

**ABRAHAM
BALDWIN
COLLEGE**

1988-90

Catalog



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Tifton, GA 31793-4401

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BULLETIN

ABRAHAM BALDWIN AGRICULTURAL COLLEGE A TWO-YEAR UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA ABAC STATION TIFTON, GEORGIA

Volume LIV, No. 1

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*A comprehensive coeducational college
Abraham Baldwin is an Affirmative Action/Equal Employment and Educational
Opportunity Institution*

THE COLLEGE CATALOG

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Abraham Baldwin Agricultural College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of the Registrar. It is especially important that each student note that it is his responsibility to keep himself apprised of current graduation requirements for his particular degree program.

FAILURE TO MEET FINANCIAL OBLIGATIONS

College expenses are payable in advance. Abraham Baldwin Agricultural College has reserved and intends to exercise the right to withhold copies of educational records and/or to disenroll students who owe the institution money.

CIVIL RIGHTS COMPLIANCE

Abraham Baldwin Agricultural College subscribes fully to a policy of nondiscrimination with regard to all employees, students, and services to the community. Specifically, the College has given assurance of compliance with the provisions of the Civil Rights Act of 1964 and of Executive Order 11246 as amended. All members of the College's faculty, staff and student body are expected to subscribe to this assurance of compliance and to assist in making such assurance valid in fact.

HANDICAPPED DISCRIMINATION PROHIBITED

Abraham Baldwin Agricultural College is required by Section 504 of the Rehabilitation Act of 1973 to not discriminate in admission or access to, or treatment or employment in, its programs and activities. Abraham Baldwin has designated the Dean of Student Personnel Services and the Human Resources Director as the responsible individuals in the areas of handicapped student problems and handicapped employee problems, respectively.

SEX DISCRIMINATION PROHIBITED

Abraham Baldwin Agricultural College is required by Title IX Education Amendments of 1972 to not discriminate in education programs and activities on the basis of sex. This requirement extends to employment and admissions. Interested parties may inquire about the application for Title IX through ABAC's Title IX Coordinator, or Director of Office for Civil Rights.

EQUAL OPPORTUNITY EMPLOYER

Abraham Baldwin Agricultural College is an equal opportunity employer for all employees and applicants for employment without regard to race, color, sex, religion, or national origin, or handicap of the individual.

STUDENT RESPONSIBILITY

It is the responsibility of the students to read this catalog, official announcements, official bulletin boards, the Student's Handbook, and otherwise to inform himself completely in regard to his program of studies, credits, degree requirements, quality points, and other facts relating to life at the College.

Students are requested to keep this catalog and to bring it with them at the time set for academic advisement with the academic advisor and subsequent registration.

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GENERAL INFORMATION

CALENDAR

FALL QUARTER 1988

August 26	Last day for filing application for admission
September 7	New faculty members report
September 8-9	Fall Preview and Planning Conference
September 11-13	New student orientation
September 14	Registration
September 15	Classes begin
September 16	Last day for late registration
September 19	Last day for change of schedule
October 18	Withdrawal without penalty deadline
October 24	Mid-quarter reports due
November 21	Classes end
November 22-23	Final examinations
November 28	Grades due in the Registrar's Office

WINTER QUARTER 1989

December 15	Last day for filing application for admission
January 3	New student orientation
January 4	Registration
January 5	Classes begin
January 6	Last day for late registration
January 9	Last day for change of schedule
January 16	Martin Luther King, Jr., holiday
February 8	Withdrawal without penalty deadline
February 15	Mid-quarter reports due
March 13	Classes end
March 14-16	Final examinations
March 17	Grades due in the Registrar's Office

SPRING QUARTER 1989

March 10	Last day for filing application for admission
March 29	New student orientation
March 30	Registration
March 31	Classes begin
April 3	Last day for late registration
April 4	Last day for change of schedule
May 2	Withdrawal without penalty deadline
May 9	Mid-quarter reports due
June 5	Classes end
June 6-8	Final examinations
June 9	Grades due in the Registrar's Office
June 10	Graduation

SUMMER QUARTER 1989

June 1	Last day for filing application for admission
June 19	New student orientation
June 20	Registration
June 21	Classes begin
June 22	Last day for late registration
June 22	Last day for change of schedule
July 4	Independence Day Holiday
July 20	Withdrawal without penalty deadline
July 27	Mid-quarter reports due
August 21	Classes end
August 22-23	Final examinations
August 24	Grades due in the Registrar's Office

FALL QUARTER 1989

September 1	Last day for filing application for admission
September 13	New faculty member report
September 14-15	Fall Preview and Planning Conference
September 17-18	New student orientation
September 19-20	Registration
September 21	Classes begin
September 22	Last day for late registration
September 25	Last day for change of schedule
October 23	Withdrawal without penalty deadline
October 30	Mid-quarter reports due
November 23-24	Thanksgiving Holidays
November 28	Classes end
November 29-30	Final examinations
December 1	Final examinations
December 4	Grades due in the Registrar's Office

