1111, or 1101, or 1401 will not satisfy their degree or program requirement. Some degrees or pathways require a grade of 'C' or better in these courses.

COURSE ENROLLMENT DETAILS

Students with a Learning Support corequisite requirement(s) must register for both the collegiate course and the corresponding Lab during each semester of enrollment, and during the same part of term.

If a student withdraws, or is withdrawn, from a corequisite Learning Support Lab, the student must also withdraw from the corresponding 1000-level Math or English class. Similarly, if a student withdraws from, or is withdrawn from, the 1000-level Math or English class, the student must also withdraw from the corresponding corequisite Learning Support Lab.

In the event that a required Learning Support course/courses is not available, the student may register for any class where the student has met the pre-requisites up until the student has earned a maximum of 30 transfer hours.

Students who have earned a maximum of 30 transfer hours and still have an unsatisfied Learning Support requirement must be advised by a member of the Center for Academic Advising and Success.

GRADUATION

GRADUATION REQUIREMENTS

In order to qualify for graduation with an associate's degree in a College transfer program or career program, the student must satisfy the following requirements:

The student must have completed at least twenty (20) semester hours of required associate degree course work and forty (40) semester hours for required bachelor's degree course work at Atlanta Metropolitan State College.

The student must complete the prescribed course requirements for the particular degree with a minimum cumulative GPA of 2.0. For career programs, the student must complete the prescribed program listed under the degree heading. For transfer programs, the student must complete the requirements listed in the Core Curriculum Areas A through E, the requirements listed in the Area F field of study, and FYEX 1630.

All students who receive a degree or certificate from Atlanta Metropolitan State College must complete at least twenty (20) semester hours of their required associate's degree course work and forty (40) semester hours for required bachelor's degree course work at AMSC with an average grade of "C" or better.

Students graduating from programs of study that have designated Area F requirements must complete with a grade of "C" or better.

Students who have been in regular attendance and who lack three (3) to six (6) semester hours of fulfilling a graduation requirement may gain permission from the Provost/Vice President for Student Success to attend a senior institution and transfer those hours back to satisfy the degree requirements.

The student must satisfy all financial obligations to the College, including payment of a graduation fee of \$25.00. (Fee subject to change.)

Students graduating in transfer programs of study must meet the state of Georgia requirement for proficiency in United States and Georgia History and United States and Georgia Constitution. This requirement may be met by passing POLS 1101 and HIST 2111 or HIST 2112, or by passing an examination especially designed to measure proficiency in these subjects.

Students given College transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirement by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan State College.

Students in transfer programs must receive satisfactory grades of a C or better in ENGL 1101 and ENGL 1102. The student must receive formal approval of the faculty.

Participation in graduation exercises is limited to students who have met all graduation requirements.

APPLICATION FOR GRADUATION

Students applying for graduation must submit a completed application for degree to the Office of the Registrar. The form is also available on the website at <https://www.atlm.edu/academics/graduation-candidates.aspx> under 'Graduation' and 'Registrar's Forms'. Students seeking to graduate must submit the application for degree before the end of the prior semester listed on the application. Students who are awarded degrees the Summer or Fall terms are eligible to participate in the Spring commencement of the following year.

GRADUATION WITH HONORS

Students in programs leading to the Associate of Arts or Associate of Science degrees are eligible for graduation with Honors. Such students maintaining a cumulative 3.2-3.49 GPA are graduated with the designation of Honors. Students maintaining a cumulative 3.50-3.79 GPA are designated with High Honors; and students maintaining a cumulative 3.80-4.00 GPA are designated with Highest Honors. Students in programs leading to the bachelor's degrees are eligible for graduation with honor distinction. Such students maintaining a cumulative 3.2-3.49 GPA are graduated with the designation of Cum Laude. Students maintaining a cumulative 3.50-3.79 GPA are designated with Magna Cum Laude and students maintaining a cumulative 3.80-4.00 GPA are designated with Summa Cum Laude.

GRADUATION CEREMONY

Atlanta Metropolitan State College conducts only one commencement exercise during the academic year, during the Spring semester, for students who have completed all graduation requirements by that time. Students who are able to complete their requirements during summer session or the fall semester may arrange to pick up their diplomas or have them mailed, (delivery method may change at the discretion of the Registrar's Office).

SECOND DEGREE

Students who wish to obtain more than one degree from Atlanta Metropolitan State College must consult with their program advisor to determine the additional degree requirements. All program requirements must be met, including eighteen (18) unique Area F hours as outlined in the catalog with elective courses selected in conjunction with and approved by the Academic Advisor and the Academic Dean.

ACADEMIC RECORDS

The Office of the Registrar maintains permanent academic records on all students who have ever enrolled at the College. All practices and policies involving the acquisition, retention, and disclosure of information pertaining to student records are compiled and maintained with respect to the student's right to privacy. The only information released without the student's consent is the following: student's name, address, email address, telephone number, and student enrollment status, dates of enrollment, degrees earned, program of study, honors, and awards.

This information is considered public information and may be released upon request by a third party, unless the student requests, in writing, to the Registrar that even this information not be released. The following exceptions are observed in the release of information concerning students: The College will comply with applicable federal and state laws and with court orders that require the release of information under legal compulsion or in cases in which the physical wellbeing or safety of persons or property is involved. Students have the following rights:

- To inspect the official transcript of their academic record and personal folder.
- To request an interpretation and explanation of information contained within their record.
- To request correction of educational records that are incorrect or misleading or that violate privacy or other rights.
- To request a meeting with the Registrar to amend incorrect information.

RELEASE OF TRANSCRIPTS

Atlanta Metropolitan State College has appointed Parchment, as the designated agent for processing and sending official electronic transcripts on behalf of Atlanta Metropolitan State College. The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Parchment has been granted the authority to deliver all such electronic transcript requests on behalf of Atlanta Metropolitan State College and respond to any inquiries regarding the transactions. **Additionally, all transcript request must be completed online.** Each individual has an option to pick-up an official transcript in the Office of the Registrar or have an official electronic transcript sent to the requested party.

There is a \$9.35 charge per electronic transcript request. Paper transcript request are \$12.35. The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student academic records and allows the student to determine what information should be confidential, and who should have access to that information. FERPA policy enforcement is handled by the Office of the Registrar. Please use the links below for more information.

POINT OF CONTACT:

Information regarding the College's FERPA compliance procedures should be directed to the Registrar's Office at 404-756-4001. Additionally, a request for FERPA information may also be submitted via facsimile at 404-756-5686, or through the mail by sending all relevant information to:

College Registrar
Atlanta Metropolitan State College
1630 Metropolitan Parkway
Atlanta, Georgia 30310-4498

COMPLIANCE INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- **The right to inspect and review the student's education records within forty-five (45) days of the day the College receives a request for access.** Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- **The right to request the amendment of the student's education records that the student believes is inaccurate.** Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Atlanta Metropolitan State College to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:
Family Policy Compliance
Office of U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. The College has designated the following information as directory information: student's name; electronic mail address; degrees, honors, and awards received; major field of study; dates of attendance; and grade level. If a student does not want the College to disclose directory information without his or her prior written consent, he or she must notify the College in writing by going to the Registrar's Office website click on the FERPA link and complete the Authorization to Withhold Directory Information form. For more information students should contact the Registrar's Office at 404-756-4001.

ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISEMENT

Undergraduate academic advisement plays a vital role in a student's academic achievement at Atlanta Metropolitan State College (AMSC). All students are assigned to a Trailblazer Student Success Team (TSST) after enrollment. The TSST is composed of at least two people: A professional Academic Success Advisor (ASAs), Faculty Advisor, Academic Success Coach, or Faculty Mentor. Students who have earned sixty (60) earned credit hours or less are assigned an Academic Success Coach in addition to their Academic Success Advisor. Students who have sixty-one plus (61+) earned credit hours or more are assigned a Faculty Mentor in addition to their

Faculty Advisor. ASAs and Faculty Advisors assist students with making academic decisions related to selecting and planning a program of study/major that will lead to graduation from AMSC and selecting courses for registration. ASAs, Faculty Advisors, and Faculty Mentors remain with their assigned students until graduation. Faculty Mentors are determined by the student's declared program of study/major. Faculty mentors help shape students understanding of broader academic and professional career goals. All students are required to meet with their ASA, Faculty Advisor, Academic Success Coach and Faculty mentor for all required meetings each semester to promote student success.

Students may find out the name of their advisors in the student portal, Degree Works, or by contacting the Center for Academic Advising & Student Success. Students may seek advisement from their advisor anytime during the semester. Students should check their AMSC email addresses frequently for pertinent information from their designated ASA, Faculty Advisor, and Faculty Mentor regularly. Students who have learning support requirement(s) or have not maintained an acceptable cumulative grade point average (GPA) may be required to take a reduced course load.

THE CENTER FOR ACADEMIC ADVISING & STUDENT SUCCESS

The Center for Academic Advising & Student Success (CAAS) provides centralized advisement, registration, and academic support services that promote student success. Students meet with Professional Academic Success Advisors (ASAs) for advisement and registration of the core curriculum (Areas A-F) from 0 to 60 earned credit hours based on the student's program of study. Students may schedule an appointment with their assigned ASA anytime during the semester.

CAAS provides AMSC students access to academic technology labs. The academic technology labs provide access to electronic tutorials, Internet resources, word-processing, multimedia, and educational software relevant to academic disciplines. Additionally, instructional academic success workshops are offered every fall and spring semester to promote strategies for student success.

SECOND DEGREE

Students who wish to obtain more than one degree from Atlanta Metropolitan State College must consult with their program advisor to determine the additional degree requirements. All program requirements must be met, including eighteen (18) unique and different Area F hours as outlined in the catalog with elective courses selected in conjunction with and approved by the Academic Advisor and the Academic Dean.

COOPERATIVE EDUCATION

Cooperative Education is an academic work program designed to provide career-related work experience with academic studies. Students are assigned to co-op positions in business, industry, government or service organizations. The purpose of the co-op experience is to give direction and enrichment to the student's education and to enhance his or her value as an employee upon graduation. The program is called Cooperative Education because it involves a cooperative effort between the College, employers and students. This program is a part of the School of Business and Technology.

DISABILITY SERVICES

Students who have a chronic illness, physical disability, or learning disorder may receive accommodations through the Office of Disability Services so that the aforementioned conditions will not hinder their academic success. In order to receive accommodations, students must schedule an appointment with the Coordinator of Disability Services immediately following registration. During the initial meeting, students must provide copies of appropriate documentation from their health care provider that verifies their illness or disability. Students with learning disorders must provide test results and other appropriate supporting documentation solidifying their accommodation needs. In order for documentation to be considered for the initiation of accommodations, the documentation should provide an adequate representation of the student's current functional abilities. In most situations, documentation should be within three years of the student's application for services. Professional judgment, however, must be used in accepting older documentation of conditions that are permanent or non-varying, or in requiring more recent documentation for conditions for which the functional impact may change over time.

ECORE

eCore, the University System of Georgia's electronic core curriculum, offers students the opportunity to complete undergraduate, general educational requirements online through accredited colleges and universities. Developed and maintained by dedicated instructional and web design professionals and committed faculty, each course is consistent in both design and accessibility standards and taught by professors hand selected from University System of Georgia institutions.

eCore is not a formal degree program but is a convenient and adaptable option for either getting started in college or for resuming college after a break or pause. The core curriculum primarily consists of courses required during the first two years of college for a given degree. Not all core curriculum classes are available via eCore; however, all core classes are offered at AMSC. Students are required to take an

eCore introduction quiz prior to registering for an eCore class. An eCore academic calendar may differ each semester from the Atlanta Metropolitan State College academic calendar. Students are encouraged to visit the Center for Academic Advising & Student Success (CAAS) for more information. For further information on USGs eCore program, please visit <http://www.atlm.edu/ecore/>.

EMAJOR

eMajor - short for electronic Major - provides undergraduate online degrees through traditional, public institutions in the University System of Georgia. Our innovative approach allows students to earn credits for prior learning and reduce the time to graduation. Students can enroll through Atlanta Metropolitan State College. The program is ideal not only for traditional students who wish to take advantage of online course delivery but also for working professionals, military members, transfer students and others seeking alternative routes to degree completion.

eMajor focuses on increasing access to higher education and workforce development for students at Atlanta Metropolitan State College. Student support services, including enrollment counseling, bookstore, library services, tutoring, test proctoring and disability services are coordinated through the eMajor Administration. Developed and maintained by dedicated instructional and web design professionals and committed faculty, each course is consistent in both design and accessibility standards and taught by University System of Georgia instructors. A cornerstone of eMajor is the inclusion of prior learning assessments, shortening time to degree.

Students are required to take an eMajor introduction quiz prior to registering for an eMajor class. An eMajor academic calendar may differ each semester from the Atlanta Metropolitan State College academic calendar. Students are encouraged to visit the School of Social Sciences and Humanities for further information on USGs eMajor program, please visit <http://www.atlm.edu/emajor/>.

THE LIBRARY

The Library is located at the center of the campus in the Library Administration Building. The Library provides comprehensive resources appropriate to the instructional and research needs of all disciplines.

Services are available seven days a week during the semester and offer access to books, periodicals, and electronic databases. Scholarly research is enhanced and made available through carefully selected media (print and non-print materials), access to the Internet, and the GALILEO Interconnected Libraries (GIL) System. As an online system, GIL/GALILEO is designed to ensure universal access to a core level of materials and information services for every student and faculty member in the University System of Georgia.

The Library houses a collection of approximately 45,000 volumes, provides access to periodical titles, and has comparable units of microfilm. A videotape/DVD collection offers drama, poetry, and history. Circulating books and bound periodicals are available on the third floor. Current periodicals, reference, and microforms are housed on the second floor.

Microfilm reader-printers, photocopiers, computers, and reserved resources are available to students, faculty, and staff members. In addition, students have access to public and academic library catalogs in the University System of Georgia and throughout the country. GIL Express and Interlibrary Loan services are available providing students, faculty and staff access to resources beyond the holdings of the AMSC Library.

The Atlanta Metropolitan State College Library is a member of ALA (American Library Association), GLA (Georgia Library Association), GALILEO (Georgia Library Learning Online), GOLD (Georgia Online Databases), and Lyrasis.

STUDY ABROAD

Atlanta Metropolitan State College offers a variety of study abroad opportunities for students who wish to earn degree credit while broadening their cultural and linguistic awareness. In addition to College-sponsored study abroad opportunities, the International Intercultural Studies Program (IISP) of the University System of Georgia provides students with a roster of study experiences in other countries. At present, summer study abroad programs are offered in Western Europe, the former Soviet Union, Israel, Canada, and Mexico, and academic-year study is available in several countries in Western Europe. IISP is open to all undergraduate students with a minimum cumulative GPA of 2.5; however, certain study opportunities may require a higher GPA and completion of prerequisites. For information regarding AMSC-sponsored Study Abroad, consult the School of Social Sciences & Humanities of Atlanta Metropolitan State College.

ACADEMIC SCHOOLS

- **SCHOOL OF BUSINESS AND TECHNOLOGY**
- **SCHOOL OF SCIENCE AND HEALTH PROFESSIONS**
- **SCHOOL OF SOCIAL SCIENCES AND HUMANITIES**

SCHOOL OF BUSINESS AND TECHNOLOGY

The School of Business and Technology (SBT) at Atlanta Metropolitan State College is committed to high standards of academic excellence and relevance while providing business and computer academic programs, services, and extra-curricular activities, which meet the dynamically challenging needs of the diverse population that the College serves.

In accordance with the overall mission of the College, the School offers several types of degree-granting business programs:

- The Baccalaureate Degree in Business Administration
- Business and computer related transfer programs for students intending to pursue the baccalaureate degree in business or computer related fields.
- Business and computer related career programs for students seeking academic preparation for employment.
- Business and computer related cooperative programs to complement vocational/technical certification in a business or computer field.

The Center for Entrepreneurship (CFE) is a special program of the School of Business and Technology that provides professional services and programs to businesses and residents in the metro Atlanta area. The CFE provides a wide range of courses, workshops, and services to meet the needs of the business sector, including: (1) writing business plans, (2) establishing sound fiscal practices, (3) obtaining business licensing and completing IRS documents, (4) acquiring bank loans, (5) understanding business accounting, (6) launching effective business marketing and public relations, and (7) starting for profit and nonprofit businesses.

The instructional and learning activities, extra-curricular activities, and support services of the School of Business and Technology are especially designed to develop student general business knowledge that is both globally and technologically relevant. The activities and services also place emphasis on the development of critical thinking, communications, and computer and information literacy skills.

In addition to the academic degree programs and services offered, the School of Business and Technology also works in conjunction with other units of the College to provide services and programs for the college community, as well as for local businesses and industry.

SCHOOL OF SCIENCE AND HEALTH PROFESSIONS

The School of Science and Health Professions (SSHHP) is committed to increasing the number of students in science, technology, engineering, and mathematics. The School promotes the development of the critical thinking through practical learning. To this end, the SSHHP provides quality instruction that is intellectually challenging, yet considerate of the needs of the “non-traditional” student. Accordingly, instruction is provided in various formats to accommodate varied learning styles. Instructional technologies, including graphics, computer-based instruction, online courses, multimedia, and audio-visual technology, are used to enhance teaching and learning. Hands-on activities and interactive learning/computing are an integral part of laboratory instruction. The School of Science and Health Professions supports pre-college initiatives and promotes bridge programs for the purpose of attracting and preparing young scholars for Science, Technology, Engineering, and Mathematics (STEM) and allied health careers.

The SSHHP offers pre-requisites for allied health programs, pre-engineering, and laboratory sequences in biology, chemistry, physics and mathematics. Transfer programs are designed to prepare students for matriculation at a senior college or university. Students may also complete a Baccalaureate program in Biological Sciences. The Core Curriculum, each of the units of the University System of Georgia, including Atlanta Metropolitan State College, facilitates the transfer of credits among member institutions. The School of Science and Health Professions is the instructional unit for STEM transfer and career programs, providing course work appropriate to those programs of study.

SCHOOL OF SOCIAL SCIENCES AND HUMANITIES

Welcome to the School of Social Sciences & Humanities at Atlanta Metropolitan State College. We are excited to have you join us at “the miracle on Metropolitan,” where we provide “student-centered instruction, civic/community engagement, and quality services.” The School of Social Sciences & Humanities engages all students whether you are a freshman, returning or transient student with a diversity of programs, pathways and majors that will help you become a qualified graduate ready to face the challenges of the twenty-first century. As part of the University System of Georgia, AMSC students get the same quality of education or access to scholarships like any of the other state institutions, but unlike them, at AMSC, you get the benefit of smaller class sizes, better access to your faculty and a high level of personal touch tailored to help every student succeed.

Attending college any time after 2020 is particularly challenging because of the changes wrought by Covid19. While many traditional face-to-face classes were disrupted, at the School of Social Sciences & Humanities, our courses cover a striking blend. With versatility of the faculty and the accessibility of smart technology, many professors regularly hold virtual class meetings where students can still enjoy some of the benefits of interaction. You will find a committed and dedicated team of faculty working to meet the students where they are. In the School of Social Sciences & Humanities, we take pride in leading these cutting-edge developments.

Whether you have already made up your mind about a major or you are still concerned about the common core, it is important that you know the main fields that are offered within the School of Social Sciences & Humanities. There are 3 baccalaureate degree programs:

1. Bachelor of Science in Criminal Justice (Criminal Justice & Police Sciences Institute)
2. Bachelor of Science in Organizational Leadership (eMajor)
3. Bachelor of Arts in Digital Media & Entertainment (Film & Entertainment Studies)

Here are the Associate Programs:

1. Certificate in Film & Television Production (partnership with Georgia Film Academy)
2. Teacher Education Pathway (and a Transfer Articulation Agreement with Clayton State University and Kennesaw State University).
3. Social Work Pathway
4. Psychology Pathway
5. Criminal Justice
6. Mass Communication
7. General Pathway (ASCC/AACC)

Students who aspire for leadership or a career in public service, healthcare administration or office administration are invited to give Organizational Leadership a second look. If you are among those who have always dreamed of working on movie sets or to produce your own online content for YouTube, Instagram, Snapchat or Facebook – the Digital Media Program (Film & Entertainment Studies) is the place for you. This program is taught in association with the Georgia Film Academy. There are many other students who are thinking of a career in law enforcement, the correction or judicial system – Criminal Justice opens the door to a brighter future. Social Work and Psychology have always attracted the very gifted and talented students who have a drive to make their communities better. Whether as a social worker or a counselor, our students get to learn from teachers who are also practitioners in their respective disciplines. This is a great opportunity for you to learn directly from the experts.

Our students get the opportunity to benefit from a research-based approach designed to help all learners who enroll in college to successfully matriculate within the expected time. Some of the main pillars of the Momentum Approach confirm that students are likely to succeed in college:

- A. When they make a purposeful choice about what they would like to study (academic focus areas or program).
- B. When they develop a productive mindset. (Yes, you can do it).
- C. Especially if you register for core English and Math within the first year.
- D. Take 30 credit hours in the first year and this includes:
- E. Nine credit hours in the academic focus areas.

The above principles are evidence-based and it has been demonstrated that when students follow them, they are more likely to “find their path, get on that path, and build velocity in the direction of their goals.”

Vital to our commitment to excellence, creativity and innovation at the School of Social Sciences & Humanities, is our promise to diversity and inclusiveness. We promote classrooms and a campus climate of respect, tolerance and respect for diversity and all cultures. We hold these values dear to us because we believe that a climate in which we celebrate each other and bask in the diversity of our cultures is the best place to nurture dreams and pursue our fullest potential.

ACADEMIC PROGRAMS

- GENERAL DESCRIPTION OF ACADEMIC PATHWAYS AND PROGRAMS
- DEGREE DESIGNATIONS
- CERTIFICATES
- CORE CURRICULUM REQUIREMENTS

GENERAL DESCRIPTION OF ACADEMIC PATHWAYS AND PROGRAMS

Types of Programs

Atlanta Metropolitan State College offers three types of programs: Baccalaureate, Associates, and Certificate programs.

COLLEGE TRANSFER PATHWAYS

Transfer Pathways are designed for students who plan to enroll in an AMSC bachelors program, or one at other four-year colleges or universities upon the completion of two years of course work at the College. Transfer Pathways of study provide the freshman and sophomore years of academic course work leading to the bachelor's degree. Upon completion of a transfer pathways, a student will receive the Associate of Arts (A.A.) or Associate of Science (A.S.) degree.

CORE CURRICULUM

Common to transfer degree pathways within the University System of Georgia is a core curriculum. It is designed to facilitate the educational progress of students as they pursue associate and baccalaureate degrees. The core curriculum is divided into areas A-F. Outlined below is the number of credit hours required for each area:

- (A) Essential Skills - 9 hours
- (B) Institutional Options - 4 hours
- (C) Humanities and Fine Arts - 6 hours
- (D) Science, Mathematics, and Technology - 11 hours
- (E) Social Science - 12 hours
- (F) Courses Related to the Pathway of Study - 18 hours

Areas A-E total forty-two (42) credit hours and represent the general education portion of the core. Area F varies with each program of study and is composed of eighteen (18) credit hours which support the student's chosen program of study. These courses are the prescribed freshman and sophomore requirements for the University System of Georgia baccalaureate (four-year) degrees.

The core curriculum ensures that an Associate of Arts or an Associate of Science degree earned in a College transfer pathway at Atlanta Metropolitan State College will be accepted by a senior university as having met the requirements of the first two years of College.

CAREER AND CERTIFICATE PATHWAYS

Career and certificate Pathways are designed for students who wish to complete a focus pathway which will prepare them to enter employment at a level of competence requiring more than high school education, but less than a four-year college or university degree. Students who complete a career program receive the Associate of Applied Science degree. The College also offers a few non-transferable certificate preparation programs which provide career skills for entry into the workplace. Students in these programs earn certificates.

BACHELOR'S DEGREE PROGRAMS

The bachelor's degrees offered at Atlanta Metropolitan State College include:

- Bachelors of Arts with a major in Digital Media and Entertainment Design
- Bachelors of Business Administration with a major in Business Administration
- Bachelors of Science with a major in Organizational Leadership (eMajor)
- Bachelors of Science with a major in Biological Sciences
- Bachelors of Science with a major in Criminal Justice

It typically takes successful completion of a four-year program to earn a bachelor's degree. The degree ranks as a higher level of education than a technical or associate degree and precedes advanced degrees, such as a master's or doctoral degree. A bachelor's degree holds a number of purposes for personal and career development.

DEGREE DESIGNATIONS

ASSOCIATE OF ARTS DEGREE

The Associate of Arts Degree is awarded to students completing requirements in the following transfer programs and pathways:

- Associates of Arts, Core Curriculum (Program)
- Mass Communications (Pathway)
- Digital Media and Entertainment (Pathway)

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree is awarded to students completing program requirements in the following transfer programs:

Associate of Science - General Pathway (Program)
Biological Sciences (Pathway)
Business Administration (Pathway)
Computer Information Systems (Pathway)
Criminal Justice (Pathway)
Engineering Transfer (Pathway)
Financial Technology (Program in collaboration with Middle Georgia State University)
Health Sciences (Pathway)
Psychology (Pathway)
Social Work (Pathway)
Teacher Education - Early Childhood (Pathway)

For pathways, the Area F requirements completed are not inscribed on the diploma. The diploma will indicate either the AACC or ASCC program and associate's degree.

BACHELOR OF ARTS DEGREE

The Bachelor of Arts Degree is awarded to students completing requirements in the following program:

- Digital Media and Entertainment

BACHELOR OF BUSINESS ADMINISTRATION

The Bachelor of Business Administration Degree is awarded to students completing requirements in the following program:

- Business Administration

BACHELOR OF SCIENCE DEGREE

The Bachelor of Science Degree is awarded to students completing program requirements in the following program:

- Biological Sciences
- Criminal Justice
- Organization Leadership (eMajor with Valdosta State University)

CERTIFICATES

- Business Management
- Customer Relationship Management
- Cyber Security
- Film and Television Production
- Forensic Science
- Information Technology
- Law Enforcement Leadership
- Religious Studies

CORE CURRICULUM REQUIREMENTS

The Core Curriculum of the University System of Georgia is designed to facilitate the educational progress of students as they pursue associate and baccalaureate degrees within the University System of Georgia. The general education portion of the Core is divided into areas A-E and represents forty-two (42) credit hours. Area F varies with each program of study and is composed of 18 credit hours which support the student's chosen pathway of study.

REQUIRED AND ELECTIVE COURSES FOR AREAS A-F

TRANSFER PATHWAY

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Mathematic Requirement (choose one below)			
MATH	1101	Intro to Mathematical Modeling	3
MATH	1111	College Algebra	3
MATH	1401	Introduction to Statistics	3
MATH	1113	Precalculus	3
MATH	2201	Calculus	4
Pathways of study requiring Precalculus as a first course in Area A: Biology, Chemistry, Computer Science, Mathematics, Physics, Engineering Studies requires Calculus I in Area A. One hour of credit carries into Area F. Students who are exempted from their required math course in Area A must take another math course with a higher course number than the one required to fulfill the math requirement in Area A.			
Area B:	Thinking, Learning, and Communicating in Contemporary Society		4
Area C:	Humanities & Fine Arts		6
ARTS	1100	Art Appreciation	3
ARTS	2211	The Creative Process	3
ENGL	2205	Introduction to Creative Writing	3
MUSC	1100	Music Appreciation	3
MUSC	1101	Fundamentals of Music	3
THEA	1100	Theatre Appreciation	3
Humanities Elective: Choice of 3 hours from the following:			3
COMM	1100	Human Communications	3
COMM	1110	Public Speaking	3
ENGL	2111	World Literature I	3
ENGL	2112	World Literature II	3
ENGL	2130	American Literature	3
FREN	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
HUMA	1101	Exploring Selected American Cultures	3
HUMA	1102	African American Culture	3
HUMA	2000	Exploring Global Cultures	3
MCOM	1100	Film Appreciation	3
MCOM	1101	Introduction to Mass Communications	3
PHIL	2201	Survey of Philosophy	3
PHIL	2210	Logic and Critical Thinking	3
RELI	2201	Introduction to Religious Studies	3
SPAN	1002	Elementary Spanish II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3

Area D:	Science, Mathematics & Technology		11
OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY			
Science: <i>Choice of two 4-hour laboratory science courses (Course = 3 hours, Lab = 1 hour). Courses do not have to be a sequence.</i>			8
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
Science, Mathematics or Technology <i>Choice of one 3-hour course from science, mathematics, or technology.</i>			3
Science: <i>Choice of one 3-hour course from mathematics or technology. Choose from the list below.</i>			
Mathematics:			
MATH	1113	Precalculus	3
MATH	1401	Introduction to Statistics	3
MATH	1128	Discrete Mathematics	3
MATH	2201	Analytic Geometry & Calculus I Analytic Geometry & Calculus I (1 hour excess can be included in Area F of selected programs)	3
MATH	2202	Calculus II	3
Technology:			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Computer Science I	3
CSCI	1136	Fundamentals of Elec. Spreadsheets	3
CSCI	1137	Fundamentals of Database Mgmt.	3
CSCI	1138	Introduction to Cyberspace Tech.	3
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1146	Introduction to Java Programming	3
OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY			
Science: <i>Choice of two 4-hour laboratory science courses (Course = 3 hours, Lab = 1 hour). Students are required to take courses, which are a sequence appropriate to the program of study.</i>			8
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
PHYS	2211K	Principles of Physics I with Lab	4
PHYS	2212K	Principles of Physics II with Lab	4
Science, Mathematics or Technology <i>Choice of one 3-hour course from science, mathematics, or technology.</i>			3
Science: <i>Choice of one 3-hour course from mathematics or technology. Choose from the list below.</i>			
MATH	1113	Precalculus	3
MATH	1401	Introduction to Statistics	3
MATH	1128	Discrete Mathematics	3
MATH	2201	Analytic Geometry & Calculus I (1 hour excess can be included in Area F of selected programs)	3
MATH	2202	Calculus II	3
Technology:			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Computer Science I	3
OPTION IIB: FOR ALLIED HEALTH PROGRAMS OF STUDY AT FOUR-YEAR LEVEL			

Science: Choice of a laboratory sequence in chemistry, biology or physics (Course = 3 hours, Lab = 1 hour).			8
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
Science, Mathematics or Technology <i>Choice of one 3-hour course from science, mathematics, or technology.</i> Science: <i>Choice of one 3-hour course from mathematics or technology. Choose from the list below.</i>			3
Mathematics:			
MATH	1113	Precalculus	3
MATH	1401	Introduction to Statistics	3
MATH	1128	Discrete Mathematics	3
MATH	2201	Analytic Geometry & Calculus I (1 hour excess can be included in Area F of selected programs)	3
MATH	2202	Calculus II	3
Technology:			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Computer Science I	3
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1146	Introduction to Java Programming	
Area E:	Social Sciences		12
Government Requirement:			3
POLS	1101	American Government	
History Requirement: Choice of 3 hours from the following:			3
HIST	2111	United States History I or	
HIST	2112	United States History II	
Social Science Elective (1)			3
Social Science Electives (2): Choice of an additional Social Science course: Courses used in Area F cannot be used in Area E.			3
ANTH	1102	Introduction to Anthropology	3
ECON	1105	Introduction to Economics	3
ECON	2105	Principles of Macroeconomics	3
ECON	2106	Principles of Microeconomics	3
GEOG	1105	Intro. to World Regional Geography	3
HIST	2111	United States History I	3
HIST	2211	Honors United States History I	3
HIST	2112	United States History II	3
HIST	1111	World Civilization I	3
HIST	1112	World Civilization II	3
HIST	2113	Minorities in American History	3
HIST	2232	African American History	3
POLS	2101	Introduction to Political Science	3
PSYC	1101	Introduction to General Psychology	3
PSYC	2201	Honors Introduction to General Psychology	3
SOCI	1101	Introduction to Sociology	3
SOCI	1201	Honors Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
SOSC	1101	Introduction to the Social Sciences	3

SOSC	2101	Introduction to African American Studies	3
Subtotal			42
Area F:	Courses Related to Program of Study		18
Total			60
Courses Outside the Core:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

TRANSFER PATHWAYS

All Associate of Arts (A.A.) and Associate of Science (A.S.) Degrees are transfer degrees leading to the baccalaureate degree, with the area of study determining which degree is awarded. Other than the distinction between the A.A. and A.S. designation, these degrees carry no indication of the student's area of study (major). As such, there are no "majors" in the two-year transfer curriculum.

In addition to completing the core curriculum in Areas A-E, students enrolled in transfer Pathways are required to take eighteen (18) semester hours of courses in Area F related to the discipline of the pathway of study and courses which are appropriate prerequisites to major courses at higher levels. The Area F requirements represent a selection of courses appropriate to certain majors at the baccalaureate level. Area F course requirements are determined and approved by the University System of Georgia Academic Committees. Taking courses out of sequence may delay the semester in which you graduate.

