Academic Information

The Columbus State University catalog is the primary source for academic information concerning grades, class standing, probation, exclusion, and re-admission.

The director of admissions and the registrar are available if assistance is needed in the interpretation of academic regulations.

- Admissions Office
- Office of the Registrar
- Academic Advising and Registration
- Academic Standing
- Learning Support Academic Standing
- Class Attendance and Withdrawal
- Academic Center for Excellence
- Tutorial Services

- Seminars & Workshops
- Center for Accommodation and Access
- Non-Traditional Student Services
- First Year Experience
- University Information and Technology Services (UITS)
- CSU Libraries
- Reserve Officers' Training Corps
- Testing Center

Admissions Office

The Admissions Office is located in University Hall. Although contact with the Admissions Office occurs primarily prior to enrollment, many services are available to currently or previously enrolled students. Staff members are available to provide assistance in meeting residency requirements for fee purposes, and readmission procedures.

Office of the Registrar

The Office of the Registrar is located in University Hall. Staff members are available to provide services in a variety of areas, including degree requirements, registration, transfer of credit, academic transcripts, graduation, and enrollment verification. Detailed information regarding the grading system, grade point averages, academic citation, course withdrawal and refunds, graduation and honors, and the Regents' Test may be found in the Columbus State University catalog. Complete information on undergraduate and graduate programs at Columbus State University, as well as limited information about other universities, is available upon request.

Academic Advising and Registration

Academic advising is an integral part of the educational program. Advising is the continuing interaction between student and advisor in a developmental process that involves the exchanging of information and setting of goals. This process enables the student to understand the educational and career options available.

Students admitted to Columbus State University will be assigned to either University College (undeclared, high school joint enrollment, and learning support) or a CSU department. The student will confer with the advisor each term to discuss the specific courses required to complete the degree of the student's choice. The student maintains communication with the advisor throughout the academic career.

Students may register by logging onto the CSU website, www.ColumbusState.edu, entering the CougarNet portal, and then accessing the Enrollment Services Tab. Please refer to the CSU Web for specific dates and information regarding early registration, late registration, and schedule change.

Early Registration

A special advising and early registration period is held each semester. Before early registration begins, all advisors set aside ample time to be available for academic advising for the upcoming semester. Students are required to meet with an advisor each semester prior to registration. Scheduling an appointment well in advance is highly recommended.

Late Registration and Schedule Change

Students who do not register early may register during late registration prior to the first day of classes. Additionally, students who wish to change their schedules may do so during the late registration and schedule change periods.

If you have a disability that may prevent you from meeting course requirements, contact the instructor before the end of the first week of classes to file a student disability statement and to discuss a reasonable accommodation plan. Course requirements will not be waived but accommodations may be made to assist you to meet the requirements, provided you are timely in working with the instructor to develop the plan.

Academic Standing

The progress of all students is evaluated at the end of each semester. Determination of academic standing is based on a student's institutional and semester grade point averages, and the number of course attempts in required learning support subject areas. Students receiving financial aid should also refer to satisfactory academic progress under the financial aid section of this catalog.

Academic Probation

Academic probation occurs when a student's overall grade point average falls below the satisfactory progress levels shown below.

Continued Academic Probation

Continued academic probation occurs when, at the end of a student's probationary semester, a student's semester grade point average is 2.0 or higher and the overall grade point average falls below the satisfactory progress levels shown below.

Removal From Probation

Removal from probation occurs when, at the end of a probationary semester, a student's overall grade point average equals or exceeds the satisfactory progress levels shown below.

Academic Exclusion

Academic exclusion occurs when, at the end of a probationary semester, a student's semester grade point average is lower than 2.0 and the overall grade point average falls below the satisfactory progress levels shown below. The length of exclusion resulting from grade point averages will be a minimum of one semester after the first and second exclusion, and a minimum of one calendar year after the third exclusion. Credit earned at other institutions during a mandatory exclusion period will not transfer back to Columbus State University.

Reinstatement on Academic Probation

After the mandatory period of exclusion, as stated above, has elapsed, a student may apply for reinstatement on probation. The application must reach the Admissions Office by the published application deadline for the semester. Students must satisfy the conditions of the reinstatement before they will be eligible to register for classes for the following term.