WINTER QUARTER 1990

December 15	Last day for filing application for admission
January 2	New student orientation
January 3	Registration
January 4	Classes begin
January 5	Last day for late registration
January 8	Last day for change of schedule
January 15	Martin Luther King, Jr., holiday
February 5	Withdrawal without penalty deadline
February 12	Mid-quarter reports due
March 12	Classes end
March 13-15	Final examinations
March 16	Grades due in the Registrar's Office

SPRING QUARTER 1990

March 9	Last day for filing application for admission
March 26	New student orientation
March 27	Registration
March 28	Classes begin
March 29	Last day for late registration
March 30	Last day for change of schedule
April 26	Withdrawal without penalty deadline
May 3	Mid-quarter reports due
May 31	Classes end
June 1	Final examinations
June 4-5	Final examinations
June 6	Grades due in the Registrar's Office
June 9	Graduation

HISTORY OF THE COLLEGE

The name, role, and scope of Abraham Baldwin Agricultural College have been subject to change since its founding in 1908 as the Second District A & M School. In 1924 the South Georgia Agricultural and Mechanical College was organized, and the physical property of the Second District A & M School was adapted for college use. Change occurred again in 1929 when the institution became Georgia State College for Men and again in 1933 when it became Abraham Baldwin Agricultural College, named for Abraham Baldwin, founder of the University System of Georgia and the first president of the University of Georgia.

Throughout these years and these changes, the school has experienced steady growth from its first enrollment of 150 students to the 1,723 students enrolled in the fall quarter of 1987. Today the College reaches approximately 8,000 people annually through its college transfer programs, career technological programs, continuing education and short courses, and special services. Students are enrolled each quarter from each of the state's counties and from adjoining states and foreign countries. While the College has many features of a community college, its role is far broader because the range of operations is statewide in nature and scope.

In 1933 when the College became Abraham Baldwin Agricultural College, instructional emphasis was placed on programs in agriculture, forestry, and home economics. Emphasis on these programs continues. With a worldwide population explosion and a looming food shortage, the College expects to play an even larger role in the production of needed manpower for food production, marketing and distribution, and in the total agricultural revolution.

The uniqueness of Abraham Baldwin lies in its dedication and service to all the people of Georgia. In addition to offering specialized programs in Agriculture, Forestry, and Home Economics, the College also features comprehensive offerings in other two-year career and transfer programs.

ACCREDITATION AND MEMBERSHIP

The College is officially accredited by the Southern Association of Colleges and Schools. Accreditation is accepted as an expression of confidence by the Southern Association in the purposes, resources, and performance of the College. To such an end, the Southern Association has employed criteria that describe conditions and principles which characterize educational effectiveness and performance. Accreditation indicates that in the judgment of the responsible agents of the academic community, the goals of the College are soundly conceived; that the educational programs have been intelligently devised, are competently conducted, are capable of fulfilling the goals which the College seeks, and are in fact accomplishing them; and that the College is so organized, staffed, and supported that it should continue to merit such confidence in the foreseeable future.

The College is accepted by the Veterans Administration for the training of veterans under the G.I. Bill of Rights.

The College and its personnel are affiliated with many national, regional, and state associations, some of which include:

American Association of Community and Junior Colleges
 American Veterinary Medicine Association
 Georgia Association of Colleges
 Georgia Association of Junior Colleges
 Georgia Collegiate Press Association
 National League for Nursing
 National Junior College Athletic Association
 Southern Association of Colleges and Schools

PHILOSOPHY AND PURPOSES

The faculty and staff believe in the dignity and worth of every person and in equal opportunity for all without regard for race, creed, sex, age, or economic level.

Abraham Baldwin is founded upon these beliefs and accepts as its unique responsibility the following statement of purpose:

Abraham Baldwin, a member institution of the University System of Georgia, is a comprehensive, residential junior college. The fundamental purpose of the college is to meet the educational, intellectual, and vocational needs of its students; to enrich its students' physical and cultural lives; to promote academic excellence; and to serve the community as a source of knowledge, expertise, and culture.

Abraham Baldwin originally was designated by the Board of Regents of the University System of Georgia to offer educational programs in agriculture and home economics. In addition to this original emphasis, the institution's role has expanded to include programs in the broad fields of natural and physical sciences, business, health related professionals, and the liberal arts. Educational programs have been developed for all ages in order to enrich their cultural and personal lives.

Abraham Baldwin seeks to instill in its students the ability to think critically and creatively, to pursue and appreciate knowledge, and to commit themselves to lifetime learning and service. The faculty regards its professional and academic responsibility to be the education of citizens from whom will come future community, state, national, and world leaders.

Abraham Baldwin believes that learning is a continuous process, and it carries out this purpose through offerings in the following programs:

1. College Transfer Programs. The college offers academic programs designed to prepare students for transfer to senior colleges and universities without loss of credit.
2. Career Programs. The college offers a wide variety of career-technological programs for those preparing for employment immediately following graduation and for those currently employed who need to retrain or upgrade their skills. Believing that the institution has an obligation to provide more than skills training, the college also provides for these students a substantial base in general education.
3. Developmental Programs. Recognizing the academic deficiencies of many potentially successful students, the college offers a program of developmental courses in English, mathematics, reading, and study skills. These courses are designed for students who need to strengthen

their academic foundations before entering college-level programs of study.

