



GEORGIA ACADEMY *of* AVIATION MATHEMATICS ENGINEERING & SCIENCE

STUDENT HANDBOOK

Updated July 2014

Georgia Academy of Aviation, Mathematics, Engineering & Science

This Student Handbook supersedes all previous editions of the *GAMES Student Handbook* and is an addendum to the *Middle Georgia State College Student Handbook*. This handbook is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. 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 the *Middle Georgia State College Student Handbook* is referenced throughout the *GAMES Handbook*, students are responsible for knowing and adhering to all the guidelines and regulations contained in both the *GAMES Handbook* and the *Middle Georgia State College Student Handbook* regardless of any reference in the *GAMES Student Handbook* or lack thereof. The *GAMES Student Handbook* supersedes the *Middle Georgia State College Student Handbook*.

Middle Georgia State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of Middle Georgia State College.

Admissions policies, activities, services, and facilities of the College do not exclude any person on the basis of race, color, age, sex, religion, national origin, or disability. Middle Georgia College is an Affirmative Action Program Institution. Any individual who requires assistance under the College's Affirmative Action Program should contact the designated Title IX or Section 504 Coordinator:

- *Title IX Contact: Frances Marine Davis*
- *Section 504 Contact (students and non-students): Director of Student Services, Jackson Hall, 478-934-3023*

A NOTE TO STUDENTS

Welcome to the Georgia Academy of Aviation, Mathematics, Engineering, and Science! Middle Georgia State College has designed this unique living-learning opportunity to accelerate a student's education and personal growth. The Academy offers more freedom—and more responsibility—than is offered in a traditional high school, but less freedom—and more supervision—than is offered to traditional college students.

Students are granted entrance into the GAMES program on the basis of their past academic performance and potential to benefit from and contribute to the Academy. Students must earn continued membership in the Academy through their performance and behavior both in and out of the classroom. At the end of each semester a student's academic performance, behavior, and contributions to student life will be evaluated, and a decision will be made in regard to continued enrollment. Factors that will be considered include, but are not limited to, grade point average (GPA), individual course grades, disciplinary record, and contributions to the GAMES and College community. Being allowed to return each term as a GAMES student is both a privilege and an honor but not a right.

This Handbook serves as a guidebook for general information. Academy policies and procedures are subject to periodic review and revision. Students are responsible for knowing and abiding by such revisions which will be provided in electronic form and/or posted in the residence hall. It is also the student's responsibility to become familiar with and understand all of the policies and procedures outlined in the *MGSC Student Handbook*, MGSC Policy on Use of Alcohol and Other Drugs, and *MGSC Catalog*.

Rules and regulations cannot possibly cover every situation. The best guides for behavior are the qualities of cooperation, good judgment and above all, consideration of others. If uncertain about a rule or policy, it is the student's responsibility to *ask* before acting. Ignorance is no excuse.

Students, regardless of age are required to follow all policies and procedures. A parent or legal guardian must serve as a contact for permission, emergencies, and routine correspondence—regardless of the student's age, his/her relationship with, or his/her financial independence from the parent/guardian.

Violations of any College and/or GAMES regulations, local, state, or federal law will be grounds for disciplinary action and possibly expulsion. Discipline is administered according to the Disciplinary System described in this handbook and the *MGSC Student Handbook*. Policies listed in this *GAMES Student Handbook* supersede similar policies found in the *MGSC Catalog* or *MGSC Student Handbook*. While away from campus participating in GAMES or MGSC sponsored events, students must continue to abide by all campus and Academy policies.

Students may enroll in the Academy and live in Anderson Hall for two years. Should the student remain at MGSC after GAMES, (s)he would be considered a traditional college student and would be housed in traditional student housing. Former GAMES students cannot serve as residential assistants (RAs) in the GAMES residence hall. Only students successfully completing the Academy are allowed as visitors in Welch Hall or may be guests at GAMES sponsored events such as Prom.

Best wishes for a successful academic year at the Georgia Academy of Aviation, Mathematics, Engineering, and Science!

A NOTE TO PARENTS AND GUARDIANS

As a GAMES student your son or daughter is leaving the security of family and high school to take on the challenges offered by college course work and residence hall living. It is common for parents to feel anxious about how their student will fare. The Academy staff understands your concern for your student's well being and can assist you in helping your student overcome any difficulties that may arise. However it is not always possible for us to be aware of what students are experiencing. We depend on you to communicate with us and to encourage your student to do the same.

Occasionally you may wish that the GAMES staff make an exception to a certain policy. Please realize that it is not possible for us to grant these requests because to do so would "open the door" for more of the same requests and weaken the policy. For example, your child may ask you to call giving your permission for him/ her to be away from the residence hall overnight during the week. This goes against our direct policy that allows students to be gone during the week only in case of emergencies. While you may feel that your particular reason is more than valid and that we are being unreasonable, please recognize that every policy has an important rationale for existing, and we have a responsibility to maintain academy standards. For this reason, do not ask us to override our policies for your child as it makes it very difficult to enforce the rules.

We think the best possible relationship Academy staff and parents can have is a partnership—a shared responsibility to help the student succeed academically and mature into a responsible, caring young adult whose character and integrity will contribute to society. Please remember that you are welcome at the Academy any time. Your visits are important to your child.

GAMES MISSIONS STATEMENT

The purpose of the Georgia Academy of Aviation, Mathematics, Engineering, and Science (GAMES) is to provide an academically enriched residential environment for top-performing high school students seeking to enhance and accelerate their education by simultaneously earning their high school diploma and associate degree.

GAMES Student Creed

To develop our potential in life through our individual, academic, and social endeavors;
to promote respect, responsibility, and maturity by displaying our elite character and integrity to the college and community;
to live in unity with diversity while fully benefiting from the advantages of the Academy throughout the rest of our lives.