No A.A. or A.S. degree program exceeds 60 semester credit hours (exclusive of physical education activity/basic health or orientation course hours).

**Associates of Arts, Core Curriculum
General Studies**

The School of Social Sciences and Humanities advises students in this Pathway.

Students who complete this program are prepared to pursue a wide range of four-year degrees. Individuals who are undecided about their field of study may select this area of study. **Note:** Some baccalaureate institutions may require additional hours before a student would be classified as a junior in a specific discipline.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Math Requirement: Choice of 3 hours from the following			
MATH	1101	Mathematical Modeling or	3
MATH	1111	College Algebra or	3
MATH	1401	Introduction to Statistics	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		11
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
Area E:	Social Sciences		12
Government Requirement			
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement: Choice of 3 hours from the following			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
Social Science Requirement: Choice of 3 hours from the following			
SOCI	1101	Introduction to Sociology or	3
PSYC	1101	Introduction to General Psychology	3
Area F:	Courses Appropriate to Program of Study		18
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

Associates of Arts, Core Curriculum
Pathway: Digital Media & Entertainment
Academic Focus Area: Social Science & Humanities

The School of Social Sciences and Humanities advises students in this Pathway.

Students who complete this program are prepared to pursue a wide range of four-year degrees. Individuals who are undecided about their field of study may select this area of study. **Note:** Some baccalaureate institutions may require additional hours before a student would be classified as a junior in a specific discipline.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Math Requirement: Choice of 3 hours from the following			
MATH	1101	Mathematical Modeling or	3
MATH	1111	College Algebra or	3
MATH	1401	Introduction to Statistics	
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		11
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
Area E:	Social Sciences		12
Government Requirement			3
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement: Choice of 3 hours from the following			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
Social Science Requirement: Choice of 3 hours from the following			
SOCI	1101	Introduction to Sociology or	3
PSYC	1101	Introduction to General Psychology	3
Area F:	Courses Appropriate to Program of Study		18
MCOM	1101	Introduction to Mass Communication	3
MCOM	2201	Writing and Reporting	3
MCOM	2202	Mass Communication Workshop	3
FREN/SPAN	1002	Elementary French II/ Elementary Spanish II	3
MCOM		ELECTIVES	6
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

Associates of Science, Core Curriculum General Studies

The School of Social Sciences and Humanities advises students in this Pathway.

Students who complete this program are prepared to pursue a wide range of four-year degrees. Individuals who are undecided about their field of study may select this area of study. **Note:** Some baccalaureate institutions may require additional hours before a student would be classified as a junior in a specific discipline.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Math Requirement: Choice of 3 hours from the following			
MATH	1101	Mathematical Modeling or	3
MATH	1111	College Algebra or	3
MATH	1401	Introduction to Statistics	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		11
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
Area E:	Social Sciences		12
Government Requirement			3
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement: Choice of 3 hours from the following			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
Social Science Requirement: Choice of 3 hours from the following			
SOCI	1101	Introduction to Sociology or	3
PSYC	1101	Introduction to General Psychology	3
Area F:	Courses Appropriate to Program of Study		18
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Course Approved by Advisor from Areas C-E			3
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

**Associates of Science, Core Curriculum
Pathway: Biological Sciences
Academic Focus Area: STEM/Health Professions**

The School of Science and Health Professions advises students in this Pathway.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		11
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
MATH	2201	Analytic Geometry & Calculus I	3
Area E:	Social Sciences		12
Government Requirement:			
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Elective: Choice of 3 hours from the following			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
Social Science Requirement: Choice of 3 hours from the following			
SOCI	1101	Introduction to Sociology or	3
PSYC	1101	Introduction to General Psychology	3
Area F:	Courses Appropriate to Program of Study		19
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
MATH	2201	Analytic Geometry & Calculus I (Excess from Area D)	1
BIOL	2246	Topics in Science	2
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			62

**Associates of Science, Core Curriculum
Pathway: Business Administration
Academic Focus Area: Business**

The School of Business and Technology advises students in this Pathway.

This pathway is intended for students who plan to transfer to a four-year program in a field such as:

- Accounting
- Actuarial Science
- Business Administration
- Economics
- Finance
- Industrial Management
- Information Systems
- Marketing
- Real Estate

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A: Essential Skills			9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Math Requirement: Choice of 3 hours from the following:			
MATH	1111	College Algebra or	3
MATH	1401	Introduction to Statistics	3
Area B: Institutional Requirement (AMIR 1001)			4
Area C: Humanities & Fine Arts			6
COMM	1110	Public Speaking	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D: Science, Mathematics & Technology			11
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
Science, Math, & Technology Requirement: Choice of 3 hours from the following			
MATH	1401	Introduction to Statistics	3
Area E: Social Sciences			12
Government Requirement:			
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement:			
ECON	1105	Introduction to Economics	3
ECON	2106	Microeconomics	3
Area F: Courses Appropriate to Program of Study			18
BUSA	1105	Introduction to Business	3
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
CISM	2101	Fundamentals of Computer Applications	3
ECON	2105	Principles of Macroeconomics	3
BUSA	2106	The Legal Environ. Of Business	3
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

**Associates of Science, Core Curriculum
Pathway: Computer Information Systems
Academic Focus Area: Business**

The School of Business and Technology advises students in this Pathway.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

This program of study combines general accounting knowledge and practices with current computer software applications, hardware and techniques. Students will take courses in mathematics, business, data processing and general education.

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		11
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
Science, Math, & Technology Requirement: Choice of 3 hours from the following			
CSCI	1135	Introduction to Computers or	3
MATH	1401	Introduction to Statistics	3
Area E:	Social Sciences		12
Government Requirement:			3
POLS	1101	American Government	
History Requirement: Choice of 3 hours from the following:			3
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement: Choice of 3 hours from the following			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
Social Science Requirement: Choice of 3 hours from the following			
ECON	1105	Introduction to Economics or	3
PSYC	1101	Introduction to General Psychology	3
Area F:	Courses Appropriate to Program of Study		18
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
CSCI	1301	Computer Science I	3
CSCI	1302	Computer Science II	3
CSCI	1142	Introduction to C++ Programming	3
CSCI	1146	Introduction to JAVA Programming	3
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

**Associates of Science, Core Curriculum
Pathway: Criminal Justice
Academic Focus Area: Social Science & Humanities**

The School of Social Sciences and Humanities advises students in this Pathway.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Math Requirement: Choice of 3 hours from the following			
MATH	1101	Mathematical Modeling or	3
MATH	1111	College Algebra or	3
MATH	1401	Introduction to Statistics	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		11
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
Area E:	Social Sciences		12
Government Requirement:			
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement: Choice of 3 hours from the following			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
PSYC	1101	Introduction to Psychology	
Social Science Requirement:			
SOCI	1101	Introduction to Sociology	3
Area F:	Courses Appropriate to Program of Study		18
CRJU	1102	Introduction to Criminal Justice	3
CRJU	1105	Introduction to Law Enforcement	3
CRJU	1106	Introduction to Corrections	3
CRJU	2105	Introduction to Criminology	3
CRJU	2108	Introduction to Criminal Law	3
CRJU	2500	Introduction to Homeland Security	3
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

**Associates of Science, Core Curriculum
Pathway: Engineering Transfer
Academic Focus Area: STEM**

The School of Science and Health Professions advises students in this Pathway.

This program is theoretical in nature and generally requires more rigorous training in Mathematics (Math through Calculus IV) and Physics (Calculus based Physics I and II) as well as an orientation towards research and/or higher academic pursuits. It prepares students to apply the theories and principles of science and mathematics to research and to the development of economical solutions to technical problems.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	2201	Analytical Geometry and Calculus I	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		10
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
MATH	2202	Calculus II	2
Area E:	Social Sciences		12
Government Requirement:			
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following:			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement: Choice of 3 hours from the following			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
Social Science Requirement: Choice of 3 hours from the following			
SOCI	1101	Introduction to Sociology or	3
PSYC	1101	Introduction to General Psychology	3
Area F:	Courses Appropriate to Program of Study		18
MATH	2201	Analytical Geometry and Calculus I (Excess from Area A)	1
MATH	2202	Calculus II (Excess from Area D)	2
MATH	2203	Calculus III	4
MATH	2204	Calculus IV	3
PHYS	2211K	Principles of Physics I with Lab	4
PHYS	2212K	Principles of Physics II with Lab	4
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			60

**Associates of Science in
Program: Financial Technology
Academic Focus Area: Business**

The School of Business and Technology advises students in this Program that is a collaboration with Middle Georgia State University. This pathway is intended for students who plan to transfer to a four-year program in a field such as:

- Banking
- Business Administration
- Finance
- Financial Technology
- Information Tech.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A: Essential Skills			9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Math Requirement: Choice of 3 hours from the following:			
MATH	1111	College Algebra or	3
MATH	1401	Introduction to Statistics	3
Area B: Institutional Requirement (AMIR 1001)			4
Area C: Humanities & Fine Arts			6
COMM	1110	Public Speaking	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D: Science, Mathematics & Technology			11
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
Science, Math, & Technology Requirement: Choice of 3 hours from the following			
MATH	1401	Introduction to Statistics	3
Area E: Social Sciences			12
Government Requirement:			
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement:			
ECON	1105	Introduction to Economics	3
ECON	2105	Macroeconomics	3
Area F: Courses Appropriate to Program of Study			18
BUSA	1105	Introduction to Business	3
FTA	2400	Introduction to Financial Technology	3
FTA	2410	Coding for FinTech	3
FTA	2420	Data Analytics for FinTech	3
FTA	2430	Cyber Security for FinTech	3
FTA	2440	Financial Technologies and Services	3
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

**Associates of Science, Core Curriculum
Pathway: Health Sciences Transfer
Academic Focus Area: STEM/Health Professions**

The School of Science and Health Professions advises students in this Pathway.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		11
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
MATH	1401	Introduction to Statistics	3
Area E:	Social Sciences		12
Government Requirement:			3
POLS	1101	American Government	
History Requirement: Choice of 3 hours from the following			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirements:			
PSYC	1101	Introduction to General Psychology	3
PSYC	2103	Human Growth and Development	3
Area F:	Courses Appropriate to Program of Study		20
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
BIOL	2241K	Human Anatomy and Physiology I with Lab	4
BIOL	2242K	Human Anatomy and Physiology II with Lab	4
BIOL	2215K	Fundamentals of Microbiology with Lab	4
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			63

**Associates of Science, Core Curriculum
Pathway: Mass Communication
Academic Focus Area: Social Science & Humanities**

The School of Social Sciences and Humanities advises students in this Pathway.

This option is designed for students who plan to transfer to a four-year program in a field such as:

- Broadcast Journalism
- Public Relations
- Mass Communications

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Math Requirement: Choice of 3 hours from the following			
MATH	1101	Mathematical Modeling or	3
MATH	1111	College Algebra or	3
MATH	1401	Introduction to Statistics	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		11
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
Area E:	Social Sciences		12
Government Requirement:			
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement: Choice of 3 hours from the following			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
Social Science Requirement: Choice of 3 hours from the following			
SOCI	1101	Introduction to Sociology or	3
PSYC	1101	Introduction to General Psychology	3
Area F:	Courses Appropriate to Program of Study		18
MCOM	1101	Introduction to Mass Communication	3
MCOM	2201	News Writing and Reporting	3
MCOM	2202	Mass Communication Workshop	3
FREN/SPAN	1002	Elementary French II/Elementary Spanish II	3
COMM	1110	Public Speaking	3
HUMA	1102	African American Culture	3
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

**Associates of Science, Core Curriculum
Pathway: Psychology
Academic Focus Area: Social Science & Humanities**

The School of Social Sciences and Humanities advises students in this Pathway.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Math Requirement: Choice of 3 hours from the following			
MATH	1101	Mathematical Modeling or	3
MATH	1111	College Algebra	3
MATH	1401	Introduction to Statistics	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		11
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
Area E:	Social Sciences		12
Government Requirement:			
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement: Choice of 3 hours from the following			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
Choice of 3 hours from social science electives			
Area F:	Courses Appropriate to Program of Study		18
PSYC	1101	Introduction to General Psychology	3
PSYC	2211	Introduction to Abnormal Psychology	3
PSYC	2103	Human Growth and Development	3
SOCI	1101	Introduction to Sociology	3
MATH	1401	Introduction to Statistics	3
Choice of 3 hours from the following			
ANTH	1102	Introduction to Anthropology	3
SOCI	2293	Introduction to Marriage and the Family	3
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

**Associates of Science, Core Curriculum
Pathway: Social Work
Academic Focus Area: Social Science & Humanities**

The School of Social Sciences and Humanities advises students in this Pathway.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Math Requirement: Choice of 3 hours from the following			
MATH	1101	Mathematical Modeling or	3
MATH	1111	College Algebra	3
MATH	1401	Introduction to Statistics	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		11
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
Area E:	Social Sciences		12
Government Requirement:			
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following			
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement:			
ECON	2105	Principles of Macroeconomics	3
PSYC	1101	Introduction to General Psychology	3
Area F:	Courses Appropriate to Program of Study		18
SOWK	2000	Introduction to Social Work	3
SOWK	2100	Introduction to Social Welfare	3
SOCI	1101	Introduction to Sociology	3
ANTH	1102	Introduction to Anthropology	3
MATH	1401	Introduction to Statistics	3
One social science course preapproved by advisor			3
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

**Associates of Science, Core Curriculum
Pathway: Teacher Education
Academic Focus Area: Social Science & Humanities**

TEACHER EDUCATION

The School of Social Sciences and Humanities advises students in this pathway.

Notes:

In each Education course, students must complete a twenty-hour field experience as part of the requirements. Prior to beginning the field experience the student must purchase liability insurance and the course instructor and Coordinator of Teacher Education Field Experience will provide details. In addition, a criminal background check is required, with a fee paid by the student, as arranged by the course Instructor and Coordinator of Teacher Education Field Experience. Negative information on background checks may prevent students from completing Education course field experience requirements as school districts have the right to deny placement of students who fail the background check in their schools. Negative information on criminal background checks may ultimately prevent students from being certified as teachers. Students who fail to purchase the required liability insurance and/or fail the background check will not be able to complete the mandatory field experience requirements and must withdraw from Education courses and change their major.

In order to be considered for admission to teacher education programs, candidates must have achieved a minimum, adjusted or cumulative GPA of 2.75 for all coursework. No grade lower than "C" in Lower Division Major and Teaching Field courses as required by the programs in teacher education. Have taken and earned a passing score on the Georgia Assessment for the Certification of Educators (GACE) Program Admissions Test. Some degree programs in teacher education have additional admissions requirements. It is the student's responsibility to consult those departments and program advisors.

Students are advised to consult transfer institution of specific requirements.

TRANSFER PATHWAY - REQUIREMENTS AND ELECTIVES

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Math Requirement: Choice of 3 hours from the following			
MATH	1101	Mathematical Modeling or	3
MATH	1111	College Algebra	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts		6
COMM	1100	Human Communication	3
Fine Arts Requirement: Choice of 3 hours from the following			
ARTS	1100	Art Appreciation or	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology		11
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
CSCI	1135	Introduction to Computers	3
Area E:	Social Sciences		12
Government Requirement:			3
POLS	1101	American Government	

History Requirement: Choice of 3 hours from the following:			3
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Requirement: Choice of 3 hours from the following			
ECON	2105	Principles of Macroeconomics or	3
ECON	2106	Principles of Microeconomics	3
Social Science Requirement: Choice of 3 hours from the following			
SOCI	1101	Introduction to Sociology or	3
PSYC	1101	Introduction to General Psychology	3
Area F:	Courses Appropriate to Program of Study		18
EDUC	2110	Investigating Critical & Contemporary Issues in Education	3
EDUC	2120	Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts	3
EDUC	2130	Exploring Learning and Teaching	3
Follow the appropriate concentration outline below:			
1. Birth to 5 Concentration			
ECE	2250	Child Development and Early Learning	3
ECE	2590	Families, Communities, and Schools: Partners in Education	3
ECE	2540	Health, Wellness, and the Young Child	3
2. Elementary Education Concentration			
ISCI	2001	Integrated Science I	3
ISCI	2002	Integrated Science II	3
MATH	2008	Foundations of Numbers and Operations	3
3. Middle Grades Education			
One social science course preapproved by advisor			3
One social science course preapproved by advisor			3
One social science course preapproved by advisor			3
4. Secondary Education			
One social science course preapproved by advisor			3
One social science course preapproved by advisor			3
One social science course preapproved by advisor			3
Additional Requirement:			
FYEX	1630	First Year Experience	1
Total Required Program Hours			61

CERTIFICATE PROGRAMS

Certificate programs are designed to prepare students for immediate employment. Selected courses included in these programs may be used for transfer credit.

Required and elective courses appropriate to the student's program of study in certificate programs are listed in Area F of each program outline. Taking courses out of sequence may delay the semester in which you graduate.

Business Management

The School of Business and Technology advises students in this program.

CERTIFICATE PROGRAM REQUIREMENTS

Atlanta Metropolitan State College offers the Business Management certificate, which prepares employees for career advancement, as well as individuals for entry-level positions in various Business industries. This program is a 21 credit hours program. Coursework will provide students with high quality, cost effective training in Business Management techniques.

Standard of Number Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		21
Required:			
BUSA	1105	Introduction to Business	3
BUSA	2105	Communicating in the Bus. Environment	3
BUSA	2201	Principles of Management	3
ACCT	2101	Principles of Accounting	3
CISM	2101	Computer Applications	3
ECON	2105	Macroeconomics	3
CHOOSE ONE (1) OF THE FOLLOWING:			
BUSA	2205	Principles of Marketing	3
BUSA	2209	Business Finance	3
BUSA	2210	Fundamentals of Entrepreneurship	3
Total			21

Customer Relationship Management

The School of Business and Technology advises students in this program.

CERTIFICATE PROGRAM REQUIREMENTS

Atlanta Metropolitan State College offers a certificate that prepares individuals to supervise and monitor customer service performance and manage frontline customer support services, call centers/help desks, and customer relations. Includes instruction in customer behavior, specialized information technology and systems management, developing and using customer service databases, user surveys and other feedback mechanisms, strategic and performance planning and analysis, operations management, personnel supervision, and communications and marketing skills.

Standard of Number Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		18
Required:			
BUSA	1105	Introduction to Business	3
BUSA	1110	Introduction to Customer Relationship Management	3
BUSA	1150	Customer Service and Negotiation	3
BUSA	2213	Selling and Sales Management	3
BUSA	3175	Coop/Internship	3
CISM	2101	Computer Applications	3
Total			18

Cyber Security

The School of Business and Technology advises students in this program.

CERTIFICATE PROGRAM REQUIREMENTS

A certificate that prepares individuals to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Includes instruction in computer architecture, programming, and systems analysis; networking; telecommunications; cryptography; security system design; applicable law and regulations; risk assessment and policy analysis; contingency planning; user access issues; investigation techniques; and troubleshooting.

Standard of Number Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		18
Required:			
CSCI	1135	Introduction to Computers	3
CSCI	1248	Introduction to Cyber Security	3
ITEC	2204	Computing Oper. Systems & Hardware or Elective	3
CSCI	1146	Introduction to JAVA or Elective	3
ITEC	2205	Data Communication & Networking or Elective	3
BUSA	3175	Coop/Internship or Elective	3
Total			18

Information Technology

The School of Business and Technology advises students in this program.

CERTIFICATE PROGRAM REQUIREMENTS

Atlanta Metropolitan State College offers the IT certificate that examines information technology in the various roles and functions of the IT department as business support. Students are presented with various IT disciplines including systems and services, network and security, scripting and programming, data management, and business of IT, with a survey of technologies in every area and how they relate to each other and to the business.

Standard of Number Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		18
Required:			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Introduction to Computer Science I	3
CSCI	1143	Interactive Programming	3
CSCI	1146	JAVA Programming	3
ITEC	2204	Operating Systems and PC Hardware	3
ITEC	2205	Data Communication and Networking	3
Total			18

FORENSIC SCIENCE

The School of Science and Health Professions advises students in this program.

CERTIFICATE PROGRAM REQUIREMENTS

Atlanta Metropolitan State College offers the Forensic Science certificate, which prepares employees for career advancement, as well as individuals (including AMSC Biology, Chemistry, Criminal Justice, Biological Science and Allied Health majors) for entry-level positions in Forensic Science laboratories. This program is a 19 credit hours program. Coursework will provide students with high quality, cost effective training in forensic science laboratory techniques, and an intensive hands-on laboratory experience.

Standard of Number Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		19
Required:			
BIOL	1107	Principles of Biology I	3
FORS	1101	Introduction to Forensic Science I	4
FORS	1102	Introduction to Forensic Science II	4
FORS	1201	Analytical Methods in Forensic Science I	4
FORS	1202	Analytical Methods in Forensic Science II	4
Total			19

LAW ENFORCEMENT LEADERSHIP

The School of Social Sciences and Humanities advises students in this program.

CERTIFICATE PROGRAM REQUIREMENTS

The Law Enforcement Leadership Certificate Program at Atlanta Metropolitan State College is a one-year intensive cohort learning experience that is available only to law enforcement officers and investigators; it requires the successful completion of twenty-one (21) credit hours of academic course work. It is a career development program that prepares individuals for promotions, reassignments, and added leadership responsibilities in a criminal justice organization. Courses completed in the program may apply toward transfer academic credit into the College's 2-year Associate in Science Degree Pathway for Criminal Justice studies, followed by its 4-year Bachelor's in Science Degree in Criminal Justice Degree. The Law Enforcement Leadership Certificate Program is an extension of the training and professional development focus of Atlanta Metropolitan State College's Criminal Justice and Police Sciences Institute.

Standards of Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		21
Required:			
CRJU	1102	Introduction to Criminal Justice	3
CRJU	2801	Law Enforcement Leadership and Administration 1	3
CRJU	2500	Introduction to Homeland Security	3
CRJU	2240	Introduction to Juvenile Delinquency	3
CRJU	2901	Law Enforcement Leadership and Administration 2	3
CRJU	2803	Law Enforcement Liability	3
CRJU	2804	Professional Standards in Law Enforcement	3
Total			21

RELIGIOUS STUDIES

The School of Social Sciences and Humanities advises students in this program.

The Certificate in Religious Studies is designed to provide a broad-based, foundational education to persons involved in ministry or interested in pursuing further studies in Religion or other areas. The program is a one-year cohort program requiring a total of eighteen (18) hours of coursework.

Standards of Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

PROGRAM REQUIREMENTS AND ELECTIVES

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		0
Required:			18
RELI	2210	Survey of Christian History	3
RELI	2211	Old Testament Survey/Hebrew Bible Literature	3
RELI	2212	New Testament Survey and Literature	3
RELI	2310	Religion in the United States	3
Choice of 6 Elective Hours from the following courses:			
RELI	2221	Introduction to Pastoral Ministry	3
RELI	2222	Introduction to Preaching	3
RELI	2223	Introduction to Christian Worship	3
RELI	2300	Introduction to Theological Studies	3
RELI	2301	Eastern Religions and Spirituality	3
RELI	3201	Islam	3
Total			18

FILM & TELEVISION PRODUCTION

The School of Social Sciences and Humanities advises students in this program.

CERTIFICATE PROGRAM REQUIREMENTS

The Film & Television Production Certificate Program at Atlanta Metropolitan State College is offered in partnership with the Georgia Film Academy/Consortium to meet the demands of the film industry across the state of Georgia and the entire country. Students get an experiential learning opportunity with a curriculum developed in partnership with industry and the academy.

Standards of Performance: To receive the certificate, a grade of "C" or higher is required in all courses.

Prefix	Number	Title	Hours
Area A:	Essential Skills		0
Area B:	Institutional Requirement (AMIR 1001)		0
Area C:	Humanities & Fine Arts		0
Area D:	Science, Mathematics & Technology		0
Area E:	Social Sciences		0
Area F:	Courses Related to Program of Study		0
Required:			18
GFA	1000	Introduction to On-Set Film Production	6
GFA	2010	Set Construction & Scenic Painting or GFA 2020, 2030, 2040, 2050, 2060	6
GFA	2000	Film & Television Production Internship or GFA Specialty Craft Course OR 1 Additional GFA Specialty Craft Course	6
Total			21

BACHELOR'S DEGREE PROGRAMS

The Bachelor's Degrees offered at Atlanta Metropolitan State College include:
Bachelors of Arts with a major in Digital Media and Entertainment Design
Bachelors of Business Administration with a major in Business Administration
Bachelors of Science with a major in Organizational Leadership
Bachelors of Science with a major in Biological Sciences
Bachelors of Science with a major in Criminal Justice

To earn a bachelor's degree typically takes successful completion of a four-year program. The degree ranks as a higher level of education than a technical or associate degree and precedes advanced degrees, such as a master's or doctoral degree. A bachelor's degree holds a number of purposes for personal and career development. Taking courses out of sequence may delay the semester in which you graduate.

Admissions Policy and Requirements

1. Be a graduate of and have a college preparatory diploma from a high school accredited by a regional accrediting association, or a public high school regulated by a school system and state Department of Education.

2. Have completed the University System of Georgia Board of Regents' Required High School Curriculum. Seventeen curriculum course units required as follows:

- English (4 units): emphasis in grammar and usage; literature (American, English, and World); and advanced composition skills.
- Mathematics (4 units): Georgia High School graduates should complete Math I, II, III- and fourth-year advanced math. Non-Georgia High School graduates should complete algebra I, algebra II, geometry, and one additional mathematics course with these units as prerequisites.
- Science (4 units): The four science units should include two laboratory courses. Students should complete one unit of Life Science/Lab, one unit of Physical Science/Lab, and two units of science elective courses.
- Social Science (3 units): at least one course focusing on United States studies, one course focusing on world studies, and one social science elective course.
- Foreign language (2 units in the same language): Both units must be the same language.

3. Have a minimum 2.0 cumulative high school grade point average.

Transfer Admissions Requirements

All of the following minimum requirements must be met in order for an applicant to receive consideration as a transfer but meeting them does not guarantee admission.

A transfer applicant must:

1. Have a minimum cumulative 2.0 grade point average in college-level courses (excluding developmental/remedial courses) from all accredited institutions attended.

2. Be eligible to re-enroll at the last institution attended.

3. Have completed all Required High School Curriculum and learning support coursework required by any unit of the University System of Georgia (USG).

4. Arrange for **all** transcripts to be received directly by the Office of Admissions. Student copies of transcripts, official transcripts opened by the student, and fax copies are **not** acceptable.

5. In addition, those transfer applicants who have completed **fewer than 30 semester hours or 45 quarter hours** of college-level academic coursework attempted at one or more regionally accredited institutions must meet all freshman admission requirements.

BIOLOGICAL SCIENCE

The School of Science and Health Professions advises students in this program.

BACHELOR'S DEGREE PROGRAM OF STUDY

The Bachelor of Science in Biological Science (B.S.) is a 4-year, research-based program that will prepare students to enter either the workforce or graduate school. It also prepares students for professional programs such as medical, dental, and pharmacy school.

Declaration/Change of Major Eligibility:

To be admitted to full major status, students must fulfill the prerequisite courses for the Biological Sciences and grade-point average requirements as described in the Request for Change/Declaration of Undergraduate Program form. At minimum, they must complete twelve hours in the designated courses in the pre-requisite science courses with a minimum 2.0 cumulative grade point average and at least a "C" or better.

Course Substitutions:

In the major, requirements permissible only by petition to the Dean of the School of Science and Health Professions.

Residency Requirements:

Students desiring to earn a degree from Atlanta Metropolitan State College must earn a minimum of 39 semester hours at Atlanta Metropolitan State College, in courses numbered, at 3000 or above, with an average GPA of at least 2.0; and at least half of the courses in the major should be taken at AMSC.

Program Requirements and Electives

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH	1113	Precalculus	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts (1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits) *See Humanities and Fine Arts Core		6
Area D:	Science, Mathematics & Technology (Select from Area D Electives)		12
OPTION IIA: FOR SCIENCE PROGRAMS OF STUDY			
MATH	2201	Analytic Geometry and Calculus I	4
<i>Select one science lecture and lab sequence equal to 8 hours.</i>			
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
Area E:	Social Sciences		12
POLS	1101	American Government	3
PSYC	1101	Introduction to General Psychology I	3
History Requirement: Choice of 3 hours from the following:			6
HIST	2111 or	United States History I or	3
HIST	2112	United States History II	3
Area F:	Courses Related to Program of Study		18
Biology Electives - Choose 14 hours from the following courses:			14
BIOL	2203	Plant Science	3
BIOL	2225K	Invertebrate Zoology with Lab	4
BIOL	3003	Marine Biology	3
BIOL	3111K	Field Ecology with Lab	4
BIOL	3113	Nutrition	3
BIOL	3114	Principles of Immunology	3
BIOL	3117	Virology	3

BIOL	4203	Neurobiology	3
BIOL	4010K	Evolution with Lab	4
Restricted Biology Electives - Choose 4 hours from the following courses:			4
BIOL	3007K	Embryology with Lab	4
BIOL	4207K	Medical Microbiology with Lab	4
BIOL	4209K	Biotechnology with Lab	4
SUBTOTAL			60
Required:			60
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
BIOL	3009K	Comparative Anatomy with Lab	4
BIOL	3011K	Principles of Microbiology with Lab	4
BIOL	4201K	Cell Biology with Lab	4
BIOL	4011K	Vertebrate Physiology with Lab	4
BIOL	4000K	Molecular Biology with Lab	4
BIOL	4211K	Genetics with Lab	4
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
CHEM	2241K	Organic Chemistry I with Lab	4
CHEM	2242K	Organic Chemistry II with Lab	4
BIOL	3245	Introduction to Undergraduate Research Instruction: Instrumentation	3
BIOL	3205	Biostatistics	3
BIOL	4001 or	Undergraduate Research I	1
BIOL	4002	Biology Seminar I	1
BIOL	4003 or	Undergraduate Research II	1
BIOL	4004	Biology Seminar II	1
BIOL	4005 or	Undergraduate Research III	1
BIOL	4006	Biology Seminar III	1
BIOL	4010	Evolution (4000)	3
BIOL	4205	Biochemistry	3
SUBTOTAL			63
Total Required Program Hours			124

BACHELOR in BUSINESS ADMINISTRATION

The School of Business and Technology advises students in this program.

BACHELOR'S DEGREE PROGRAM OF STUDY

The **Bachelors of Business Administration (BBA)** is a four-year research-based program that will prepare students to either enter the workforce with a bachelor's degree, or transfer to professional or graduate programs. It will prepare students for employment and become first-line managers or supervisors in various industries requiring knowledge and skills in Business, Management and Entrepreneurship as well as Graduate School in Business related disciplines.

Students who are admitted to Atlanta Metropolitan State College as first-time, first-year students, and enroll in a minimum 12 credit hours, (Bachelor of Business Administration, Guided Pathway specific courses), absent a foundations requirement, may be admitted directly into the Bachelor of Business Administration Degree Program.

Program Curriculum:

A total of 120 hours are required for the Bachelor of Business Administration. To fulfill graduation requirements students must attain a grade of C or better in each major course. The Degree Program Map includes course titles, acronyms, and credit hours for the program. Business Administration courses at the freshman/sophomore--1000/2000 level already exist. New Business Administration courses that will be offered are noted with the "+" sign and are all junior/senior (3000/4000) level Business Administration courses.

The BBA program focuses on the foundations of general business management, common areas of finance, management, and marketing both in the public and private sectors. The program will permit students the flexibility to examine specific issues and applications in the global business environment.

Students in the BBA program who desire to pursue management positions in diverse industry may add electives from non-business areas upon guidance from their advisor such as in Digital and Entertainment industries. The student will have the opportunity to take at least three courses currently being offered in the School of Social Sciences and Humanities. Students interested in entrepreneurial skills and careers will have the opportunity to take three courses in entrepreneurship. They will also have access to resources within the AMSC Center for Entrepreneurship. The Center for Entrepreneurship supports writing business plans and opportunities for other experiential experiences. For example:

9 hours of Guided Electives from Humanities and Fine Arts: Digital Media focus

MCOM 3782 Entrepreneurship and the Media 3-0-3

Prerequisites: MCOM 1101 or BUS 2210.

COMM 3035 Organizational Communication 3-0-3

Prerequisite: ENGL 1102.

MCOM 4470 Communications Law 3-0-3

Prerequisite: MCOM 1101.

9 hours of Guided Electives from Business and Computer Science: Entrepreneurship focus

BUSA 4210 Entrepreneurship and Diversity 3-0-3

Prerequisites: Senior Standing.

BUSA 4010 Contemporary Business Issues and Practices 3-0-3

Prerequisites: Senior Standing.

BUSA 3213 Strategies for Entrepreneurship 3-0-3

Prerequisites: Senior Standing.