4. Continuing Education Programs. To meet the demands of citizens for specialized and general education, the college operates a program for continuing education through short courses, seminars, workshops, exhibits, residencies, camps, evening courses, and the Arts Experiment Station.

CONTINUING EDUCATION AND PUBLIC SERVICE

The Office of Continuing Education at Abraham Baldwin Agricultural College is located in the University of Georgia's Rural Development Center, situated adjacent to the Abraham Baldwin campus. As an integral part of the College's academic functions, Continuing Education is designed to meet the needs of area citizens through both general and specialized offerings. An annual program planning committee advises the Continuing Education Director on prospective programs of interest, and as a result the activities scheduled are relevant to existing demands for non-traditional education as well as for new information. The Office of Continuing Education serves these goals through short courses, non-credit courses, and institutes.

Short Courses — To better serve the people of Georgia, Abraham Baldwin has developed a short course program dealing with a variety of topics. These short courses are chiefly concerned with subjects of interest to the rural population of South Georgia, and are of considerable aid to farmers and others connected with agriculture. In addition to agricultural and agribusiness topics, short course offerings have varied widely; homemaking, food preservation, gardening, small business management, and parliamentary procedure are some examples. Since its beginning in 1940, Abraham Baldwin's short course program has served more than 219,000 people.

Non-Credit Courses — Abraham Baldwin's Office of Continuing Education offers a wide range of non-credit courses each year as part of its commitment to lifelong learning. Non-credit topics have in the past ranged from real estate to guitar, from computers to gourmet cooking, and from woodworking to welding. The only requirement for enrolling in most of these courses is interest and the desire to learn. Entrance is not based on educational background, and no grades are given.

Institutes — Over the past several years, institutes on varied topics have reached a diversified group of people. These institutes range in length from one to three weeks, and in some cases the participants have been housed in the College's dormitories for economy and convenience.

The Arts Experiment Station (AES) is located in Tift Hall on the Abraham Baldwin campus. It represents another aspect of the College's commitment to continual learning and public service by seeking to broaden the cultural perspectives of South Georgians through a variety of programs and activities. The AES has developed a multi-county arts alliance through which arts in education programs, crafts workshops, arts camps, and residencies by professional dance and theatre groups have been presented. In addition, the Arts Experiment Station has launched a program to recognize and sustain the folklife of South Georgia. The Station attracts participants from virtually all walks of life.

ALLIED STATE AGENCIES

The work of Abraham Baldwin is complemented by the continual, informal cooperation of other state-level agencies and institutions located in Tifton. Together, they assist the College in providing work experience, internships, and job placement for students, additional expertise in agricultural research, coordination of conferences and seminars, facilities, and research and writing opportunities for faculty members.

One of these agencies is the Rural Development Center (RDC), an educational unit of the Cooperative Extension Service of the University of Georgia. The program of the RDC is directed toward full development and utilization of the social and economic potential of the region and the state. Its objectives include 1) increasing agricultural and forest production through continued research and the application of research findings; 2) advancing developments in marketing and utilization of farm and forest products; 3) aiding community development and solving problems related to lifestyles and social interaction; and 4) furthering manpower training and utilization to provide more skilled workers in the various areas of agribusiness and to help general farm workers in coping productively with increasing farm technology.

Another state agency that works closely with the College is the University of Georgia's Coastal Plain Experiment Station. The Station has approximately 100 scientists in various specialized areas who are engaged in research and development in the plant and animal sciences. The proximity of the Experiment Station's personnel to the College contributes to an invigorating climate of inquiry and study for students, faculty, and staff. Many college students find part-time employment at the Station, and some ventures are shared jointly by the two institutions.

A third allied state agency is the State Museum of Agriculture, popularly known as the Georgia Agrirama. Its aim is to preserve and exhibit the culture of South Georgia through a restored settlement of the late nineteenth century. The two dozen restored buildings at the Agrirama range from an 1896 farmhouse to a steam-powered cotton gin and provide a living history museum for the people of the state. Abraham Baldwin and the Agrirama cooperate throughout the year in presenting special social and cultural events that celebrate the rural life of a century ago.

Two other state offices, the Georgia Department of Labor and the Department of Natural Resources, contribute to the College's efforts to provide job placement and work experience for Abraham Baldwin students. The Department of Labor, in cooperation with the College, provides employment assistance for students whose education has prepared them for direct entry into the job market. The Department of Natural Resources works with faculty members in the forestry and wildlife programs of the Division of Agriculture and Forest Resources and helps provide work experience for students in the areas of game and forest management.

ABRAHAM BALDWIN ALUMNI ASSOCIATION

Anyone who has completed a minimum of 15 quarter hours of education credit is eligible for membership in the Abraham Baldwin Alumni Association. The purpose of the Association is to promote activities designed to strengthen and enrich the education and extracurricular programs of

Abraham Baldwin so the college can make a maximum contribution to the economic, social, cultural and spiritual life of Georgia and the surrounding area.