By the GAMES Inaugural Class of 1997-1998

ACADEMIC PROGRAM

Academic Philosophy

Students of the Georgia Academy of Aviation, Mathematics, Engineering, and Science, are expected to perform academically above average. The competitive admission to the GAMES program identifies students who are academically capable of completing the program with high academic achievement, and every effort is made to assist students so that they work to their full potential. In addition to completing formal coursework, it is expected that students will pursue interests outside of the classroom in areas that enrich the academic experience based on individual academic and professional interests. Examples of opportunities include academic competitions, undergraduate research, independent study, job shadowing, and study abroad. Students are expected to value the educational experience and to take a serious approach in preparing themselves for the pursuit and completion of a degree so that they will be successful in the profession of their choice. Consequently, time spent on academic work is expected to take priority over matters that can sabotage academic and professional goals. Students are expected to make every effort to maintain a minimum GPA of 3.5 and to communicate with the GAMES Academic Advisor, Director and class professor when the student feels that extra assistance is needed so that transfer opportunities are not limited by GPA performance.

Academic Advisor for GAMES Students

The GAMES Academic Advisor will advise and register all GAMES students. While most students are working on a high school diploma and a degree simultaneously, the top priority is to make sure that they complete the graduation requirements for their local high school. Therefore, the Director of GAMES works with high school counselors to identify the courses required to meet graduation requirements and provides this information to students and the GAMES Academic Advisor. The Director of GAMES also monitors MGSC course selection to ensure that students are registering for courses that will fulfill their high school graduation requirements and notifies both the student and the GAMES Academic Advisor if there is a concern about completing these requirements.

Academic Dishonesty

See information regarding Academic Dishonesty in the MGSC Handbook.

Academic Probation and Poor Performance

Students must maintain a credit load of at least 12 hours during each fall and spring semester. The structure of college coursework often differs significantly in the area of graded coursework because students tend to have fewer but more significant grades at the college level. While a "daily average" is typically not possible to determine in college courses, a GAMES student's GPA will be monitored twice a semester—at the mid-point and end of fall and spring. Courses taken in the summer, either online or in a traditional setting, will count toward the student's cumulative GPA, but his/her academic standing for the beginning of the fall semester is determined by the performance at the end of the previous spring semester and is not influenced by any coursework completed over the summer. The purpose of monitoring academic performance is to identify and resolve problems early so that the negative consequences of poor performance are minimized and often prevented.

ACADEMIC PROBATION

A student earning a semester GPA of 2.75 or lower will be placed on Academic Probation regardless of the student's cumulative GPA. To avoid dismissal from the GAMES program the student's cumulative GPA must be 2.75 or higher at the end of the subsequent semester.

ACADEMIC DISMISSAL

A student earning a semester GPA of 2.50 or lower at the end of any term will be dismissed regardless of cumulative GPA. Placing the student back in the supportive environment of home and high school will allow the student an opportunity to increase his/her GPA back to the level to which (s)he is capable.

Parents are encouraged to be actively involved with their child's academic performance and may choose to impose any of the following suggested sanctions (especially during the initial transition period) to increase the chance of success of their child:

- Require use of the free tutoring service offered in the Academic Resource Center.
- Require the child to come home on weekends so that study time can be monitored.
- Remove electronic games, televisions, or other items that compromise the academic environment.
- Require withdrawal from extra-curricular activities.

Negative impacts of poor grades include:

- losing Zell Miller or HOPE eligibility
- losing high school ranking
- inability to graduate from high school. (A grade of 'D' earned at MGSC may not be accepted as passing by the high school.)
- losing eligibility for scholarships
- inability to enroll in the university or major program of the student's choosing
- dismissal from GAMES and MGSC
- losing transfer credit of grades unacceptable at the transfer institution

Accel

The Accel Program pays the student's tuition. Accel cannot be used to pay for summer course work. Annual changes in regulations may occur.

Advanced Placement (AP)

A student may receive up to 30 hours of credit by high school AP courses or CLEP. Credit earned by these means will be recorded on the transcript by course, course number, and semester hours earned. The grade of "K" will be recorded but will not be included in the determination of the GPA. It is the student's responsibility to inform the Director of GAMES of any AP courses taken.

Class Attendance/Absence

The Academy does not have authority to grant excused absences from class except for approved GAMES trips. Individual professors should be consulted regarding their policy for both planned and unplanned absences.

Students are expected to attend all classes. Excessive absences, whether excused or unexcused, can result in poor academic performance. If a student is absent for more than one week regardless of the reason, (s)he may be dismissed from the GAMES program as it may be in the student's best interest to return to high school. (See "Medical Withdrawal")

Class Conduct

Students are expected to conduct themselves in a manner that is conducive to the learning environment. Disruptive behavior in the classroom (any behavior which distracts the instructor or other students or which shows a lack of respect for the learning environment) is subject to disciplinary action.

Class Schedules and Registration

To ensure enrollment in classes required for high school, GAMES students register for the subsequent semester's classes prior to the campus-wide registration. The Academic Advisor will post an advising schedule prior to the registration period so that students can make an appointment to discuss individual needs and concerns regarding academic planning. Students must register for at least 12 credit hours fall and spring semesters.

Evening Classes

GAMES students cannot arrange their academic schedule so that all classes are arranged in the afternoon and evening. While we understand that students may occasionally have evening classes, these classes should be limited to one per semester.

On-Line Classes

GAMES students are not allowed to register for on-line classes during fall and spring semesters. Exceptions may be requested if the desired class is a high school or MGSC major requirement and not available at any other time. Enrollment in the class must be approved by the Dean of the School of Distance Learning.

College Advising and Applications

It is the responsibility of the student to learn application deadlines for the institutions to which (s)he will apply. As many institutions have application deadlines as early as November prior to the academic year of enrollment, the student should begin the application process in the fall semester of the student's senior year of high school.

All state colleges and universities in Georgia, as well as some private and out-of-state institutions accept transfer credits from MGSC. For more information students should consult the college catalog from the college or university they plan to attend and talk

with an admissions representative at that institution. The GAMES Director and Academic Advisor are available for consultation to help students with this process.

Course Load

A schedule of 12 or more semester hours is classified as a full-time load. A student who wishes to graduate in two years must earn approximately 16 credit hours each semester. Students are required to obtain permission from the Office of Academic Affairs to enroll in more than 20 semester hours.

Credits

Credits are interpreted in terms of semester hours. A semester-hour of credit is given for one clock hour of class per week; a subject or course that meets three hours per week is equal to three semester hours. In general, a laboratory carries one semester hour of credit for two or three hours per week.