Satisfactory Progress Levels	
Total GPA hours attempted (*)	Minimum overall grade point average for satisfactory progress
00-29	1.40
30-59	1.60
60-89	1.80
90 or more	2.00
Includes transfer and Columbus State University GPA hours	

Satisfactory Progress Levels for Students Entering Fall 2009	
Total GPA hours attempted (*)	Minimum overall grade point average for satisfactory progress
00-29	2.00
30-59	2.00
60-89	2.00
90 or more	2.00
Includes transfer and Columbus State University GPA hours	

Learning Support Academic Standing

Determination of academic standing is based on the student's overall and semester grade point averages, and the number of course attempts in required learning support subject areas.

Learning Support Probation

Learning Support probation occurs when a student's required learning support subject area is not satisfied after one course attempt.

Removal from Learning Support Probation

Learning Support probation removal occurs when a student assigned to learning support satisfies a required subject area.

Learning Support Dismissal

Learning Support Dismissal occurs when a required learning support subject area is not satisfied after two course attempts. The length of dismissal, which is based on the number of learning support course attempts without satisfying a required subject area, will be one year. Credit earned at other institutions during a mandatory exclusion period will not transfer back to Columbus State University.

Reinstatement on Learning Support Probation

A student may apply for reinstatement on Learning Support Probation after the mandatory period of dismissal has expired, as stated above. The application must reach the Admissions Office by the published application deadline for the semester. Students must satisfy the conditions of the reinstatement before they will be eligible to register for classes the following term.

Class Attendance and Withdrawal

The attendance policy for classes is established by the individual faculty member. If an instructor does not provide a written policy statement during the first week of classes, a student is permitted to accumulate a total of nine (9) hours of absences in a three credit hour course without exclusion. An instructor may exclude a student and assign the grade of "WF" upon accumulation of 10 or more hours of absences, or the equivalent in courses carrying fewer credit hours.

Withdrawals

Administrative Withdrawals

A student may be administratively withdrawn from the university when in the judgment of the Dean of Students, and after consulting with appropriate University officials, such as the Director of Student Health Services and/or the Director of the Counseling Center, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which poses a significant danger or threat to themselves, others or the University.

Administrative Withdrawals

Students wishing to drop a course after the last official day of the schedule change period must officially withdraw from the course through CougarNet. Prior to the W grade deadline, as listed on the CSU website, a grade of W will be assigned by the registrar unless the instructor has already assigned a WF grade for excessive absences. A student initiating a withdrawal after the published deadline will automatically receive the grade of a WF. A student may appeal the WF grade if documentation of non-academic hardship is provided. Students may not withdraw from a required learning support course with a grade of W while remaining in degree level courses. To remain in degree level courses, the learning support withdrawal grade will be WF and will count as a learning support attempt. Refer to the CSU website for specific dates and additional information regarding course withdrawals.

Medical Withdrawal

A student may request a medical withdrawal through the office of the Dean of Students. Students requesting a Medical Withdrawal should take the following action:

1. The student should submit a formal letter of request to the Dean of Students, which should include the class(s) and reason for the request. The Dean of Students may require an interview with the student.
2. Qualified medical personnel should submit their recommendation(s) directly to the Dean of Students. This should be on professional letter head and preferably delivered by mail; a faxed copy from the office of the medical professional may be accepted.

3. The student should contact each of his or her professors and request that they send the Dean of Students an email stating the last date of attendance in that particular class. (If due to the student's medical condition they cannot accomplish this, the office of the Dean of Students will assist, upon request.)

Students qualifying for a medical withdrawal may have ramifications related to financial matters, GPA calculation, and Hope scholarship. Please contact Enrollment Management for more information.

Appeals concerning administrative withdrawals or a denial of a student's request for a medical withdrawal should be directed to the Vice President of Student Affairs. In emergency situations, a decision on medical withdrawals may be made at the judgment of University officials, but review of the decision may be made at the student's request.