The annual meeting, held during homecoming each year, continues to grow in numbers and enthusiasm.

ABRAHAM BALDWIN FOUNDATION

In 1954 businessmen in Tifton and Tift County organized the Greater Baldwin Association to advance the cause of education by supporting programs and activities for the promotion and assistance of the College. In 1974, in order to effect closer identification with the College, the name of the association was changed to the Abraham Baldwin College Foundation. The purpose remains the same. Funds made payable to the foundation will be used for purchasing any needed equipment and/or lands, or for scholarships and improvements which the board of directors may deem advisable. Contributions to the Abraham Baldwin College Foundation are tax deductible.

LOCATION OF THE COLLEGE

Abraham Baldwin is located in south central Georgia on a 390-acre tract of land on the north side of the city of Tifton alongside highway I-75.

The College is also readily accessible via U.S. highway 41, which lies close to the campus. Abraham Baldwin is approximately 55 miles from the Florida state line via I-75 and 110 miles from the Alabama state line via highway 82.

Tifton is served by Delta and Republic airlines through airports at Albany, Macon, and Tallahassee, Florida.

BUILDINGS AND GROUNDS

See map on inside back cover for exact location of buildings.

BALDWIN LIBRARY — Centrally located on the campus, Baldwin Library is planned to meet the curricular needs of students in attractive, functional facilities. Its collections include more than 60,000 volumes, more than 500 periodical titles, and a circulating collection of art prints. Students have direct access to the book collection, and two large reading rooms provide individual and group study tables. There are 25 carrels in the stacks.

BOWEN HALL — This building, at the center of the campus, houses the Division of Social Science, the Home Economics Program, the Independent Learning Center, an auditorium, and faculty offices.

BRITT HALL — Located on the northern side of the campus, this two-story building contains a part of the Science-Math Division, three biology laboratories, a chemistry laboratory, three classrooms, and six faculty offices.

BUSINESS ADMINISTRATION-HUMANITIES-COMPUTER CENTER — This three-story building houses the Business Administration Division and the Office of Special Services, which occupy the first two floors, and the Humanities Division, which is located on the third floor. Facilities include offices, flexible classroom space, a developmental English laboratory,

a music laboratory, studios for ceramics, painting, sculpture, drama, and one of the most modern auditoriums in South Georgia. The College's Computer Center and Microcomputer Laboratory, situated on the first two floors, hold records vital to the operation of the College. The Center and Laboratory are utilized by those majoring in Computer Science as well as by the College administration.

CENTRAL DISTRIBUTION PLANT — This building provides heating and cooling for most of the campus.

DONALDSON DINING HALL — This, the largest dining facility in South Georgia, provides a seating capacity in excess of 950. In addition to providing dining services for the student body, the dining hall is frequently used for large banquets by groups throughout Tiftarea.

ENGINEERING TECHNOLOGY CENTER — Containing 45,000 square feet of space, the Center houses classrooms, faculty and staff offices, diesel power and machinery laboratories, irrigation and machine shop laboratories, instrumentation, electric welding, hydraulics, gasoline, and recreational equipment, and a diesel pump and injector room.

EVANS STUDENT HEALTH CENTER — This infirmary has a ten bed capacity and contains separate wards for men and women. It has three treatment rooms, a spacious lobby, and a resident nurse's quarters.

FARM — The College's Farm contains over 200 acres and is used in such academic programs as agronomy, agricultural engineering, animal husbandry, forestry, horticulture and veterinary technology.

YOW FORESTRY AND WILDLIFE BUILDING — This 20,000 square feet facility provides classroom, laboratory, and faculty office space for the Forestry and Wildlife Programs of the Division of Agriculture and Forest Resources.

GAINES HALL — This building houses the Office of Development and the Abraham Baldwin Alumni Association. The Abraham Baldwin College Foundation, Inc., is also located in this building.

GRAY HALL — This building is located adjacent to Britt Hall. It contains laboratories for physics and chemistry, three classrooms, and six faculty offices.

GRESSETTE PHYSICAL EDUCATION CENTER — This 42,000 square feet physical education building contains faculty offices, classrooms, special rooms for weightlifting and personal contact sports, and a large basketball court with seating capacity for approximately 2,500. Adjacent to the complex is an olympic-size swimming pool complete with three diving boards.

HOWARD AUDITORIUM-THRASH GYM — Equipped with a large stage and a capacity of over 500 people, the auditorium is the center of many college and community activities, including concerts, plays, movies, and assembly programs. Located at a right angle to the auditorium, and connected with it by an arcade-rotunda, the gymnasium is used for classes in physical education, intramural sports, and other student activities.

KING HALL — This building, containing several general classrooms and laboratories, houses the Division of Developmental Studies.

MOORE BUILDING — This structure houses the Nurse Education Program and contains both small and large group classroom areas, an audiotutorial laboratory, six faculty offices, a student lounge, and a conference room.

PHYSICAL EDUCATION OUTDOOR FACILITIES — Situated along the east side of the campus is a forty acre physical education outdoor sports complex. It features a baseball field, tennis courts, archery range, and a field for soccer and intramural sports. In addition, a putting green and driving range are located near Lake Baldwin. These facilities are open to College students, faculty, and staff.