Curriculum Requirements

While a 560 SAT or 24 Act math score is required for admission to GAMES, students should be aware that higher math scores are required to enroll in higher level math courses. Depending on the major, this may cause the student to begin their math sequence at a lower level than is required for their major.

Calculus I	600 SAT	26 ACT
Trigonometry	575 SAT	25 ACT
College Algebra	550 SAT	24 ACT

Disability Accommodations

The purpose of the disability services program is to ensure that students with disabilities have equal access to all programs offered at Middle Georgia State College. The College is dedicated to helping all students, including those with disabilities, realize their potential. Services are provided to students on an individualized and flexible basis. It is the student's responsibility to seek assistance and make his or her needs known by contacting the Director of Student Services at (478) 934-3023.

Dropping/Adding A Course

- 1) A course dropped during the Drop/Add period at the beginning of each semester will be removed from the student's schedule.
- 2) A course dropped after the Drop/Add date but by the Mid-Term date will earn a grade of "W". While a "W" does not calculate into the GPA, withdrawing from several classes does not look favorable to a transfer institution.
Drop procedures:
 - Student must initiate the drop with the GAMES Academic Advisor requesting the completion of a drop/add form.
 - GAMES Academic Advisor must approve by signature
 - Director of GAMES must approve by signature
 - Student must take the form to the Registrar's office for processing.
- 3) A course dropped after the Mid-Term date will be reported on the grade report as a "WF" and will calculate as an "F" into the student's GPA.

See the Academic Calendar on the MGSC website for the Drop/Add period and Mid-Term dates each semester.

Dual Diplomas

A GAMES student, except in rare cases, will work toward a high school diploma *and* a degree simultaneously. It is the student's responsibility to thoroughly discuss with the GAMES Academic Advisor and Director his/her academic plans and desired course selections required to fulfill requirements of both high school and MGSC. Information regarding the core curriculum and majors can be found in the MGSC General Catalog.

Grade Point Average (GPA) and Grading System

Information on the MGSC grading system and how to calculate your GPA can be found in the MGSC Catalog.

Grade Reports

Mid-term and final grade reports will be provided to parents, and a final numeric grade report will be provided to the student's high school counselor.

"Hold" on Record

Registration may be blocked and copies of educational records may be withheld by the institution when the student is not in good standing as a result of such conditions as unmet financial obligations and violations of institutional regulations. Such records to be withheld may include, but are not limited to, transcripts and certifications of student achievement and performance. Unmet financial or disciplinary obligations may result in the student's suspension or expulsion from the College.

All GAMES students have a registration hold so that they are unable to adjust their scheduled. This hold will NOT cause problems with registration and the forwarding of academic transcripts.

Honors

A student who earns a semester GPA of 3.80 or above on an academic load of at least 12 semester hours will be placed on the President's List for the following semester provided the student has a cumulative institutional academic GPA of 3.00 or higher with no outstanding "I" grades for the semester.

A student who earns a semester GPA of 3.50 or above on an academic load of at least 12 semester hours will be placed on the Dean's List for the following semester provided the student has a cumulative institutional academic GPA of 2.50 or higher with no outstanding "I" grades for the semester.

Contact the high school counselor regarding their policy of High School honors such as Valedictorian, Salutatorian, and STAR Student.

Letters of Recommendation

When applying for college admission, summer research programs, and scholarships, students often need letters of recommendation. A Request For Letter of Recommendation form should be completed and given, with a four week notice, to whomever is writing the letter of recommendation. The form is available on the GAMES website.

Medical Withdrawal

Information on medical withdrawals can be found in the MGSC Catalog.

Meetings

Mandatory meetings are occasionally scheduled for GAMES students. The purpose of these meetings is to impart information, discuss upcoming events, activities, and administrative procedures, and to celebrate students' accomplishments.

Research Opportunities

Students are highly encouraged to consider taking advantage of undergraduate research opportunities throughout the nation during the summer between their first and second year as a GAMES student. While there are a limited number of opportunities on the MGSC campus during the academic year, many students find that doing research during the summer is the most effective way to focus on their work in the laboratory while not taking away from coursework. This is a great opportunity to gain lab experience and to learn more about the area of choice in a "hands on" atmosphere with leading researchers. Students who complete undergraduate research often find that colleges view this type of experience very favorably in admissions criteria. Additionally, many opportunities pay a stipend and provide room and board for the length of the experience.

Retaking a Course

Information on repeating courses can be found in the MGSC General Catalog.

Scholarship Opportunities

Interested students should complete the MGSC and GAMES scholarship application each year of their enrollment. Forms and deadlines are available on-line.

Student Success Services

Student Success Center (SCC)

The Student Success Center (SCC) provides academic support services to all students and is available on all campuses. The SCC offers a variety of services designed to enhance a student's learning skills such as FREE tutoring, FREE academic workshops, and access to resources including study tests and materials donated by faculty, study manuals and textbooks, and a variety of study aids. There is no charge to students for any service provided by the SCC and all students are encouraged to take advantage of these FREE services. Please check the MGSC web site for hours of operation.

Summer Courses/Transient Status

Because the GAMES Residence Hall is closed for the summer, students may take summer semester courses at MGSC only if they live within commuting distance from a parent/guardian's house or if they register for on-line courses.

Students may also take summer classes at an institution close to home as a Transient Student. Information regarding Transient Status can be found in the MGSC Catalog.

Testing

Testing Center at MGSC

Tests administered include entrance and exit COMPASS, The College Level Examination Program (CLEP), and the Pharmacy College Admissions Test (PCAT). Information about these tests may be obtained by contacting the Testing Office. Information is also available from the MGSC website.

Georgia Mandatory High School Testing

The Bleckley County Testing Coordinator will administer all required high school testing on the MGSC campus, and scores will be sent to the student's high school.

End-of-Course Test (EOCT)

The EOCT required at the junior/senior level are American Literature, U.S. History, Economics, and occasionally Physical Science. The ECOT is administered in November and April.

Georgia High School Writing Test (GHSWT)

The GHSWT is administered in September.