Program Requirements and Electives

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3

MATH	1111	College Algebra OR	3
MATH	1401	Introduction to Statistics	3
Area B:	Institutional Requirement (AMIR 1001)		4
Area C:	Humanities & Fine Arts (1 Humanities elective, 3 credits and 1 Fine Arts Elective / 3 credits) *See Humanities and Fine Arts Core		6
Area D:	Science, Mathematics & Technology		11
Lab Science Courses (Select 2 courses with labs from Area D electives)			8
MATH	1401	Introduction to Statistics	3
Area E:	Social Sciences		12
Government Requirement:			3
POLS	1101	American Government	3
History Requirement: Choice of 3 hours from the following:			3
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Elective (1): ECON 1105 Introduction to Economics			3
Social Science Elective (2): Choice of an additional course: ECON 2106 Principles of Microeconomics			3
Courses used in Area F cannot be used in Area E.			
Area F:	Courses Related to Program of Study		18
Required:			
ACCT	2101	Principles of Accounting I	3
ACCT	2102	Principles of Accounting II	3
ECON	2105	Principles of Macroeconomics	3
BUSA	3105	Business Communication	3
BUSA	2106	Legal Environment of Business	3
BUSA	1105	Introduction to Business	3
Area G:	Courses Related to Program of Study		33
Required:			
BUSA	3213	Strategies for Entrepreneurs	3
BUSA	3301	Business Ethics	3
BUSA	3205	Principles of Marketing	3
CISM	2101	Computer Applications	3
CISM	3101	Management Information Systems	3
BUSA	3114	Business Statistics	3
BUSA	3201	Principles of Management	3
BUSA	3203	Human Resource Management	3
BUSA	3206	Production/Operations Management	3
BUSA	3209	Fundamentals of Business Finance	3
BUSA	3175	Cooperative/Internship	3
Area H:	Courses Related to Program of Study		27
BUSA	4010	Contemporary Business Issues and Practices	3
BUSA	4016	Culture and Diversity Management	3
BUSA	4102	Financing New Business Ventures	3
BUSA	4111	Management of Small Business	3
BUSA	4115	Organizational Behavior	3
BUSA	4210	Entrepreneurship and Diversity	3
BUSA	4117	International Business	3
BUSA	4118	International Marketing	3
BUSA	4490	Strategic Business Management	3
Total Required Program Hours			120

CRIMINAL JUSTICE

The School of Social Sciences and Humanities advises students in this program.

BACHELOR'S DEGREE PROGRAM

Declaration/Change of Major Eligibility:

[1] Students admitted directly into the B.S. in Criminal Justice program as freshmen must possess a minimum 2.5 high school GPA from an accredited pre-collegiate institution.

[2] Current Atlanta Metropolitan State College students, including those in the criminal justice Associate's program, with a minimum 2.0 GPA may be admitted into the B.S. in Criminal Justice degree program.

Course Substitutions:

A student is required by the University System of Georgia to meet the essential requirements of his or her respective program. Any request for course accommodations and substitutions will be decided on a case- by-case basis; however, the policies of the Board of Regents of the University System of Georgia preclude waiving any core course and allows for substitutions only in approved areas. A course may be substituted when:

- Disability documentation supports the need for a substitution
- The course is determined not to be essential to the student's program of study
- The course in question is not part of the core curriculum

Each student is responsible for following the requirements of his or her selected program as specified in the catalog and in accordance with the regulations of the catalog. Variations in course requirements are permitted only upon petition and the written approval of the department responsible for the required course and the appropriate dean. Exceptions are specific to the declared program of study/major and do not transfer to a new program if a change is made. Variations from course requirements are approved only under exceptional circumstances and only in cases where courses of the same academic value and type can be substituted.

Students must provide support for the request. Under normal circumstances, students should receive a decision on the petition within two weeks. Please contact your academic/faculty advisor to discuss the particulars of your request prior to submitting a petition/course substitution form.

Residency Requirements:

Students desiring to earn a degree from Atlanta Metropolitan State College must earn a minimum of 39 semester hours at Atlanta Metropolitan State College, in courses numbered, at 3000 or above, with an average GPA of at least 2.0 (C); and at least half of the courses in the major should be taken at AMSC.

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Mathematic Requirement (choose one below)			
MATH	1101	Intro to Mathematical Modeling	3
MATH	1001	Quantitative Reasoning	3
MATH	1111	College Algebra	3
MATH	1401	Introduction to Statistics	3
Area B:	Institutional Requirement (AMIR 1001)		4
AMIR	1001	Thinking, Learning, and Communicating in Contemporary Society	
Area C:	Humanities and Fine Arts		6
Fine Arts Elective: Choice of 3 hours from the following:			
ARTS	1100	Art Appreciation	3
MUSC	1100	Music Appreciation	3
Humanities Elective: Choice of 3 hours from the following:			
COMM	1100	Human Communications	3
COMM	1110	Public Speaking	3
Area D:	Science, Mathematics & Technology		11

OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY

Science: Choice of two 4-hour laboratory science courses (Course=3 hours; Lab=1hour). Course must be a sequence.			8
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
CHEM	1211K	Principles of Chemistry I with Lab	4
CHEM	1212K	Principles of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
Area E:	Social Sciences		12
Government Requirement:			3
POLS	1101	American Government	3
United States History Requirement: Choice of 3 hours from the following:			3
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Elective: Choice of 6 hours from the following: Courses used in Area F cannot be used in Area E.			6
PSYC	1101	Introduction to General Psychology	3
PSYC	2201	Honors Introduction to General Psychology	3
SOCI	1101	Introduction to Sociology	3
SOCI	1201	Honors Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
SOSC	1101	Introduction to the Social Sciences	3
SOSC	2101	Introduction to African American Studies	3
Subtotal			42
Area F:	Courses Related to Program of Study		18
Required:			3
CRJU	1102	Introduction to Criminal Justice	3
Electives - Choice of 15 hours from the following courses:			15
CRJU	1105	Introduction to Law Enforcement	3
CRJU	1106	Introduction to Corrections	3
CRJU	2105	Introduction to Criminology	3
CRJU	2108	Introduction to Criminal Law	3
*SOSC	1101	Introduction to Social Sciences or Social Science Course *(B.S. in Criminal Justice majors are advised to take CRJU 2500-Introuction to Homeland Security)	3
Subtotal Areas A - F: 60 semester hours			
Area G:	Junior Year Course Requirement		30
Required:			
CRJU	3110	Diversity Issues in Criminal Justice	3
CRJU	3117	Research Methods in Criminal Justice	3
CRJU	3201	Criminal Justice Ethics	3
CRJU	3230	Criminal Justice Administration and Supervision	3
CRJU	3301	The Judicial System	3
CRJU	3302	Organized Crime	3
CRJU	3320	Criminal Investigation	3
CRJU	3340	Legal Analysis	3
CRJU	3420	Criminal Profiling and Victimology	3
CRJU	3520	Economic Crime Law and Investigation	3
Area H:	Senior Year Course Requirements		30

Required:			9
CRJU	4126	Institutional Treatment of Criminal Offenders	3
CRJU	4801	Restorative Justice	3
CRJU	4999	Criminal Justice Senior Capstone	3
Electives - Choice of 21 hours from the following courses:			21
CRJU	4101	Technical Writing in Criminal Justice	3
CRJU	4125	Community Based Corrections	3
CRJU	4305	Cybercrime	3
CRJU	4401	Police Systems in the United States	3
CRJU	4426	Civil Liberties	3
CRJU	4600	Ideological Violence and Law Enforcement	3
CRJU	4701	Comparative Criminal Justice Systems	3
CRJU	4900	Law Enforcement Initiatives	3
CRJU	4901	Criminal Justice Internship 1	3
CRJU	4902	Criminal Justice Internship 2	3
Subtotal Areas G - H: 60 semester hours			
Total Required Program Hours			120

DIGITAL MEDIA AND ENTERTAINMENT DESIGN

The School of Social Sciences and Humanities advises students in this program.

BACHELOR'S DEGREE PROGRAM

Declaration/Change of Major Eligibility:

[1] Students admitted directly into the B.A. in Digital Media and Entertainment program as freshmen must possess a minimum 2.5 high school GPA from an accredited pre-collegiate institution.

[2] Current Atlanta Metropolitan State College students, including those in the Mass Communication Associate's program, with a minimum 2.0 GPA and who meet all **prerequisite** requirements may be admitted into the B.A. in Digital Media and Entertainment degree program.

Course Substitutions:

Course substitutions for major requirements are permissible only by petition to the Dean of the School of Social Sciences & Humanities.

Residency Requirements:

Students desiring to earn a degree from Atlanta Metropolitan State College must earn a minimum of 39 semester hours at Atlanta Metropolitan State College in courses numbered at 3000 or above, with an average GPA of at least 2.5 (C); and at least half of the courses in the major should be taken at AMSC.

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
Mathematic Requirement			
MATH	1111	College Algebra or	3
MATH	1101	Mathematical Modeling	3
MATH	1401	Introduction to Statistics	3
Area B:	Institutional Requirement (AMIR 1001)		4
AMIR	1001	Thinking, Learning, and Communicating in Contemporary Society	4
Area C:	Humanities and Fine Arts		6
Fine Arts Elective: Choice of 3 hours from the following:			3
ARTS	1100	Art Appreciation	3
ARTS	2211	The Creative Process	3
ENGL	2205	Introduction to Creative Writing	3
MCOM	1100	Film Appreciation	3
MUSC	1100	Music Appreciation	3
MUSC	1101	Fundamentals of Music	3
THEA	1100	Theatre Appreciation	3
Humanities Elective: Choice of 3 hours from the following:			3
COMM	1100	Human Communications	3
COMM	1110	Public Speaking	3
ENGL	2111	World Literature I	3
ENGL	2112	World Literature II	3
ENGL	2130	American Literature	3
FREN	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
HUMA	1101	Exploring Selected American Cultures	3
HUMA	1102	African American Culture	3
HUMA	2000	Exploring Global Cultures	3
PHIL	2201	Survey of Philosophy	3
PHIL	2210	Logic and Critical Thinking	3

RELI	2201	Introduction to Religious Studies	3
SPAN	1002	Elementary Spanish II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
Area D:	Science, Mathematics & Technology		11
OPTION I: FOR NON-SCIENCE PROGRAMS OF STUDY			
Science: Choice of two 4-hour laboratory science courses (Course=3 hours; Lab=1hour). Course must be a sequence.			8
BIOL	1101K	Introductory Biology I with Lab	4
BIOL	1102K	Introductory Biology II with Lab	4
BIOL	1107K	Principles of Biology I with Lab	4
BIOL	1108K	Principles of Biology II with Lab	4
CHEM	1151K	Survey of Chemistry I with Lab	4
CHEM	1152K	Survey of Chemistry II with Lab	4
PHYS	1111K	Introductory Physics I with Lab	4
PHYS	1112K	Introductory Physics II with Lab	4
Science, Mathematics or Technology Choice of one 3-hour course from science, mathematics, or technology. Science: Choose from the list above (not including labs).			3
Mathematics:			
MATH	1113	Precalculus	3
MATH	1401	Introduction to Statistics	3
MATH	1128	Discrete Mathematics	3
MATH	2201	Analytic Geometry & Calculus I	3
Technology:			
CSCI	1135	Introduction to Computers	3
CSCI	1301	Computer Science I	3
CSCI	1136	Fundamentals of Elec. Spreadsheets	3
CSCI	1137	Fundamentals of Database Mgmt.	3
CSCI	1138	Introduction to Cyberspace Tech.	3
CSCI	1142	Introduction to C Programming	3
CSCI	1143	BASIC: Interactive Programming	3
CSCI	1146	Introduction to Java Programming	3
Area E:	Social Sciences		12
Government Requirement:			3
POLS	1101	American Government	3
United States History Requirement: Choice of 3 hours from the following:			3
HIST	2111	United States History I or	3
HIST	2112	United States History II	3
Social Science Elective (1)			3
Social Science Elective: Choice of an additional 3 hours from the following: Courses used in Area F cannot be used in Area E.			3
ANTH	1102	Introduction to Anthropology	3
GEOG	1105	Intro. to World Regional Geography	3
HIST	2111	United States History I	3
HIST	2211	Honors United States History I	3
HIST	2112	United States History II	3
HIST	1111	World Civilization I	3
HIST	1112	World Civilization II	3
HIST	2113	Minorities in American History	3
HIST	2232	African American History	3
POLS	2101	Introduction to Political Science	3
PSYC	1101	Introduction to General Psychology	3
PSYC	2201	Honors Introduction to General Psychology	3

SOCI	1101	Introduction to Sociology	3
SOCI	1201	Honors Introduction to Sociology	3
SOCI	1160	Introduction to Social Problems	3
SOSC	1101	Introduction to the Social Sciences	3
SOSC	2101	Introduction to African American Studies	3
Subtotal			42
Area F:	Courses Related to Program of Study		18
Required:			12
DIGM	1106	Introduction to Digital Media & Design	3
MCOM	1101	Introduction to Mass Communication	3
MCOM	2201	Writing & Reporting	3
BUSA	1105	Introduction to Business	3
Electives - Choice of 6 hours from the following courses:			6
DIGM	2240	Digital Media Production	3
DIGM	2260	Writing for Digital Media	3
COMM	1110	Public Speaking	3
MCOM	2202	Mass Communication Workshop	3
CSCI	1135	Introduction to Computers	3
ENGL	1105	Technical Writing	3
FREN	1002	Elementary French II	3
FREN	2001	Intermediate French I	3
FREN	2002	Intermediate French II	3
HUMA	1102	African American Culture	3
SPAN	1002	Elementary Spanish II	3
SPAN	2001	Intermediate Spanish I	3
SPAN	2002	Intermediate Spanish II	3
THEA	1100	Theatre Appreciation	3
Area G:	Junior Year Course Requirements		
Required:			30
ARTS	3020	History and Principles of Design	3
OATC	3610	Web Design & Multimedia	3
DIGM	3230	Intro to Digital Media and Design	3
DIGM	3330	Sound for Media	3
DIGM	3340	Digital Media	3
DIGM	3350	Intro to Motion Graphics	3
DIGM	3224	Writing for Digital Media	3
DIGM		ELECTIVE	3
DIGM		ELECTIVE	3
DIGM		ELECTIVE	3
Area H:	Senior Year Course Requirements		
Required:			30
DIGM	3010	Digital Narrative & Storytelling or	3
DIGM	4550	Cinematic and Digital Narrative	3
DIGM	4435	Fundamentals of Digital Video Productions	3
DIGM	4445	Advanced Digital Video Productions	3
DIGM	4470	Communications Law	3
DIGM	4560	Post Production	3
DIGM	4630	Media Business	3
DIGM	4800	Internship	3
DIGM	4830	Senior Portfolio (Capstone)	3
Electives - Choice of 6 hours from the following courses:			6

DIGM		ELECTIVE	3
DIGM		ELECTIVE	3
Electives: Choose from the below DIGM Electives			
DIGM	3010	Digital Narrative and Storytelling	3
COMM	3035	Organizational Communication	3
DIGM	3113	Fundamentals of Digital Media Production	3
DIGM	3224	Writing for Digital Media	3
DIGM	3242	Digital Journalism	3
DIGM	3360	Digital News Photography	3
DIGM	4367	Semiotics of Popular Culture	3
DIGM	4434	Digital Media and Society	3
DIGM	4550	Cinematic and Digital Narrative	3
DIGM	4600	Directed Study	3
DIGM	4730	Selected Topics in Digital Media	3
Areas F - H: Subtotal 78 hours			
Total Required Program Hours			120

ORGANIZATIONAL LEADERSHIP

The School of Social Sciences and Humanities advises students in this program.

BACHELOR OF SCIENCE

The online Bachelor of Science in Organizational Leadership will focus on the practices, theories, issues, parameters, and specific ramifications of organizational leadership. The program is ideal not only for traditional students who wish to take advantage of online course delivery but also for working professionals, military members, transfer students and others seeking alternative routes to degree completion.

The Organization Leadership degree has options that allow adults to earn college credits for knowledge gained from a variety of work experiences, professional training, military service and professional certificate programs. These experiences may be documented through transcripts from the American Council on Education (ACE), the College Level Examination Program (CLEP), or presented in a portfolio that contains sufficient information and documentation to affirm college-level learning.

Students in the program will be able to select a concentration in one of the following areas:

- Health Care Administration
- Office Administration and Technology
- Public Service Administration
- Social Justice

Note: See Index for page numbers of Areas 'A' - 'E' Electives.

Prefix	Number	Title	Hours
Area A:	Essential Skills		9
ENGL	1101	English Composition I	3
ENGL	1102	English Composition II	3
MATH or	1101	Intro to Mathematical Modeling	3
MATH	1111	College Algebra	
MATH	1401	Introduction to Statistics	
Area B:	Institutional Options*		4
AMIR	1001	Thinking and Communicating	4
Area C:	Humanities and Fine Arts		6
COMM	1100	Human Communication	3
ARTS	1100	Art Appreciation OR	3
MUSC	1100	Music Appreciation	3
Area D:	Science, Mathematics & Technology*		
Choose two, one MUST be a Lab Science Elective (noted with "K"):			7-8
BIOL	1101	Introduction to General Biology I	3
BLAB	1101	Introduction to General Biology Lab	1
BIOL	1102	Introduction to General Biology II	3
BLAB	1102	Introduction to General Biology Lab II	1
Choose one elective:			3
CSCI	1135	Intro to Computers	3
Area E:	Social Sciences		3
HIST	2111	United States History to 1877 or	3
HIST	2112	United States History since 1877	3
POLS	1101	American Government	3
Choose two electives:			6
AHTH	1103	Intro to Cultural Anthropology	3
PSYC	1101	Introduction to Psychology	3
PSYC	2101	Psychology of Adjustment	3
PSYC	2103	Human Development	3
SOCI	1101	Introduction to Sociology	3
SOCI	1160	Social Problems	3
Area F:	Major Related		
Courses to be chosen in consultation with advisor based on chosen Concentration.			18

ORGL	2800	Ethics and Leadership	3
ORGL	2900	Program and Policy Evaluation for Leaders	3
ORGL	2601	Introduction to Public Administration	3
Major Related Common Core			
ORGL	2050	Communication for the Workplace	3
ORGL	3400	Technology for Organizations	3
POLS	4218	Project Management in Public Sector	3
ENGL	3405	Professional/Technical Writing	3
POLS	4200	Principles of Public Admin	3
POLS	4219	Public Human Resource Management	3
POLS	4204	Public Finance	3
ORGL	3200	Organizational Development	3
ORGL	3000	Reflective Seminar I	3
ORGL	3050	Reflective Seminar II	3
ORGL	4000	Reflective Seminar III	3
ORGL	4690	Capstone Seminar	3
Concentrations/Upper Division Guided Electives:			30
Choose one 12-hour Concentration plus 18 hours of Guided Electives			
Office Administration & Technology			
OATC	3150	Computer Operating Systems ***	
OATC	3610	Web Design & Multimedia ***	
OATC	3700	Desktop Publishing ***	
OATC	4020	Virtual Office Technology ***	
OATC	4810	Contemporary Office Skills	
OATC	4160	Admin Office Procedures	
Health Care Administration			
HADM	3301	Health Care Organizations	
HADM	3302	Health Care Economics	
HADM	3303	US Health Care Systems	
HADM	3304	Health Care Communication	
HADM	4301	Designing Health Comm Msgs	
HADM	4401	Health Care Compliance	
HADM	4402	Health Information Management	
HADM	4403	Healthcare Ethics and Law	
Public Service Administration			
POLS	3201	Public Policy	
POLS	3601	Political Science Methods II	
POLS	4202	Interorganizational Behavior	
POLS	4210	Modern Public Management	
POLS	4215	Management Non-Profit Organizations	
POLS	4217	Grant Writing Non-Profit Organ	
POLS	4220	Administrative Law & Govt	
POLS	4221	Govt Organization & Adm Theory	
COMM	3330	Advanced Communication Skills	
PHIL	4120	Professional Ethics	
ORGL	4900	Internship	
			Total Hours 120-122
<p>* If 11 credit hours are taken in Area D, 4 credit hours are required in Area B. If 10 credit hours are taken in Area D, 5 credit hours are required in Area B.</p> <p>** BUSA 2201 (formerly MGIS 2201), CAPS 1101, and the formerly offered ACED 2400 are equivalent courses. No more than one may be counted toward degree completion.</p> <p>*** Digital Technologies Certification courses</p> <p>Website: https://emajor.usg.edu/degrees/organizationalleadership/curriculum.php</p>			

COURSE DESCRIPTIONS

Understanding Course Descriptions

Each course is assigned a number according to the following system. Courses numbered below 1000, such as ENGL 0989, ENGL 0999 and MATH 0097, are for institutional credit only. They do not count toward meeting the College's degree requirements, nor are they transferable for degree credit at other colleges in the University System of Georgia. Courses numbered 1000-1149 and 2000-2499 are designed primarily for credit in transfer programs but are also acceptable in a number of career programs. Courses numbered 1500-1999 and 2500-2999 are designed primarily for career programs and are unlikely to be accepted as transfer courses.

Opposite each course title, at the right side of the page, are three code numbers, such as 2-1-3. The first number indicates the number of regular lecture hours for the course per week; the second number indicates the number of laboratory hours per week; and the third number indicates the hours of credit awarded for the successful completion of the course. The code numbers 2-1-3 indicate that the course has two regular lecture hours per week, has one hour of laboratory work, and awards three semester hours of credit.

The College reserves the right to cancel courses for which there is insufficient enrollment and at the discretion of the President or his designee.

ACCOUNTING (SCHOOL OF BUSINESS AND TECHNOLOGY)

ACCT 2101 Principles of Accounting I

3-0-3

This course is a study of the underlying theory and application of financial accounting concepts. The approach focuses from external financial reporting perspective. The course incorporates real world applications, including on an actual financial statement. Specifically, the course concentrates on the planning, performing, and evaluating aspects of the accounting operating processes and includes translating business activities into accounting information and solving operating problems using information from the accounting system. Prerequisite: Exit or exemption from Learning Support, MATH 1111, MATH 1112, MATH 1113 or MATH 1401 with a grade of 'C' or better.

ACCT 2102 Principles of Accounting II

3-0-3

This course is a continuation of financial accounting concepts and basic managerial accounting concepts. The course focuses on business processes and examines business activities from both an external, financial reporting perspective and an internal, managerial accounting decision making perspective. It incorporates real world applications to reinforce the relevance of topics to real business situations and to promote student interest. Specifically, the course concentrates on debt and equity financing, financial statement analysis, cost allocation and control, performance evolution, and budgeting; and how they relate to business organization and its strategy. Prerequisite: ACCT 2101 with a grade of "C" or above.

ACCT 2210 Computerized Acct. for Small Business

3-0-3

This course instructs the student in the use of a number of accounting software packages, including General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory and Income Taxes. Students also develop applications using electronic spreadsheets. Prerequisite: MATH 1111, MATH 1112, MATH 1113 or MATH 1401, with a grade of "C" or above.

ACCT 2225 Federal Income Taxation I

3-0-3

This course is an introduction to Federal income tax fundamentals as they apply to individuals, partnerships, corporations and other forms of business organizations. Prerequisite: ACCT 2101, with a grade of "C" or above.

ACCT 2226 Federal Income Taxation II

3-0-3

This course provides in-depth treatment of taxation as it applies to partnerships and corporations. Prerequisite: ACCT 2225, with a grade of "C" or above.

ACCT 2230 Intermediate Accounting I

3-0-3

This course examines the generally accepted accounting principles for assets and liabilities along with related revenue and expense implications. The authoritative literature is also introduced and alternative concepts are discussed. Prerequisite: ACCT 2102, with a grade of "C" or above.

ACCT 2231 Intermediate Accounting II

3-0-3

This course examines the generally accepted accounting principles for the owner's equity in business organizations, pensions, leases, income taxes, accounting changes and the effects of changing price levels. The authoritative literature is also discussed, along with alternative concepts. Prerequisite: ACCT 2230, with a grade of "C" or above.

ACCT 2233 Cost/Managerial Accounting**3-0-3**

This course is an introduction to cost accounting principles and practices. The course also covers approaches to providing accounting information for effective management of profit and non-profit organizations. Prerequisite: ACCT 2102, with a grade of "C" or above.

ACCT 2234 Auditing**3-0-3**

This course is the study of the principles of internal and independent auditing, the criteria for establishment of internal controls, and the effect of these controls on the audit and reporting process. Prerequisite: ACCT 2102, with a grade of "C" or above.

AMSC INSTITUTIONAL REQUIREMENT (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**AMIR 1001 Thinking, Learning, and Communicating in Contemporary Society****4-0-4**

This course cultivates habits that strengthen critical thinking, reading, and speaking, and fosters an increased understanding of the individual's role and responsibility in the learning process. Using interdisciplinary themes and various instructional technologies, students examine and convey the logic of their thinking in writing and oral form. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

ANTHROPOLOGY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**ANTH 1102 Introduction to Anthropology****3-0-3**

An introduction to the discipline of anthropology, this course examines the origin and the physical, behavioral, social, and cultural development of human beings. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

ANTH 2105 PREHISTORIC PEOPLES AND CULTURES**3-0-3**

Emphasizing culture, ethnicity and race, this course traces the emergence of major civilizations in Africa, Asia, Europe and the Americas from the emergence of Homo sapiens to the advent of written history. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

ART (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**ARHS 2201 Art History Survey****3-0-3**

This course presents the history of Western art from prehistoric times to the Renaissance through the study of paintings, sculpture, architecture, and their relationship to changing cultural backgrounds. No prerequisite.

ARTS 1010 Drawing I**1-2-3**

Drawing I provides an introduction to the techniques, materials, and principles of drawing. This course develops basic drawing skills and understanding of visual language through studio instruction/lecture. Concepts introduced are applied to still life, landscape, and the figure through experimentation with pencil, charcoal, ink wash, and color media. Additional studio hours are required. No prerequisite.

ARTS 1011 Drawing II**1-2-3**

This course is a continuation of Drawing I. Prerequisite: ARTS 1010.

ARTS 1020 Two-Dimensional Design**1-2-3**

This course explores concepts of two-dimensional design and color through projects in a variety of media. Limited computer experiences are included. An oral presentation is required with the final visual presentation. Additional studio hours are required. No prerequisite.

ARTS 1030 Three-Dimensional Design**1-2-3**

This course investigates three-dimensional forms and space through the use of the elements and principles of design, using a variety of materials and methods. Additional studio hours are required. No prerequisite.

ARTS 1100 Art Appreciation 3-0-3

A foundation for appreciation of art is presented through the study of art terminology, art forms, materials, and techniques. This course surveys the history of art through painting, sculpture and architecture from prehistoric times through the present. Lectures, slides, films, discussions, field trips, and studio activities are included as appropriate. No prerequisite.

ARTS 2010 Art for Early Childhood 3-0-3

This course is designed for students who are pursuing programs of study in Early Childhood Development Teacher Education. The course focuses on methods and techniques used to encourage creative thinking. Effective use of materials such as poster paint, crayons, collage, watercolors, etc. is explored. No prerequisite.

ARTS 2201 Studies in the Fine Arts I 1-0-1

This course provides an interdisciplinary study of aspects of the fine arts, including but not limited to, investigations of unique foundations in the visual arts, literary arts, and performance arts. Prerequisite: Permission of the instructor.

ARTS 2210 Arts and Crafts 1-2-3

This course explores problems in the design and production of functional crafts. Students experiment with a variety of materials, including but not limited to, yarn, paper, paper-mache and ink. Additional studio hours are required. No prerequisite.

ARTS 2211 The Creative Process 3-0-3

This course provides an overview of the concepts and theories of the creative process through investigations beyond traditional problem-solving approaches. Applications across disciplines are presented. No prerequisite.

ARTS 2220 Introduction to Printmaking 1-2-3

This course introduces various relief printmaking techniques, including monoprints, styrofoam prints, linocuts, and collagraphs. Additional studio hours are required. No prerequisite.

ARTS 2230 Introduction to Ceramics 1-2-3

This course explores problems in design and production of functional and non-functional ceramic works. Hand-building techniques and experience on the potter's wheel are included. Additional studio hours are required. No prerequisite.

ARTS 2240 Introduction to Photography 3-0-3

This course covers basic concepts and practice of digital photography, including understanding and use of the camera, lenses, and other basic photographic equipment. The course will address aesthetic principles as they relate to composition, space, exposure, light and color. Technological requirements of digital formats will be addressed, such as formats and resolution. Basic digital manipulations of images will be taught in preparation for creating a digital portfolio of work. **This course** requires access to a camera with manual exposure control. DSLR (digital single-lens-reflex) cameras are preferred. It is recommended that students have a working knowledge of PC or Mac computers. Adobe Photoshop Creative Suite and Macintosh Computers will be used for photographic production. Prerequisite: CSCI 1135 or CSCI 1301 with a grade of "C" or higher.

ARTS 3020 History and Principles of Design 3-0-3

This course is designed to introduce students to the history of design practices and the general principles surrounding visual structure and aesthetics in design practice. It focuses on the history of layout, color, and form and development in art and advertising, and specific differences between design practices for different media, subject matter and audiences. This class is essential to understanding design principles and how they have developed with cultural changes and new modes of visual presentation with new media. Prerequisite: ENGL 1102.

BIOLOGY (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)

BIOL 1101 General Biology I 3-0-3

This is a lecture course designed to communicate to the non-science major a meaningful understanding of the principles of biology with broad application to other fields and to everyday life. Topics include the physical and chemical basis of life, cellular structure and function, molecular genetics, human genetics, the diversity of life and ecology. Prerequisite: Exit or exemption from Learning Support English or permission of instructor. This course does not fulfill the requirements for a major in biology.

BLAB 1101 General Biology I Lab 0-2-1

This is the required laboratory component of BIOL 1101, designed to provide the non-science major with a greater knowledge and understanding of experimental processes employed in the biological sciences, primarily through a hands-on approach. Prerequisite or corequisite: BIOL 1101 or permission of instructor. This course does not fulfill the requirements for a major in biology.

BIOL 1101K**3-2-4**

This is course designed to communicate to the non-science major a meaningful understanding of the principles of biology with broad application to other fields and to everyday life. Topics include the physical and chemical basis of life, cellular structure and function, molecular genetics, human genetics, the diversity of life and ecology. The laboratory topics covered are designed to provide the non-science major with a greater knowledge and understanding of experimental processes employed in the biological sciences, primarily through a hands-on approach Prerequisite: Exit or exemption from Learning Support English or permission of instructor. This course does not fulfill the requirements for a major in biology.

BIOL 1102 General Biology II**3-0-3**

This lecture course is a continuation of Biology 1101 with emphasis on human biology. Topics include homeostasis, hormonal regulation of metabolism, organ systems of the human body and plant structure and function. Prerequisite: Exit or exemption from Learning Support English or permission of instructor. This course does not fulfill the requirements for a major in biology.

BLAB 1102 General Biology II Lab**0-2-1**

The is the required laboratory component of BIOL 1102 and a continuation of BLAB 1101. This laboratory component emphasizes a hands-on approach to the study of the organ systems of the human body and plant structure and function. Prerequisite or corequisite: BIOL 1102 or permission of instructor. This course does not fulfill the requirements for a major in biology.

BIOL 1102K**3-2-4**

This course is a continuation of Biology 1101 with emphasis on human biology. Topics include homeostasis, hormonal regulation of metabolism, organ systems of the human body and plant structure and function. The laboratory component laboratory component emphasizes a hands-on approach to the study of the organ systems of the human body and plant structure and function. Prerequisite: Exit or exemption from Learning Support English or permission of instructor. This course does not fulfill the requirements for a major in biology.

BIOL 1104 Introduction to Environmental Science**3-0-3**

This course provides an introduction to environmental science. It serves an area D elective for both science and non-science majors. Topics include, but are not limited to biodiversity, evolution, animal behavior, natural resources, alternative energy sources, conservation and preservation of resources, terrestrial and aquatic biomes, pollution, globalization and population dynamics as well as ecology. Prerequisite or corequisite: MATH 1101 or MATH 1111, ENGL 1101.

BIOL 1107 Principles of Biology I**3-0-3**

This lecture course is an introduction to general biological principles, including the physical and chemical nature of protoplasm, biological structure and function, transport of materials, energy transformations, molecular and cellular biology and genetics. This required course is primarily intended for science, computer science, and mathematics majors. Prerequisite or corequisite: MATH 1101 or MATH 1111, ENGL 1101. This course fulfills the requirements for a major in Biology.

BLAB 1107 Principles of Biology Lab I**0-3-1**

This course is the laboratory component of BIOL 1107. Topics include microscopy, biochemistry, cytology and genetics. Prerequisite or corequisite: BIOL 1107. This course fulfills the requirements for a major in Biology.