PHYSICAL PLANT WAREHOUSE — This facility houses the supply center for the College. It contains a warehouse storage area, a conference room, and offices for the administrative staff of Plant Operations.

PRESIDENT'S HOME — Located on the northern side of the campus, this attractive brick home was completed in 1967. It is complemented by formal gardens and overlooks Lake Baldwin, a recreational area for faculty, staff, and students.

RESIDENCE HALLS — Branch Hall (Male); Chandler Hall (Female); Comer Hall (Male); Creswell Hall (Female); Fulwood Hall (Male); Lewis Hall (Female); Mitchell Hall (Male); Weltner Annex (Male); Weltner Hall (Male).

STUDENT CENTER — Located directly behind Tift Hall, the Student Center contains the administrative offices of Student Personnel Services and the student offices of the Student Government Association, Student Union, Student Judicial Council, and the Student Communications Media. The building also houses the College Store, Post Office, Snack Bar, and Recreation Center.

TIFT HALL-ADMINISTRATION — This building houses the administrative offices of the President, Academic Dean, Registrar, Director of Admissions and Comptroller, as well as the Arts Experiment Station, the Television Studio, and the Office of Public Relations.

VETERINARY TECHNOLOGY BUILDING — Located 2.5 miles north of the main campus, this building is situated on the grounds of the Tifton Diagnostic and Investigational Laboratory. Its 6,000 square feet of space houses several specially designed laboratories for the Veterinary Technician student, including facilities for hematology, anatomy, surgery, and radiology as well as stalls and kennels for animals used in instruction.

WELTNER HALL — This building houses the Office of Public Safety. In addition, Georgia Department of Education Supervisors of Vocational Agriculture and Home Economics are located in the building.



ADMISSIONS

GENERAL POLICIES AND PROCEDURES

The Admissions Office, located on the first floor of Tift Hall, can be reached by telephone at (912) 386-3230 and by mail at Box 4, ABAC Station, Tifton, Georgia 31793-4401.

The Office of Admissions at Abraham Baldwin is responsible for providing information to prospective students, evaluating their applications, and notifying them of admissions status.

The College admits persons of good moral character who possess the physical and emotional health to meet the challenges of the academic program they will pursue. The Director of Admissions may refer any application to the Admissions Committee for further study and advice. The Director of Admissions, however, has the right to make a final decision on applications. This decision may be appealed by the applicant under provisions set forth by the College and the Board of Regents of the University System of Georgia.

Applicants for admission should submit the necessary forms and fee, and other information no later than twenty days prior to the registration date for the quarter they expect to enroll. An application form may be found in the back of this catalog. The calendar at the front of this catalog provides the registration dates for each quarter.

The forms necessary for making an official application for admission are:

1. The completed application (this form is in the back of the catalog).
2. The high school transcript and/or GED Scores.
3. The Scholastic Aptitude Test Score (SAT) or the American College Test Score (ACT). Students may enroll in career/technological programs without SAT or ACT scores. Placement tests, however, will be administered routinely.
4. The non-refundable application fee of \$5.00.

Applicants must submit a medical history questionnaire prior to enrollment. This information will not affect the student's status at the College and will be held in strict confidence by the staff of the Health Center. (The medical form is in the back of the catalog.)

The applications and records submitted to the College become the property of the College and will not be returned to the applicant or sent to another institution. The records of applicants who do not actually enroll within twelve months after completing an application will be destroyed, and a new application and fee will be required.

BEGINNING FRESHMEN

All first-time-entering freshmen will be admitted to the College based upon the following minimum requirements and conditions:

1. Graduate from an accredited high school or a high school approved by the College, or
2. Submit diploma and/or scores showing successful completion of the General Education Development (GED) Test.
3. Submit SAT or ACT scores (Board of Regents policy requires that in order for an applicant to be eligible for admission to an institution of the University System, he must meet minimal requirements of a verbal SAT

score of 250 or a mathematical SAT score of 280 or a high school average of 1.8. Minimum ACT requirements are a verbal score of 10 or a mathematical score of 5).

All beginning freshman will be required to attend one of the Student Orientation Sessions in the summer or the one immediately preceding the opening of each quarter. During this time freshmen will be administered a series of placement tests. On the basis of the results of these tests, a student may be placed in the Division of Developmental Studies, in regular college-level work, or in a combination of the two. (The Division of Developmental Studies is described in another section of this catalog.) A fee will be charged for the orientation session.

All students admitted to the Nursing Education Program (career program) must meet additional entrance requirements outlined in the appropriate section of the catalog under Career and Technological Programs. Applicants must complete all college requirements before being admitted to this program; however, admission to the College does not in any way guarantee formal admission to either program.