PSAT

High school juniors are encouraged to take the PSAT to determine qualification for National Merit Scholarships. The Bleckley County Testing Coordinator will administer the test in October on the MGSC campus, and results will be forwarded to the student's high school. Students are responsible for test fees; checks should be made payable to Bleckley County High School.

SAT

All students are encouraged to take the national SAT no later than the fall semester of their second year of enrollment so that scores can be made available to transfer institutions, scholarship organizations, and honor's program opportunities. Please list MGSC to receive new scores for statistical reporting and for reporting on the MGSC transcript. ISAT scores can only be used to determine eligibility for GAMES.

Transferring from MGSC

Completion of an associate degree gives a student key advantages when transferring to other four-year institutions in the University System. Any college or university within the University System of Georgia will accept all core class credits upon a student's completion of an associate degree. Private and out-of-state institutions have specific rules about transfer credit and acceptance. Consult the institution about its policy on transferring of credit and to assure deadlines are met. As an advantage, most USG institutions will allow GAMES students to apply for admission as 'freshman with credit' in order to qualify for freshman scholarships.

Transcripts

Students must obtain official MGSC transcripts from the Registrar's Office to submit with college applications. The student's signature is required for release of the transcript.

Travel for Credit

Study abroad opportunities are available. GAMES students are allowed to participate in these courses provided the time spent away from campus does not interfere with the courses required for high school graduation. While on these trips, students must conduct themselves according to the high standards set for GAMES students and are still subject to the applicable policies outlined in the GAMES Student Handbook.

Tutors

Free peer tutoring is available through the Academic Resource Center on the lower level of Roberts Library.

Withdrawal from GAMES

Students are encouraged to complete two years of the program. Occasionally a student may experience homesickness or periods of discouragement that soon pass. If a student begins to question whether or not to remain at the Academy, (s)he should discuss these concerns with a GAMES staff member.

STUDENT LIFE

Student Life Philosophy

Admission to GAMES is a privilege that carries with it certain responsibilities. Students selected for GAMES are agreeing to support a unique living-learning community designed to promote academic achievement, personal growth, and model citizenship. Structure is provided through student life policies and the discipline system. Leadership and enrichment opportunities are offered through the student activities program. The goal of the student life program is to establish and maintain a community living environment that is safe, fun, comfortable, accepting of diversity, and conducive to learning.

Activities and Organizations

GAMES students may participate in any of the many clubs and organizations on campus with the exception of intercollegiate sports. It is strongly recommend that students limit their involvement in extracurricular activities to those few in which they are most interested and can handle along with their academic responsibilities. Students may not participate in non-Academy activities or jobs that are in direct conflict with curfew policies.

Campus Activities and Clubs

GAMES students are encouraged to participate in all aspects of campus life.

Band, Chorus, Drama & Cheerleading

GAMES students are allowed to participate in these but must abide by the GAMES curfew policy.

Intramurals

Great emphasis is given to the development of the intramural sports program. This well-rounded program provides physical development and enjoyment for all participants and spectators. The program offers training and entertainment in such sports as touch football, basketball, softball, volleyball, tennis, soccer, archery, and swimming. Other sports and a variety of tournaments may be added to the program should there be sufficient student interest. Activities are open to all interested students.

Pool

The pool is open from April to October depending upon weather and availability of lifeguards. Hours will be posted on the student e-mail list serve. Students who are Red Cross certified may apply to be a campus lifeguard.

Student Activities

A well-rounded and diverse program of student activities including performing artists, dances, interactive events, movie nights, talent shows, etc., is provided for all interested students. For information on specific events, contact the Cochran coordinator of student activities.

Wellness Center

This facility is open to all students currently enrolled in credit earning courses at Middle Georgia State College. Valid MGSC I.D. is required for entry. All users must complete an online application for membership and attend the required orientation session prior to using this facility. The Center includes a gymnasium with elevated walking track, a fitness center, aerobics room, and classrooms for health and physical education programs.

GAMES Activities and Clubs

Community Service

Students are encouraged to participate in community service projects while in GAMES. Community service, as well as participation in clubs and organizations help build social and leadership skills and provide a competitive resume for transfer institutions or employment. Service projects are organized and provided through the GAMES Youth Service Project (GYSP) group. Any student wishing to help organize community service projects may do so by joining GSYP.

Students wishing to keep a record of community service involvement while in GAMES may document their involvement through the Coordinator of GAMES Student Life who serves as the supervisor for all GAMES sponsored projects.

GAMES Student Activities and Trips

Both educational and recreational trips and activities are designed to enrich the lives of GAMES students outside of classes. In order to make appropriate arrangements for transportation and reservations, a Trip/Activity Signup Sheet will be provided prior to

each activity. The student's signature on this form confirms his/her attendance at the trip/activity and his/her understanding of the cost involved. Failure to sign the Trip/Activity Signup Sheet by the deadline will prohibit attendance at the event. Failure to attend the trip/activity for any reason (i.e. change of plans, late for departure) will result in the student reimbursing GAMES for the cost of the event.

Students may not drive or ride with someone else to or from an Academy trip. Non-academy students are not allowed to participate in Academy events nor ride on college transportation.

Holding an Officer Position

Depending on the organization, officers are selected either through an election or application process. Students will be notified through campus e-mail when to sign up for elections and when applications are available. To qualify for an office a student must be enrolled in GAMES for the full academic year in which (s)he runs for office, be in good standing, and possess at least a 3.0 GPA. As leaders, officers should promote respect, responsibility, and maturity by displaying elite character and integrity. If an officer exhibits characteristics or actions not exemplary of a leader thus promoting negative attitudes or behaviors, (s)he may be deemed unfit to serve as an officer and may be removed from office. For further information, students may contact the Coordinator of GAMES Student Life at (478) 934-3481.

GAMES organizations include:

GAMES Youth Service Project (GYSP)

This group is responsible for coordination and implementation of community service projects for the Academy (i.e., blood drives, recycling, etc.) and works in conjunction with the Coordinator of GAMES Student Life. Officers are chosen through an application process each fall semester and include: President, Vice President and Secretary/Publicity Representative.