BIOL 1107K Principles of Biology I**3-3-4**

This course is an introduction to general biological principles, including the physical and chemical nature of protoplasm, biological structure and function, transport of materials, energy transformations, molecular and cellular biology and genetics. Laboratory topics include Topics include microscopy, biochemistry, cytology and genetics. This required course is primarily intended for science, computer science, and mathematics majors. Prerequisite or corequisite: MATH 1101 or MATH 1111, ENGL 1101. This course fulfills the requirements for a major in Biology.

BIOL 1108 Principles of Biology II**3-0-3**

This lecture course, is a continuation of BIOL 1107, includes the following topics: plant structure and function, developmental hormones and organ systems of the human body. Prerequisite: BIOL 1107. This course fulfills the requirements for a major in Biology.

BLAB 1108 Principles of Biology Lab II**0-3-1**

This is the laboratory component of BIOL 1108. Topics include plant anatomy and physiology, animal tissues and comparative vertebrate anatomy. Prerequisite: BIOL 1107/BLAB 1107/BIOL 1107K.

BIOL 1108K Principles of Biology II**3-3-4**

This course is a continuation of BIOL 1107, includes the following topics: plant structure and function, developmental hormones and organ systems of the human body. Laboratory topics include plant anatomy and physiology, animal tissues and comparative vertebrate anatomy. Prerequisite: BIOL 1107. This course fulfills the requirements for a major in Biology.

- BIOL 1109 Principles of Biology III** 3-0-3
This lecture course is a course, a continuation of BIOL 1107, provides an introduction to environmental studies. Topics include classification, biodiversity, evolution, animal behavior and ecology. Prerequisite: BIOL 1108/BLAB 1108/BIOL 1108K.
- BLAB 1109 Principles of Biology Lab III** 0-3-1
This is the laboratory component of BIOL 1109. Topics include biodiversity, evolution, ethology, and ecology. Prerequisites: BIOL 1108/BLAB 1108/BIOL 1108K. Co-requisite: BIOL 1109.
- BIOL 2203 Plant Science** 3-0-3
This lecture course is a study of plant life with emphasis on structure, functions, identification, economic importance, plant care, gardening and ecology. Prerequisites: BIOL 1108/BLAB 1108/BIOL 1108K.
- BIOL 2215 Fundamentals of Microbiology** 3-0-3
This lecture course provides a survey of common groups of microorganisms including classification, requirements for growth, host-parasite relationships, pathogenicity, morphology and physiology. Prerequisite(s): MATH 1111 and ENGL 1101. (Students who have not had Biology are urged to take BIOL 1107/BLAB 1107/BIOL 1107K before registering for this course.)
- BLAB 2215 Fundamentals of Microbiology Lab** 0-3-1
This course is the laboratory component of BIOL 2215. Students learn techniques to isolate, stain, and identify microorganisms based on their morphological and biochemical characteristics. Students are required to demonstrate mastery of these techniques by isolating and identifying unknown bacteria from mixed cultures. Prerequisite or corequisite: BIOL 2215.
- BIOL 2215K Fundamentals of Microbiology** 3-3-4
This course provides a survey of common groups of microorganisms including classification, requirements for growth, host-parasite relationships, pathogenicity, morphology and physiology. The laboratory component covers techniques used to isolate, stain, and identify microorganisms based on their morphological and biochemical characteristics. Students are required to demonstrate mastery of these techniques by isolating and identifying unknown bacteria from mixed cultures. Prerequisite(s): MATH 1111 and ENGL 1101. (Students who have not had Biology are urged to take BIOL 1107/BLAB 1107/BIOL 1107K before registering for this course.)
- BIOL 2225K Invertebrate Zoology** 3-3-4
This course is an introduction to anatomy, physiology, and evolution of major invertebrate groups. The laboratory component includes surveys of the invertebrate species, macroscopic, and microscopic identification of structural elements and correlation with function. Prerequisite(s): BIOL1107/BLAB 1107/BIOL 1107K and BIOL 1108/BLAB 1108/BIOL 1108K or permission of the instructor.
- BIOL 2241 Human Anatomy and Physiology I** 3-0-3
This lecture course presents the fundamentals of structure and function in the human organism, cell ultrastructure, specialization and metabolism, with an introduction to systems physiology. Prerequisite or corequisite: MATH 1101, ENGL 1101, and BIOL 2241. (Students are urged to complete BIOL 1107).
- BLAB 2241 Human Anatomy and Physiology Lab II** 0-3-1
This course is the laboratory component of BIOL 2241 it is designed to provide interactive laboratory exercises that support the systematic presentation of the lecture. Topics include, histology, cell structure, skeletal, muscular, and nervous systems. Prerequisite or corequisite: BIOL 2241.
- BIOL 2241K Human Anatomy and Physiology I** 3-3-4
This course presents the fundamentals of structure and function in the human organism, cell ultrastructure, specialization and metabolism, with an introduction to systems physiology. The laboratory component is designed to provide interactive laboratory exercises that support the systematic presentation of the lecture. Topics include, histology, cell structure, skeletal, muscular, and nervous systems. Prerequisite or corequisite: MATH 1101 and ENGL 1101. (Students are urged to complete BIOL 1107K).
- BIOL 2242 Human Anatomy and Physiology II** 3-0-3
This lecture course is a continuation of BIOL 2241 including a study of the organs systems associated with integration and control, exchange and transport, the utilization of nutrient material, and an introduction to human reproduction and development. Emphasis is placed on the integration of various systems in performance of specific functions of the entire organism. Prerequisite: BIOL 2241.
- BLAB 2242 Human Anatomy and Physiology Lab II** 0-3-1
This course is the laboratory component of BIOL 2242. It is designed to provide interactive laboratory exercises that support the systematic presentation of the lecture. Topics include nervous system, special senses, circulatory system, respiratory system, digestive system, urinary system, acid-base balance and the reproductive system. Prerequisite or corequisite: BIOL 2242.

BIOL 2242K Human Anatomy and Physiology II**3-3-4**

This course is a continuation of BIOL 2241 including a study of the organs systems associated with integration and control, exchange and transport, the utilization of nutrient material, and an introduction to human reproduction and development. Emphasis is placed on the integration of various systems in performance of specific functions of the entire organism. The laboratory component is designed to provide interactive laboratory exercises that support the systematic presentation of the lecture. Topics include nervous system, special senses, circulatory system, respiratory system, digestive system, urinary system, acid-base balance and the reproductive system. Prerequisite: BIOL 2241K.

BIOL 2245 Introduction to Undergrad. Research: Instrumentation**1-2-2**

This course is a study of the instruments and techniques commonly used in science laboratories. Instrumentation and techniques to be studied include but are not limited to: spectroscopy, chromatography, electrophoresis, pH determination, DNA biotechnology and solution preparation and data collection with remote sensing equipment and techniques. Prerequisite: A grade of "C" or better in a 200-level biology or chemistry course.

BIOL 2246 Topics in Science**1-2-2**

This course provides students with detailed examination of current topics in biology. This course is comparative and interdisciplinary in that the socioeconomic, cultural, ethical, and political aspects of such topics are discussed. Prerequisite: A grade of "C" or better in Biol 1107 and Chem 1211 course or permission of the instructor.

BIOL 3003 Marine Biology**3-0-3**

This course examines the diversity of marine organisms from the smallest worms to predatory sharks to the largest whales, from the deepest trench to the shore. Students will explore the special adaptations that allow organisms to thrive and create the complex web of ocean life. This course involves a field experience and a final project that incorporates a student's interests, majors, and cultural background with course material. Prerequisite(s): BIOL 1107/BLAB1107/BIOL 1107K; BIOL1108/BLAB 1108/BIOL 1108K.

BIOL 3007K Embryology**3-3-4**

This course provides a contemporary approach to the study of Embryology. Classical descriptions of early embryonic development are supplemented with modern findings in genetics, biochemistry and molecular biology to give the student a solid basis for understanding the mechanisms of human development, growth and differentiation. This course will also focus on the anatomy of vertebrate embryogenesis with specific emphasis on humans. Topics include fertilization, implantation, gastrulation, neurulation and organogenesis of a variety of structures. Labs will demonstrate normal development using whole mount specimen and microscope slides, as well as abnormal development through a selection of mutants. Students participate by identifying abnormal development and researching possible causes. Additional lab assignments will be based on readings that are designed to expand student's appreciation of the larger field of embryology through examination of its history, ethical implications, and the contributions of model organisms. Prerequisite(s): BIOL 1108/BLAB 1108/BIOL 1108K, BIOL 4201K; BIOL 4000K.

BIOL 3009K Comparative Anatomy**3-3-4**

This lecture course examines the similarities of anatomy and phylogenetic relationships of major vertebrate groups. It compares phylogeny, ontogeny (development), and morphology in groups ranging from protochordates to highly derived vertebrates. Structure of anatomical features, emphasizing how anatomy relates to function, including comparisons of specialized features in organisms adapted to different conditions. The laboratory component involves detailed dissection of the lamprey eel (*Petromyzon*), the dogfish shark (*Squalus*), the mud puppy (*Necturus*), and the cat (*Felis catus*). Prerequisite(s): BIOL 1107/BLAB 1107/BIOL 1107K; BIOL 1108/ BLAB 1108/ BIOL 1108K.

BIOL 3011K Principles of Microbiology**3-3-4**

This course serves as an examination of microorganisms including their growth patterns, morphology, and pathogenicity. The laboratory component examines areas such as structure, nutrition, biochemistry, genetics, and growth of microorganisms. Prerequisite(s): Exit or exemption from Learning Support, English and Mathematics. Co-requisite: CHEM 2241K.

BIOL 3111K Field Ecology**3-3-4**

This course is a travel experience course to study the effects of glaciation, soils and climate on plant and animal communities. Indicator species, stability, and succession of communities are compared. Identification of communities, vegetation, and animals is required, with an emphasis on field study. The laboratory component provides the student with the laboratory skills to identify and examine a range of species within varied environments. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108.

BIOL 3113 Nutrition**3-0-3**

This is a lecture course designed to focus on the practical application of scientific concepts. It incorporates the science of the production, processing, evaluation, and utilization of foods and relates scientific concepts and processes to practical applications in nutrition. Prerequisite(s): MATH 1111 and ENGL 1101; BIOL1107/BLAB1107; BIOL1108/BLAB1108.

BIOL 3114 Principles of Immunology 3-0-3

This lecture course helps students build a solid foundation in basic concepts of immunology including organization, function, and regulation of the immune system. Students will be trained to build up background for future assimilation and processing of ever-growing mass of new information, to read and understand current literature, to write a scientific report and to attend seminars on topics related to immunology wherever available. Prerequisite(s): BIOL 3011, BIOL 1107/BLAB 1107, BIOL 1108/BLAB 1108.

BIOL 3117 Virology 3-0-3

This lecture course covers the advanced study of viruses with regard to the basic, biochemical, molecular, epidemiological, clinical, and biotechnological aspects of animal viruses primarily and bacteriophage, plant viruses, viroids, prions, and unconventional agents secondarily. Specific areas of virology, including viral structure and assembly, viral replication, viral recombination and evolution, virus-host interactions, viral transformation, gene therapy, antiviral drugs, and vaccines, are presented. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108; BIOL 3011

BIOL 3205 Biostatistics 3-0-3

This lecture course introduces statistical concepts and analytical methods as applied to data encountered in biological and biomedical sciences. It emphasizes the basic concepts of experimental design, quantitative analysis of data, and statistical inferences. The course provides students a foundation to evaluate information critically to support research objectives and product claims and a better understanding of statistical design of experimental trials for biological products/devices. Prerequisite(s): BIOL 1107/BLAB1107; BIOL 1108; BLAB 1108, MATH 1113.

BIOL 3245 Research Design and Instrumentation 3-0-3

This is an introductory course which examines research processes and design. Also included is a survey of the instruments and techniques commonly used in applied science laboratories. Prerequisite(s): BIOL 1107/BLAB1107; BIOL 1108; BLAB 1108; CHEM 1212K.

BIOL 4000K Molecular Biology 3-3-4

This course defines the molecules in cells, and describes the major molecular processes that lie behind most biological events (replication of DNA, transcription and processing of RNA, translation of genetic information into proteins). The laboratory component emphasizes techniques and experiments that lead to this information. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108, CHEM/CLAB 2242; and BIOL 4201.

BIOL 4001 Undergraduate Research I 0-3-1

This course is primarily an independent, faculty-supervised laboratory investigation/research on topics of special interest. This course focuses on student-active learning through research investigations, hands-on research, writing, discussions and presentations. A large percentage of the course will allow students to take the primary role in leading the class and the instructor will guide students as they take leadership roles in discussing their individual research projects or journal articles. Students may conduct full time research over the summer and to help in completing course requirements. This is a variable credit hour course (1-3 credit hours). Prerequisite: BIOL 3245, or approval of instructor.

BIOL 4002 - Biology Seminar I 2-0-1

A capstone course for students majoring in Biological Science. Students will participate in presentation of scientific reports, discussions lectures on selected topic(s) in the field of Biological Sciences, biotechnological, medical and related topics are examined. Students present seminar topic orally and actively engage in group discussion of scientific journal topics. This course is designed for junior and senior level students. Prerequisite(s): BIOL 3245 Research Design and Instrumentation.

BIOL 4003 Undergraduate Research II 0-3-1

This course is a continuation of BIOL 4001. Students will conduct experiments and analyze the data from these experiments, which will include the development of graphs and statistical analysis. This course is required and intended for those junior or senior students pursuing laboratory field, or clinical research. Prerequisite: BIOL 3245. This is a 1 credit hour course

BIO 4004 - Biology Seminar II 2-0-1

This course is a continuation of seminar capstone course BIOL 4002. Students will be introduced to concepts associated with the Design, implementation, and presentation of a research project. Students present seminar topic orally and actively engage in group discussion of scientific journal topics. This course is designed for junior and senior level students. Prerequisite(s): BIOL 3245, and BIOL 4002. This is a 1 credit hour course

BIOL 4005 Undergraduate Research III 0-3-1

This course is a continuation of BIOL 4003. Students will complete their projects and prepare and oral and poster presentation of their project. Students will complete the major field paper. This course is required and intended for those junior or senior students pursuing laboratory field, or clinical research. Prerequisite: BIOL 3245. This is a 1 credit hour course

BIOL 4006 – Biology Seminar III**2-0-1**

This course is the final seminar capstone course. Students will conduct a major review of scientific literature, prepare and present and original research report orally and in written format. An acceptable Senior Major Field Paper must be completed at least one month prior to the end of semester enrolled in course. **Prerequisite(s): BIOL 4004 Biology Seminar II. This is a 1 Credit hour course.**

BIOL 4010 Evolution**3-0-3**

This lecture course examines the major issues in the history and current status of evolutionary biology and explores the implications of evolution for culture. Issues range from controversies over mechanisms of evolution in natural populations to the conflict between creationists and evolutionists. Prerequisite(s): BIOL1107/BLAB1107;BIOL1108/BLAB1108;BIOL 4201

BIOL 4011 Vertebrate Physiology**3-0-3**

An introduction to the functions and relationships of vertebrate organs and organ systems. The course emphasizes physiological adaptations and mechanisms by which vertebrates compensate for environmental variations. Pre-requisites: Exit or exemption from Learning Support Reading, English, and Mathematics; BIOL 1108 and BIOL 3009.

BIOL 4201K Cellular Biology**3-3-4**

This course examines the essential features that constitute life in terms of the coordinative interactions of small and large molecules. Phenomena explored by students include the cell as common denominator, proteins as agents of specificity, metabolic pathways, cell transport, and the central dogma of molecular genetics and regulation of the flow of information. Prerequisite(s): BIOL1107/BLAB1107; BIOL1108/BLAB1108/BIOL 1108K.

BIOL 4203 Neurobiology**3-0-3**

This lecture course introduces students to the rapidly growing field of neuroscience. The course covers topics ranging from neuronal structure and function, communication at the synapse, membrane receptors and intra- and intercellular signaling systems, to the gross organization of the brain and spinal cord, the processing of sensory information, the programming of motor responses, and higher functions such as learning, memory, cognition, and speech. Prerequisite(s): BIOL1107/BLAB 1107/BIOL 1107K and BIOL 1108/BLAB 1108/BIOL 1108K.

BIOL 4205 Biochemistry**3-0-3**

The lecture course surveys the basic principles of biochemistry and molecular biology, emphasizing broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. This course is suitable for pre-majors, for students interested in careers in medicine, dentistry, pharmacy, medical technology. Prerequisite(s): BIOL1107/BLAB1107/BIOL 1107K; BIOL1108/BLAB1108/BIOL 1108K; CHEM2242/CLAB 2242/CHEM 2242K.

BIOL 4207K Medical Microbiology**3-3-4**

The fundamentals of microbial physiology, genetics, and immunology are presented with important bacterial, viral, parasitic, and mycolic infections discussed from the standpoint of etiology, epidemiology, and pathogenesis. The laboratory component involves diagnosis of microorganisms and the pathology. Prerequisite(s): BIOL1107/BLAB1107/BIOL 1107K; BIOL1108/BLAB1108/BIOL 1108K; BIOL 3011K.

BIOL 4209K Biotechnology**3-3-4**

This course surveys the methods and applications of biotechnology and examines the consequences of developments in this area. The course is organized by topic and covers many aspects of biotechnology, including those that relate to animals, microbes, human health, agriculture and the environment. The laboratory component introduces the students to the various techniques in Biology. Prerequisite(s): BIOL1107/BLAB1107/BIOL 1107K; BIOL1108/BLAB1108/BIOL 1108K; BIOL 3011K; BIOL 4000K.

BIOL 4211K Principles of Genetics**3-3-4**

This course examines the basic principles of classical and molecular genetics. Model systems for genetic analysis such as *Drosophila melanogaster*, *Neurospora crassa*, and peas will be covered. The course covers a detailed description of the structure and function of nucleic acids. This includes, replication and regulation with emphasis on genetic diseases, mutations, and genetic engineering and its applications will be emphasized. The laboratory component covers Mendelian principles, isolation and characterization of the DNA, polygene chromosomes, karyotyping, Barr bodies, mutagenesis and tests used for detecting mutagens. Prerequisite(s): BIOL 1107/ BLAB 1107/BIOL 1107K; BIOL 1108; BLAB 1108/BIOL 1108K; and MATH 1113 or MATH 2201.

BUSINESS ADMINISTRATION (SCHOOL OF BUSINESS AND TECHNOLOGY)**BUSA 1105 Introduction to Business****3-0-3**

This course is an integrative study of the functional areas of business (finance, operations, marketing, human resources, etc.). Prerequisite: None

BUSA 2105 Communicating in a Business Environment	3-0-3
This course emphasizes both interpersonal and organizational communications, including written and oral exercises appropriate to business practices. Prerequisite: None	
BUSA 2106 The Environment of Business	3-0-3
This course is an introduction to the legal, regulatory, political, social, ethical, cultural, environmental and technological issues which form the context for business, including an overview of the impact of demographic diversity on organizations. Prerequisite: None	
BUSA 2201 Principles of Management	3-0-3
This course deals with universal concepts of management applicable to all types of enterprises. Students are introduced to basic management philosophies and decision-making processes. Principles of management involving leadership styles, planning, organizing, supervision and control are covered. Prerequisite: None	
BUSA 2202 Management and Supervision	3-0-3
This course introduces the student to general management principles relevant to all types of business enterprises. Supervisory principles in human relations, grievances, training, evaluations, promotions, quality control and management employee relations are covered. Prerequisites: BUSA 2201.	
BUSA 2203 Personnel Management	3-0-3
This course introduces students to the methods used in recruiting, selecting, and maintaining an efficient workforce. Topics include employment standards, training, health and safety, and employee services. Job evaluation, interviewing techniques, and application forms are also discussed. Prerequisites: BUSA 2201.	
BUSA 2204 Principles of Insurance	3-0-3
This course provides a study of both life insurance and property-casualty insurance. Other topic areas include the theory of risk (both family and business), operation of the insurance business, and regulation of the insurance industry. Prerequisites: Exit or exemption from Learning Support; ACCT 2101.	
BUSA 2205 Principles of Marketing	3-0-3
This course is designed to provide the student with a basic understanding of the framework of the marketing process in product, price, channels of distribution and promotional activities. Prerequisite: BUSA 1105.	
BUSA 2206 Production Management and Evaluation	3-0-3
This course provides the student with a general understanding of the organization of large-scale industrial organizations for efficient production methodology and evaluation of the production process to meet contracts, etc. Prerequisites: BUSA 2201.	
BUSA 2209 Fundamentals of Business Finance	3-0-3
This course is an introduction to the principles of financial management, including capital budgeting, the cost of capital, acquisition of funds and capital structure strategies for non-financial corporations. Prerequisite: ACCT 2102.	
BUSA 2210 Fundamentals of Entrepreneurship	3-0-3
This course is an introduction to the practical and theoretical considerations involved in entrepreneurship. Course topics include the preparation of business plans, strategies for financing, market assessment, development and protection of business ideas, management and strategies for survival of new business ventures. Prerequisite: BUSA 1105.	
BUSA 2211 Small Business and Venture Management	3-0-3
This course emphasizes operating and managing the small and new business venture. Topics include finance, financial performance, taxation, systematic control of resources and business operations, personnel policies, marketing, organizational development, and preparing a comprehensive business plan. Prerequisites: ACCT 2101 and BUSA 2201.	
BUSA 2212 Financing New Business Ventures	3-0-3
This course is a study of successful techniques used to finance new business ventures: new startups, buyouts, and franchises including traditional and creative approaches. Prerequisites: BUSA 2209.	
BUSA 2213 Strategies for Entrepreneurship	3-0-3
This covers the essentials of launching and establishing a business organization with emphasis on new start-ups, buyouts, and franchises. Case studies of successful businesses will be utilized to introduce students to various strategies. Prerequisite: BUSA 2210.	

- BUSA 2214 Property Management** 3-0-3
 This course is offered to those students who currently own or operate property complexes or who desire to do so. The objective of this course is to give the student a working knowledge of property complexes, property management, accounting, and sociological aspects of human habitation. Prerequisites: BUSA 2201.
- BUSA 2215 Principles of Real Estate I** 3-0-3
 This course is a survey of real estate covering the real estate market, contracts, ownership, deeds, real estate financing, appraising and development of subdivisions. Prerequisite: None
- BUSA 2216 Principles of Real Estate II** 3-0-3
 This course's topics include financing of real estate, types of lenders, lending laws, real estates and financing, mathematics, settlements, procedures, document recording, appraising, land descriptions, brokerage office accounting and state and federal laws. Prerequisites: BUSA 2215.
- BUSA 2217 Housing Management I** 3-0-3
 This course provides a basic introduction to the management of multi-family housing, particularly public and federally subsidized housing. The student will gain a basic understanding of various federal housing programs, the occupancy cycle and the landlord-tenant relationship. Students will also learn how to maintain the necessary plans, including a budget, which are part of efficient, well-organized housing management. Prerequisites: BUSA 2201.
- BUSA 2218 Housing Management II** 3-0-3
 This course covers in greater detail some of the topics in Housing Management I. Students will learn to perform the management responsibilities related to the occupancy cycle, to work with tenants and staff, and to resolve grievances. Students will also gain a basic working knowledge of maintenance and repair. Prerequisite: BUSA 2217.
- BUSA 2240 Directed Practicum I** 1-5-3
 This course gives students the opportunity to gain experience in an area of interest related to their major. It is restricted to career program majors of advanced-level standing. Prerequisite: Permission of the advisor/instructor.
- BUSA 2241 Directed Practicum II** 1-5-3
 This course is a continuation of BUSA 2240. Prerequisite: BUSA 2240.
- BUSA 2299 Contemporary Business Issues** 3-0-3
 This course is a capstone designed to integrate the common body of knowledge gained from the business student's program of study. The subject matter stresses decision-making and utilizes cases and other experiential methods. Prerequisites: Completion of all other required AREA F courses for the student's program of study or permission of the instructor.
- BUSA 3105 Business Communication** 3-0-3
 This course emphasizes both interpersonal and organizational communications, including written and oral exercises appropriate to business practices. Prerequisite: ENGL 1102.
- BUSA 3114 Business Statistics** 3-0-3
 An introduction to statistical concepts used to assist in making decisions under conditions of uncertainty. Topics include the collection and analysis of data, probability and probability distributions, hypothesis testing, linear regression, and correlation. Prerequisite: Math 1401.
- BUSA 3175 Cooperative/Internship** 3-0-3
 Prerequisite: Junior standing or permission of the advisor.
- BUSA 3201 Principles of Management** 3-0-3
 This course deals with universal concepts of management applicable to all types of enterprises. Students are introduced to basic management philosophies and decision-making processes. Principles of management involving leadership styles, planning, organizing, supervision and control are covered. Prerequisite: ACCT 2102 and ECON 2105.
- BUSA 3203 Human Resource Management** 3-0-3
 This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. Prerequisite: BUSA 3201.

- BUSA 3205 Principles of Marketing** 3-0-3
This course is designed to provide the student with a basic understanding of the framework of the marketing process in product, price, channels of distribution and promotional activities. Prerequisite: ACCT 2102 and ECON 2105.
- BUSA 3206 Production/Operations Management** 3-0-3
This course provides the student with a general understanding of the organization of large-scale industrial organizations for efficient production methodology and evaluation of the production process to meet contracts, etc. Prerequisites: BUSA 3201.
- BUSA 3209 Fundamentals of Business Finance** 3-0-3
An introduction to the principles of corporate finance and their application in business today, focusing on the measurement and creation of value in a corporation. Topics include financial markets, present value analysis, the theory of risk and return, portfolio theory, asset pricing models, cost of capital, capital budgeting, capital structure, and value based management. Prerequisite: ACCT 2102.
- BUSA 3213 Strategies for Entrepreneurship** 3-0-3
This covers the essentials of launching and establishing a business organization with emphasis on new start-ups, buyouts, and franchises. Case studies of successful businesses will be utilized to introduce students to various strategies. Prerequisite: BUSA 3201.
- BUSA 3301 Business Ethics** 3-0-3
This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma. Prerequisite: BUSA 2106.
- BUSA 4010 Contemporary Business Issues and Practices** 3-0-3
This course is designed to integrate the common body of knowledge gained from the business student's program of study. The subject matter stresses decision-making and utilizes cases and other experiential methods. Prerequisites: Senior Standing.
- BUSA 4016 Culture and Diversity Management** 3-0-3
Inclusive workplaces build on equal opportunity principles to create a culture of respect, involvement and success for all employees. This course involves an examination of individual differences and group affiliations that create a diverse workforce. It also considers paradigms that limit and promote inclusion and what each individual student, employers and society as a whole can do to promote inclusive workplaces. Prerequisites: BUSA 3105 and BUSA 3205.
- BUSA 4102 Financing New Business Ventures** 3-0-3
This course is a study of successful techniques used to finance new business ventures: new startups, buyouts, and franchises including traditional and creative approaches. Prerequisites: BUSA 3209.
- BUSA 4111 Small Business and Venture Management** 3-0-3
This course emphasizes operating and managing the small and new business venture. Topics include finance, financial performance, taxation, systematic control of resources and business operations, personnel policies, marketing, organizational development, and preparing a comprehensive business plan. Prerequisites: BUSA 3209.
- BUSA 4115 Organization Behavior** 3-0-3
This course examines management principles and practices in the context of human behavior within organizations. The major focus will be the translation of management and organization behavior theories to such practices which result in organizational efficiency, effectiveness and human resource development. Prerequisites: BUSA 3201.
- BUSA 4117 Management of International Business** 3-0-3
The distinctive circumstances of management arising from the conduct of business in more than one country; international monetary system, trade framework, European economic community and regional groups, home and host country policies in international investments, and international agencies; relevant for the conduct of international business and for the management of the international corporation. Prerequisites: BUSA 3201.
- BUSA 4118 International Marketing** 3-0-3
This course examines the impact of economic, cultural, political, legal and other environmental influences on international marketing. The emphasis will be on developing and executing effective marketing strategies, adapting to rapidly changing technologies, building customer satisfaction and retention, and facilitating communications successfully (from the international organization to the customer as well as from the international customer to the organization). Prerequisites: BUSA 3205.

BUSA 4210 Entrepreneurship and Diversity**3-0-3**

This course will focus on exploring and creating new venture ideas. This will cover characteristics of successful entrepreneurs and how to identify and evaluate entrepreneurial opportunities. The emphasis will be on creativity and innovation in new venture creation. This course will also provide an introduction to the basic business skills needed to start up and establish new entrepreneurial ventures. Prerequisites: BUSA 3201 and BUSA 3205.

BUSA 4414 Analytics**3-0-3**

This course prepares individuals to manage projects, programs and organizations involving basic and applied research, or specialized technology applications, in the public or private sectors. Includes instruction in all aspects of business management, public health and health information management applied to the leadership and control of scientific, clinical, engineering and social scientific enterprises; the management of related operational, security and logistical issues; and technical competence in one or more industries. Includes instruction in the principles and basic content of the biomedical and clinical sciences, information technology and applications, data and database management, clinical research methodologies, health information resources and systems. Prerequisites: Senior Standing and approval of advisor

BUSA 4490 Strategic Business Management**3-0-3**

This course integrates the major functional operating areas of business firms viewed within the broader context of strategic management, i.e., the process of managerial decision making and actions that determine the long-run performance of business organizations. Prerequisites: Senior Standing.

CHEMISTRY (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)**CHEM 1151 Survey of Chemistry I****3-0-3**

This lecture course introduces the basic concepts and terminology of chemistry. Topics included are the gas laws, stoichiometry and atomic theory. The course is recommended for humanities, social science, allied health and nursing students. Further, science majors with little or no previous background in chemistry are encouraged to take this course in preparation for the science major's sequence, CHEM 1211-1212. Prerequisite: MATH 1111 or passing score on Math Placement Examination (MPE), or by permission of the instructor. Corequisite: CLAB 1151.

CLAB 1151 Survey of Chemistry Lab I**0-3-1**

This is the laboratory component of CHEM 1151. Experimental topics include: basic laboratory techniques, measurement, chemical reactions, reliability of data, the pH scale, buffer solutions, physiologically important ions, acids and bases. Prerequisite/corequisite: CHEM 1151 or permission of the instructor.

CHEM 1151K Survey of Chemistry I with Lab**3-3-4**

This lecture/lab course introduces the basic concepts and terminology of chemistry. Topics included are the gas laws, stoichiometry and atomic theory. Experimental topics include: basic laboratory techniques, measurement, chemical reactions, reliability of data, the pH scale, buffer solutions, physiologically important ions, acids and bases. The course is recommended for humanities, social science, allied health and nursing students. Further, science majors with little or no previous background in chemistry are encouraged to take this course in preparation for the science major's sequence, CHEM 1211-1212. Prerequisite: MATH 1111 or passing score on Math Placement Examination (MPE), or by permission of the instructor. Corequisite: CLAB 1151.

CHEM 1152 Survey of Chemistry II**3-0-3**

This lecture course is a continuation of the general chemistry sequence and includes an introduction to organic and biochemistry. Consumer chemistry topics, such as types of drugs, over-the-counter, legal and illegal, are discussed. Prerequisite: CHEM 1151/CLAB 1151 or permission of the instructor. Corequisite: CLAB 1152.

CLAB 1152 Survey of Chemistry Lab II**0-3-1**

This is the laboratory component of CHEM 1152. Experimental topics include: hydrocarbons, alcohols, phenols, mercaptans, carbonyl compounds, preparation and examination of a drug (aspirin), enzymes and chemical reactions. Prerequisite: CHEM 1151/CLAB 1151 or permission of the instructor. Corequisite: CHEM 1152.

CHEM 1152K Survey of Chemistry II with Lab**3-3-4**

This lecture course is a continuation of the general chemistry sequence and includes an introduction to organic and biochemistry. Consumer chemistry topics, such as types of drugs, over-the-counter, legal and illegal, are discussed. Experimental topics include: hydrocarbons, alcohols, phenols, mercaptans, carbonyl compounds, preparation and examination of a drug (aspirin), enzymes and chemical reactions. Prerequisite: CHEM 1151/CLAB 1151 or permission of the instructor. Corequisite: CLAB 1152.

CHEM 1211 Principles of Chemistry I**3-0-3**

This lecture course is designed to present the fundamentals of chemistry and demonstrate their application through lecture and problem solving. Topics include: measurements, atomic theory, chemical reactions, equations, stoichiometry, solutions and solution stoichiometry, gases and their properties, quantum theory, the periodic table, bonding theories, oxidation-reduction reaction, an introduction to thermochemistry. Prerequisite: MATH 1113 or higher level mathematics course and ENGL 1101. Corequisite: CLAB 1211. This course fulfills the requirements for students majoring in Chemistry.