ADMISSION TO A PROGRAM OF STUDY LEADING TO A BACHELOR'S DEGREE FOR STUDENTS GRADUATING FROM HIGH SCHOOL SPRING 1988 OR LATER

Students who graduate from high school in the spring of 1988, or later, must complete the following high school courses in order to pursue a program of study leading to a bachelor's degree:

1. English—4 units with emphasis in grammar and usage; literature and advanced composition skills
2. Mathematics—3 units (Two courses in Algebra and one in Geometry)
3. Science—3 units (One course in Physical Science and a minimum of two laboratory courses in Biology, Chemistry, Physics or related courses)
4. Social Science—3 units (American History, World History and Economics and Government)
5. Foreign Language—Two units in one language

Students not meeting the course requirements of the pre-college curriculum may be admitted on a conditional basis and will be required to take one or more courses in which there is a deficiency. These courses will require a "C" grade or better or credit by examination and will not count as degree credit.

The pre-college curriculum is not required for students who enroll in two-year career/technological programs. However, students who transfer into baccalaureate programs must satisfy all pre-college curriculum deficiencies.

READMISSION OF FORMER STUDENTS

When a student fails to enroll for fall, winter, or spring quarters, or a combination of these, that student must reapply for admission to the College. This requires that the student complete a readmission form obtained from the

Registrar's Office. This regulation does not apply to summer quarter. A student may attend spring quarter, remain out of school summer quarter, and return the following fall quarter without applying for readmission.

TRANSFER STUDENTS

A transfer student is one who has terminated enrollment at one institution and seeks admission to another. Failure to report previous college attendance is considered to be sufficient cause of expulsion from Abraham Baldwin and cancellation of any credits earned.

The transfer applicant must submit the following information in order to be considered for admission:

1. The completed application.
2. The transcripts from all colleges which he has attended previously. (If he has earned fewer than 20 quarter hours of college credit, he must submit his high school transcript and SAT or ACT scores.)
3. The application fee of \$5.00. This fee is non-refundable.

Applicants must submit a medical history questionnaire prior to enrollment. This information will not affect the student's status at the College and will be held in strict confidence by the staff of the Health Center. (The medical form is in the back of the catalog.)

All transfer students must be in good academic and social standing at the institutions from which they are transferring.

Courses transferred for credit from other accredited colleges or universities must have an over-all average grade of "C" or better. Courses from institutions which are not accredited must be validated by examination or by passing advanced courses with a grade of "C" or better.

An applicant transferring from an institution or program that did not require the College Preparatory Curriculum shall submit a transcript of secondary school credits unless the applicant has completed both the freshman and sophomore years of college or graduated from high school before spring, 1988. Transfer students who have not met all College Preparatory Curriculum requirements and who have not completed both the freshman and sophomore years may be admitted only as provisional students under the Provisional Admission Procedures established by the University System of Georgia.

TRANSIENT STUDENTS

A transient student is one who is regularly enrolled at another institution but who seeks temporary registration at Abraham Baldwin for one quarter only. Credits earned during the quarter will be forwarded to the institution where the transient is regularly enrolled. Transient students must file a transcript form in the Registrar's office prior to leaving the campus.

A transient must complete the following requirements for admission:

1. The completed application (this form is in the back of the catalog).
2. The application fee of \$5.00. This fee is non-refundable.
3. A letter of recommendation from the registrar of the institution where the student is regularly enrolled, giving the applicant permission to take certain specified courses.

Applicants must submit a medical history questionnaire prior to enrollment. This information will not affect the student's status at the College and will be held in strict confidence by the staff of the Health Center. (The medical form is in the inside back cover of the catalog.)

Transient students wishing to continue their enrollment after one quarter must apply as transfer students through the Office of Admissions and comply with the regulations described in the "Transfer Students" section above.

AUDITORS

Persons not interested in accumulating credits may audit courses by completing all admissions requirements with the exception of the SAT or ACT. Fees for auditing are the same as for credit courses. No credit is granted when the course is completed, nor can any credit be given at a future date.

ADMISSION OF VETERANS

A veteran must meet all requirements for admission in whatever category he wishes to enroll as outlined in this catalog. For the convenience of those veterans just returning from service who have not taken the SAT, an Institutional SAT will be given at the College about two weeks prior to the beginning of each quarter.

Eligible veterans, as well as children and widows of veterans, must make application for VA benefits, either at their local Veterans Administration Office or the Veterans Affairs Office at Abraham Baldwin. After being accepted at the College, they will be certified by the Director of Veterans Affairs at the College prior to registration.

JOINT ENROLLMENT

This program is designed to serve unique needs of high school students who wish to earn college credit while completing their high school studies. Each applicant under the Joint Enrollment program will be required to complete the following steps for admission:

1. Submit a completed application and medical history questionnaire (found in the back of this catalog).
2. Pay a non-refundable application fee of \$5.00.
3. Provide a high school transcript with an academic average of 3.0 or better (on a 4.0 scale).
4. Submit a composite score on the Scholastic Aptitude Test (SAT) of 900 or a composite score of 21 on the ACT.
5. Furnish a letter from the high school principal or counselor recommending the applicant for admission to the Joint Enrollment Program.
6. Submit a letter of consent from the parents or guardian.

If a student does not meet these minimum requirements, he may ask that his qualifications for admission be reviewed by the College Admissions Committee.

