



GEORGIA MILITARY COLLEGE

A LIBERAL ARTS JUNIOR COLLEGE
C O L U M B U S ~ C A M P U S

2009-2010

Academic Calendar and Catalog Supplement



Have a question? Ask

ColumbusHelp@gmc.cc.ga.us

Columbus Department Telephone Numbers

COLUMBUS MAIN NUMBER	706-478-1688	BOOKSTORE/BUSINESS OFFICE	706.478.3142
ADMISSIONS OFFICE	706.478.3146	COLUMBUS FAX	706-568-5311
ENROLLMENT OFFICER	706.478.3150	FORT BENNING ADMISSIONS	706.478.3143
FINANCIAL AID OFFICE	706.478.3147	FORT BENNING FAX	706-683-7813

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The information in this publication supplements the [2008-2010 General Catalog](#). Both publications should be used as a source of information and it is the student's responsibility to read and be familiar with them. A copy of the *Catalog* may be obtained on campus and may be viewed [online](#). The online *General Catalog* is the official version and takes precedence over the print version.

ACADEMIC CALENDAR – Accelerated 8 Week Terms

ACTIVITY	FALL ONE AUG 10 – OCT 1	FALL TWO OCT 19 – DEC 10	WINTER JAN 11–MAR 4	SPRING MAR 22–MAY 22	SUMMER JUN 1–JUL 22
REGISTRATION	JUL 6 – 10	SEP 14 - 18	NOV 16 - DEC 20	FEB 15 - 19	MAY 3 – 7
GO ARMY ED REGISTRATION PERIOD	MAY 29 - AUG 12	SEP 7 - OCT 21	NOV 17 - JAN 13	FEB 8 - MAR 24	APR 27 - JUN 9
LATE REGISTRATION FOR CURRENT STUDENTS NORMAL REGISTRATION FOR OTHER STUDENTS	AUG 3 – 12	OCT 13 – 21	JAN 4 – 13	MAR 15 – 24	JUN 1 – 9
BOOKSTORE OPENS FOR CHECKOUT OF LOANED BOOKS	AUG 3	OCT 13	JAN 4	MAR 15	JUN 1
TERM BEGINS	AUG 10	OCT 19	JAN 11	MAR 22	JUN 7
TUITION DUE	AUG 10	OCT 19	JAN 11	MAR 22	JUN 7
DROP/ADD PERIOD, 9:00 AM – 5:00 PM	AUG 10 – 12	OCT 19 – 21	JAN 11 – 13	MAR 22 – 24	JUN 7 – 9
STUDENT ORIENTATION	As Announced	As Announced	As Announced	As Announced	As Announced
MID-TERM - LAST DAY TO REMOVE AN "I" FROM PREVIOUS TERM	SEP 5	NOV 14	FEB 6	APR 24	JUN 30
TERM ENDS	OCT 1	DEC 10	MAR 4	MAY 20	JUL 22
TEXTBOOKS DUE TO THE BOOKSTORE BY 5:00 PM (STUDENTS MUST PAY FOR BOOKS NOT RETURNED BY THIS DATE)	OCT 2	DEC 11	MAR 5	MAY 21	JUL 23
GRADES DUE (9:00 AM)	OCT 2	DEC 11	MAR 5	MAY 21	JUL 23
GENERAL HOLIDAYS (No CLASSES MEET – CAMPUS CLOSED)	SEP 7	OCT 12 NOV 25 - 28 DEC 12 - 31	JAN 1- 3 JAN 18	APR 5 - 11 MAY 31	JUL 2 Classes meet JUL 3 JUL 5

2009-2010 TUITION AND FEE SCHEDULE

Application Fee	\$ 35.00 nonrefundable (required prior to taking the placement exam).
Tuition	\$105.00 per credit hour
Book Loan Fee	\$ 10.00 per credit hour
Student Activity Fee	\$ 1.00 per credit hour
Technology Fee	\$ 2.50 per credit hour
Computer Lab Fee	CIS 200 - \$40.00; CIS 210, 211, 212 - \$35.00; BOA 101 - \$10.00
HPE 202 Fee	\$ 40.00
Science Lab Fee	\$ 45.00
Late Registration Fee	\$ 25.00
Drop Fee	\$ 15.00 per visit (No drops by telephone or e-mail)
Textbook Late Return Fee	\$ 25.00 per book
Textbook Replacement Charge	\$ 75.00 per book
Regents' Test Fee	\$ 35.00
Diploma Fee	\$ 40.00

**ALL STUDENTS MUST HAVE PAID ALL FEES or
HAVE BEEN AWARDED FINANCIAL AID TO ATTEND CLASS**

Once you register for a class section a seat is reserved for you which prevents another student from attending the course. Once reserved, you will be billed for the courses, **whether you attend or not**, unless you formally drop the course, **with an advisor**, prior to the end of the published drop/add period. It is the **student's responsibility** to drop the course within the specified time frame. **WHEN properly dropped**, associated charges will be canceled and the course may be made available to another student.

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PLACEMENT TESTING: MATH, ENGLISH AND READING

All students are required to take the placement tests before enrolling in classes except those who:

- Have minimum scores of 450 in each of the SAT verbal and math components less than five years old; or
- Have an ACT score of 18 or above in each of the verbal and math components less than five years old; or
- Transfer college-level Math and English courses from degree programs at accredited colleges or universities; or
- Have completed the COMPASS exam within the last two years.