CLAB 1211 Principles of Chemistry Lab I**0-3-1**

This is the laboratory component of CHEM 1211. Experimental topics include: basic laboratory techniques, sequence of chemical reactions, chemical periodicity, acid-base titrations, physical measurements, and structure/bonding. Prerequisite: MATH 1113 or higher level mathematics course and ENGL 1101.

CHEM 1211K Principles of Chemistry I with Lab**3-3-4**

This course is designed to present the fundamentals of chemistry and demonstrate their application through lecture and problem solving. Topics include: measurements, atomic theory, chemical reactions, equations, stoichiometry, solutions and solution stoichiometry, gases and their properties, quantum theory, the periodic table, bonding theories, oxidation-reduction reaction, an introduction to thermochemistry. Experimental topics include: basic laboratory techniques, sequence of chemical reactions, chemical periodicity, acid-base titrations, physical measurements, and structure/bonding. Prerequisite: MATH 1113 or higher-level mathematics course and ENGL 1101.

CHEM 1212 Principles of Chemistry II**3-0-3**

This lecture course is a continuation of CHEM 1212. Topics include: solutions, thermodynamics, kinetics, equilibrium, solubility product constants, ionic equilibria and electrochemistry. Prerequisite: CHEM 1211. Corequisite: CLAB 1212. This course fulfills the requirements for students majoring in Chemistry.

CLAB 1212 Principles of Chemistry Lab II**0-3-1**

This is the laboratory component of CHEM 1212. Topics include: acid-base titrations, colligative properties, oxidation-reduction titrations, heats of neutralizations, rates of chemical reactions, preparation and analysis of an inorganic compound. Prerequisite: CHEM 1211/CLAB 1211. Corequisite: CHEM 1212. This course fulfills the requirements for students majoring in Chemistry.

CHEM 1212K Principles of Chemistry II with Lab**3-3-4**

This lecture course is a continuation of CHEM 1212. Topics include: solutions, thermodynamics, kinetics, equilibrium, solubility product constants, ionic equilibria and electrochemistry. Experimental topics include: acid-base titrations, colligative properties, oxidation-reduction titrations, heats of neutralizations, rates of chemical reactions, preparation and analysis of an inorganic compound. Prerequisite: CHEM 1211. Corequisite: CLAB 1212. This course fulfills the requirements for students majoring in Chemistry.

CHEM 1213 Analytical Chemistry**3-0-3**

This lecture course is designed for students majoring in science or related fields. Topics include: qualitative and quantitative analysis, experimental error, statistics and data interpretation, applications of spectrophotometry, volumetric analysis, acid-base titration, EDTA titration, electrodes and potentiometry and atomic spectroscopy. Prerequisites: CHEM 1212; CLAB 1212. Corequisite: CLAB 1213.

CLAB 1213 Analytical Chemistry Lab**0-3-1**

This course is the laboratory component of CHEM 1213. Experimental topics include: qualitative analysis, preparation of standardized solutions, EDTA/Iodometric titrations, coulometric titrations, spectrophotometry, quantitative analysis by gas chromatography or high pressure liquid chromatography. Prerequisites: CHEM 1212, CLAB 1212. Corequisite: CHEM 1213.

CHEM 2241 Organic Chemistry I**3-0-3**

This lecture course provides a study of the chemistry of organic compounds including their physical and chemical properties, synthesis and reaction mechanisms. Topics include bonding theories, organic acids and bases, reaction pathways, stereochemistry, nucleophilic substitution and elimination reactions, alkenes and an introduction to spectroscopy. This course is designed for science majors. Prerequisites: CHEM 1212 CLAB 1212. Corequisite: CLAB 2241.

CLAB 2241 Organic Chemistry I Lab**0-4-1**

This course is the laboratory component of CHEM 2241. It is designed to provide basic laboratory techniques necessary for chemical and physical determination. These techniques include crystallization, melting and boiling point determination, distillation, extraction, column and thin layer chromatography as well as gas chromatography. In addition, the student gains experience in optical activity and resolution/analysis of an enantiomeric mixture. Prerequisite and/or corequisite: CHEM 2241.

CHEM 2241K Organic Chemistry I with Lab**3-4-4**

This lecture course provides a study of the chemistry of organic compounds including their physical and chemical properties, synthesis and reaction mechanisms. Topics include bonding theories, organic acids and bases, reaction pathways, stereochemistry, nucleophilic substitution and elimination reactions, alkenes and an introduction to spectroscopy. The laboratory component is designed to provide basic laboratory techniques necessary for chemical and physical determination. These techniques include crystallization, melting and boiling point determination, distillation, extraction, column and thin layer chromatography as well as gas chromatography. In addition, the student gains experience in optical activity and resolution/analysis of an enantiomeric mixture. This course is designed for science majors. Prerequisites: CHEM 1212 CLAB 1212. Corequisite: CLAB 2241.

CHEM 2242 Organic Chemistry II**3-0-3**

This lecture course is a continuation of the study of the chemistry of carbon compounds. Topics include alcohols, carbonyl compounds, polyenes, enols and enolates, the chemistry of aromatic compounds and mass spectrometry. This course is designed for science majors. Prerequisites: CHEM 2241; CLAB 2241.

CLAB 2242 Organic Chemistry Lab II**0-4-1**

The laboratory component of CHEM 2242 and continuation of CLAB 2241. This course provides a study of the techniques using semi-microscale experiments. Experiments include oxidation/reduction, esterification, Grignard Synthesis, Friedel-Crafts Alkylation, Diel-Alder, and Diazo Compound Synthesis. Students use various spectroscopic techniques, including IR, UV-VIS and NMR and GC-MS for structure determination and for identifying unknown liquids and solids. Prerequisites: CHEM 2241; CLAB 2241. Corequisite: CHEM 2242.

CHEM 2242K Organic Chemistry II with Lab**3-4-4**

This lecture course is a continuation of the study of the chemistry of carbon compounds. Topics include alcohols, carbonyl compounds, polyenes, enols and enolates, the chemistry of aromatic compounds and mass spectrometry. The laboratory component of CHEM 2242 and continuation of CLAB 2241. This course provides a study of the techniques using semi-microscale experiments. Experiments include oxidation/reduction, esterification, Grignard Synthesis, Friedel-Crafts Alkylation, Diel-Alder, and Diazo Compound Synthesis. Students use various spectroscopic techniques, including IR, UV-VIS and NMR and GC-MS for structure determination and for identifying unknown liquids and solids. This course is designed for science majors. Prerequisites: CHEM 2241; CLAB 2241.

CHEM 2245 Intro. to Undergr. Research: Instrumentation**1-2-2**

This is a study of the instruments and techniques commonly used in science laboratories. Instrumentation and techniques to be studied include but are not limited to: spectroscopy, chromatography, electrophoresis, pH determination, DNA biotechnology, solution preparation, and data collection with remote sensing equipment and techniques. Prerequisite: A grade of "C" or better in a 200-level biology or chemistry course.

CHEM 2246 Topics in Science**1-2-2**

This course provides students with opportunities to explore current topics and problems in terms of underlying principles of biology, chemistry and physics. This course is comparative and has an interdisciplinary flavor in that the socioeconomic, cultural, ethical and political aspects of such topics as genetic engineering, environmental chemistry, laser technology, and earth systems science are discussed. Prerequisite: A grade of "C" or better in an introductory biology or chemistry course or permission of the instructor.

COMMUNICATIONS (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**COMM 1100 Human Communications****3-0-3**

This course consists of a broad approach to oral communication skills, including intrapersonal, interpersonal, small-group, and public speaking. Emphasis is placed on developing speech communication skills pertinent to survival in today's success-oriented society, with emphasis on a diversity of contemporary speaker-listener situations. No prerequisite.

COMM 1110 Public Speaking**3-0-3**

This course centers on exploration and application of guidelines and principles essential to a variety of formal/professional public speaking modes through preparation and delivery of speeches and the evaluation of these presentations. The organization of materials and the vocal and physical aspects of delivery are emphasized. **No prerequisite.**

COMM 2110 Advanced Public Speaking**3-0-3**

This course focuses on the study of principles and methods of selected forms of public speaking and oral presentation for various purposes and audiences. Speaking coverage ranges from speeches for special occasions, argumentation and debate, persuasive speaking, extemporaneous speaking and oral interpretation of literature. Prerequisites: ENGL 1102, COMM 1110.

COMM 3035 Organizational Communication

3-0-3

This course provides an introduction to the fundamental approaches, concepts and theories associated with the study of organizational communication. Students will identify career paths associated organizational communication and investigate the flow of communication through organizational structures. Emphasis will be placed on content application, team work and the study of real life organizations. Prerequisite: COMM 1100 or COMM 1110 and Junior or Senior standing.

COMPUTER APPLICATIONS (SCHOOL OF BUSINESS AND TECHNOLOGY)

CISM 2101 Fundamentals of Computer Applications

3-0-3

This course introduces students to the broad concepts of computer-based information systems and their applications in the business environment. The course provides hands-on experience in the use of current application software packages (Word processor, Spreadsheet, Database, Presentation software, etc.) in processing data. It is intended study for Business Programs and will not satisfy Area D requirements. Prerequisites: None

CISM 3101 Management Information Systems

3-0-3

This course introduces students to computer information systems and their applications in the business environment. Covers the information system development life cycle. Use of data flow diagrams and structure charts; database design, and program development. Utilizes a relational database management system to illustrate system development techniques. Prerequisites: CISM 2101.

COMPUTER SCIENCE (SCHOOL OF BUSINESS AND TECHNOLOGY)

CSCI 1135 Introduction to Computers

3-0-3

This course is designed to provide an introduction to computer concepts and information processing. The course includes an overview of computer hardware, software, basic networking concepts, history of data processing systems, major trends in information systems, Information Superhighway, social issues and career opportunities in information processing. An integral part of the course is hands-on experience with current applications software in word processing, electronic spreadsheet, database management systems and the internet. Prerequisite: None

CSCI 1136 Fundamentals of Electronic Spreadsheets

0-3-1

This course provides the knowledge, skills and hand-on experience needed to gain proficiency in using spread sheet applications in various disciplines. It is designed for both non-science and science majors with special attention given to the preparation of reports and the display of data in different formats. Prerequisite: None

CSCI 1137 Fundamentals of Database Management

0-3-1

This course provides the knowledge, skills and hands-on experience needed to gain proficiency in using database applications in various disciplines. It is designed for both non-science and science majors. Prerequisite: None

CSCI 1138 Introduction to Cyberspace Technologies

0-3-1

This course provides the knowledge, skills and hands-on experiences needed to gain proficiency in accessing and using the internet and e-mail. It is designed for both non-science and science majors. Prerequisite: None

CSCI 1142 Introduction to C Programming

3-0-3

This course provides an introduction to the fundamentals of the C programming language: variables, input/output statements, operators, loops, decision-making, functions, arrays, strings, files, standard input, binary mode, record input and random access. Prerequisites: None

CSCI 1143 BASIC: Interactive Programming

3-0-3

This course is designed to develop the student's ability to program in BASIC in either a business or an educational setting. It has a problem-solving orientation with an emphasis on string manipulations, formatting output, file manipulation and logical structuring of procedures. Students are also introduced to the additional capabilities of a microcomputer (such as graphics and sound) as well as system analysis and design. Prerequisites: None

CSCI 1145 COBOL: Business Programming

3-0-3

This course provides an introduction to the computer programming file language of COBOL. A structured problem-solving approach is used to present COBOL data structures and data manipulation within business-oriented settings. Prerequisites: CSCI 1135

CSCI 1146 Introduction to JAVA Programming**3-0-3**

This course provides an introduction to the fundamentals of the JAVA Programming Language, problem solving and algorithm development, simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, arrays, classes, methods, applets and fundamentals of Object-Oriented programming. Prerequisite: CSCI 1135

CSCI 1248 Introduction to Cyber Security**3-0-3**

This course provides introduction to concepts of cybersecurity principles, functions, applications, and technologies. Fundamental topics include cyber threats and vulnerabilities, information security frameworks, network security, cryptography, system defense, information security policy, legal and political issues, and security management. The course maps to the CompTIA Security+ exam. Corequisite: CSCI 1135

CSCI 1301 Computer Science I**3-0-3**

This course provides an overview of computers and programming with emphasis on problem-solving and algorithm development. Topics include simple data types, arithmetic and logic operators, selection structures, repetition structures, text files, arrays (one-and-two-dimensional), procedural abstraction and software design, modular programming (including subprograms or the equivalent). The principles/concepts outlined above are implemented using a high-level programming language. Corequisite: CSCI 1135.

CSCI 1302 Computer Science II**3-0-3**

This course is a continuation of CSCI 1301. Topics include an overview of abstract data types (ADT's): arrays (multi-dimensional) and records; sets and strings; binary files; searching and sorting; introductory algorithm (including Big-O); recursion; pointers and linked lists; software engineering concepts; and dynamic data structures (stacks, queues, trees). Prerequisite: CSCI 1301.

CSCI 2212 Computer Graphics**3-0-3**

This course provides an introduction to graphics programming. Topics include graphic presentation of data, interfacing graphics with text, multimedia, and a survey of graphics software packages. Students use a high-level programming language to create a color graphics package. Prerequisite: CSCI 1142 or CSCI 1143, CSCI 1146 or CSCI 1301.

CSCI 2214 Computer Organization and Assembler Language**3-0-3**

This course provides an introduction to computer structure, machine language instruction, addressing techniques and digital representation of data. Symbolic coding and assembly systems, macro definition and generation, and program segmentation and linkage. Programming assignments to illustrate machine structure and programming techniques. Prerequisite: CSCI 1142 or CSCI 1143 or CSCI 1145 or CSCI 1301.

CSCI 2216 Survey of Programming Languages**3-0-3**

This course provides a comparative study of programming languages to prepare the student to evaluate such languages. Programming assignments are given to illustrate the features of each language. Prerequisite: CSCI 1301.

CSCI 2222 Scientific Programming**3-0-3**

This course includes the following topics: file processing operations for sequential and random access files and sorting techniques. Some programming assignments are derived from elementary statistics, combinatorics, matrix operations and systems of equations, iterative methods for solving equations, elements of numerical differentiation and integration, and operations with complex numbers. Prerequisite: CSCI 1301.

CSCI 2245 File Processing and Database Management**3-0-3**

This course is a continuation of the development of the design, implementation, testing and documentation skills introduced in CSCI 1301, with emphasis on the techniques of algorithm development and structured programming. Topics include an overview of file processing, data representation and validation, algorithms for report preparations and sequential file processing. Prerequisites: CSCI 1301.

CSCI 2250 Computer Architecture**3-0-3**

This course provides a study of hardware, software and local area networks. Topics include input/output systems, memory management storage devices, operating systems, microprogramming and microcomputers. Assignments provide hands-on experience. Prerequisite: CSCI 2214.

CSCI 2290 Cyber Security Analysis and Practice**3-0-3**

This course is designed to provide the basic technology, practices, and processes for securing computer systems, networks, and information from damage, corruption, or theft. The course examines basic tools, techniques, and technologies used in the protection of information assets. It covers practical applications of concepts taught in previous Cyber Security course(s) that covered computer hardware and software, online-environment security, communication security, infrastructure security, cryptography and organizational operations security in preparation for the CompTIA Security+ exam. Mapped CompTIA: Security+ certification. Corequisite: ITEC 2205 or approval of the advisor or instructor.

COOPERATIVE EDUCATION (SCHOOL OF BUSINESS AND TECHNOLOGY)

COED 2281 Cooperative Education I

Cooperative Education students receive and satisfactorily complete an approved work assignment of 8-18 hours per week for one semester hour of credit.

COED 2282 Cooperative Education II

Cooperative Education students receive and satisfactorily complete an approved work assignment of 19-29 hours per week for two semester hours of credit.

COED 2283 Cooperative Education III

Cooperative Education students receive and satisfactorily complete an approved work assignment of 30-40 hours per week for three semester hours of credit.

CRIMINAL JUSTICE (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

CRJU 1102 Introduction to Criminal Justice

3-0-3

This course consists of an investigation of the three divisions of the criminal justice system--law enforcement, courts, and corrections--with particular emphasis on the functions and basic problems of each division, as well as the interrelationships between the three divisions. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

CRJU 1105 Introduction to Law Enforcement

3-0-3

This course presents a review of: (a) patterns of organization of law enforcement in society; (b) foundations, methods, types, and effects of law enforcement agencies at local, state and federal levels; and (c) the relationship between law enforcement and societal problems in ethnic diversity, community relations, and the police subculture. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

CRJU 1106 Introduction to Corrections

3-0-3

This course presents an overview of: (a) correctional approaches, with primary emphasis on incarceration; (b) local, state, and federal levels of prison systems; (c) types of prisons; (d) internal structures and procedures for modern prisons; and (d) inmate social structures within male and female institutions. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

CRJU 2105 Introduction to Criminology

3-0-3

This course provides an introduction to the definitions, nature, distribution, and causes of crime and criminal behavior. Historical and contemporary theoretical explanations are explored. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

CRJU 2108 Introduction to Criminal Law

3-0-3

This course is a survey of the nature and definitions of criminal acts, including a consideration of the elements of crime against the person, crimes against property and crimes against society. Responsibility for criminal conduct is also considered. The Constitutional impact on criminal procedures and the impact of the Supreme Court are also included in this overview. This course provides a concise, yet comprehensive, introduction to the substantive criminal law. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

CRJU 2230 Interpersonal Relations in Law Enforcement

3-0-3

This course offers an introduction to the methods of "community-oriented policing" establishing a partnership between law enforcement agencies and communities. The goal is to prepare students to understand and appreciate cultural diversity and to be able to communicate effectively with residents of high crime areas, as well as with advocates of programs for improving law enforcement practices. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

CRJU 2240 Introduction to Juvenile Delinquency

3-0-3

This course examines (a) the nature, causes, development and consequences of juvenile delinquency; (b) the changing societal perceptions and reactions to juvenile delinquency and to juveniles who commit adult crimes; and (c) the adjudication, punishment and special needs of the juvenile offender. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

CRJU 2251 Practicum in Criminal Justice 3-0-3

A placement in one of the three primary divisions of the criminal justice system-- law enforcement, corrections and the judicial system-- is provided each student. Prerequisite: CRJU 1102.

CRJU 2500 Introduction to Homeland Security 3-0-3

This course is designed to serve as a primary course for those interested in Homeland (or Domestic) Security and will also serve as an ancillary course in introductory criminal justice or terrorism related courses. It covers the 9/11 attacks, the roles of national and state agencies and the private sector in the quest.

CRJU 2801 Law Enforcement Leadership and Administration I 3-0-3

This course is an introduction to the principles and roles of leadership in the area of law enforcement management. Primary focus will be placed on theories of leadership and management, motivation, organization and application. A review of leadership typologies will also be included. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101** and passing a multi-level criminal background check.

CRJU 2803 Law Enforcement Liability 3-0-3

This course is designed to introduce to the student to legal liability issues involved in supervision and management within a Law enforcement agency, including the various levels of liability from officer misconduct to agency negligence. The student will become familiar with the importance of agency policies and the concept and definitions of Torts, Negligence, 42-U.S.C. sec. 1983, and 18 U.S.C. sec. 242 violations. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101** and passing a multi-level criminal background check.

CRJU 2804 Professional Standards in Law Enforcement 3-0-3

This course will develop the skills required to understand professional standards set forth by professional law enforcement agencies. An overview of professional standards will be facilitated to include development of model policies and their purpose, general orders and procedures, as well as their application. Students will be also introduced to internal affairs investigations, and their role in maintaining professional standards within a law enforcement agency. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101** and passing a multi-level criminal background check.

CRJU 2901 Law Enforcement Leadership and Administration II 3-0-3

This course focuses on issues associated with law enforcement leadership roles. Topics include effective time management, stress management, and characteristics of a healthy workplace. Other topics include dealing with diverse personalities as well as a strong emphasis on understanding and developing communication skills within a law enforcement environment. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101** and passing a multi-level criminal background check.

CRJU 3110 Diversity Issues in Criminal Justice 3-0-3

This course examines how the issues of crime and justice are played out in the context of a diverse society. The course will consider: 1) how the law affects and has affected different groups in United States society; 2) the differential involvement in crime and the criminal justice system across groups; and 3) the differential responses of the justice system to various groups. Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 3117 Research Methods in Criminal Justice 3-0-3

This course provides an overview of research methods employed in criminal justice. Theoretical principles on which scientific research is based are studied and applied to criminological research methods. Students will learn the historical development of social research as well as techniques and problems encountered in criminal justice research methods. Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 3201 Criminal Justice Ethics 3-0-3

This course examines the ethical considerations facing the criminal justice practitioner. Topics include determining moral behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, and ethical factors in criminal justice system policy and management issues. Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 3230 Criminal Justice Administration and Supervision 3-0-3

This course examines the theories of motivation, leadership, and organization in the context of criminal justice governmental and social agencies. Administrative and management functions are studied emphasizing personnel management and organizational change. Topics include discipline, motivation, training, job classification, salary standards, promotion, and labor relations. Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 3301 The Judicial System 3-0-3

This course looks at the role of the judiciary in the criminal justice system including the structure of the courts and criminal procedure from charging through sentencing and appeal.

Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 3302 Organized Crime 3-0-3

This course examines the origins, histories, and activities of various major organized crime groups in the United States and throughout the world. Special emphasis is placed on emerging organized criminal enterprises in developing countries and regions. In addition, this course explores the methods used by law enforcement to combat organized crime.

Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 3320 Criminal Investigation 3-0-3

This course examines the historical, theoretical, and technological aspects of the investigation of crime. The topics include crime scene examinations, the collection and preservation of evidence, forensic and behavioral sciences, interviews, interrogations, and the use of technology by law enforcement agencies.

Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 3333 - Criminalistics 3-0-3

Criminalistics focuses on the recognition, collection, preservation and analysis of physical evidence. Students will be presented with the theories and principles relating to the primary techniques utilized in the analysis of physical evidence with the presumption that most of the students do not have extensive scientific backgrounds (i.e. chemistry, biology, and/or physics). This course will provide students with a basic understanding of what criminalistics entails and prepare them for additional, more in-depth classes in criminalistics/ forensic science. In this course still be expected to take part in gathering evidence, data collection, perform in the gun simulator range, and various other activities that may require standing.

CRJU 3340 Legal Analysis 3-0-3

This course involves students in the process of reasoning objectively and arguing persuasively within a socio-legal framework. Set against a background of formal and informal logic that guides reasoning in general, the course is primarily concerned with the reasoning underlying the construction of legal arguments from judicial, legislative, and scholarly points of view. Theoretical analysis is illustrated by investigating and writing about the law, with an emphasis on topics related to crime.

Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 3420 Criminal Profiling and Victimology 3-0-3

This course centers on the "deductive profiling" method, the analysis process of forensic evidence, and the development of offender characteristics. It approaches each crime as its own universe of social relationships and behaviors and requires the examination and analysis of a real homicide. An overview of the socio-legal aspects involving profiling and analysis of specific profiling issues in different types of serial crimes are addressed. Basic concepts of criminal victimization, including society's response to victims and their problems, will also be studied.

Prerequisites: CRJU 1102, CRJU 2105 and Junior or Senior standing.

CRJU 3520 Economic Crime Law and Investigation 3-0-3

This course is designed to prepare students with the skills necessary to detect, investigate, and prevent white collar crime. Included is an analysis of the legal issues related to fraud and other economic crimes, and the organization of evidence in preparation of presenting a case for prosecution.

Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 4101 Technical Writing in Criminal Justice 3-0-3

This course will focus on technical writing skills required in all criminal justice fields will be taught. Special emphasis will be placed on essential, objective, and factual report writing; note taking; extensive agency and court narratives; and related social histories and reports.

Prerequisites: Exit or exemption from LS English at the Co-requisite level.

CRJU 4125 Community Based Corrections 3-0-3

A comprehensive overview which covers the historical and contemporary development, organization, operation, and effectiveness of community based correctional programs. Prerequisites: CRJU 1102, CRJU 1106 and Junior or Senior standing.

CRJU 4126 Institutional Treatment of Criminal Offenders 3-0-3

This course examines institutional and individual theories of correctional treatment of criminal offenders.

Prerequisites: CRJU 1102, CRJU 1106 and Junior or Senior standing.

CRJU 4305 Cybercrime**3-0-3**

This course focuses on cybercrime and computer-related crime issues facing the criminal justice system in the United States. Topics include: 1) the ability of law enforcement to respond to cybercrimes, 2) law enforcement problems in dealing with computer crime, 3) governmental response to cybercrime problems, and 4) future trends in cybercrime and computer-related crime.

Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 4401 Police Systems in the United States**3-0-3**

An overview of the social and historical settings of the police and of the police role and function is provided in this course. Topics include an examination of the structure of policing in the United States, the use of police discretionary powers, police values, police culture, and the organization and control of police.

Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 4426 Civil Liberties**3-0-3**

This course examines the rights of Americans as guaranteed by the Constitution of the United States. The changing character of civil liberties problems in the United States will be stressed with attention given to the legal, historical and political context of the cases studied.

Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 4600 Ideological Violence and Law Enforcement**3-0-3**

The course will examine law enforcement response to domestic and international terrorism. Topics will include threat analysis, intelligence processing, proactive measures, reactive measures, development of modern terrorism and specific terrorist groups.

Prerequisites: CRJU 1102, CRJU 2500 and Junior or Senior standing.

CRJU 4701 Comparative Criminal Justice Systems**3-0-3**

This course analyzes issues in criminal justice and their characteristics as they relate to the operation of larger social structures viewed in global perspective.

Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 4801 Restorative Justice**3-0-3**

This course will examine the definitions, historical and theoretical origins and development, principles and practices, benefits and limitations of restorative justice as an alternative approach to traditional retributive government responses to crime in the United States. Topics include victim-offender mediation programs and the role of offender, victim, church, state, and community in the restorative justice model. Students will also examine a program evaluation of restorative justice programs to discern outcome effectiveness.

Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 4803 - Media, Crime, and Justice**3-0-3**

This course analyzes the social construction crime by news and entertainment media; introduces students to the manner in which the media influences and shapes crime in society and the criminal justice system; analyzes images of crime and the criminal justice system that are presented through the major mass media within the United States—including a detailed examination of media institutions. American popular culture, and the construction of crime and justice; and exposes students to new ways of looking at crime problems to provide them a deeper understanding of how crime and the criminal justice system are both socially constructed by the news and entertaining media.

CRJU 4900 Law Enforcement Initiatives**3-0-3**

This course allows the student to participate in a seminar that includes up to date information from readings and through discussions with agents from state and federal agencies. Students will develop knowledge about state and federal agencies and their missions; the types of investigations under-taken by agencies; the use of technology by agencies and by offenders; predictions of future issues and crimes the agencies will likely face; the application and hiring process and essential/desired skills needed to work for various agencies.

Prerequisites: CRJU 1102 and Junior or Senior standing.

CRJU 4901 Internship 1**1-4-3**

This course provides senior status students with an opportunity to perform as participants in established criminal justice agencies at the local and state levels. Students must attend class on campus one hour a week and work in an approved local or state criminal justice agency 4 hours a week.

Prerequisites: CRJU 1102, Senior standing, clear criminal background check, and consent of the instructor.

CRJU 4902 Internship 2**1-4-3**

Senior level students will perform as participants in established criminal justice federal agencies. Students must attend class on campus one hour a week and work in an approved federal level criminal justice agency 4 hours a week.

Prerequisites: CRJU 1102, Senior standing, clear criminal background check, and consent of the instructor.

CRJU 4999 Criminal Justice Senior Capstone

3-0-3

This required capstone course is designed for senior level students who will apply learning from previous criminal justice courses. This course addresses current issues and trends in criminal justice to integrate knowledge concerning criminal justice policy. Each student is required to prepare, submit, and present a research paper on an instructor-approved criminal justice topic. Prerequisites: CRJU 1102, CRJU 3117, Senior standing, and consent of the instructor for Homeland Security. This course also covers future plans in Homeland Security, the legal issues involved and weapons of mass destruction.

Prerequisites: POLS 1101 – American Government or Permission of Instructor; ENGL 1101.

CUSTOMER RELATIONSHIP MANAGEMENT (SCHOOL OF BUSINESS AND TECHNOLOGY)

BUSA 1110 Introduction to Customer Relationship Management

3-0-3

Introduction to customer relationship management. Topics include customer behavior, customer assessment, effective communication, serving the customer in a diverse environment, and developing and maintaining a relationship with customers. This course studies the use of the following promotional tools and their applications: advertising, sales promotions, events, and loyalty and frequency shopper programs. Co-requisite: BUSA 1105 (C or better).

BUSA 1150 Customer Service and Negotiation

3-0-3

This course covers the process of negotiation and conflict resolution as it is practiced in various organizational settings from the customer perspective. Students will gain an understanding of the fundamentals of negotiation through a format that includes lecture, role-play, focused exercises, and case study. Concepts covered will include customer relations, an introduction to game theory, bargaining and psychological barriers to settlement. Co-requisite: BUSA 1110 (C or better).

BUSA 2213 Selling and Sales Management

3-0-3

A significant strategy in business today is developing relationships with potential and existing customers and vendors. This course will give you an understanding of what salespeople do and help you develop skills necessary to “sell” everything from yourself in a job interview to the latest products and services from your employer. It will enhance communication and selling skills. Focus will be on the account management principles and the processes used to develop accounts and maintain long-term relationships. Case studies and students should be prepared for regular videotaped role playing, shadow selling, business attire, and regular presentations. Co-requisite: BUSA 1150 (C or better).

DIGITAL MEDIA (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

DIGM 3010 Digital Narrative and Storytelling

3-0-3

This course focuses on the use of narrative forms in digital and interactive media and other new technologies. The goal of this course is to offer students an overview of issues on writing for digital media; its objective is to create successful media-savvy writers, who work across digital platforms. Students will explore and create non-linear and interactive story structures. Prerequisites: A grade of at least a C in each of the following courses: ENGL 1102, MCOM 1101, MCOM 2201, and MCOM 2202.

DIGM 3113 Fundamentals of Digital Media Production

3-0-3

This course is intended to assist students in developing an understanding of and the ability to use tools and design principles in the creation of animation for the Web. A hands-on approach to learning the requisite skills is employed. Students will learn to use powerful interactive tools to design interfaces and site navigation. Visual control, download speed, combining raster and vector graphics, and scalability are incorporated into the development process. Emphasis is on 2D animation. Creation of basic 3D animation elements will be introduced. Prerequisites: A grade of at least C in each of the following courses: MCOM 1101, MCOM 2201, and MCOM 2202.

DIGM 3224 Writing for Digital Media

3-0-3

Writing for Digital Media teaches the skills necessary for Web writing in the digital age. This course takes for its foundational premise that digital media differs from that of print in several key ways, and because of these differences, to use digital media successfully, writers must develop specific skills for its mastery. Course content will cover web site design and implementation, HTML, CSS, blogging, wiki collaboration, Podcasting, video production, and rudimentary server administration skills. This is a hybrid online course. Prerequisites: A grade of at least a C in each of the following courses: ENGL 1102, MCOM 2201, and MCOM 2202.

DIGM 3230 Introduction to Digital Media and Design

3-0-3

This course is an introduction to the field of digital media, including the profession, career options, industry trends, technology, and production requirements. Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and authoring of interactive digital media by creating and editing digital images, sounds, video, text, and motion graphics. Production and management of a comprehensive term project for publishing on the web, Mobile, CD ROM, DVD, or Blue Ray Disc will be required. Prerequisites: A grade of at least C in each of the following courses: ENGL 1102, MCOM 1101, MCOM 2201, and MCOM 2202.

DIGM 3242 Digital Journalism

3-0-3

This is a hands-on digital journalism course in which students will learn to use multimedia authoring software for online publishing and digital storytelling. We will also read criticism involving new media journalism. Prerequisites: A grade of at least a C in each of the following courses: ENGL 1102 and MCOM 2201, MCOM 2202, and DIGM 3230.

DIGM 3330 Sound for Media

3-0-3

This class is an introduction to the principles of sound recording with an emphasis on media applications. Students will work on practical projects that will familiarize them with the basic hardware and software used in professional settings. Prerequisites: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, MCOM 2202 and DIGM 3230.

DIGM 3340 Digital Media Production

3-0-3

This course provides the design, theory and development of production skills and techniques for a variety of audio-visual materials and digital media. Students are required to participate in labs dealing with the operation and utilization of production equipment and the actual production of materials. After successful completion of the course students will be able to prepare and carry out a small-scale media production and use computer applications such as Microsoft PowerPoint, Adobe Photoshop, Apple Garage Band, and Apple iMovie on a basic level. Prerequisites: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, MCOM 2202, and DIGM 3230.

DIGM 3350 Introduction to Motion Graphics

3-0-3

This course is an introduction to the technologies, theories, practices and techniques used to create motion graphics as used in animations, gaming environments and special effect videos. Students learn to turn static artwork into fluid motion graphics. Projects focus on narrative storytelling through storyboarding, sequencing, while employing kinetic image and type. Students will apply basic moving image design theory to create and manage moving images, graphics, illustrations and effects. Prerequisites: A grade of at least a C in each of the following courses: ARTS 1020 or CSCI 2212 and DIGM 3230.