A Joint Enrollment student will be restricted to 5-10 hours per quarter depending upon his or her high school load.

Upon graduation from high school these students will be given full credit toward graduation from Abraham Baldwin or they may submit these credits to other colleges if they choose to enroll elsewhere. Whether the students' high schools accept these credits toward high school graduation will be left up to the high schools and Boards of Education.

Every student enrolled in the Joint Enrollment Program must achieve a minimum grade point average of 2.0 each quarter in order to remain in the program.

EARLY ADMISSIONS

A high school student who has completed the junior year but has not begun the senior year may be admitted to the College on a full-time, regular basis if the student can meet the following requirements:

1. Complete all forms required by the Admissions Office.
2. Have completed the junior year of high school with at least 15 units (225 quarter hours) and an average of at least 3.0 on a 4.0 system.
3. Submit a composite score of 900 or better on the Scholastic Aptitude Test (SAT) or a composite score of 21 on the ACT.
4. Furnish a letter from his high school principal or counselor recommending him for admission to the program.
5. Provide a letter of consent from his parents or guardian.

If a student does not meet these requirements, he may ask that his qualifications for admission be reviewed by the College Admissions Committee.

This program is for students who wish to enter college a year early. No one will be admitted who has already begun his senior year, unless the Admissions Committee makes an exception and sends the student's high school officials such notification.

However, it is possible under the Early Admissions Program for a student to attend Abraham Baldwin during the summer quarter between his junior and senior years and then finish the senior year in high school. This option requires the same admission procedures as stated above. Credit earned in this way can be used at Abraham Baldwin or transferred to another college of the student's choice.

ADMISSION AS A SENIOR CITIZEN — AGE 62 OR OLDER

Pursuant to the provisions of an amendment to the Georgia Constitution adopted on November 2, 1976, the Board of Regents established rules with respect to the enrollment of eligible persons 62 years of age or older in institutions of the University System of Georgia, effective with the Fall Quarter 1977.

An eligible person may audit or enroll in a course for resident credit on a space available basis without payment of fees except for supplies and laboratory fees.

To be eligible for admission and enrollment under the provisions of this amendment a person must:

1. Meet all requirements for admission as either an auditor, beginning freshman, transfer student, or re-entering student, as outlined elsewhere in this catalog.
2. Be a legal resident of the State of Georgia.
3. Be 62 years of age or older at the time of registration. (A birth certificate or other comparable written documentation of age must be submitted with the application for admission.)

ADMISSION OF INTERNATIONAL STUDENTS

An applicant from outside the United States should complete the requirements for beginning students as outlined in this catalog, using the application for international students in lieu of the regular application form in the back of this catalog. In addition, he must meet the following requirements which are established by the Admissions Committee. Exceptions to these requirements can be made only by the Director of Admissions who may seek the advice and consent of the Foreign Student Advisor.

1. An official English translation must accompany the transcript. An overall C average is required in academic coursework.
2. The applicant must deposit with the Comptroller \$2,000.00* to cover all fees for his first quarter, of which \$75.00 is non-refundable. *Since all fees are payable in advance at the beginning of each quarter and since international students are not eligible for financial assistance, each student should make provisions to meet all of his financial obligations during his entire stay at the College prior to leaving his country.*
3. All international students are required to complete the following:
 - a. The applicant whose first language is other than English is required to submit the results of the Test of English as a Foreign Language (TOEFL). A minimum score of 450 is required for admission from outside the United States.
 - b. Prior to registration all admitted students will take the College Placement Examination (CPE) in the areas of English grammar, reading, and mathematics. Students scoring below the minimum required must take the appropriate developmental courses designed to teach the skills needed to pass college level work. These courses must be taken promptly, since those international students who have not completed developmental courses after two quarters will be placed on probation and those failing to make satisfactory progress in developmental studies after three quarters will not be permitted to continue at Abraham Baldwin.
 - c. Until the student completes the required courses in developmental studies, the International Student Advisor will also serve as his academic advisor. When the developmental courses have been completed, the student will be reassigned to an academic advisor in his major area.

*The College reserves the right to request funds for one year from countries in which students experience unusual difficulty in obtaining funds.

4. The application of all students who do not report to the College at the appointed time will be cancelled unless notification of change of quarters is received.
5. In order to secure a permit which authorizes a student to park and operate a motor vehicle on the campus, the student must:
 - a. Secure a valid Georgia driver's license.
 - b. Show proof of liability insurance from a U.S. company which meets requirements of the State of Georgia.
 - c. Have a valid reason for owning and/or operating a motor vehicle, such as transportation to work.
 - d. Obtain permission from the Assistant Dean of Student Affairs to own or operate a motor vehicle.
6. The applicant is required to reside on campus unless special permission is granted by the Director of Residence Life.
 - a. During quarter breaks and holidays, students not living in Weltner Hall will move to a designated hall for temporary housing. A charge of \$3.00 per night is made for those requesting temporary housing.
 - b. During quarter breaks and holidays, college dining facilities are closed. Students are responsible for their own meal arrangements.
7. The applicant is required to purchase health insurance from a U.S. company or college approved agency before being allowed to register. This insurance must include minimal coverage of \$1,000 basic medical, \$5,000 major-medical, and \$2,500 in death benefits.
8. The applicant is required to obtain a Social Security number during the first quarter of enrollment.