Students must complete all admissions paperwork and pay a \$35.00 application fee prior to testing. Please telephone to schedule a testing appointment – Columbus 706.478.3146; Ft. Benning 706.478.3143.

FINANCIAL ASSISTANCE

Do you need help with tuition? Georgia Military College offers a wide range of financial aid programs to qualified students. Detailed information on these programs is available from our Financial Aid Office (706.478.3147). Federal programs require students to submit a Free Application for Federal Student Aid (FAFSA) which may be completed and submitted online at www.fafsa.ed.gov. State program applications must be made online at www.gsfc.org. To aid you in understanding how to complete both Federal and State applications please attend one of our weekly Financial Aid Workshops held on Tuesdays from 3:00 to 5 p.m. Students admitted and attending in a Provisional Status are not eligible for financial aid until their status is changed to Unconditional.

Federal Programs (requires completion of a FAFSA at www.fafsa.ed.gov)

Pell Grant
Federal Supplemental Education Opportunity Grant (FSEOG)
Stafford Loan (Subsidized or Unsubsidized)
Plus Loan
Federal Work Study (FWS)

State Programs (requires the completion of a free application at www.gsfc.org)

Georgia Tuition Equalization Grant (GTEG)
Hope Scholarship
Leveraging Educational Assistance Partnership (LEAP)

Military Tuition Assistance (TA) pays up to \$250.00 per semester hour which will cover 100% of GMC tuition cost for eligible military personnel. Personnel must visit www.GoArmyEd.com to register for classes and generate the TA authorization. For additional assistance military personnel may visit the Fort Benning Army Education Center, Soldiers' Plaza Building 2602 (telephone 706.478.3143). Forms for **Veterans Administration (VA)** benefits are also available at the Education Center and the Financial Aid Office in Columbus.

Military Spouse Career Advancement Account Program (MSCAAP) provides up to \$6,000 financial assistance to spouses of active duty or activated reserve/national guard members. Additional information may be found at MilitaryOneSource.com or contact Teri Matthews at 706.478.3150 or at tmattthews@gmc.cc.ga.us.

Other financial aid options include the *Francis Wood Wilson*, *Georgia Power*, and *Coca-Cola* Scholarships.

TEXTBOOK LOAN PROGRAM

The Textbook Loan Program allows GMC students to borrow textbooks from the college bookstore each term for a nominal fee. The purchase of textbooks from the bookstore is not an option. Borrowed books will be evaluated at the time of checkout and again upon return. Charges for damage or excessive wear and tear will be assessed at the time of return and are the responsibility of the student. Borrowed books must be returned to the bookstore upon completion of each term. **Students may be charged both a late fee and textbook replacement fee for each textbook not returned by the published deadline date.** Some workbooks and supplemental texts are not included in the textbook loan program and must be purchased by the student. A list of these items is available at the bookstore.

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TUTORING ASSISTANCE

Georgia Military College offers FREE tutoring to all of its students. Visit the Learning Center, Room 116, for assistance with your college coursework. You may make an appointment or stop by during the posted hours at the Center.

REGENTS' TEST

All GMC students are required to take both the reading and writing examinations of the **Regents' Test** to graduate. The below links provide important information.

[The Regents' Test](#)
[Test Dates](#)

Students should register to take the Test while enrolled in ENG 102. Students who do not take or fail to pass the Test before earning 60 college level credit hours must enroll in RTE 090/RTR 090 each term until the Test is passed. Students transferring the equivalent of ENG 102 from another institution who have not passed the Test before their third term with GMC must enroll in RTE 090/RTR 090 each term until the Test is passed. Requests for applications should be initiated with an advisor. Questions about Test requirements should be directed to the Regent's Test Coordinator (Asst. Prof. Kepley, 706.478.3145).

APPLICATION FOR DEGREE

All candidates for a GMC degree must file a formal application with their faculty advisor at least one term prior to the term they expect to graduate. A \$40 diploma fee must be received before your application is processed. A review of your academic record will be made to determine requirements that must be completed prior to registration for your final term. A Commencement Ceremony is held each spring and all graduates are highly encouraged to attend.

DROP/ADD POLICY

Students may drop or add a course without academic penalty **only** during the scheduled drop/add periods. Students must complete a drop/add slip and pay a \$15 drop fee (per visit before students can drop a class). There is no charge if a student adds a class with the same amount of credit hours as the one being dropped. No drops or adds will be accepted after the scheduled drop/add periods. **NOTE: Financial aid status may change if the number of classes taken drops below the number of classes needed to maintain full-time status.**

WITHDRAWAL POLICY

Students may withdraw from classes during the regular term at any time prior to the final week of class provided that the faculty member has not previously withdrawn the student for excessive absences (consult your individual course syllabus for the faculty member's attendance policy). Students withdrawing up to mid-term are automatically assigned the grade of 'W' (Withdraw Passing). Faculty members have the option of assigning either a 'W' or 'WF' (Withdraw Failing) to students who withdraw after mid-term.

SCHEDULE OF COURSE OFFERINGS

A searchable data base for current and future offerings may be found at [GMC Columbus Course Offerings](#).

UNEXPECTED CAMPUS CLOSING:

If the campus should have to unexpectedly close, please tune in to the following radio and television stations for more information: WCGQ, WKCW, WRLD, Magic 98, WBFA, WDAK, 540AM, Sunny 100, WSTH, WVRK, 1460AM, 1270AM, WRBL, NBC 38, or WTVM.

To receive important messages regarding campus closings, schedule changes and other time sensitive messages on your cell phone...

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