Academic Center for Excellence

The Academic Center for Excellence (ACE) provides students with a central resource for information about the academic programs, student support services, and other opportunities available at CSU. The Center assists students in exploring various majors and refers them, when appropriate, to related campus resources such as the Center for Career Development and the Counseling Center. Advisors in the Academic Center for Excellence work closely with advisors in the academic departments to provide specialized advising to transfer students, first-year students who have not selected their majors, and returning students who are considering changes in their majors. The faculty and staff of the Academic Center for Excellence are supportive of students and encourage them to make responsible and informed decisions about their programs of study.

Tutorial Services

Tutorial services are provided to CSU students through a variety of campus resources such as the Math and Science Learning Center, the Writing Center, and the Office of Tutorial Services. The Math and Science Learning Center provides free tutorial services for core courses in math and science. Assistance is also provided for selected upper division courses in math and science. The Writing Center provides trained and knowledgeable Peer Writing Consultants who assist undergraduate and graduate students of all ability levels with writing assignments in courses across the curriculum. The Office of Tutorial Services in the Academic Center for Excellence provides free tutorial assistance for learning support courses in reading and writing and also core curriculum courses not served by the Math and Science Learning Center or the Writing Center. Free seminars and workshops provide information and strategies that assist students in making satisfactory progress in their chosen fields of study.

Seminars & Workshops

Free seminars & workshops are available each term. Topics include:

- Time Management
- Note Taking
- Study Skill Hints
- How to Read a Textbook
- Test Taking Tips

Center for Accommodation and Access

The Office of Center for Accommodation and Access coordinates the compliance of CSU with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who present proper documentation of physical, psychological, or cognitive disabilities are provided with individualized plans tailored to their needs. Course requirements are not waived, but reasonable accommodations will be made when appropriate to assist you in meeting the requirements. In order to receive accommodations during a semester, appropriate documentation should to be presented to the coordinator prior to the beginning of that semester. For more information, go to http://disability.columbusstate.edu/

Non-Traditional Student Services

Non-traditional students are defined as students who have been out of high school or received their GED, and have not attended college within five years of high school graduation.

Adult Re-Entry Program

CSU's Adult Re-Entry Program provides educational services to nontraditional students to include assistance with the Admissions and Financial Aid processes. During this course students will review reading, writing and math to prepare for the Compass Entrance Exam. The Adult Re-Entry program will make your transition into the world of higher education a smooth one.

Adult Re-Entry Course

CSUS 1105 - Adult Re-Entry: Your First Step Towards Success - introduces nontraditional students to essential information and skills for survival in higher education. This course is available to students who have not been admitted to CSU.

First Year Experience

Before reaching sophomore status (30 credit hours), all first-time freshmen and transfer students with fewer than 30 credits must satisfy Columbus State University's First Year Experience requirement by enrolling in a Freshman Learning Community or the First Year Seminar (FYRS 1105), a three-hour credit course designed to help students make a successful transition to college. Students should discuss the options with an advisor to make the best choice for their individual course of study.

University Information and Technology Services (UITS)

UITS provides central support for computer equipment, media in the classrooms, distance learning, software programs, and information access services.

Services: (see the MyTech tab in CougarNet)

- **Computer Labs**
  - CCT 124 – 24x7 (hours may vary during semester breaks and holidays)
  - RiverPark – 24x7
  - CSU Libraries – see posted hours
- **CSU Computer Help Desk**
  - CCT 124 – 24x7 (hours may vary during semester breaks and holidays)
- **Student Repair Shop**
  - Free troubleshooting, hardware/software installs, virus cleanups, and consultations
  - CCT 124 – 24x7 drop-off and pickup
- **CougarWave WiFi**
  - Campus-wide WiFi including all dorms and CSU buses
- **CSU Mobile Apps**
  - Student and campus information on your mobile device
- **ResNet**
  - WiFi and wired Internet access in the dorms
- **NetStorage**
  - Access to your network drive from off-campus

- **Atomic Learning**
  - Software Tutorials
- **Hardware and Software Discounts**
  - Apple, HP, Microsoft, SPSS, Adobe
- **Personal Web Pages**
  - Free web space

Student Computer Accounts:

CougarNet – CSU Portal, eMail, Google Apps, My Courses

CougarView Vista/WebCT – Learning Management System

- See link at students.ColumbusState.edu or on the "My Courses" tab in CougarNet

Novell – use to login to campus computers

- Username for each account: lastname_firstname (Example: Doe_Jane)
- Initial Password for each account: DDMMYY (Student's date of birth - Example: June 5, 1984 = 050684)

Secure Your Information:

- Do NOT give your password to anyone or write it down where others might see it
- Never include passwords, ID numbers, credit card numbers, or other personal information in email
- Do NOT open unexpected or suspicious attachments
- Never leave a laptop unattended. If you leave it in the car, don't leave it in plain view
- See the CougarNet "MyTech" tab for more Information Security resources

Contact Information

- **E-mail:** helpdesk@ColumbusState.edu
- **Phone:** 706-507-8199
- **In Person:** Center for Commerce and Technology Room 124
- **Facebook:** Columbus State HelpDesk
- **Twitter:** csuhelpdesk
- **Student Help:** CougarNet "MyTech" Tab
- **UITS Department website:** http://www.ColumbusState.edu/uits

CSU Libraries

Columbus State University maintains two libraries: the Simon Schwob Memorial Library on the main campus and the Music Library at CSU's RiverPark campus in the RiverCenter for the Performing Arts. The staff of the CSU Libraries is comprised of librarians and staff members who work to provide quality service for all library users. The libraries strive to contribute to the enhancement of student learning and make both libraries the intellectual hubs of their respective campuses.

Schwob Library (Main Campus)

Located in the center of the CSU campus, the Schwob Library serves as CSU's premier information resource. In addition to a collection of more than 400,000 volumes, the Schwob Library provides:

- A well-staffed Information Commons (28 computers) for one-stop information shopping (includes research and computer assistance)
- A computer lab (16 computers) with b/w, color and transparency printing, scanner and CD burner
- Circulating lap-top computers
- WiFi environment
- A PowerPoint practice room
- Einstein Bros. Bagels satellite
- Mezzanine for comfortable study
- The Reading Room, an area for individual study
- Beanbag chairs on the 1st floor for comfortable study
- Quiet Zone on 2nd floor for reading and studying
- Group and individual study rooms on the first, second and third floors
- Photocopiers for print (b&w and color) and microfilm (including digital save capability)
- Audiovisual equipment for viewing slides, watching videos and listening to CDs
- The CSU Archives, which houses documents and published materials relating to the history of the University and of Columbus and the surrounding area

Note that in the Schwob Library, beverages in screw-top, spill-proof, plastic containers
are allowed.

Music Library (RiverPark Campus)

Music Library is CSU's first departmental library. This facility houses the libraries' music collection, including books, periodicals, sound recordings, CDs and videos related to music. It also provides computers, listening and viewing equipment, photocopiers and other library equipment. The Music Library is a convenient study destination for RiverPark CSU students.

General Information

The CSU Libraries offer a variety of services to assist students in their research
activities, including:

- GALILEO, Georgia's web-based collection of over 100 electronic databases, available in both CSU libraries and in campus labs. GALILEO is also available off campus via a password (available through a student's GIL account; see https://gil.ColumbusState.edu) or automatically via CougarNet sign-in.
- In addition to databases purchased by GALILEO, CSU students also have access to a large assortment of CSU-purchased databases. These are accessible through the GALILEO web page and are identified in the GALILEO Database A-Z list by a CSU icon.
- GIL, the CSU Libraries' online catalog, which provides access to all its collections.

Through GIL, a student may:

- Check to see if the library owns a particular book or journal
- Check to see if a professor has a particular item on reserve
- Check his/her account to see what items he/she has checked out
- Renew items currently checked out (unless requested by another patron)