Social Committee (SoCo)

This committee is a social programming organization that assists the Coordinator of GAMES Student Life in the development and implementation of events for the GAMES community. The Committee is comprised of an Executive Board and four Committees, as follows:

<u>Executive Board</u>	<u>Committees</u>
President	Yearbook
Vice President/Treasurer	Athletic
Secretary	Prom
	Recognition Ceremony

Prom

The GAMES prom is held each spring. Only students successfully completing the Academy are allowed as visitors in Welch Hall or may be guests at GAMES sponsored events such as Prom.

Alumni Relations

Alumni are encouraged to participate in Alumni events and update their records regarding address and post-GAMES accomplishments on the GAMES alumni (Facebook) intranet page: Georgia Academy of Aviation Mathematics Engineering & Science.

Appliances

Information concerning allowable appliances and electronics may be received through the MGSC Housing Office.

Automobiles and Parking

GAMES students are allowed to bring a motor vehicle to Middle Georgia State College. All motor vehicles operated on campus must be registered with the Campus Police in accordance with College policy. Students must obtain their parking permit no later than the first day of class to avoid fines and/or other penalties.

Bicycles

Bicycles are not allowed in the buildings; a rack is provided outside of Anderson Hall.

Change of Contact Information

Please notify the Director of GAMES whenever a change of address, phone number, email, insurance, or other important information occurs as these are necessary for mailings and emergency contact.

Clock

The clock in the main lobby of Anderson Hall is used as the official clock for GAMES policies. It is a violation of GAMES policy to tamper with this clock.

Computers

Authorized users may use College computing facilities and resources, including, but not limited to facsimiles, computers, network file servers, network or system peripherals, computer data and program files, email and Internet accessibility, as well as software available to students. These facilities and resources are the property of the College and are intended for academic use only. It is important to remember that access to the Internet and shared system resources is a privilege and not a right. The College prohibits the use of its electronic communications system for any illegal activity.

Welch Hall has wireless internet service. Computers are provided for student's use in the Welch Hall Computer Lab during hours of operation. These computers are the property of MGSC and are not to be changed or modified in any way. If there are problems with these computers or the printer, please inform the GAMES staff.

Counseling (Personal)

The Counseling Office provides a variety of services that reflect the College's desire to promote student growth and development. The office is staffed with a trained professional counselor and offers individual counseling, outreach programs, and group counseling at no cost to the student. The counselor specializes and has unique skills in relating to College students and their day-to-day difficulties. Students may request counseling or may be referred by a faculty or staff member. The Counseling Office offers an atmosphere in which individuals may discuss their problems with the assurance that all counseling information will remain private and confidential. For information or to make an appointment, contact the director at (478) 934-3092.

Courteous Behavior

Students are expected to be respectful of others at all times. Examples of courteous behavior include but are not limited to:

- ceasing from public displays of affection
- no use of profanity
- lowering voices, turning down a stereo, TV, or video game
- not displaying anything on walls or doors that may be identified as offensive
- limiting phone calls and showers after curfew to keep from disturbing suitemates
- keeping the noise level in rooms to a minimal as not to disturb others living above, beneath, or next door

Electronics and any musical instruments must be equipped with headphones. Operation of these devices without headphones will be prohibited if music can be heard in the hallway.

Diversity

The GAMES community seeks to preserve an atmosphere of openness, tolerance, and appreciation for the rich diversity that each individual brings to the community as a result of his or her background, culture and beliefs.

Dorm Checkout Procedures

Vacation Periods

When the college closes for Thanksgiving and Spring Break, students will be required to complete certain tasks in their suite for safety and sanitary reasons. The Residence Hall Director will provide a notice of the proper procedures in advance of the building closure.

Winter Break Checkout

- Suites must be clean and swept.
- Trash must be put in individual trash bags and disposed of by taking it to the dumpsters across the quad.
- Refrigerators and appliances should be cleaned and unplugged.
- Sign the checkout form and the Sign In/Sign Out book.

Students will be notified if there is a change in procedures.

End-of-Year Checkout

Students are encouraged to begin taking belongings home at Spring Break and on weekends so that check-out during Finals Week will be less stressful. See the Residence Hall Director for proper checkout.

- Students must pack up and remove all belongings; no personal items may be left.
- Suites must be clean and swept.
- All tape/adhesive must be removed from the floor, ceiling, and walls.
- Trash must be put in individual trash bags and disposed of by taking it to the dumpsters across the quad.
- Turn in the room key

Students must vacate the residence hall after completion of their last final.

NOTE: Entering the residence hall during periods when the residence hall is closed could be considered breaking and entering and is punishable by law. If a student needs to get into the residence hall when it is closed, contact campus police.

Drivers License

If students wish to register for a Georgia driver's license, see the Director of GAMES for the State of Georgia Department of Motor Vehicle Safety Certificate of Attendance.

E-mail Accounts

Middle Georgia State College assigns all students an e-mail address. Official MGSC and GAMES communications are sent to this e-mail; therefore, students are expected to check e-mail at least twice daily and should respond to request for communication in a timely manner.

Emotional Stability

GAMES is a very demanding program. Students are required to perform above average academically, are in a living environment that is very different from the one at home, and are away from family and high school friends. Occasionally a student experiences stresses that should be dealt with appropriately. Counseling is available to meet these needs. Attempts or threats to hurt oneself or others or uncontrolled rage are potential signs of emotional instability, and it may be in the best interest of a student exhibiting such behavior to return home. The GAMES staff reserves the right to determine if a student should continue enrollment in the Academy based on his/her behavior and emotional outlook.

Employment

There are a limited number of part-time positions for students in good standing to work as tutors, lab assistants, or lifeguards. A student may not have a job that conflicts with curfew. Off campus jobs are not encouraged.

Family Emergency

Parents or students should contact the Director of GAMES and/or Residence Hall staff in case of a death or major illness in the family. The Academy Director will arrange for the notification of faculty to explain class absences. The parent/guardian may be asked to confirm travel plans or verify the emergency. GAMES and MGSC staff members are more than willing to assist in whatever ways we can to help ease the crisis.

Financial Matters

ATM

There is an ATM machine provided in Georgia Hall.

Cashing a Check

Students with a valid MGSC card may cash personal checks up to \$50 at the Business Office located in Grace Hall.