DIGM 3360 Digital News Photography

3-0-3

Digital News Photography is a course in visual communication. Included are discussions of and practical experience in digital and video photography for print, broadcast, electronic and online media. Students will use digital photography as a tool to tell stories through images. Thus, the goal in this class is not to become "photographers" but "photojournalists." Students will work with video, still images, the Web, blogs and other "converged" media. Prerequisites: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, MCOM 2202 and DIGM 3230.

DIGM 4367 Semiotics of Popular Culture

3-0-3

This writing-intensive course explores the study and use of semiotics (or symbolic meaning) in the development of advertising and other creative works that contribute to the content of popular culture. Interdisciplinary in scope, the course explores how advertising uses symbolic language from diverse disciplines such as literature, cinema, television, performing arts, architecture, fashion, and other fields that shape the overall popular culture. Prerequisites: A grade of at least a C in MCOM 1101 and DIGM 3230.

DIGM 4424 Digital Media and Society

3-0-3

This course is organized around the broad question of what journalists should know about the way digital media are reshaping society. To answer this question, it provides a series of foundational readings on the effects of digital media on a number of domains of social life, including culture, the economy, privacy, law, politics, social movements and journalism. Prerequisites: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, and DIGM 3230.

DIGM 4435 Fundamentals of Digital Video Production

3-0-3

This course introduces students to the technical, conceptual, and aesthetic skills involved in video production through the single camera mode of production. Still the most dominant mode of film and video production, the single camera mode places an emphasis on using the camera to the fullest capacity of artistic expression. In addition to the multiple skills and concepts involved with the camera, the course also introduces students to the principles and technologies of lighting, audio recording and mixing, and non-linear digital video editing. Special focus is given to producing content for successful web distribution. Prerequisites: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, MCOM 2202, and DIGM 3230.

DIGM 4445 Advanced Digital Video Production**3-0-3**

This is designed to teach students electronic field production, including single and multiple camera operations; advanced field camera operations; tape-to-tape editing; editing techniques; single/multiple camera continuity, and scripting in a journalistic context. Students must have a fundamental understanding of production operations before enrollment. Students must also enter with an understanding of the theory and practice of digital video preproduction, production and post-production using single-camera production techniques. Prerequisites: A grade of at least a C in DIGM 3230 and DIGM 4435.

DIGM 4470 Communications Law**3-0-3**

This course focuses on a study of the laws governing print and electronic journalism; legal codes dealing with slander, libel, and rights to privacy; current FCC rulings as well as the examination of historical cases that have set a precedence in media law. Prerequisite: A grade of at least a C in each of the following courses: MCOM 1101, MCOM 2201, MCOM 2202 and DIGM 3230.

DIGM 4550 Cinematic and Digital Narrative Production**3-0-3**

This course is designed to introduce the student to cinematic storytelling through the creation of digital video productions. A second focus will be narrative development and script preparation of a short screenplay. Prerequisites: A grade of at least a C in DIGM 4435, DIGM 4445, and DIGM 3230.

DIGM 4560 Post Production for Digital Media**3-0-3**

This course provides instruction in basic practices and workflows for post-production, including video capture, basic editing, color correction, monitoring, standards compliance, rendering, basic compression schemes, and exporting high-quality video for broadcast, film, game consoles, web and mobile devices. This course teaches concepts in capturing, editing, assembling and outputting video elements. Students can also apply skills learned in this class in other areas, including 2D animation and 3D animation. Prerequisites: A grade of at least a C in each of the following courses: DIGM 3230, DIGM 4435 and DIGM 4445.

DIGM 4600 Directed Study**3-0-3**

Directed Study provides students with an opportunity to pursue advanced study in a specialized area of media arts beyond what is covered by the program's curriculum. Directed study may also be used by an undergraduate student who needs to complete a requirement in the major that is not offered before the student's graduation date. Prerequisites: The following coursework with a grade of at least a C in each course: MCOM 1101, MCOM 2201, MCOM 2202, DIGM 3230 and Consent of Instructor.

DIGM 4630 Media Business Practices and Entrepreneurship**3-0-3**

This course introduces students to the basics of entrepreneurship and evolving business models for media. It blends instruction in general entrepreneurship concepts with how the Internet and digital technologies are transforming media economics, using recent news and communication startups as case studies for applying entrepreneurial principles. Students will identify, develop and pitch ideas for media businesses; research and write a business case study; and perform skill-building exercises in business analysis and digital technologies. The course includes an emphasis on financial and personnel management, client relationships, and the structures and practices of digital media industries. Prerequisites: A grade of at least a C in each course; MCOM 1101, MCOM 2201, MCOM 2202, and DIGM 3230.

DIGM 4730 Selected Topics in Digital Media**3-0-3**

This course is designed to meet the needs of students for specialized instruction in current digital media and design topics. It provides students with an opportunity to explore cutting-edge knowledge, concepts and techniques in digital media and design and to keep up with new developments in the industry. Prerequisites: A grade of at least a C in DIGM 3230, Junior - Senior standing and consent of instructor.

DIGM 4800 Internship in Digital Media**3-0-3**

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course, and regular contact with the assigned faculty advisor is required. Students may earn cooperative education or internship credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. Prerequisites: The following coursework with a grade of at least a C in each course: DIGM 3230; DIGM 4435, DIGM 4445, DIGM 4560 and Criminal Background Check.

DIGM 4830 Senior Portfolio**3-0-3**

A capstone course, this class prepares students for working as professionals in Digital Media. The course includes portfolio review and writing theory along with a collaborative workshop environment. Students develop a professional portfolio of sample works based on course projects, internship experiences, and/or work history. In addition, students write a reflective paper examining their growth and maturity as media artists and new media practitioners. Interviewing techniques, resume writing, and the job search process are included. Prerequisites: DIGM 4800 or concurrent and a minimum of twenty-one hours of courses in the major

ECONOMICS (SCHOOL OF BUSINESS AND TECHNOLOGY)

ECON 1105 Introduction to Economics

3-0-3

This course provides an analysis of the economic operations of modern industrial society, as well as economic concepts and their application in a free-enterprise system. Prerequisite: None

ECON 2105 Principles of Macroeconomics

3-0-3

This principles course introduces students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies. Prerequisite: None

ECON 2106 Principles of Microeconomics

3-0-3

This principles course introduces students to concepts that will enable them to understand and analyze structure and performance of the market economy. Prerequisite: None

EDUCATION (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

In each Education course, students must complete a twenty-hour field experience as part of the requirements. Prior to beginning the field experience the student must purchase liability insurance and the course instructor and Coordinator of Teacher Education Field Experience will provide details. In addition, a criminal background check is required, with a fee paid by the student, as arranged by the course Instructor and Coordinator of Teacher Education Field Experience. Negative information on background checks may prevent students from completing Education course field experience requirements as school districts have the right to deny placement of students who fail the background check in their schools. Negative information on criminal background checks may ultimately prevent students from being certified as teachers. Students who fail to purchase the required liability insurance and/or fail the background check will not be able to complete the mandatory field experience requirements and must withdraw from Education courses and change their major.

EDUC 1105 Foundations of Ed. in American Society

3-0-3

This course surveys the philosophical, historical, sociological, psychological, and political foundations of American education. Additionally, an up-to-date assessment of careers in the field of education is discussed. Twenty hours of field experience are required. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111.

EDUC 1117 Introduction to Child Development

3-0-3

This course provides an overview of human development which emphasizes the physical, motor, cognitive, and affective phases, as well as the role of peer groups, motivation, and socialization in the early days. The ramifications of various childrearing patterns are also examined. Observation in a preschool and/or elementary-school setting is required. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111; PSYC 1101.

EDUC 2101 Introduction to Education

3-0-3

This course examines the teaching profession through an overview of organizational, curricular, methodological, and multicultural issues in classroom teaching. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111.

EDUC 2105 Exceptional Children

3-0-3

This course focuses on the identification, characteristics and techniques of teaching exceptional children and youth in the regular classroom. Ten hours of field experience are required. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111; EDUC 1105 and EDUC 2101.

EDUC 2110 Investigating Critical & Contemporary Issues in Education

3-0-3

This course engages in observation, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. Twenty (20) hours of field experience are required. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111.

EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity in Educational Contexts 3-0-3

Given the rapidly changing demographics in our state and country, this course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine (1) the nature and function of culture; (2) the development of individual and group cultural identity; (3) definitions and implications of diversity; and (4) the influences of culture on learning, development, and pedagogy. Twenty (20) hours of field experience is required. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111.

EDUC 2130 Exploring Learning and Teaching 3-0-3

This course involves exploring key aspects of learning and teaching through examining your own learning processes and those of others, with the goal of applying your knowledge to enhance the learning of all students in a variety of educational settings and contexts. Twenty (20) hours of field experience is required. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111.

ECE 2250 Child Development and Early Learning 3-0-3

This course addresses theories of human development from conception to middle childhood (age eleven years) with attention to the social, emotional, physical and cognitive domains. Issues relating to family, diversity, and culture will be addressed as they relate to development and supporting children's learning. Students will also explore effective learning environments, health, safety & nutrition for children. Fifteen (15) hours of field experience in natural settings is required. **Prerequisite(s):** ENGL 1101 with a grade of C or better. **Co-requisite(s):** NA

EDUC 2253 Curriculum & Programming for Children's Serv. 3-0-3

This course studies the various children's services programs used in both academic and community settings. Students also study program design and development for traditional and nontraditional settings. Prerequisite: ENGL 1101 and MATH 1101 and/or MATH 1111; EDUC 1105 and EDUC 2101.

ECE 2540 Health, Wellness, and the Young Child 3-0-3

This course is designed to provide students with opportunities to understand the importance of a healthy and safe environment for young children. Issues include infectious disease control, injury and accident prevention, chronic health care conditions and illnesses, child abuse and neglect, and proper meal planning and nutrition. Upon successful completion of this course, students will be awarded certification in Basic First Aid and CPR for infants and young children. **Prerequisite(s):** ENGL 1102 with a grade of C or better. **Co-requisite(s):** NA

ECE 2590 Families, Communities, and Schools: Partners in Education 3-0-3

This course analyzes family, school and community resources as related to the family life cycle; explores environmental approaches; and explores careers related to children and families. Strategies to improve communication and collaboration are emphasized with a focus on family types, cultures, languages, economic conditions, school systems, community services, political forces, advocacy groups and other factors that impact young children and their families. Fifteen hours of service learning at an approved site is required.

Prerequisite(s): Exit or exemption from Learning Support Reading, English, and Math, and completion of ENGL 1102 with a grade of C or better.

Co-requisite(s): NA

EMAJOR

CMPS 1301 Principles of Programming I 3-0-3

Introduces the principles of computer programming. Emphasis is on the design and teaching of correct well-structured algorithms using appropriate control structures with simple data types and data structures. (F,S)

Prerequisites: MATH 1111.

CMPS 1302 Principles of Programming II 3-0-3

This course continues the development of program design using a modern object-oriented language.(S)

Prerequisites: CMPS 1301.

HADM 3301 Health Care Organizations 3-0-3

This project based course is intended for those interested in a systematic understanding of organizational principles, practices, and insights pertinent to the management of health service organizations. While based on state-of-the art organizational theory and research, the emphasis is on application. Students will go beyond the traditional focus of health care in hospitals and other provider organizations to include suppliers, buyers, regulators, public health and financing organizations, and examine a more comparative global perspective of how the United States and other countries address issues of health and health care. Case studies, practical scenarios, and controversial issues are highlighted in each chapter to challenge the student to provide solutions and philosophical positions on a variety of issues.

HADM 3302 Health Care Economics**3-0-3**

This course is intended for those interested in an analytical approach to the study of medical services, and, through the use of numerous applications and figures, to illustrate the usefulness of economics as is applicable to the understanding of public policy issues affecting this sector.

HADM 3303 US Health Care Systems**3-0-3**

Fundamental concerns such as cost, access, quality, financing, health workforce, and public health represent key topics. We will apply these topics or problems to real-life situations. The approach will be purposeful to allow the successful student to recognize how these topics interact with each other within the whole health care system.

HADM 3304 Health Care Communication**3-0-3**

There is a growing awareness that communication not only affects but is inextricably linked with issues of health and medicine. This is true on a personal level in the way patients and caregivers interact in the examination and hospital room. It is also true on an organizational level in that policies and community relations affect the way health care is provided and the way people feel about providers. It is also evident in media campaigns that seek to educate people about health. Consequently, this course is intended for those interested in the Health Industry and those with a research interest in Health Communication including caregivers, public relations professionals, media planners and producers, public health promoters, marketing professionals, educators, human resources personnel, health care administrators, researchers, educators and others. The course explores the diverse perspectives of people involved in health communication by presenting cultural ideas about health, stimulating discussions of ethical issues and examining the role that race, age, ability, language, sexual orientation, to mention a few, play in health communication.

HADM 4301 Designing Health Comm Msgs**3-0-3**

Health communication messages inform, convince, and motivate their audience for a change in behavior. This course illustrates the importance of effective communication in disease prevention and health promotion. It highlights the importance of building theory-based messages while being responsive to diverse audience needs. It also illustrates core health communication principles and processes for designing effective messages for health communication interventions and campaigns. Perspectives from multiple areas including psychology, public health, and social marketing are integrated.

Prerequisites: HADM 3304.

HADM 4401 Health Care Compliance**3-0-3**

This course provides a comprehensive overview of health law, which is relevant to students seeking the basic management skills required to work in health care organizations, and students currently working in health care organizations. We will focus on an overview of specific health laws and affordable health care to producers of medical products and the future of health care in the U.S. The course concludes with a summary of improved medical technologies and the future of personalized health care.

HADM 4402 Health Information Mgmt**3-0-3**

A study of recordkeeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filling, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and register, reimbursement, regulatory and accrediting agencies, and alternative health care delivery systems.

HADM 4403 Healthcare Ethics and Law**3-0-3**

This course is intended for those interested in expanding the quality of their reasoning. Practitioners must deal with facts, concepts, contexts, basic principles, and people. They should be prepared to make decisions in an arena of passion, prejudice, and ambiguity, regardless of the complexities, and be prepared to support their views in the deliberative process.

OATC 3150 Computer Operating Systems**3-0-3**

A general overview of computer hardware, networks, and operating systems. Developing basic technological expertise and leadership in administering computer technology in the workplace is emphasized. This course helps prepare students to take a certification exam for a current operating system.

OATC 3610 Web Design & Multimedia**3-0-3**

Development of the knowledge and skills necessary for utilizing web editing and graphics programs effectively. This course will focus on the design and production of web sites and other materials for use in educational and training environments.

Prerequisites: [ACED 2400](#), [BUSA 2201](#) formerly [MGIS 2201](#), or [CAPS 1101](#).

OATC 3700 Desktop Publishing**3-0-3**

Development of desktop publishing concepts and their application to the modern office. Basic, intermediate, and advanced features of a variety of application programs for page design will be used to create various business-related documents.

OATC 4020 Virtual Office Technology**3-0-3**

Overview of skills needed to perform as a virtual office assistant. Emphasis placed on the use of time and information management applications and increased knowledge of the role of online meeting, Internet telephone communication software, Internet research, social networking tools, e-commerce, and mobile devices in the modern office.

OATC 4810 Contemporary Skills**3-0-3**

Analysis of the workplace skills needed in a rapidly changing technological society. Emphasis is on communication skills, employee motivation, change management, delegation, team building, and career planning. Students are required to build a career plan and to design a change management project.

ENGINEERING DRAWING (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)**CADD 1111 Engineering Drawing I****0-2-2**

This course provides an introduction to a broad range of engineering graphics topics, including the use of instruments, orthographic projections, sectional views, and computer-aided design. Prerequisites: MATH 1113 and ENGL 1101.

CADD 1112 Engineering Drawing II**0-2-2**

This course involves the graphic development of the spatial relationships of points, lines, and the intersections of surfaces. Emphasis is placed on a thorough understanding of projection principles so the visualization of exact space conditions is developed. Considerable attention is given to the use of computer-aided designs to develop engineering design projects that meet industry and ANSI standards. Prerequisite: CADD 1111.

ENGLISH (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**ENGL 0999 (Support for English Composition I)****0-2-1**

English 0999 is the one hour co-requisite course for English Composition I (English 1101). This course provides laboratory and individualized assistance and support for students who have an ENGL 0999 Learning Support requirement, but are also jointly enrolled in English Composition I. English 0999 is designed to help students learn the reading and writing skills necessary for English Composition 1101. In English 0999, students are provided with “just-in-time” support for their collegiate English course. Topics may include the process of reading, and writing a college essay; comprehension of the focus of a writing assignment; the writing of effective, relevant thesis statements; adequate logical development of ideas with specific concrete support, the use of topic sentences, effective transitions, repetition, and parallel structure to achieve coherence; the reduction of sentence structure problems like fragments, run-on sentences, and awkward sentences, as well as grammatical mistakes like subject-verb agreement and dropped word endings; and the formatting of word-processed essays.

(Institutional credit only).

Corequisite Requirement: Enrollment in English Composition I (ENGL 1101).

ENGL 1101 (English Composition I)**3-0-3**

This composition course focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation

Corequisite: ENGL 0999 unless exempt from Learning Support English

ENGL 1102 English Composition II**3-0-3**

This composition course develops writing skills beyond the levels of proficiency required by ENGL 1101. Emphasis is placed on interpretation, evaluation and the development of advanced research methodologies. Prerequisites: A grade of C or better in ENGL 1101.

ENGL 1105 Technical Writing**3-0-3**

This course focuses on the fundamentals of specialized types of writing used in business, industry, and technical professions. Emphasis is placed on organization and presentation of factual material with clarity, definiteness, and conciseness. Course content may be individualized according to the business and professional needs of the student. Prerequisites: A grade of C or better in ENGL 1101 or permission of the instructor.

ENGL 2105 Business and Technical Writing 3-0-3

Technical writing combines technical knowledge with writing skills to communicate technology to the world. This course introduces the fundamental principles of technical communication, and the tools commonly used in the technical writing profession. Topics include user and task analysis, information design, instructional writing and usability testing. Students learn to use the technical writing process to create user-centered documents that combine text, graphics, and visual formatting to meet specific information needs. Students create a portfolio of both hardcopy and online documentation, using professional tools such as Adobe Frame Maker, Adobe Acrobat, and Adobe. Prerequisite: A grade of at least C in ENGL 1101 and ENGL 1102.

ENGL 2111 World Literature I 3-0-3

This course surveys important works of world literature from ancient times through the mid-seventeenth century. Prerequisite: ENGL 1101 or permission of the instructor.

ENGL 2112 World Literature II 3-0-3

This course surveys important works of world literature from mid-seventeenth century to the present. Prerequisite: A grade of C or better in ENGL 1101 or permission of the instructor.

ENGL 2130 American Literature 3-0-3

This course surveys important works of American Literature. Prerequisite: A grade of C or better in ENGL 1101 or permission of the instructor.

ENGL 2205 Introduction to Creative Writing 3-0-3

This course offers the student an opportunity to experiment with poetry, prose and/or drama in the development of his or her own writing style, using representative works as a guide. Prerequisite: A grade of C or better in ENGL 1101 or permission of the instructor.

ENGL 3255 Visual and Digital Rhetoric 3-0-3

Although much of the rhetorical tradition focuses on how speech and writing persuade audiences, visual elements continue to be important. In this course students will develop a strong understanding of visual rhetorical theories and the ways these theories guide critical interpretation of visual texts. Through an analysis of a diverse set of communication media—including photographs, television programs, advertisements, political campaigns, museums, and monuments—students will consider the ways that visual texts move individuals, communities, and publics to rhetorical action. Prerequisites: Junior – Senior Standing with a grade of at least a “C” in ARTS 3010 and DIGM 3230.

ENGINEERING (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)

ENGR 1371 Computing for Engineers 2-2-3

This lecture course provides foundations of computing through an introduction to the design and analysis of algorithms and the design and construction of programs used in engineering problem-solving. Prerequisites: MATH 1113.

ENGR 2201 Engineering Statics 3-0-3

This lecture course provides a study of the principles of statics in two and three dimensions. Topics include force vectors, free-body diagrams, and equilibrium of rigid bodies, distributed loads, trusses, beams, frames, centroids, moments of inertia, and friction. Prerequisites: PHYS 2211. Co-requisite: MATH 2202.

ENGR 2202 Dynamics 3-0-3

This lecture course provides a study of the principles of dynamics in one, two, and three dimensions. Topics include kinematics and kinetics of particles and rigid bodies, work-energy concepts, and impulse-momentum concepts. Prerequisites: ENGR 2201.

**FILM (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)
GEORGIA FILM ACADEMY COURSE**

The [Georgia Film Academy](#) is a collaborative effort of the University System of Georgia and Technical College System of Georgia supporting workforce needs of the film and digital entertainment industries. In partnership with the Georgia Film Academy (GFA), Atlanta Metropolitan State College is excited to offer the first Bachelor of Arts in Digital Media that includes an 18-credit GFA Certification in Film Production. This four-year, 120-credit program is for those interested in pursuing a career in the digital media, new media and

film industry, and for those already working in the industry that are seeking an opportunity to earn both a college degree and GFA Certification. The academy certifies workforce ready employees in needed areas, connects students and prospective employees with employers, and offers a unique capstone experience for top students that will provide them a path to employment in Georgia. Special partnerships include Pinewood Studios located in Fayetteville, Georgia.

FILM 1520 Introduction to On-Set Film Production

6-0-6

The course is the first of an 18 credit hour certification program which provides an introduction to the skills used in on-set film production, including all forms of narrative media which utilize film-industry standard organizational structure, professional equipment and on-set procedures.

FILM 2530 Set Construction and Scenic Painting

6-0-6

This course is designed to equip students with entry-level skills and knowledge of set construction for the film and television industry. Students will participate in goal oriented class projects including reading blueprints, set safety, use of power tools, carpentry, scenic paint and sculpting. A large emphasis will be placed on set etiquette including, but not limited to, attitude, professionalism and technique on and off set. Students are encouraged to attend open labs if and when available to further practice what they learned in class. Prerequisites: FILM 1520 with a minimum grade of C.

FILM 2540 Electric and Lighting

6-0-6

This course is designed to equip students with the skills and knowledge of electrical distribution and set lighting on a motion picture or episodic television set in order to facilitate their entry and advancement in the film business. Students will participate in goal oriented class projects including power distribution, set protocol and etiquette, properly setting lamps, department lingo, how to light a set to feature film standards, motion picture photography, etc. A large emphasis will be placed on set etiquette, including, but not limited to attitude, professionalism and technique on and off set. Students are expected to attend open labs such as guest speakers or OSHA safety classes to complete course assignments. Prerequisites: FILM 1520 with a minimum grade of C.

FILM 2550 Grip and Rigging

6-0-6

Grip and Riggings is an introduction and orientation to the practice of riggings and supporting grip equipment, cameras, vehicles and other physical/mechanical devices. In addition to gaining a thorough knowledge of the equipment used in grip and rigging, students will engage in on-set exercises in inventory, maintenance, set-up, troubleshooting, teamwork, set protocol and safety. The purpose of this course is to prepare students to work on a motion picture production set. As such, student responsibilities are matched to potential responsibilities as a team member on a production set as closely as possible. Prerequisites: FILM 1520 with a minimum grade of C.

FILM 2800 GFA Film Academy Internship

6-0-6

Upon successful completion of GFA Course 1, students are eligible to apply for this 6-hour, competitive Film & Television Production Internship course. The course is designed to provide students with a basic level of on-set film production skills, knowledge and experience with film-industry standards, organizational structure, professional equipment and on-set procedures by giving students hands-on experience on the sets and offices of working film productions and businesses. Students will also have an opportunity to network and to build resumes in order to help market themselves with the intention of integrating into the film industry as entry-level workers.

All productions will be conducted under the auspices of a professional production entity, production company studio or film business. All aspects of on-set and production office activities will be conducted at a level of professional standards common to the film industry. Particular emphasis will be placed on safety and the recognition and application of industry-standard safety practices.

While some of the GFA Internship will feature a more in-depth analysis of the various production crafts, the bulk of the Course will focus on professional-level projects, on which students will have active roles in on-set and production office crafts.

Prerequisites: Film 1520 with a minimum grade of B. (6-0-6) and FILM 2540 or 2550 with a minimum grade of C. Students must take GFA 1 AND one craft course before being eligible for the internship.

FORENSIC SCIENCE (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)

FORS 1101 Introduction to Forensic Science I

0-4-4

This course introduces the basic principles and relationships between the applications of chemistry, biology, and physics to forensic science as they relate to the criminal investigative process. The course is designed to give students insight into the many areas of forensic science and to study the newest techniques used by forensic laboratories. Pre-requisite(s): BIOL 1107K

FORS 1102 Introduction to Forensic Science II**0-4-4**

This course introduces concepts in chemistry relevant to forensic chemistry. The theory and practice of instrumentation used in forensic chemistry including quantitative chemical analysis, chemical spectroscopy and instrumental methods of analysis: UV-Visible spectrophotometry, Fourier transform IR, flame atomic absorption and emission for structures and molecular stereochemistry; chromatographic methods of separation-TLC, HPLC, LCMS and GC-MS. Pre-requisite(s): BIOL 1107K

FORS 1201 Analytical Methods in Forensic Science I**0-4-4**

Introduction to laboratory examinations of physical properties for the identification and individualization of human biological materials as blood, fibers, hair, saliva, and semen. Pre-requisite(s): FORS 1101

FORS 1202 Analytical Methods in Forensic Science II**0-4-4**

This course will introduce the concepts, theories and principles used in biological evidence and their forensic identification. The course will cover the characterization of body fluids including the determination and its human origin. The laboratory hands-on techniques will be used to identify biological fluids for DNA, extraction, quantitation, amplification, DNA profiling, and interpretation. Pre-requisite(s): FORS 1201

FRENCH (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**FREN 1001 Elementary French I****3-0-3**

This course provides an introduction to French, using all four skills: listening, speaking, and writing. The culture of French-speaking regions is integrated into the course. Note: This course will not meet degree requirements at some University System of Georgia institutions.

FREN 1002 Elementary French II**3-0-3**

This course continues and completes the introduction of major grammatical points begun in French 1001. All four language skills are included. Study of the culture of French-speaking regions is continued. Prerequisite: FREN 1001, or one year of high school French, or equivalent.

FREN 2001 Intermediate French I**3-0-3**

The finer points of grammar are introduced, with extensive speaking and reading comprehension practice. Prerequisite: FREN 1002, or two years of high school French, or equivalent.

FREN 2002 Intermediate French II**3-0-3**

This course continues the work of French 2001. Emphasis in this course is on working with original French texts. Prerequisite: FREN 2001, or three years of high school French, or equivalent.

FINANCIAL TECHNOLOGY (SCHOOL OF BUSINESS AND TECHNOLOGY)**FTA 2400 Introduction to Financial Technology****3-0-3**

This course introduces the fundamentals of Financial Technology. It explores what new financial technologies are emerging and how the technological advances in data analytics are enabling the innovation in the financial industry. It also examines new services and business models in various area of banking, insurance and financial asset management. Prerequisite: None

FTA 2410 Coding for FinTech**3-0-3**

This course covers the design and development of dynamic, data-driven financial applications using client and server-side architecture. It focuses on various application development techniques for user and mobile friendly design. It also introduces how to develop financial applications conforming to the industry standards. Prerequisite: None

FTA 2420 Data Analytics for FinTech**3-0-3**

This course introduces core statistical skills and data analytics techniques used to manipulate and analyze financial datasets. Students will learn how to interpret outcome from data analysis for efficient and effective decision-making, consumer/business intelligence, problem identification and forecasting. Prerequisite: None

FTA 2430 Cybersecurity for FinTech**3-0-3**

This course covers cybersecurity principles of financial technologies. Students will learn about threats, vulnerabilities, risks, and the controls to handle them. The course will introduce legal, ethical, and compliance issues that arise when working with financial infrastructure in a global economy. Prerequisite: None

FTA 2440 Financial Technologies and Services**3-0-3**

This course covers the foundations of financial technologies and services. It focuses on the usage of technology that powers financial ecosystems, digital finance platforms, mobile payments, and digital asset management. Students will explore the characteristics and functions of electronic and mobile payment systems. Prerequisite: None

FTA 3055 Innovative Solutions for FinTech**3-0-3**

This course examines cases of new and emerging services and business models in the financial industry. It also focuses on how to identify business opportunities in FinTech and analyze business feasibility and sustainability. Students examine business models in FinTech. Prerequisite: None

FTA 4001 Foundations of FinTech**3-0-3**

The financial services industries are changing rapidly with the emergence of financial technology (FinTech). The objective of the course is to provide students with an overview of FinTech and introductions to its applications in financial services, such as commercial and investment banking, digital investing, financial advising, and insurance. Students are expected to develop a broad understanding of the recent FinTech development and its impact on different parts of the financial world. Students will also have hands-on problem-solving experiences that can be useful in FinTech applications and innovation. Topics may include but are not limited to: blockchain and cryptocurrencies, smart contracting, payments, digital banking, P2P lending, crowdfunding, robo-advising, and InsurTech. Prerequisite: None

FTA 4002 Financial Technologies**3-0-3**

This course examines the information and communications tools, technologies, and standards integral to consumer, merchant, and enterprise services in the payments and financial service sectors. Explores technology's role in reshaping FinTech businesses. Technologies span messaging, communication networks and gateways, core processing, mobile and online software, and application program interfaces (APIs). Includes the challenges, standards, and techniques associated with securing systems and data. Prerequisite: None

FTA 4003 Commercial Banking and FinTech**3-0-3**

The FinTech revolution is creating significant disruption to the traditional processes of managing and regulating financial institutions, especially banks. Understanding, assessing and forecasting FinTech's impact on banking is particularly important because proper management and oversight of financial institutions is essential to the efficient operation of the national, as well as global, economy. In this course, students will learn about the principles and practices of commercial bank management, bank regulation, and the tradeoffs between risk and return. Challenges presented by the FinTech evolution, including traditional and emergent competitors as well as demographic, social, and technology forces driving change in the industry, will be integrated throughout the entire course. Prerequisite: None

FTA 4005 Introduction to Financial Data Analytics**3-0-3**

This course provides the foundation for financial data analytics used in business and FinTech applications. The objective of this course is for students to gain experience in analyzing financial data using modern machine learning techniques, statistical methods, and prediction models. Students will develop computational skills to perform data analysis using a modern statistical programming environment and apply these skills to address a range of problems encountered by business firms, including those in the FinTech industry. The topics discussed include an introduction to R language, visualization of financial data, cluster analysis, simple and multiple linear regression, classification models, high dimension data analysis using Lasso, tree regression, and model assessment and selection using cross validation. Students will have hands-on experience in the development of data analytics applications to analyze real world financial problems. Prerequisite: None

FTA 4100 Introduction to Information Security for FinTech**3-0-3**

The purpose of this course is to introduce the student to the rapidly evolving and critical international arenas of Privacy, Information Security, and Critical Infrastructure for FinTech. This course is designed to develop knowledge and skills for security of information and information systems within FinTech organizations. It focuses on concepts and methods associated with security across several systems platforms, including internal and Internet-facing systems. The course utilizes a world view to examine critical infrastructure concepts as well as techniques for assessing risk associated with accidental and intentional breaches of security in a FinTech network. It introduces the associated issues of ethical uses of information and of privacy considerations. Prerequisite: None

GENERAL SCIENCE (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)

GSCI 1101 General Science I

3-0-3

This lecture course is an interdisciplinary course designed to communicate to the non-science major fundamental concepts related to the life, physical and earth sciences. Topics include the methods of science, matter, energy, sound, light and conservation. This course is especially well-suited to the needs of students majoring in elementary science. Prerequisite: Exit or exemption from Learning Support English or permission of the instructor. *Satisfies Required High School Curriculum (RHSC) requirement in Natural Science when cross-referenced as GSCI 1630 and taken with GSCL 1630, the lab portion of this course; GSCI 1101 cannot be repeated for credit if taken to satisfy an RHSC requirement.

GSCL 1101 General Science Lab I

0-2-1

This is the laboratory component of GSCI 1101. Topics include scientific measurement, laboratory techniques, scientific literature, the chemical nature of matter, light, sound, energy and ecology. Prerequisite or corequisite: GSCI 1101 or permission of the instructor. * Satisfies Required High School Curriculum (RHSC) requirements in Natural Science when cross-referenced as GSCL 1630 and taken with GSCI 1630, the lecture portion of this course; GSCL 1101 cannot be repeated for credit.