- 3-week loans of circulating materials, To check out library materials a student must present a valid CSU ID. Books may be checked out for a period of three
  weeks and may be renewed two times via computer (GIL account), by phone, or
  in person, unless requested by another patron. Overdue fines are charged to
  encourage prompt return of borrowed items. Charges for library fines and fees
  are posted at the circulation desk and on the library web page at
  http://library.ColumbusState.edu/about_us/departments/circulation/circ_policy.php
- GIL Express, an innovative resource-sharing service offered at all libraries within the University System of Georgia (USG). The service allows CSU students access to all eligible circulating material at all USG libraries. GIL Express is available to CSU students online and on site (walk up). To use this system, search the USG Universal Catalog at https://giluc.usg.edu. To order an item, first locate a record for the item in the catalog, then simply click "GIL Express Request" at the top of the screen and fill in the required information. Once you submit a request, the item should arrive within 3 to 5 days. The circulation staff will notify you of the arrival via phone
- Interlibrary Loan (ILL), a service which borrows books and obtains copies of journal articles from other libraries for students – usually at no charge
- A website located at http://library.ColumbusState.edu that provides quick access to GALILEO, GIL and other electronic resources, as well as to information on library services, policies and other matters
- A Distance Learning page, accessible through the libraries' website, that offers distance learning students special assistance with research, available at http://library.ColumbusState.edu/services/distance_learning/
- One-on-one assistance in the Schwob's Information Commons and the Music Library's computer area
- Appointments with subject specialists for more in-depth assistance
- LIBR1105, a two-hour credit course (Area B seminar) that examines a wide variety of information formats and libraries, both physical and virtual.

The Schwob Library is open almost 89 hours a week during the semester. Hours during semesters are:

Monday - Thursday	7:30 AM - 11:00 PM
Friday	7:30 AM - 5:00 PM
Saturday	1:00 PM - 6:00 PM
Sunday	2:00 PM - 10:00 PM

Between semesters Schwob Library hours are:

Monday - Friday	8:00 AM - 5:00 PM
Saturday and Sunday	Closed

Holiday and final exam hours are as posted at the front entrance and on the library web page. The Music Library hours during semesters are:

Monday - Thursday	9:00 AM - 8:30 PM
Friday	9:00 AM - 5:00 PM
Saturday	Closed
Sunday	4:30 PM - 9:00 PM

Only School of Music faculty/staff and students students have card access to the building on Sunday.

Between semesters Music Library hours are:

| Monday - Friday | 9:00 AM - 5:00PM |
| Saturday and Sunday | Closed |

Holiday and final exam hours are as posted at the front entrance and on the library web page.

Reserve Officers' Training Corps

Columbus State University, in conjunction with the Department of the Army, maintains a Department of Military Science to acquaint students with the Army, its role in society, and fundamentals of leadership and management. ROTC aids students in developing those abilities and attitudes which will make them academically successful. The ROTC program is designed to train students to become well-educated junior officers for the active Army, the Army National Guard, and the Army Reserve. Students may elect to take the first two years of academic instruction without any military obligation. Students who want to pursue a commission in the Army Officer Corps and who meet eligibility requirements may continue to take the last two years of ROTC instruction and be commissioned as second lieutenants upon graduation. Students who missed the first two years of Army ROTC can receive credit for the Basic Course requirements by attending a 32-day Leaders Training Course at Ft. Knox, Kentucky, between their sophomore and junior years. Those who have prior military experience or three years of JROTC can also receive credit.

The ROTC program offers two, three, and four-year scholarships for students enrolled in or contemplating enrolling in ROTC. These scholarships pay for tuition and fees or room and board and $600 per semester for books and supplies. Scholarship students and all cadets enrolled in the last two years of the program also receive up to $5000 per year in subsistence allowance.

For additional information contact the ROTC department, in Stanley Hall Room 102, or call 706-568-2449 or 706-568-2058.

Testing Center

The Testing Center is located on the second floor of the Elizabeth Bradley Turner Center. The Center conducts all institutional testing for prospective and current students, such as COMPASS placement and exit exams, the Institutional SAT, Math Placement test, History Proficiency tests, Communication Technology Skills and Information Literacy Skills tests, College Level Examination Program (CLEP) exams, the nursing entrance exam, and the Outcomes Assessment. The Testing Center also administers national exams, such as the SAT, MAT, and CHES. The Center provides proctoring services for students of other institutions enrolled in various types of independent study and professional development courses. The Testing Center also operates a Prometric Testing Center, which delivers academic and professional licensing and certification exams such as the GRE, CPA, MCAT, and FINRA exams, among many others.