Depositing Money onto ID card

Money can be deposited into a card account: 1) in person at the Business Office, 2) by calling the Business Office with a credit card (934-3026/3016), or 3) on-line through SWORDS.

Higher One Card Account

The Higher One Card is the student's official school refund card. Once the card is activated students can use it anywhere Debit Master Card is accepted. For more information visit www.EasyRefundCard.com.

Health Services and Emergencies

Health services are provided for currently enrolled residential students. The procedures and a list of physicians are available in the Residence Hall.

Health insurance is available to all students through services contracted by the Board of Regents. Health insurance is required for international students and students enrolled in some programs of study. Students enrolled in such programs of study are informed of this requirement upon acceptance to the program. The total cost of the health insurance is the responsibility of the student.

It is the student's responsibility to obtain his/her Permission for Medical Treatment form from the Residence Hall Director or other GAMES staff before visiting the medical facility. This form signed by the student's parent, the student's insurance card, and a valid MGSC Identification Card must be provided when requesting medical treatment at one of the contracted physicians' office or the hospital emergency room.

The Bleckley County Hospital Emergency Room is available when the physician's office is closed. Payment is the student's responsibility. Students who become aware of health problems during the night should contact the Residence Hall Staff on duty. A parent will be called when a student is taken to the ER.

It is the responsibility of the parent to provide supervision for a student's hospital stay, to schedule follow-up appointments, and provide transportation for any follow up visits with a specialist or physician other than the college physician. If a student cannot attend his/her classes for a prolonged period of time by doctor's orders, he/she is not allowed to stay on campus until being released by the doctor to return to class. A student who has a contagious illness should not remain in the residence hall.

A student should never hesitate to seek medical help for himself or another student, even if the injury or illness is the result of a policy violation or an emotional disturbance.

Students should schedule non-emergency appointments on school breaks, Fridays, Saturdays, or at times when they will not miss classes.

High School Sports/Activities

GAMES students are discouraged from participating in high school sports or activities that require time away from academic responsibilities.

Holiday Weekends

Students are required to leave the residence hall for Thanksgiving holidays, Spring break, and the break between semesters. Students are allowed to remain on campus for Martin Luther King holiday and Labor Day, however Welch hall will not open until 5:30pm on these two Mondays.

Identification Cards and Card Services

All students must have an MGSC ID Card. The MGSC Card serves as the student's official ID card, meal plan card, access card, and more. The card also has a declining balance feature. This allows students to deposit money into an account on the card and make purchases in the Snack Bar, Dining Hall, and Bookstore without using cash. MGSC Cards are made the first semester of enrollment and must be replaced at the beginning of each academic year of enrollment at Middle Georgia State College. Replacement cards are available for a fee if a card is lost. Card is necessary for entrance into Welch Hall, Anderson hall and the GAMES side of Anderson Hall.

Laundry Facilities

Washers and dryers are provided for GAMES student use from 8:00 am to 11:00 pm on the second floor of Anderson Hall. Costs for use of these machines are charged to the campus ID card. Please be considerate of others and remove clothes promptly after they are washed and dried. The laundry room is to be used for laundry purposes only and not for congregating.

Linens

Students must furnish washcloths, towels, twin-size sheets, mattress pad, pillowcases, blankets, bedspread, pillow, etc. Housing policy states that sheets are required for the bed. More information is available from MGSC Housing.

Meal Plan

All GAMES students are required to be on a meal plan; there are several options from which to choose. Students who move out of the residence hall or discontinue their meal plan will be withdrawn from the Academy.

MGSC Alert

Whether it's to alert the campus community to unexpected events, such as a security incident, interruption of basic services, closure due to inclement weather, or any unplanned emergency event, the Connect-ED service allows campus leaders and public safety professionals to send time-based notifications to thousands of people in minutes. Students may register up to six phone numbers, two e-mail addresses and one text message. Stay connected!

Pets

No pets are allowed in the residence hall. There are no exceptions.

Post Office

The MGSC Post Office, located on the bottom floor of Georgia Hall, issues all Cochran students a campus mailbox. Services provided at the post office include sale of postage stamps, transportation of student mail to the Cochran Post Office, FedEx pickup/delivery and faxing services.

Contact the Post Office to obtain Campus P.O. Box (C.P.O. Box) number. Official MGSC communications and notices are occasionally placed in student CPO boxes, so check the mail box daily.

Address: Student's Name
C.P.O. Box #
Middle Georgia State College
1100 Second Street S.E.
Cochran, Georgia 31014

Postings and Decorating

Because GAMES is a state recognized program, Anderson and Welch Halls are on display at all times to campus officials, visitors and dignitaries.

- Permission should be obtained before posting any signs in Anderson or Welch Halls.
- Signs may not be taped to the glass of any building on campus.
- Signs must be removed immediately after an event.
- Signs may not be hung outside the suite door or in the hallway.
- Postings in the suite, (i.e. posters, computer desk tops, calendars, flags, etc.) should be tasteful and non-offensive.

Staff members have the right to ask students to remove signs and/or other postings at any time.

Residency

All students in the Academy are required to be in the residence hall Sunday through Wednesday nights.

Roommate Agreement

Learning to accept differences and resolve conflicts are important parts of the growth experience that the Academy offers. To help students and their suitemates address issues before they become a hindrance to their residential experience, students will have the opportunity to complete a Roommate Agreement during Orientation. This agreement will aid students in the establishment of open communication and positive relationships through the discussion of individual habits and pet peeves with their suitemates. Students are expected to abide by the Agreement and in the event of roommate conflict should contact the Residence Hall Staff on duty for possible solutions.

Roommate Changes

The second week of classes each semester will be the only time for room changes to be made. After this time, MGSC Housing will charge a \$100 Move Fee for students requesting to move.

GAMES is a living, learning program in which learning to compromise and live with another person is important.

Room Repairs

To report a need for repair, list the problem(s) on the maintenance log located on the reception desk in the main lobby of Anderson Hall.

Weekends

- Students must return no later than curfew Sunday night.
- Students are not allowed to return to campus before 6:00 a.m. any morning.
- Students may not wait and return to campus on Monday morning.
- Students must sign out and sign in upon departure and return.