GSCI 1102 General Science II

3-0-3

This lecture course is a continuation of GSCI 1101. This course is designed to communicate to non-science majors a broad and basic understanding of natural sciences. It attempts to demonstrate the connectivity of the sciences and to relate science to everyday life. Topics include but are not limited to Genetics, Ecology, Environment, Biochemical molecules, Measurements, and the metric system. Prerequisite: Exit or exemption from Learning Support English or permission of the instructor. *Satisfies Required High School Curriculum (RHSC)

GSCL 1102 General Science Lab II

0-2-1

This is the laboratory component of GSCI 1102. Topics include the microscope, mitosis, prokaryotic and eukaryotic cells, lipids, proteins, carbohydrates and nucleic acids. Prerequisite or corequisite: GSCI 1102 or permission of the instructor

GEOGRAPHY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

GEOG 1105 Introduction to World Regional Geography

3-0-3

This course is an introduction to the human and physical geography of major world regions with emphasis on component countries, regional problems, and distinctive physical and cultural characteristics. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

GEOLOGY (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)

GEOL 1121 Principles of Physical Geology

3-0-3

This course provides an introduction to the materials of Earth (minerals and rocks); the geologic processes which form them and their geologic distribution; the geologic process of gradation and the origin of land forms; the structure of Earth; and Earth's place in the universe. This course is primarily for science majors. Prerequisite or corequisite: MATH 1101 or MATH 1111 and ENGL 1101.

GLAB 1121 Principles of Physical Geology Lab

0-3-1

This course is the laboratory component of Geology 1121. Topics include rocks, minerals, erosion and field studies. Corequisite: GEOL 1121 or permission of the instructor.

GEOL 1122 Principles of Historical Geology

3-0-3

This course provides an introduction to geologic time; the principles of reconstructing the past, and the meaning of fossils; the physical history of Earth from its cosmic beginning to the present, with emphasis on North America, including the problems of continental drift and the secretion of continents, and the history of life. This course is primarily for science majors. Prerequisites: GEOL 1121, GLAB 1121 or permission of the instructor.

GLAB 1122 Principles of Historical Geology Lab

0-3-1

This course is the laboratory component of Geology 1122. Topics include the geological time scale, evolution and field studies. Prerequisite and corequisite: GEOL 1121; GLAB 1121; GEOL 1122.

HISTORY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

HIST 1111 World Civilization I

3-0-3

This course is a survey of world history to early modern times. The factors influencing the development of world societies from the earliest humans to 1500 will be studied, emphasizing the inter-dependence of social, philosophical, political, economic, and environmental factors as determinants and effects in the evolutionary process toward distinctive cultures. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

*Satisfies Required High School Curriculum [RHSC] requirements in history when cross-referenced as HIST 0111; cannot be repeated for credit if taken to satisfy an RHSC requirement.

HIST 1112 World Civilization II

3-0-3

This course is a survey of world history from early modern times to the present. World societies and cultures since 1500 will be studied. The integration of events and values, as well as political, economic, social, philosophical and environmental factors influencing the present will be emphasized.

*Satisfies Required High School Curriculum [RHSC] requirements in history when cross-referenced as HIST 0112; cannot be repeated for credit if taken to satisfy an RHSC requirement.

HIST 2111 United States History I

3-0-3

This course is a survey of United States history to the post-Civil War period. Topics include Native American cultures, English colonization, the American Revolution and Early Nationalism; international relations; Antebellum society, industrialization, and inter-group relations; sectionalism, the American Civil War, and the abolition of slavery; and the place of Georgia in United States history to the Civil War. This course satisfies the State of Georgia law requiring the study of United States and Georgia history.

(Note: Students who have taken United States/American history at a non-University System of Georgia institution must choose one of the following at Atlanta Metropolitan State College to satisfy the Georgia legislative requirement: (1) pass a Social Sciences Division administered examination in Georgia history; or (2) take and pass a United States history course; or (3) with permission of the College Registrar and Social Sciences Division Dean, take and pass Hist 2114-Georgia History.)

HIST 2211 Honors United States History I

3-0-3

This course is a survey of United States history to the post-Civil War period. Topics include Native American cultures, English colonization, the American Revolution and Early Nationalism; international relations; Antebellum society, industrialization, and inter-group relations; sectionalism, the American Civil War, and the abolition of slavery; and the place of Georgia in United States history to the Civil War. Emphasis is placed upon critical reading, advanced research papers and reports, and student-led discussions and debates. This course satisfies the State of Georgia law requiring the study of United States and Georgia history. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

(Note: Students who have taken United States/American history at a non-University System of Georgia institution must choose one of the following at Atlanta Metropolitan State College to satisfy the Georgia legislative requirement: (1) pass a Social Sciences Division administered examination in Georgia history; or (2) take and pass a United States history course; or (3) with permission of the College Registrar and Social Sciences Academic Dean, take and pass Hist 2114-Georgia History.)

HIST 2112 United States History II

3-0-3

(Note: Students who have taken United States/American history at a non-University System of Georgia institution must choose one of the following at Atlanta Metropolitan State College to satisfy the Georgia legislative requirement: (1) pass a Social Sciences Division administered examination in Georgia history; or (2) take and pass a United States history course; or (3) with permission of the College Registrar and Social Sciences Division Dean, take and pass Hist 2114-Georgia History.)

HIST 2113 Minorities in American History

3-0-3

This course surveys American history in relation to selected ethnic minority groups. Emphasis is placed on factors influencing the groups, their internal dynamics, and the interaction between the groups and other elements of society. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

HIST 2114 Georgia History

3-0-3

This course surveys the history of Georgia from the period of colonization to the present. (Students given College transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirement by taking and passing this course at Atlanta Metropolitan State College.) Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

HIST 2232 African American History**3-0-3**

This course surveys the history of African Americans in the United States from the period of colonization to the present. Prerequisite: ENGL 1101. Corequisite: **Registration permitted with enrollment into ENGL 1101.**

HUMANITIES (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**HUMA 1101 Exploring Selected American Cultures****3-0-3**

This course is designed to survey the cultural experiences of African Americans, Hispanic Americans and Asian Americans, in the areas of drama, music and art, with an emphasis on the diversity and commonalities of world cultures and those forces which help shape and define human culture.

HUMA 1102 African American Culture**3-0-3**

This course presents an introduction to studies of African American culture, primarily through readings in literature and philosophy.

HUMA 2000 Exploring Global Cultures**3-0-3**

This course allows students to receive course credit for study and travel opportunities abroad. Experiences include the study of a country's history, literature, language, art, government, civilization, and culture. This course is only for students who are taking Atlanta Metropolitan State College's Study Abroad trip.

INTEGRATED SCIENCE (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)**ISCI 2001 Integrated Science I****3-2-3**

This lecture course is designed for Early Childhood teacher candidates. It is an interdisciplinary, inquiry-based, and activity-based science course designed to communicate fundamental concepts related to earth science and life science. The goal of this course is to help students develop a basic understanding of the scientific principles congruent with the categories included in the Georgia Performance Standards. Topics covered, but are not limited to the following: the lithosphere, the hydrosphere, rocks and minerals, weather and climate, characteristics of life, chemistry of life, systems of the human body and genetics. Prerequisite or corequisite: MATH 1101 or MATH 1111 and ENGL 1101.

ISCI 2002 Integrated Science II**3-2-3**

This lecture course is a continuation of ISCI 2001. It is designed for Early Childhood teacher candidates. It is an interdisciplinary, inquiry-based and activity-based science course designed to communicate fundamental concepts related to physical science and astronomy. The primary goal of this course is to help students develop a basic understanding of the scientific principles congruent with the categories included in the Georgia Performance Standards. Topics covered include but are not limited to the following: methods of science, matter, energy, sound, light and conservation. Prerequisite or corequisite: MATH 1101 or MATH 1111 and ENGL 1101.

INFORMATION TECHNOLOGY (SCHOOL OF BUSINESS AND TECHNOLOGY)**ITEC 2204 Oper. Systems & PC Hardware Fundamentals****3-0-3**

This course covers the installation, configuration, diagnosing, troubleshooting and upgrading of microcomputers and operating systems. It will also cover basic networking concepts and preventive maintenance of printers and microcomputers. Corequisite: CISM 2101 or CSCI 1135.

ITEC 2205 Data Communication and Networking**3-0-3**

This course covers data communication and networking. Topics include LAN, MAN, and WAN communication standards, network protocols, OSI model, network topologies, networking equipment, and network operating systems. Prerequisite: ITEC 2204

ITEC 2210 Network Client Administration**3-0-3**

This course covers the installation, configuration, administration and troubleshooting of a desktop operating system in a networked environment. This course will also cover the configuration and management of computers in a peer-to-peer networking environment. Prerequisite: ITEC 2205

- ITEC 2215 Network Server Administration** 3-0-3
This course covers the installation, configuration, administration and troubleshooting of a network operating system in a network environment. This course will also cover the configuration and the management of servers and workstations in a client-server environment. Prerequisite ITEC 2210.
- ITEC 2216 Network Infrastructure Administration** 4-0-4
This course covers the skills required to install, configure, manage, monitor and troubleshoot various network infrastructures. The course also covers Network Address Translation and Certificate Services. Prerequisites: ITEC 2210 and ITEC 2215.
- ITEC 2217 Network Director Service Administration** 4-0-4
This course covers the installation, configuration, and administration of director services. The course also covers the skills required to manage, monitor and optimize desktop environment and computers using group policy. Prerequisites: ITEC 2210 and ITEC 2215.
- ITEC 2219 Network Directory Services Design** 4-0-4
This course covers the skills required in analyzing and selecting the appropriate technology required to design a particular directory service and desktop management. The course will analyze the business requirements and design appropriate services and desktop management services to meet the business requirements. Prerequisite: ITEC 2217.
- ITEC 2220 Network Security Design** 4-0-4
This course covers design and management of network security. The course will analyze the business requirement for security and design the appropriate security solution to meet the business requirements. Prerequisite: ITEC 2210 and ITEC 2215.
- ITEC 2221 Network Infrastructure Design** 4-0-4
This course is designed to teach students how to analyze business network infrastructure needs, select appropriate technologies, and design infrastructures to meet business requirements. Prerequisite: ITEC 2216.
- ITEC 2222 Network Systems Upgrade** 3-0-3
This course covers the required skills, knowledge and criteria for restructuring and upgrading your network operating system. Prerequisite: ITEC 2204.
- ITEC 2223 Communicating in Cyberspace** 3-0-3
This course is designed to teach students to utilize tools for effective communication in cyberspace with emphasis on e-mail, news and chat groups, navigating the web, search engines, and web presentation of information. Prerequisite: None
- ITEC 2224 Spreadsheet Applications** 3-0-3
This course covers skills required to create, edit and modify spreadsheets. Topics include importing and exporting data, using templates, macros, analysis tools, and multiple workbooks, working with ranges and toolbar, printing workbooks, auditing worksheets, collaborating with workgroups, formatting and displaying data. Prerequisites: None
- ITEC 2225 Word Processing Applications** 3-0-3
This course will cover the skills required to create, edit, and modify paragraphs and documents. Topics include working with documents, tables, pictures and charts, using mail merge and collaborating with workgroups. It will also cover some selected advanced features of word-processing application software. Prerequisites: None
- ITEC 2226 Database Applications** 3-0-3
This course will cover the skills required to create, edit and modify a database. Topics include planning and designing databases, building and modifying tables, forms, defining relationships, producing reports, viewing and organizing information, integrating other applications and using database tools. Prerequisites: CISM 2101 or CSCI 1135.
- ITEC 2227 Electronic Presentations and Multimedia** 3-0-3
This course covers the skills required to create, edit, and modify electronic presentations. It will also cover the integration of multimedia in a presentation document. Topics include creating and modifying presentations, working with text and visual elements, customizing presentations, creating outputs, managing files and incorporating music, voice, sounds, hypertext, graphics, animation and video. Prerequisites: CISM 2101 and ITEC 2223.
- ITEC 2228 Desktop Management Applications** 3-0-3
This course covers the use of desktop applications to manage and organize e-mail, messages, calendar, contacts, notes and daily tasks. This course will also cover the integration and creation of word processing, spreadsheets, and database documents within the desktop management application. Prerequisites: CISM 2101 and ITEC 2223.

ITEC 2229 Web Publishing**3-0-3**

This course covers the skills required to create, update, and maintain web documents using selected application software. Prerequisites: CISM 2101.

ITEC 2230 Integrated Applications & Desktop Publ.**3-0-3**

This is a hands-on course in the design, layout, and development of publications such as business reports, trade journals, newsletters, ads and brochures. Students learn the basic concepts of designing, multiple font styles and sizes to produce high quality documents. Prerequisites: ITEC 2228.

MASS COMMUNICATIONS (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**MCOM 1100 Film Appreciation****3-0-3**

This course introduces the student to principles of film theory and criticism. Also included are discussion on cinematography, film history, the language of film, film technology, and film language. The student will learn to analyze film to determine relationships between form and idea and function. Prerequisites: No prerequisite.

MCOM 1101 Introduction to Mass Communications**3-0-3**

This course is designed to acquaint students with mass media as an industry. Students investigate the areas of print journalism, broadcast journalism, public relations, and advertising. Emphasis is placed on preparing competent communicators in written and oral presentations. Prerequisite: A grade of C or better in ENGL 1101.

MCOM 2201 Writing and Reporting**3-0-3**

This is a combination lecture and laboratory course which emphasizes writing various types of news stories for print and broadcast media. Prerequisites: A grade of C or better in ENGL 1101 and in ENGL 1102

MCOM 2202 Mass Communications Workshop**3-0-3**

Designed for students desiring to major in Mass Communications at the four-year level, this course provides an opportunity for application of relevant theories and techniques to practical experiences in specific areas of interest. Students are required to develop a research project which reflects a specific career or academic interest. Research topics must be selected, and then approved by the instructor at the beginning of the course. Projects must be presented both orally and in writing. Prerequisite: ENGL 1102.

MCOM 3120 History of American Cinema to 1954**3-0-3**

American and European cinema from its origins in nineteenth-century technological experimentation through the early years of sound and the outbreak of war in Europe. Weekly screenings required. Prerequisites: MCOM 1630 and DIGM 3230.

MCOM 3121 History of American Cinema since 1954**3-0-3**

World cinema, including Asians and Eastern European, from World War II and the advent of the modern sound film to the present. Weekly screenings required. Prerequisites: MCOM 3120.

MCOM 3259 Feature Writing**3-0-3**

Advanced expository course in developing the skills necessary to write informative, accurate, and interesting feature articles suitable for publication in newspapers, magazines and other media. Students learn interviewing and reporting skills, as well as feature genres, style, and structure. Prerequisites: ENGL 1102, and MCOM 2201.

MCOM 3720 Public Affairs and Community Journalism**3-0-3**

The course will introduce the student journalist to specialized reporting and writing in the areas of community, public affairs, health, nutrition, environment, education and local government. Instruction and practice in basic public affairs reporting, with emphasis on responsible coverage of courts, schools, and city and county government. Particular emphasis will be focused on proper and professional methods of gathering information; interviewing experts, community and local government leaders and representatives; and writing informative and interesting stories for the public. This course is important in that it gives students specialized journalistic skills in covering issues of public interest, relevance and concern. Prerequisite: ENGL 1102 and MCOM 2201.

MCOM 3740 Investigative Journalism and the Web**3-0-3**

In this class, students will be introduced to basic investigative techniques. Students will learn first-hand how to scan police records, court records, land records and such. This is a hands-on class where students learn the basics of computer-assisted reporting, database reporting and mapping the results of their investigations. This will be a project-oriented class with students in the class reporting and investigating a topic for the majority of the semester. Prerequisite: ENGL 1102 and MCOM 220.

MCOM 3782 Entrepreneurship and the Media

3-0-3

Study of the literature and theory of entrepreneurship. Students will focus on innovation of products and processes and management issues. Each student devises a research project based on relevant subject matter during the course. Prerequisites: No prerequisite.

MATHEMATICS (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)

MATH or STAT 0996 Support for Elementary Statistics

0-2-1

This Learning Support course provides corequisite support for students enrolled in MATH or STAT 1401 – Elementary Statistics. Topics will parallel topics being studied in MATH/STAT 1401 and the course will provide support for the essential skills needed to be successful in MATH/STAT 1401. Taken with MATH/STAT 1401, topics to be covered will include descriptive statistics, probability theory, confidence intervals, hypothesis testing, and other selected statistics topics.

Pre-requisite: None

Co-requisite: MATH or STAT 1401 Elementary Statistics

MATH 0998 Support for Mathematical Modeling

0-2-1

(1 Institutional Credit Hour)

This Learning Support course provides corequisite support in mathematics for students enrolled in MATH 1101 – Introduction to Mathematical Modeling. Topics will parallel topics being studied in MATH 1101 and the course will provide support for essential quantitative skills needed to be successful in MATH 1101. Taken with MATH 1101, this course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology, and on effective communication of quantitative concepts and results.

Pre-requisite: None

Co-requisite: MATH 1101 Introduction to Mathematical Modeling

MATH 0999 Support for College Algebra

0-2-1

This Learning Support course provides corequisite support in mathematics for students enrolled in MATH 1111 – College Algebra. Topics will parallel topics being studied in MATH 1111 and the course will provide support for the essential quantitative skills needed to be successful in MATH 1111. Taken with MATH 1111, this course provides an in-depth study of the properties of algebraic, exponential and logarithmic functions as needed for calculus. Emphasis is on using algebraic and graphical techniques for solving problems involving linear, quadratic, piece-wise, defined, rational, polynomial, exponential and logarithmic functions.

Prerequisites: Credit for MATH 1001, MATH 1101 or MATH/STAT 1401 with an earned grade of “D”, OR high school GPA 2.5 or higher OR ACT Mathematics score of 17 or higher OR “old” SAT Mathematics score of 400 or higher OR “new” SAT Math section score of 440 or higher OR Accuplacer Elementary Algebra score of 67 or higher OR Accuplacer Next-Generation Quantitative Reasoning, Algebra, and Statistics score of 258 or higher.

Corequisite: MATH 1111 College Algebra

MATH 1101 Introduction to Mathematical Modeling

3-0-3

This course is an introduction to mathematical modeling using graphical, numerical, symbolic, and verbal techniques to describe and explore real-world data and phenomena. Emphasis is on the use of elementary functions to investigate and analyze applied problems and questions, supported by the use of appropriate technology and an effective communication of quantitative concepts and results. (This course is an alternative in Area A of the Core Curriculum and is not intended to supply sufficient algebraic background for students who intend to take Pre-Calculus or the calculus sequences for mathematics and science majors)

Pre-requisite: None

Corequisite: MATH 0998, unless exempt from Placement into a corequisite Mathematics course.

MATH 1111 College Algebra

3-0-3

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis is placed on the study of functions and their graphs, inequalities, and linear, quadratic, rational, polynomial, exponential, and logarithmic functions. Appropriate applications are included.

Pre-requisite: None

Corequisite: MATH 0999, unless exempt from Placement into a corequisite. Mathematics course.

Note: students who have successfully completed MATH 1101 or MATH 1001, may enroll in this course.

MATH 1113 Precalculus

3-0-3

This course is designed to prepare students for calculus, physics, and related technical subjects. Topics include an intensive study of algebraic and transcendental functions accompanied by analytic geometry. Prerequisite: A grade of “C” or better in College Algebra (MATH 1111) or satisfactory performance on a mathematics exemption examination or permission of the instructor.

MATH 1114 Elementary Statistics**3-0-3**

This course in basic statistics is especially designed for Allied Health, Business Administration and Social Science majors. Topics include descriptive statistics, distributions, inference hypothesis, and other statistical tests. Special attention is given to statistical analyses utilizing current technologies, especially computer software. A grade of "C" or better in College Algebra (MATH 1111) or Introduction to Mathematical Modeling (MATH 1101) or satisfactory performance on a mathematics exemption examination or permission of the instructor.

MATH 1128 Discrete Mathematics**3-0-3**

This course introduces mathematical concepts germane to computer science. Topics include binary number systems, sets, combinatorics, symbolic logic, Boolean algebra, recurrence relations, mathematical induction and graphs. Prerequisite: A grade of "C" or better in MATH 1113 or permission of the instructor.

MATH 1401 Introduction to Statistics**3-0-3**

This course is non-calculus introductory statistics. Topics include methods for describing sets of data, including descriptive statistics and histograms. Simple linear regression. Probability of discrete and continuous random variables, including the binomial and normal random variables. Sampling distributions, including the Central Limit Theorem, Hypothesis testing and Confidence intervals.

MATH 1711 Finite Mathematics**3-0-4**

This course is designed to introduce the fundamental concepts of probability and matrix algebra. Prerequisites: Students must have a grade of "C" or better in MATH 1113 Precalculus or SAT score 550 or above or permission of the instructor.

MATH 1712 Survey of Calculus**3-0-3**

This course covers functions, the derivative, applications of the derivative, techniques of differentiation, integration, and applications of integration to probability and statistics, multidimensional calculus. Prerequisites: Students must have a grade of "C" or better in MATH 1113 Precalculus or SAT score 550 or above or permission of the instructor.

MATH 2008 Foundations of Numbers and Operations**3-0-3**

This course provides an Area F introductory mathematics course for early childhood education majors. This course will emphasize the understanding and use of the major concepts of numbers and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics. Prerequisites: ENGL 1101, ENGL 1102 and MATH 1001, MATH 1101, MATH 1111, or MATH 1113.

MATH 2201 Analytic Geometry and Calculus I**3-2-4**

This course introduces single variable calculus, including functions, limits, continuity and definitions and applications of first and second derivatives, anti-derivatives, and integration. Prerequisite: A grade of "C" or better in MATH 1113 or permission of the instructor.

MATH 2201H Calculus I Honors**3-2-4**

An introduction to single variable calculus including functions, limits, continuity, derivatives with applications, anti-derivatives, integration with applications, transcendental functions. Prerequisite: A grade of "C" or better in MATH 1113 or permission of instructor. All test will be proctored. This course is designed for students transferring to Georgia Tech for MATH 1501.

MATH 2202 Calculus II**3-2-4**

This course is a continuation of MATH 2201. Topics include anti-derivatives, integration, applications of the integral, logarithmic and exponential functions, trigonometric functions and further integration and differentiation techniques. Prerequisite: MATH 2201 or permission of the instructor.

MATH 2203 Calculus III**3-2-4**

This course is a continuation of MATH 2202. It provides an introduction to the calculus of several variables. Topics include partial derivatives, vectors, parametric curves, directional derivatives, multiple integrals and change of coordinate systems. Prerequisite: MATH 2202 or permission of the instructor.

MATH 2204 Calculus IV**3-0-3**

This course is designed to introduce mathematical methods of studying physical processes by means of differential equations. Topics include first-order, second-order and higher-order ordinary linear differential equations, and power series solutions. Prerequisite: MATH 2203 or permission of the instructor.

MATH 2208 Linear Algebra**3-0-3**

This is a course for mathematics majors and students in some areas of the social and natural sciences. Topics include vectors and vector spaces, simultaneous equations and matrix algebra. Prerequisite: MATH 1112 or MATH 1113 or permission of the instructor.

MUSIC (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

MUSC 1100 Music Appreciation **3-0-3**

This course is comprised of an introduction to music understanding with emphasis on identifying the basic elements of music, historical perspectives and styles of music, discussing these from the listener's point of view and relating them to other arts and cultures as appropriate. No prerequisite.

MUSC 1101 Fundamentals of Music **3-0-3**

This course examines the basic concepts and the most fundamental elements of music notation. No prerequisite.

MUSC 1105 AMSC Choir **0-4-1**

The Atlanta Metropolitan State College Choir is a mixed choral group devoted to the study and performance of all types of choral music. Musical styles include selections from traditional classical choral repertoire, popular music, show tunes, spirituals and gospel. This course may be repeated for credit. Choir is the necessary lab experience for music majors. No prerequisite.

MUSC 1106 Class Piano **0-2-2**

Piano literature and technique are taught through class instruction. Limited enrollment. This course may be repeated for credit. No prerequisite.

MUSC 1111 Music Theory I **1-2-3**

The first of a three-semester sequence, MUSC 1111 is a correlated study of rhythmic, melodic, and harmonic aspects of music part-writing and analysis. Topics include a review of the rudiments of notation, intervals, triads, and seventh chords in major and minor keys. Sight singing, ear training, dictation and keyboard skills are included as appropriate. Prerequisite: Instructor approval, MUSC 1101 or MUSC 1120.

MUSC 1112 Music Theory II **1-2-3**

A continuation of MUSC 1111. Topics include part-writing and analyzing four-part choral textures as well as connection of basic triad and seventh chord structures in cadential and harmonic progressions. The use of triads and seventh chords and their inversions are also considered. Sight singing, ear training, dictation, and keyboard skills are included as appropriate. Prerequisite: MUSC 1111.

MUSC 1114 Class Voice **0-2-2**

This preparatory group voice class introduces the fundamentals of vocal training: breath control, tone production, diction and interpretation. The course may be repeated for credit. No prerequisite.

MUSC 2111 Music Theory III **1-2-3**

This course is a continuation of MUSC 1112. Topics include embellishing chords, diatonic seventh chords, secondary functions, and modulation. Neapolitan chords, augmented sixth chords, and ninth, eleventh and thirteenth chords, sight-singing, ear training, dictation and keyboard skills are included as appropriate. Prerequisite: MUSC 1112.

MUSC 2113 Introduction to Recording and Production **3-0-3**

Introduction to Recording and Production is an introduction to modern recording techniques and applications of recorded sound. Students will be exposed to professional recording studio procedures, including audio theory, psychoacoustics, console operation, microphone technique, monitor systems and noise reduction. Prerequisite: MUSC 1100, MUSC 1101, or MUSC 1111.

MUSC 2114 Introduction to Music Management **3-0-3**

Introduction to Music Management is a survey of the various management fields in music, including recording studio management, artist management, and other business applications in music. Student will learn introductory techniques in contract negotiations, booking, promotions, securing employment in the music business, and the other music business skills. Prerequisite: MUSC 1100, MUSC 1101 or MUSC 1111.

MUSC 2115 Sight-singing and Eartraining **3-0-3**

Sight-singing and eartraining focuses on the development of the student's ability to read, comprehend, and perform standard music notation at sight, without rehearsal. Studies include scales, interval recognition, sight-singing, exercises in rhythmic, melodic, and harmonic dictation. Actual examples from music literature are perused. Prerequisite: MUSC 1101 or MUSC 1111.

APPLIED MUSIC COURSES (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

Applied Music courses, listed below, are designed for music majors but are open to any student enrolled in Atlanta Metropolitan State College. Additional Applied Music fees are charged (see the Financial Information section of this Catalog for further information and the policy on refunds).

MUSC 1115 Applied Voice I **0-1-1**

Appropriate vocal literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. Prerequisite: Ability to read music and match pitch as determined by the instructor.

MUSC 1116 Applied Voice II **0-2-2**

Appropriate vocal literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. Prerequisite: Instructor approval.

MUSC 1120 Applied Piano I **0-1-1**

Appropriate piano literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

MUSC 1121 Applied Piano II **0-2-2**

Appropriate piano literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

MUSC 1130 Applied Strings I **0-1-1**

Appropriate string literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

MUSC 1131 Applied Strings II **0-2-2**

Appropriate string literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

MUSC 1135 Applied Woodwinds I **I** **0-1-1**

Appropriate woodwind literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

MUSC 1136 Applied Woodwinds II **0-2-2**

Appropriate woodwind literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

MUSC 1140 Applied Brass I **0-1-1**

Appropriate brass literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

MUSC 1141 Applied Brass II **0-2-2**

Appropriate brass literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

MUSC 1145 Applied Percussion I **0-1-1**

Appropriate percussion literature and technique are taught through one 30-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

MUSC 1146 Applied Percussion II **0-2-2**

Appropriate percussion literature and technique are taught through one 60-minute private lesson per week arranged by the instructor and student. This course may be repeated for credit. No prerequisite.

HEALTH SCIENCE (NURSING) (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

NURS 1105 Introduction to Nursing

3-0-3

This course provides a general introduction to nursing and the scope of the professional practice of nursing. It is designed for students considering nursing as an academic option. Prerequisite or corequisite: MATH 1101 or MATH 1111 and ENGL 1101.

ORGL/POLS 1100 Leadership in a Global Society

Students learn how cultural context affects leadership style, conflict negotiation, and ethical decision making; examine how leaders might impact culture; and develop their own multicultural awareness and competencies. Contemporary cases of how leadership varies depending on cultural context are researched. Key geographical regions of the world will be analyzed from a leadership perspective, and an individual cultural experience highlighting the intersection of leadership and culture also occurs.

ORGL/POLS 1500 Profiles for Leaders

The objective of this course is to focus on the basic principles of personal and interpersonal leadership through the exploration of various leaders. It uses the case study method to analyze several well-known leaders. Students will explore the motivation, decision-making, time management, power, team building, conflict resolution, and change management of pivotal leaders.

ORGL/ENGL 2100 Writing for Leadership

Move beyond the inspirational poster! In this course, students read and study the works of famous leaders as models for their own communications as leaders. Students will learn to analyze the rhetoric and persuasive techniques in the speeches, writings, and rhetoric of leaders both real and fictional, such as Shakespeare's Henry V, Winston Churchill, Sun Tzu, Marcus Aurelius, Queen Elizabeth I and others, while reading excerpts from contemporary business advice literature. Themes for the class will include: How to Inspire, How to Navigate Change, and How to Change Minds.

ORGL/POLS 2601 Introduction to Public Administration

This course introduces students to Public Administration, which is a sub-field of Political Science. Administrative aspects of Political Science will be examined, focusing on concepts and methods used to analyze public policy, political systems, governmental structures, bureaucracy, government and public management, and public policy planning.

ORGL/PHIL 2800 Ethics and Leadership

The objective of this course is to explore the theories, models, and constructs related to the study and practice of ethics and leadership. Teaches students to develop ethical decision making strategies, communicate effectively in diverse group settings, value civic engagement and actively apply ethical leadership skills.

ORGL 2900 Program and Policy Evaluation for Leaders

Students will learn the methods of collecting, analyzing, interpreting, and communicating policy and program information used in organizational evaluations. Program and policy evaluation assists program managers and policymakers (leaders) in making decisions about which programs to fund, policies to modify, expand or eliminate. Students will learn how to be critical and effective users of evaluations. This course will examine a broad range of social and organizational policy areas including health, criminal justice (public sector), education, public finance, human services, and development.

ORIENTATION (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

FYEX 1630 First Year Experience

1-0-1

FYEX 1630 is designed to enhance students' personal development and to provide students with a holistic understanding of what college requires. Students explore academic majors, career opportunities, and affective issues related to personality, learning strategies and academic performance. This course must be completed by the end of the second semester of enrollment. No prerequisite.

PHILOSOPHY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

PHIL 2010 Introduction to Philosophy

3-0-3

An introduction to philosophy through the study of representative texts of major philosophers from Plato to the present, from East and West. Topics addressed include personal identity, the nature of knowledge, the existence of God, happiness, the nature of the external

world, the relation of language to the world, meaning, and truth. Critical thinking and communication skills are emphasized. Prerequisite(s): A grade or C or better in ENGL 1101 required; ENGL 1102 recommended.

PHIL 2020 Logic and Critical Thinking

3-0-3

This course provides for the development of practical, symbolic logical skills with emphasis on the composition of argumentative essays. Students study logical definitions, fallacious and deceptive arguments. Assigned readings are selected from a variety of contemporary social, cultural and political issues as well as from classic western philosophers. Prerequisites: Exit or exemption from Learning Support English.

PHYSICS (SCHOOL OF SCIENCE AND HEALTH PROFESSIONS)

PHYS 1111 Introductory Physics I

3-0-3

This lecture course is the first in a two-course sequence which provides an introduction to basic physics concepts. Topics include classical mechanics and thermodynamics. Prerequisites: MATH 1113. Corequisites: PLAB 1111.

PLAB 1111 Introductory Physics Lab I

0-3-1

This is a laboratory to accompany PHYS 1111. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics, and thermodynamics. Corequisites: PHYS 1111.

PHYS 1111K Introductory Physics I with Lab

3-3-4

This course is the first in a two-course sequence which introduces basic physics concepts. Topics include classical mechanics and thermodynamics. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics, and thermodynamics. Prerequisites: MATH 1113. Corequisites: PLAB 1111.

PHYS 1112 Introductory Physics II

3-0-3

This lecture course is the second in a two-course sequence which provides an introduction to basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Prerequisites: PHYS 1111 and PLAB 1111. Corequisites: PLAB 1112.

PLAB 1112 Introductory Physics Lab II

0-3-1

This is a laboratory to accompany PHYS 1112. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 1111 and PLAB 1111 or permission of the instructor. Corequisites: PHYS 1112.

PHYS 1112K Introductory Physics II with Lab

3-3-4

This lecture course is the second in a two-course sequence which introduces basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 1111 and PLAB 1111. Corequisites: PLAB 1112.