Parent/guardian should be aware of their child's whereabouts when (s)he stays overnight away from the residence hall, including weekends. Students who do not obtain permission to spend the night away from campus are willfully removing themselves from the care of the GAMES program without placing themselves in the care of parents/guardians. This is a dangerous situation and a very serious safety issue.

STUDENT DISCIPLINE

See the Middle Georgia State College Handbook for more information.

Discipline Philosophy

GAMES students are expected to practice self-discipline and to assume a shared responsibility for ensuring a safe and comfortable living-learning community. The GAMES staff makes every effort to assist students in managing their behavior by educating them about policies, confronting them about policy violations, and issuing consequences for violations. While the GAMES staff may verbally remind students when they are violating a GAMES policy, offenses that are severe or habitual will result in sanctions.

Students earn continued membership in the GAMES program through performance and behavior and will be evaluated at the end of each semester to determine continued enrollment. Students will be held accountable for abiding by all policies through commencement. Students who habitually violate minor policies will be considered not mature enough to be in the Academy and may be dismissed from the program. Once dismissed a student may not be on the MGSC campus, nor allowed to attend any Academy functions.

Disciplinary System

If a GAMES staff member becomes aware that a student has violated policy, the behavior will be documented. Based upon the nature of the violation, sanctions are assigned. Parents will receive written documentation of the policy violated and sanctions given.

Initial point of contact for all discipline issues is the Residence Hall Director.

Exceptions to Policies

Occasionally a student may ask the GAMES staff to make an exception to a certain policy. Please realize that it is not possible for us to grant these requests because to do so would "open the door" for more of the same requests and weaken the policy. For example, a parent may call and ask for permission for a student to be away from the residence hall overnight during the week. This goes against our direct policy that allows students to be gone during the week only in case of emergencies. While the student may feel that his/her particular reason is more than valid and that the staff are being unreasonable, please recognize that every policy has an important rationale for existing, and the staff has a responsibility to maintain academy standards. For this reason, do not ask us to override our policies as it makes it very difficult to enforce the rules.

Joint Responsibility for Infractions

To uphold the reputation of the Academy students should be motivated to hold one another accountable to the standards that have been set. If a student becomes aware that another student is violating policy, he/she should inform a staff member in confidence. Students who knowingly act in concert to violate Academy regulations have individual and joint responsibility for such violations, and such concerted acts are prohibited.

Students present at the scene of a violation, or who have knowledge of a policy violation will be held jointly responsible if the violation is not immediately reported to appropriate College personnel.

Consequences

- Early Curfew
- Inability to participate in GAMES sponsored events
- Inability to participate in MGSC sponsored events
- Loss of privilege to hold an officer position
- Community Service
- Behavioral contracts
- Monetary penalties
- Holds placed on accounts making a student ineligible to graduate or register for the subsequent semester
- Denial to walk at graduation ceremony
- Suspension
- Dismissal
- Criminal action – MGSC does not preclude legal action.

Conduct Information and Regulations

See the Middle Georgia State College Handbook for more information.

Conduct Unbecoming of a GAMES Student

GAMES students are expected to conduct themselves in ways that reflect positively on self, family, fellow students, Academy staff, alumni, the Academy, and Middle Georgia State College. Behavior that may be considered conduct unbecoming of a GAMES student will result in disciplinary action. Staff will confront students in regard to their actions, speech and dress when deemed necessary. Examples of conduct unbecoming of a GAMES student could include but is not limited to lying, profanity, disrespectful, vulgar, indecent, or obscene expressions or actions, whether non-verbal or verbal.

Curfew

Students must be in their suite at curfew; room checks will occur at this time. Students are not allowed to leave their suite for any reason from curfew until 6:00 a.m. without permission. Students working or involved in MGSC extra-curricular activities must abide by curfew.

Students present at the scene or who have knowledge of a curfew violation will be held jointly responsible if the violation is not immediately reported to appropriate College personnel. Curfew hours are 11:00 p.m. Sunday through Thursday and midnight Friday and Saturday. Curfew may be earlier for academic or disciplinary reasons.

As a courtesy to suitemates, students should complete showers, teeth brushing, dishwashing, etc., prior to curfew each night.

Circumstances may occasionally keep a student from returning to the residence hall by curfew. If a student knows (s)he is going to be late, telephone the Residence Hall Staff on duty as early as possible. This courtesy call will not exempt the student from disciplinary action for violating curfew but is important to notify the GAMES staff of the situation. Parents and/or MGSC police may be contacted any time a student is late for curfew.

Late for curfew is defined as any time from curfew up to 2 hours and 0 minutes after curfew. After 2 hours, the tardiness is considered overnight and the student may be subject to dismissal. Curfew hours are subject to change at the discretion of the GAMES staff. The clock in the lobby of Anderson Hall is the official time used for curfew.

Entrance and Exit Doors

Anderson Hall

All doors of Anderson Hall are to be kept locked and may not be propped open. Students are not allowed to give non-GAMES students access into Anderson Hall.

Welch Hall

All doors of Welch Hall are to be kept locked and may not be propped open. The two side doors are for emergency use only and are locked and alarmed. Using the emergency doors for non-emergency purposes is a misdemeanor subject to a substantial fine.

The intercom system on the main doors of Welch Hall is for visitors only and is not to be used by students

Leaving/Entering the Residence Hall After Curfew

Leaving or entering the residence hall after curfew and up to 6:00 a.m. without permission is prohibited.

Lobbies of Anderson Hall

The second and third floor lobbies of Anderson Hall are reserved for the use of traditional MGSC students living in Anderson Hall. The first floor lobby of Anderson Hall should only be used for waiting temporarily for another GAMES student, not for congregating. GAMES students have the advantage of academic and social outlets in Welch Hall.

Non-Compliance

Students should be cooperative with academy and college staff members who are acting in the performance of their duties. Non-Compliance can be construed as:

- failure to respond to an official summons or to comply with reasonable requests (whether written or verbal) from an academy or college official acting in the performance of his or her duties
- being uncooperative or attempting to evade a staff member who is trying to get in touch with them
- failure to follow proper GAMES procedures
- failure to provide information which would aid a staff member in an investigation of a policy violation or which would assist a staff member in locating or providing assistance to another person
- lying to a GAMES staff when questioned

Official Signatures

Students must legibly sign their first and last name (not a nickname or initials) to all official school documents including Sign In/Out Forms. Students are not allowed to sign the name of another student or forge the name of a parent or guardian.

Overnight Absence From Campus (Weeknights)

Students are required to be in the residence hall Sunday through Wednesday at curfew; therefore, overnight travel during the week is to be reserved for emergencies, doctor visits, or high school obligations only. Keep in mind that parental permission does not ensure Academy permission. Students and parents must complete an Overnight Off Campus Request form (available on-line) and turn into the Residence Hall Director two days prior to the requested date of absence. The process is not complete until approval is received by the Residence Hall Director. A copy of the completed form will be emailed to parents.

If an emergency occurs and a student is unable to return to campus for the night, his/her parent must call the Residence Hall Staff on duty as soon as possible.

Public (or Private) Displays of Affection (PDA)

Students are expected to conduct themselves in a manner that would be non-offensive to any GAMES staff, college official, parent, or other student and are expected to be respectful of others. Students must comply promptly and politely with any person's request that a public display of affection cease.

PDA includes but is not limited to:

- clinging to or hanging all over one another
- sitting in someone's lap, lying on top of each other, or laying a head in someone's lap
- lying beside one another
- engaging in kissing or hugging
- engaging in inappropriate touching
- engaging in sexual activity
- anything that suggests inappropriate behavior

A student will be recommended for dismissal if (s)he is caught engaging in a sexual act or behavior that suggests sexual activity.

Quiet Hours

Respect and courtesy for other residents in the residence halls is required at all times. Quiet hours, designated as study time, are 9:00 p.m. - 11:00 a.m. Students should refrain from loud and disruptive activities during these hours and be courteous to their neighbors at all other times. Radios/TVs and other such equipment will be confiscated for no less than two weeks if warnings are ignored. During the week of final exams, quiet hours are enforced twenty-four hours a day.

Relationships Not Permitted

Romantic relationships between GAMES students and GAMES residence assistants (RA's), MGSC staff or MGSC faculty are strictly prohibited.

Room Care

MGSC staff check rooms, closets, bathrooms and appliances weekly to prevent problems associated with un-removed trash, piles of dirty laundry, spoiled food, and garbage and debris that is unsightly, unsanitary, or malodorous. Students are not allowed access

into the HVAC closet located in the suites and are therefore not allowed to open the closet for any reason. Students are also expected to assist in keeping the public areas of Welch and Anderson Halls clean and safe by wiping up any spills or messes immediately after they are made, and disposing of soda cans and snack debris.

Sign Out/Sign In

In order to insure proper accountability for all residents of the Academy, students are required to sign out and back in when traveling off campus. Students must legibly sign their first and last name (not a nickname or initials), time of departure, names of students traveling with them, and be as specific as possible when listing travel destination(s). Students are not allowed to sign the name of another student.

State of Undress or Improper Dress

State of undress/improper dress may be interpreted as anything a GAMES senior staff may find inappropriate (sports bra, bathing suit, or nightclothes). A shirt is required at all times for both genders. Do not hang out in public areas in skimpy, revealing, sheer, or otherwise inappropriate clothing or state of dress that would offend others' modesty. Students should not dress in a way that is inappropriate for their gender (i.e., male students are not allowed to wear dresses). Exceptions to this policy may include costumes at the GAMES sponsored costume party held at Halloween.

Tobacco Products

Pursuant to Georgia law, a student must be 18 to buy tobacco products. Therefore, use of tobacco is not allowed for GAMES students. If a GAMES student turns 18 before graduating, (s)he should smoke off campus.

Verbal and Other Staff Abuse from Students

Frequently staff members (including RAs) must confront students and their guests in order to remind them of policies. Responding by shouting, arguing, mumbling insults, using profanity, slamming doors, obscene gestures, etc. is considered staff abuse and will not be tolerated.

Visitation

Inter-visitation

Inter-visitation between genders is strictly prohibited. No gender of the opposite sex is allowed on a single gender hall with the exception of using the laundry facility or visiting the Residence Hall Director. Students present at the scene or who have knowledge of a visitation violation will be held jointly responsible if the violation is not immediately reported to appropriate College personnel.

Visitation to other Residence Halls by GAMES Students

GAMES students are not allowed to enter other residence halls or non-GAMES areas of Anderson Hall at any time. Being seen outside of other residence halls gives the appearance of a possible violation and should be avoided.

Visitors

Anderson Hall

With the exception of parents/guardians, GAMES students are not allowed to have visitors anywhere at any time in Anderson Hall. Students are responsible for meeting their family members at the door of Anderson Hall.

Welch Hall

- GAMES students are limited to two visitors per student.
- GAMES students are responsible for the conduct of their visitor(s) and are to ensure that they follow all rules. Academy students should notify Academy staff as soon as possible if visitors are not following rules.
- Visitors are defined as family, current MGSC students, and former GAMES students who have successfully completed the Academy.
- Visitors are only permitted in Welch Hall during normal operating hours.
- Visitors must sign in at the front desk of Welch Hall and turn in their student ID to a staff member.
- Visitor must be with their host student at all times.
- Visitors are not allowed to use the computers located in the lab.
- Visitors are not allowed in Welch Hall during GAMES sponsored events.

Visitors not complying with Welch Hall rules will be asked to leave; habitual violators will be banned from visiting.

Only students successfully completing the Academy are allowed as visitors in Welch Hall or may be guests at GAMES sponsored events such as Prom.

Weekend Plans Sheet

Students are required to sign the Weekend Plan Sheet located on the desk in the main lobby of Anderson Hall no later than Wednesday night to inform the staff of who will be in the residence hall Thursday through Sunday nights. Completed Weekend Plans Sheets will be e-mailed to parents each week. Parents will be contacted after curfew to determine the student's whereabouts any time a student incorrectly signs the Weekend Plans Sheet. Failure to sign weekend plans by curfew Wednesday will subject student to a write up.

If an emergency occurs and a student is unable to return to campus for the night, his/her parent must call the Residence Hall Staff on duty as soon as possible.

Windows

Students are not allowed to climb in or out of windows at any time. Window stops may NOT be removed.