PHYS 2211 Principles of Physics I

3-0-3

This lecture course is the first in a calculus-based two-course sequence which provides an introduction to basic physics concepts. Topics include classical mechanics and thermodynamics. Prerequisites: MATH 2201. Corequisites: PLAB 2211.

PLAB 2211 Principles of Physics I Lab

0-3-1

This is a laboratory to accompany PHYS 2211. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics and thermodynamics. Corequisites: PHYS 2211

PHYS 2211K 3-3-4

This course is the first in a calculus-based two-course sequence which introduces basic physics concepts. Topics include classical mechanics and thermodynamics. Experiments are designed to reinforce lecture concepts. Laboratory topics include measurement, classical mechanics and thermodynamics. Prerequisites: MATH 2201. Corequisites: PLAB 2211.

PHYS 2212 Principles of Physics II

3-0-3

This lecture course is the second in a calculus-based two-course sequence which provides an introduction to basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Prerequisites: PHYS 2211 and PLAB 2211. Corequisites: PLAB 2212.

PLAB 2212 Principles of Physics II Lab**0-3-1**

This is a laboratory to accompany PHYS 1112. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 2211 and PLAB 2211 or. Corequisites: PHYS 2212.

PHYS 2212K Principles of Physics II with Lab**3-3-4**

This lecture course is the second in a calculus-based two-course sequence which introduces basic physics concepts. Topics include oscillations, wave motion, electromagnetism, optics, and modern physics. Experiments are designed to reinforce lecture concepts. Laboratory topics include wave motion, electricity, magnetism, and optics. Prerequisites: PHYS 2211 and PLAB 2211. Corequisites: PLAB 2212.

PHYS 2245 Introduction to Undergraduate Research Instrumentation**1-2-2**

This course includes a study of the instruments and techniques commonly used in science laboratories. Instrumentation and techniques to be studied include but are not limited to: spectroscopy, chromatography, electrophoresis, pH determination, DNA biotechnology, solution preparation and data collection with remote sensing equipment and techniques. Prerequisite or Corequisite: MATH 2201, CHEM 1211 and PHYS 1111.

PHYS 2246 Topics in Science**1-2-2**

This course provides students with opportunities to explore current topics and problems in terms of underlying principles of biology, chemistry and physics. This course is comparative and has an interdisciplinary flavor in that the socioeconomic, cultural, ethical and political aspects of such topics as genetic engineering, environmental chemistry, laser technology and earth systems science are discussed. Prerequisite or Corequisite: MATH 2201, CHEM 1211, and PHYS 1111.

PRIOR LEARNING ASSESSMENT DOCUMENTATION**PLA 2000 Prior Learning Documentation****2-0-2**

Atlanta Metropolitan State College students may also enroll in PLA 2000 course to document their prior learning. This course teaches students how to prepare and submit a portfolio that documents their prior learning experiences, competencies, training, and certifications in a way that aligns with specific course learning objectives. Institutional credit only.

POLITICAL SCIENCE (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**POLS 1101 American Government****3-0-3**

This course is a study of the American system of government with emphasis on the structure, functions, institutions, and processes for participation in the American political system. Attention is also focused on Georgia government. This course satisfies the state requirement for study of the United States and Georgia constitutions. (Students given College transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirements by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan State College.) Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

POLS 1201H Honors American Government**3-0-3**

This course is a study of the American system of government focusing on the structure, institutions, functions and processes for participation in the American political system. Attention is also focused on Georgia government. Emphasis is placed upon critical reading, advanced research papers and reports, and upon student-led discussions. (Students given College transfer credit for United States History and American Government earned at non-University System of Georgia institutions may satisfy the United States and Georgia History and United States and Georgia Constitution requirements by taking and passing HIST 2114 (Georgia History) at Atlanta Metropolitan State College.) Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

POLS 2101 Introduction to Political Science**3-0-3**

This course introduces students to political science and its sub-fields, focusing on theories, ideologies, methodologies, foundations, institutions, and organizations. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: E ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

POLS 2103 Introduction to American Public Policy**3-0-3**

This course examines the policy-making process in the United States and the politics of policy-making, including the major actors that impact decision-making. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

POLS 2301 Introduction to Comparative Politics**3-0-3**

This course introduces students to comparative politics, which is a sub-field of political science. Theories, methodologies, foundations, structures, institutions, functions, implementation, and processes of political systems of the world will be compared and contrasted. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

POLS 2401 Global Issues**3-0-3**

This course introduces students to global issues and world politics. World issues such as war, hunger, poverty, globalization, trade, global warming, genocide, immigration, human rights, population control, terrorism, natural resources, development, and world politics will be compared and contrasted. Post-industrial, industrializing, and developing countries, as well as multi-national corporations, world organizations, trade organizations, and trading blocs will also be analyzed. Emphasis is placed on developing and enhancing critical thinking, analysis, writing, and research skills. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

POLS 2601 Introduction to Public Administration**3-0-3**

This course introduces students to public administration, which is a sub-field of political science. Administrative aspects of political science will be examined, focusing on concepts and methods used to analyze public policy, political systems, governmental structures, bureaucracy, government and public management, and public policy planning. Research will focus on public policy issues that impact the rapid growth that has been experienced in Georgia, especially the Atlanta metropolitan area, over the past two decades. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

PSYCHOLOGY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**EDPY 2040 Educational Psychology****3-0-3**

This course consists of the application of psychological research related to learner characteristics, the educational environment, teaching practices and learning efficiency and effectiveness. It also focuses on constructs and research such as motivation, behavioral principles, observation and measurement of student behaviors related to academic and social learning, methods of measure application to the classroom, current research that defines best teaching practices and classroom management and disciplinary practices. Prerequisite: PSYC 1101 Introduction to General Psychology and/or EDUC 1105 Introduction to Foundations of Education in American Society or EDUC 2101 Introduction to Education.

PSYC 1101 Introduction to General Psychology**3-0-3**

This course provides a broad survey of the major topics in psychology, including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormality. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

PSYC 2101 Introduction to the Psychology of Adjustment**3-0-3**

This course consists of an introductory examination of the applied psychological theory and research concerning mental health and well-being. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101.

PSYC 2102 Psychology of Child Development**3-0-3**

This course provides an introduction to child development from birth to adolescence. The nature of developmental changes during infancy and childhood are discussed, as well as theory, research methods and the interpretation of empirical findings. Prerequisites: ENGL 1101 and MATH 1001, 1101 and/or MATH 1111.

PSYC 2103 Human Growth and Development**3-0-3**

This course is an introductory, non-laboratory based examination of human development across the life span with emphasis on normal patterns of physical, cognitive, and social development. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101.

PSYC 2201 Honors Introduction to General Psychology**3-0-3**

This Honors course offers an intense examination of major historical and contemporary theories in psychology. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101

PSYC 2211 Introduction to Abnormal Psychology**3-0-3**

This course emphasizes behavioral and mental disorders, their distribution, sources, symptoms, life history, and treatment. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101.

PSYC 2212 African American Psychology**3-0-3**

This course examines issues related to African American personality development and well-being, as well as social, psychological, political, and historical causes and consequences of racism, prejudice, bigotry, discrimination, and ethnocentrism. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101.

RELIGION (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**RELI 2201 Introduction to Religious Studies****3-0-3**

This course introduces the study of religion as a personal, cultural and cross-cultural phenomenon. Attention is given to the relationship between religious writings and religious beliefs, to the development of religious traditions, and to the impact of religious ideas on personal and social values in the United States. Prerequisite: A grade of C or better in ENGL 1101.

RELI 2210 Survey of Christian History**3-0-3**

This course will provide a historical overview of the development of doctrine and practice in the historic Christian churches from the post-apostolic era of the 1st century C.E. through the 20th century. Emphasis will be placed on the development of Christian Theology, Church practices, and the formation of various denominations.

RELI 2211 Old Testament/Hebrew Bible Literature**3-0-3**

This course studies the nature, context, and problems of the Old Testament/Hebrew Bible, with attention given to historical data, literary forms, and ancient Near Eastern cultural backgrounds.

RELI 2212 New Testament Literature**3-0-3**

This course studies the nature, content, and problems of New Testament literature with particular attention given to the historical and social setting of the writings, canonization and textual transmission, and method of interpretation.

RELI 2221 Introduction to Pastoral Ministry**3-0-3**

This course surveys various issues that are encountered in pastoral ministry in ecclesial and non-ecclesial contexts.

RELI 2222 Introduction to Preaching**3-0-3**

This course surveys the art of preaching in historical and contemporary contexts. Various homiletical techniques and approaches are studied as well as some of the most significant sermons in Christian history. Emphasis is placed on the composition and delivery of sermons.

RELI 2223 Introduction to Christian Worship**3-0-3**

This course surveys approaches to Christian worship in historical and contemporary contexts. Traditional liturgical forms are studied as well as contemporary approaches to worship.

RELI 2300 Introduction to Theological Studies**3-0-3**

This course introduces students to theological thinking, with an emphasis on constructive, systematic theology. The writings of major theologians from various traditions are surveyed with an eye on understanding various approaches and interpretive strategies.

RELI 2301 Eastern Religions and Spirituality**3-0-3**

This course surveys the foundational teachings and practices of traditional Asian religions, with particular emphasis on Hinduism and Buddhism.

RELI 2302 Islam**3-0-3**

This course surveys the history, theology, and spirituality of Islam with special attention paid to Islam as it is practiced in the contemporary world.

RELI 2310 Religion in the United States**3-0-3**

This course surveys the history of religion in the United States, focusing on the historical development of various religious denominations and the contributions of religious people to American society and culture.

SOCIOLOGY (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

SOCI 1101 Introduction to Sociology **3-0-3**

This course surveys the discipline of sociology and its means of explaining patterns found in social behavior incorporating a global perspective. Topics covered include: marriage and family relationships, class and race relations, deviant social behaviors, world population issues, and other modern global social problems. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOCI 1160 Introduction to Social Problems **3-0-3**

This course presents data and theories to analyze selected major social problems confronting American society. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOCI 1201 Honors Introduction to Sociology **3-0-3**

This course provides an in-depth survey of the discipline of sociology. Topics include sociological theory, methods, and selected substantive issues. Emphasis is placed upon critical reading, advanced research papers and reports, and upon student-led discussions. Prerequisite: ENGL 1101 and MATH 1001, 1101 and/or MATH 1111.

SOCI 1206 Introduction to Gerontology **3-0-3**

This course is an introduction to the sociological study which examines institutional and social interactive factors involved in the process of aging in our society. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOCI 1260 Global Problems **3-0-3**

This course examines the various dimensions of globalization, and the social problems of inequality, war and violence, and environmental sustainability that are occurring on a global scale. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOSC 2101 Introduction to African American Studies **3-0-3**

This course provides an interdisciplinary analysis of the forces which shaped the historical and contemporary experiences of African Americans, as well as the development and functioning of selected African American social institutions. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOCI 2201 Introduction to Urban Studies **3-0-3**

This course offers an introduction to the study of: the process of urbanization and its consequences on people and society as seen by comparing lifestyles along the rural-urban continuum; the relationship of the emergence of the city to events of historical, social, and political economic significance; and the nature and solution of urban problems. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOCI 2216 Introduction to Urban Services **3-0-3**

This course provides an overview of human and urban services, their role and delivery, and the types of agencies and their functions. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOCI 2217 Problems in Urban Life **3-0-3**

This course is a study of selected topics and conditions in the urban environment with emphasis upon an analysis of contemporary problems in urban societies and possible solutions. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101, and SOCI 2201.

SOCI 2250 Society, Culture and Personality Stress **3-0-3**

This course provides an introduction to social institutions as expressions of cultures, to patterns and quality of social relationships evolved through institutions, and to their influences on personality status. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOCI 2283 Introduction to Human Sexuality **3-0-3**

This course introduces psychological, social, and cultural dimensions of human sexuality through study of religious philosophies and the theories and findings of both natural science (biology) and the social and behavioral sciences (anthropology, sociology, and psychology). Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOCI 2293 Introduction to Marriage and the Family **3-0-3**

This course offers an introduction to the structure, processes, problems, and adjustments of contemporary marriage and family life. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOCIAL SCIENCE (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

SOSC 1101 Introduction to the Social Sciences

3-0-3

This course is an introduction to the disciplines of the social sciences with emphasis on the distinctiveness and interconnections of the disciplines. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOSC 2101 Introduction to African American Studies

3-0-3

This course provides an interdisciplinary analysis of the forces which shaped the historical and contemporary experiences of African Americans, as well as the development and functioning of selected African American social institutions. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOSC 2125 Introduction to Social Science Research Methods

3-0-3

This course provides a conceptual and practical introduction to social science research methods. Prerequisites: ENGL 1101 and MATH 1001, 1101 and/or MATH 1111.

SOSC 2225 Statistics for the Social Sciences

3-0-3

This course examines descriptive and inferential methods of statistical analysis with emphasis on the application and interpretation of statistics in social science disciplines. Prerequisite: ENGL 1101 and MATH 1001, 1101 and/or MATH 1111.

SOSC 2245 Introduction to Women's Studies

3-0-3

This course examines the current status of theory and research on women's psychology, sociology, educational and economic experiences and behaviors. Emphasis is placed on class, racial, and ethnic variations in experience. Coverage includes historical perspectives, and issues of choice as they relate to stereotypes, status, psychological adjustment, and diversity in women. Gender differences and the theories advanced to understand such differences are evaluated critically. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOCIAL WORK (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

SOWK 2000 Introduction to Social Work

3-0-3

This course surveys the history and philosophy of social work and social services, as well as the methodology and techniques in case work, group work, and community organizations. Emphasis is placed on the various types of social workers, their duties and responsibilities. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOWK 2100 Introduction to Social Welfare

3-0-3

This course provides an overview of the public welfare field, its origins, historical development, functions, and contemporary concerns. Emphasis is on the practice of social work in public and private welfare agencies. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101.

SOWK 2200 Human Behavior in the Social Environment

3-0-3

This course represents a foundation for developing social work techniques and practices with individuals, families and groups. Students will examine human behavioral theory and social institutional applications in current social welfare practices. The intent is to develop an initial working repertoire of social work skills used in various direct family and individual, clinical, and community practice applications. Prerequisite: ENGL 1101. Corequisite: Registration permitted with enrollment into ENGL 1101 and PSYC 1101 Introduction to General Psychology and/or SOCI 1101 Introduction to Sociology, and SOWK 2000 Introduction to Social Work.

SPANISH (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)

SPAN 1001 Elementary Spanish I

3-0-3

This course is designed to introduce students to Spanish, using all four skills: listening, speaking, reading and writing. The culture of Spanish-speaking regions is integrated into the course. Corequisite: Enrollment in ENGL 1101. Not open to native speakers of Spanish. Note: This course will not meet degree requirements at some University System of Georgia institutions.

SPAN 1002 Elementary Spanish II**3-0-3**

This course continues and completes the introduction of major grammatical points begun in SPAN 1001. All four language skills are included. Prerequisites: Spanish 1001, or one year of high school Spanish, or the equivalent. Not open to native speakers of Spanish.

SPAN 2001 Intermediate Spanish I**3-0-3**

This course is a continuation of SPAN 1002, with an emphasis on advanced grammar skills. Extensive speaking and reading comprehension are practiced. Prerequisite: SPAN 1002, or two years of high school Spanish, or the equivalent.

SPAN 2002 Intermediate Spanish II**3-0-3**

This course continues the work of SPAN 2001, including extensive practice in reading, writing and true conversational Spanish. Spanish culture is also emphasized. Outside readings are used. Prerequisite: SPAN 2001, or three years of high school Spanish, or the equivalent.

THEATER (SCHOOL OF SOCIAL SCIENCES AND HUMANITIES)**THEA 1100 Theater Appreciation****3-0-3**

This course provides a survey and critical appreciation of theater. It brings together historical perspectives, basic elements of theater, and critical analysis; emphasis is placed on developing a sense of theater aesthetics.

THEA 1105 Performance Studies**3-0-3**

This course provides students with an opportunity to select, interpret and present various styles of prose and poetry. Presentational skills focus on voice and breath.

THE UNIVERSITY SYSTEM OF GEORGIA

THE BOARD OF REGENTS

The Board of Regents of the University System of Georgia was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The governor appoints members of the Board to a seven year term and regents may be reappointed to subsequent terms by a sitting governor. Regents donate their time and expertise to serve the state through their governance of the University System of Georgia – the position is a voluntary one without financial remuneration. Today the Board of Regents is composed of 19 members, five of whom are appointed from the state-at-large, and one from each of the state's 14 congressional districts. The Board elects a chancellor who serves as its chief executive officer and the chief administrative officer of the University System. The Board oversees the public colleges and universities that comprise the University System of Georgia and has oversight of the Georgia Archives and the Georgia Public Library Service.

THE UNIVERSITY SYSTEM

The University System of Georgia (USG) is a part of the community in each of Georgia's 159 counties and provides services across the state. The USG is composed of 26 higher education institutions including four research universities, four comprehensive universities, nine state universities and nine state colleges. It also includes the Georgia Public Library Service, which encompasses approximately 389 facilities within the 61 library systems throughout the State of Georgia. Additionally, the USG includes the Georgia Archives which identifies, collects, manages, preserves and provides access to records and information about Georgia.

DEGREES, MAJORS AND RANKINGS

The University System of Georgia's institutions conferred a total of 70,879 degrees in fiscal year 2020, including 43,522 bachelor's, 14,020 master's and 1,759 doctorate degrees.

The majority of baccalaureate-level degrees awarded within the University System of Georgia are in the fields of business, psychology, education and nursing.

Georgia is one of only three states with two or more institutions in the U.S. News 2020 Top 20 Public National Universities. Georgia Tech is ranked No. 8 on the list and the University of Georgia is No. 16.

ENROLLMENT

The University System of Georgia enrolled 341,485 students for Fall 2020.

ECONOMIC IMPACT, EMPLOYMENT AND BUDGET

The University System of Georgia's economic impact on the state was \$18.5 billion in Fiscal Year 2019 according to the most recent study conducted by the Selig Center for Economic Growth. Of the 157,770 jobs noted in the report, 33 percent are on the campuses while 67 percent, are off campus. For every person employed at the USG or a member institution, two people have jobs that support the presence of the institution in the local community.

The University System has an annual budget of more than \$8.1 billion for fiscal year 2021.

UNIVERSITY SYSTEM OF GEORGIA INSTITUTIONS

Research Universities

Augusta University
Augusta, Georgia 30912
Brooks A. Keel, President

Georgia Institute of Technology
Atlanta, Georgia 30332-0325
Ángel Cabrera, President

Georgia State University
Atlanta, Georgia 30303
M. Brian Blake, President

University of Georgia
Athens, Georgia 30602
Jere W. Morehead, President

Comprehensive Universities

Georgia Southern University
Statesboro, Georgia 30460
Kyle Marrero, President

Kennesaw State University
Kennesaw, Georgia 30144
Kathy Schwaig, Interim President

University of West Georgia
Carrollton, Georgia 30118
Brendan B. Kelly, President

Valdosta State University
Valdosta, Georgia 31698
Richard A. Carvajal, President

State Universities

Albany State University
Albany, Georgia 31705
Marion Ross Fedrick, President

Clayton State University
Morrow, Georgia 30260
T. Ramon Stuart, President

Columbus State University
Columbus, Georgia 31907
Chris Markwood, President

Fort Valley State University
Fort Valley, Georgia 31030
Paul Jones, President

Georgia College & State University
Milledgeville, Georgia 31061
Steve Michael Dorman, President

Georgia Southwestern State University
Americus, Georgia 31709
Neal Weaver, President

Middle Georgia State University
Macon, Georgia 31206
Christopher Blake, President

Savannah State University
Savannah, Georgia 31404
Kimberly Ballard-Washington, President

University of North Georgia
Dahlonega, Georgia 30597
Bonita Jacobs, President

State Colleges

Abraham Baldwin Agricultural College
Tifton, Georgia 31793
David C. Bridges, President

Atlanta Metropolitan State College
Atlanta, Georgia 30310
Georj L. Lewis, President

College of Coastal Georgia
Brunswick, Georgia 31520
Michelle Johnston, President

Dalton State College
Dalton, Georgia 30720
Margaret Venable, President

East Georgia State College
Swainsboro, Georgia 30401
Dawn Cartee, Interim President

Georgia Gwinnett College
Lawrenceville, GA 30043
Jann Joseph, President

Georgia Highlands College
Rome, Georgia 30161
Dana Nichols, Interim President

Gordon State College
Barnesville, Georgia 30204
Kirk Nooks, President

South Georgia State College
Douglas, Georgia 31533
Ingrid Thompson-Sellers, President

**THE BOARD OF REGENTS
THE UNIVERSITY SYSTEM OF GEORGIA**

Teresa MacCartney
Acting Chancellor

W. Allen Gudenrath Eighth District Term: 1/1/18 - 1/1/25	Jose R. Perez Seventh District Term: 7/16/19 - 1/1/26
Erin Hames At-Large Term: 1/1/18 - 1/1/23	Neil L. Pruitt, Jr. Eleventh District Term: 2/10/17 - 1/1/24
Samuel D. Holmes At-Large Term: 7/16/19 - 1/1/26	Sarah-Elizabeth Langford Reed Fifth District Term: 2/10/17 - 1/1/24
Bárbara Rivera-Holmes Second District Term: 1/1/18 - 1/1/25	Harold Reynolds Tenth District Term: 1/3/20 - 1/1/27
C. Thomas Hopkins, Jr., MD Third District Term: 1/1/18 - 1/1/24	Sachin Shailendra (Chair) Thirteenth District Term: 1/1/21 - 1/1/28
James M. Hull At-Large Term: 1/8/16 - 1/1/23	T. Dallas Smith At-Large Term: 1/3/20 - 1/1/27
Cade Joiner (Vice Chair) At-Large Term: 1/3/20 - 1/1/27	Kessel D. Stelling, Jr. Sixth District Term: 1/9/15 - 1/1/22
C. Everett Kennedy, III Twelveth District Term: 1/3/20 - 1/1/27	Don L. Waters First District Term: 1/1/18 - 1/1/25
Rachel B. Little Fourth District Term: 11/22/19 - 1/1/26	Phillip A. Wilheit, Sr. Ninth District Term: 1/9/15 - 1/1/22
Lowery Houston May Fourteenth District Term: 1/3/20 - 1/1/27	

FACULTY AND STAFF

- ADMINISTRATIVE OFFICES
- CORPS OF INSTRUCTION

ADMINISTRATIVE OFFICES

ATLANTA METROPOLITAN STATE COLLEGE OFFICE OF THE PRESIDENT

Georj L. Lewis, Ed.D.
President

Regent Elridge McMillan
AMSC Scholar in Residence

DeLise Hopson, B.S., M.P.A.
Executive Assistant

OFFICE OF THE PROVOST AND STUDENT SUCCESS

James McGee III, B.S., M.A.M., Ph.D.
Provost and Vice President for Student Success

Linda Howard
Senior Administrative Assistant, Student Success

Mark A. Cunningham, B.S., M.S., Ph.D.
Associate Provost, SACSCOC Liaison

Meda J. Rollings, B.A., M.A., Ph.D.
Executive Director of Administration, Faculty Teaching and Learning

Vincent Mangum, B.S., MPP., Ph.D.
Dean, Business and Technology

Harry Akoh, Ph.D.
Dean, Social Sciences and Humanities

Candice Chatman, B.A., Ph.D.
Interim Dean, School of Science & Health Professions

J. L. Wyatt, B.A., M.S., Ph.D.
Executive Director of Admissions and Student Services

Edward L. Rosser, B.A., M.Ed.
Registrar

Dorothy Williams, B.A., M.A.
Director of Counseling and Disability Services

Sharon R. Duhart, B.S., M.S.
Director, Center for Academic Advising & Student Success

Kokila Ravi, B.Ed., M.A., Ph.D.
Director of Online and Specialized Learning Programs

Robert Quarles, B.A., M. Div., M.L.S.
Director of the Library

Larry Stewart, D.P.A, Ph.D., J.D.
Chair, Criminal Justice and Police Science Institute

Eze Nwaogu, B.S., M.S., Ph.D.
Primary Institutional Administrator Brightspace (D2L)

Sabrina King, B.S., M.P.A.
Director, Upward Bound Thomaston

Morgan Felder, B.A., M.A., M.S.
Director, Student Support Services

Cassandra Smith, B.S., M.A.
Director, Student Support Services STEM

Kenneth J. Stallings Jr.
Director, West Clayton Upward Bound Program

Yolanda Ward, M.S.W.
Director, Upward Bound Clayton

Erica M. Taylor, B.S., M.S.
Director, Upward Bound Math/Science

Ruth Jean
Director, Educational Talent Search

OFFICE OF FISCAL AFFAIRS

Nick Henry, B.S, M.S., Accounting
Interim Vice President for Fiscal Affairs

Mike Cole, B.S.
Interim Director of Budget and Payroll

David Lesicko, B.S, M.S., Accounting
Interim Assist. VP Fiscal Affairs

Mitzi Williams, BS, MBA, MHRM
Chief Human Resources Officer

Dakiesha Lanier-Pickett, B.S., M.B.A.
Director of Business Services

Robert Reeves
Interim, Director of Plant Operations and Facilities Planning

Vincent Strickland, B.S.
Accounts Payable Specialist

Chief Wiley Gammon, M.P.A
Director of AMSC Police Department

Larry McCalop
Assistant Purchasing Specialist

Joel Depue
Interim, Director of Financial Aid

James Beach
Interim, Payroll Specialist

Antonio Travis, B.S.
Chief Information Officer

Christy Barnett, B.A., M.Ed.
Interim, Bursar

Cynthia Parker, B.S., B.A.S.
Interim, Director of Procurement

Tamya Morris, B.S., B.A.S.
Interim, Director of Accounting

DIVISION OF DEVELOPMENT AND EXTERNAL AFFAIRS

Michael Montgomery, M.B.A.
Director of Development and External Affairs

Keel Rickenbacker
Administrative Secretary

CORPS OF INSTRUCTION

HARRY A. AKOH, Dean, Associate Professor of History

B.A., University of Buea (Cameroon); M.A., University of Cape Town (South Africa); Ph.D., Georgia State University

CURTIS BAILEY, Professor

B.A., Chicago State University; M.S., University of Illinois – Chicago Circle; Ph.D., Emory University

LEROY BALDWIN, Associate Professor of Criminal Justice

B.S., Florida A&M University; J.D., John Marshall Law School (Atlanta, Georgia)

SILVEREE BENSON, Lecturer in Speech Communication

B.A., Davenport University; M.A., Wayne State University; M.S., Full Sail University

MICHAEL BRASWELL, Instructor of Physics and Engineering,

B.S., United States Naval Academy; M.S. Georgia Institute of Technology

JAMIE BUTLER, Instructor of English

B.A., Saint Paul's College; MA, Clayton State University

CANDICE CHATMAN, Associate Professor of Molecular Genetics

B.A., Hampton University; Ph.D., Clark Atlanta University

GYUHEUI CHOI, Associate Professor of Mathematics

B.S., Yonsei University; M.S., University of Illinois; Ed.S., University of Alabama

BRIAN CRAWFORD, Associate Professor of Molecular Biology

B.S., M.S., and Ph.D. Clark Atlanta University

MARK CUNNINGHAM, Associate Provost, Professor of Organic Chemistry

B.S., Claflin University; M.S., Clark Atlanta University; Ph.D., Georgia State University

SHREYAS DESAI, Assistant Professor of Mathematics

B.S., South Carolina State University; M.S., Clark Atlanta University

JAMES B. DOWDELL, Instructor of Mathematics

B.A., Clark Atlanta University; M.A., Temple University & Villanova University; Ed.D., University of Pennsylvania

CHARLENE GAYLE, Associate Professor of Business Administration and Accounting

B.S., Hampton University; M.S. Babson College; D.B.A. Argosy University, C.P.A.

MICHELLE A. GEISERT, Assistant Professor of Sociology

B.A., University of Minnesota; M.A., University of North Dakota

MURIEL HEPBURN, Assistant Professor of Business Administration and Accounting

B.S., M.B.A., Florida State University, C.P.A.

LISA MALLORY, Professor of English

B.A., William Woods College; M.A., University of Missouri

CAROL MANGET-JOHNSON, Instructor of English

A.A.S., East Tennessee State University; B.A., Georgia State University; M.A., Georgia State University

VINCENT MANGUM, Dean, School of Business and Technology and Assistant Professor of Business Administration and Economics

B.S., M.P.P.A., Ph.D., Jackson State University

HAZEL L. MAYS, Associate Professor of Teacher Education

B.A., University of Central Arkansas; M.S., Ed.S., University of Central Arkansas; Ed.D., Arkansas State University

KENJA R. McCRAY, Associate Professor of History

B.A., Spelman College; M.A., Clark Atlanta University; Ph.D., Georgia State University

JAMES McGEE III, Provost and Vice President for Student Success, Professor of Mathematics
B.S., Jackson State University; M.A.M., Ph.D., Auburn University

FAISAL K. MIRZA, Instructor of Economics and Finance
B.A., Government College, Lahore, Pakistan; M.A., M.S., Indiana University Bloomington

BRYAN O. MITCHELL, Professor of Science, Mathematics and Health Professions
B.S., Fort Valley State University; M.S., Clark Atlanta University; Ed.D., Argosy University Atlanta

BARBARA S. MORGAN, Professor Emerita of Biology
B.S., Clark College; M.S., Atlanta University; Ph.D., Georgia State University

EZE NWAOGU, Professor of Information Technology
B.S., M.S., Texas A & M University; Ph.D., Georgia State University

DEON O'BRYANT, Assistant Professor of Biology
B.S., Atlanta Metropolitan State College; Ph.D., Clark Atlanta University

BABATUNDE O. ONABANJO, Associate Professor of Computer Science
B.S., M.S., Alabama State University; M.B.A., Auburn University; Ph.D., Atlanta University

VAL PARKER, Lecturer in Music
B.A., East Carolina University; M.M., East Carolina University

ROBERT QUARLES, Director of Library
B.A., Friends University; M.Div., The Interdenominational Theological Center; M.L.S., Clark Atlanta University

KOKILA RAVI, Director of Online and Specialized Learning Programs and Professor of English
B.Ed., Stella Matutina College of Education; M.A., University of Madras, India; Ph.D., Indian Institute of Technology, Madras, India

MEDA J. ROLLINGS, Assistant Professor of Communications
B.A., Albany State; M.A., Austin Peay State University; Ph.D. Mercer University

KENNETH STARKS, Instructor in Chemistry
B.S., Hampton University; M.S., Georgia Institute of Technology

LARRY STEWART, Associate Professor of Criminal Justice
D.P.A., University of Southern California; Ph.D., California State University; J.D., Concord University.

CURTIS L. TODD, Professor of Social Work
A.S., Atlanta Metropolitan State College; B.S.W., Georgia State University; M.S.W., University of Georgia, Ph.D., Clark Atlanta University

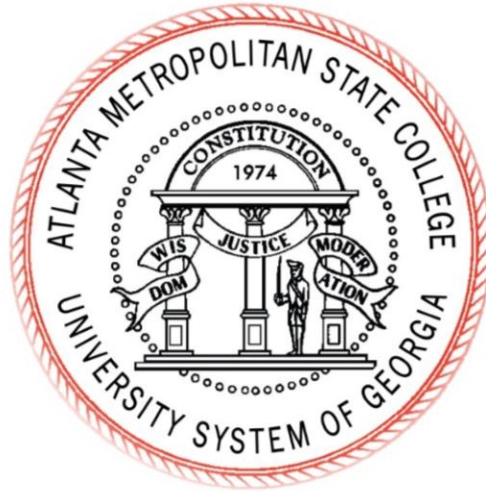
LASHELLE TURNER-GASTON, Instructor of English
B.S., M.A., Kennesaw State University

ABIGAIL BRYAN VENTURA, Instructor of Business Administration and Marketing
B.B.A., Atlanta Metropolitan State College; M.B.A., University of West Georgia

TIMOTHY VIRNIG, Instructor of Art and Digital Media
B.A., M.B.A., University of Dallas; M.A. University of St. Thomas; J.D., Ave Maria School of Law

NOEL H. WHELCHER, Instructor of Mathematics
B.S., Morehouse College; M.S., Georgia Institute of Technology; M.S., Clark Atlanta University; Ph.D., Clark Atlanta University

ROBERT WILKES, JR., Associate Professor of Political Science
B.A., Morehouse College; M.A., Ph.D., Clark Atlanta University



UNIVERSITY SYSTEM OF GEORGIA

1630 Metropolitan Parkway, SW

Atlanta, GA 30310

Telephone: (404) 756-4000

www.atlm.edu

2021-2022

Atlanta Metropolitan State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate Degree. The Business and Technology School's transfer programs are nationally accredited by the Association of Collegiate Business Schools and Programs.