PROVISIONAL ADMISSION

Applicants who have not attended high school or college within the previous five years and have earned fewer than 20 transferable quarter hours of college credit are not required to take the SAT or ACT. However, students admitted in this category must take the University System of Georgia Collegiate Placement Examination (CPE) and complete any Developmental Studies requirements.

NON-DEGREE STUDENTS

An applicant with no degree objective may be admitted as a non-degree student. Non-degree students will be required to submit the application, appropriate transcripts and a non-refundable applicable fee of \$5.00. No student will be allowed to enroll for more than 20 quarter hours under this classification.

DIVISION OF DEVELOPMENTAL STUDIES

A beginning freshman whose placement tests and SAT or ACT scores reveal serious weaknesses in basic academic skills will be accepted into the Program of Developmental Studies. On the basis of further testing, he may be placed in

developmental work, in regular college-level courses, or in a combination of the two. Credit earned in developmental courses is not transferable.

A student must exit developmental studies status within four academic quarters in order to continue his enrollment at Abraham Baldwin or at any other institution within the University System of Georgia.

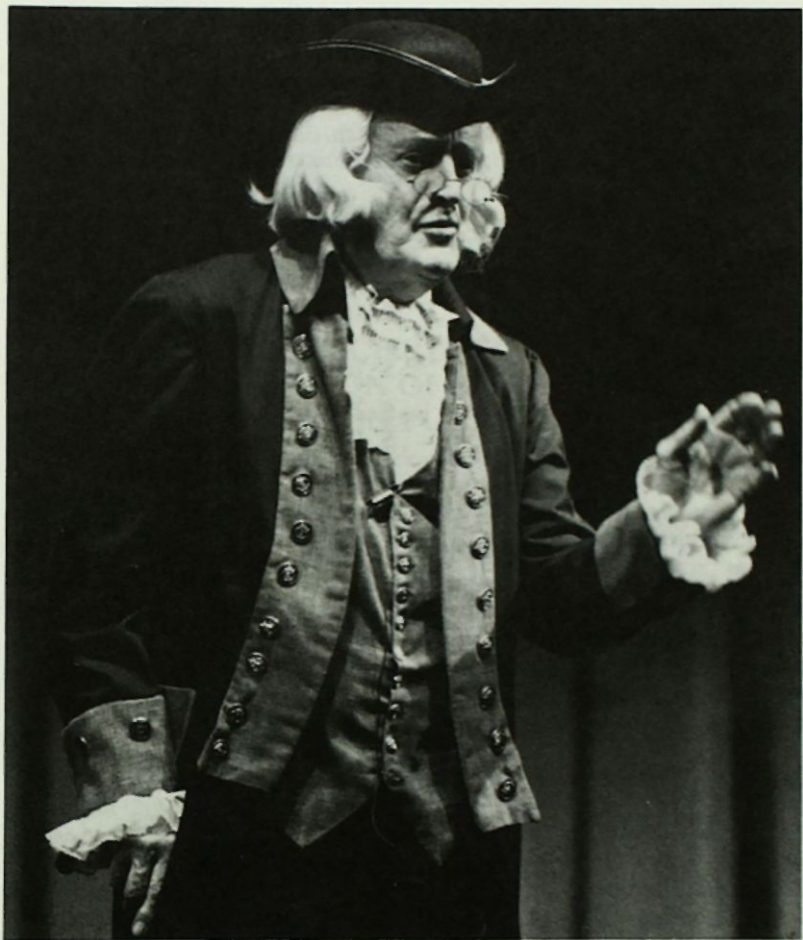
Complete information pertaining to the Program of Developmental Studies will be found in the "Academics" section of this catalog.

EVENING PROGRAM

The College offers a wide variety of evening courses leading to a degree. The six programs in which all of the courses are taught at night are as follows:

Associate in Arts:	Political Science
Associate in Arts:	Psychology
Associate in Arts:	Sociology
Associate in Science:	Business Administration
Associate in Science:	Education
Associate in Science/Arts:	General Studies

For more information on the Evening Program, contact the Evening Program Coordinator at (912) 386-3245 or at Box 14, ABAC Station, Tifton, GA 31793.



EXPENSES
AND FEES

College expenses are payable in advance. All charges are subject to change at the end of any quarter.

For the purpose of paying fees, twelve or more quarter hours are considered a full-time load, and eleven or fewer quarter hours are considered a part-time load. There are separate fees scheduled for each. Below is a schedule of costs by quarter.

Matriculation Fee (tuition):

Georgia Resident, Full-time	\$289.00	
Georgia Resident, Part-time	\$ 25.00	per quarter hour
Non-Resident, Full-time	\$836.00	(includes \$547.00 non-resident tuition)
Non-Resident, Part-time	\$ 70.00	per quarter hour
*Student Activity Fee	\$ 21.50	
*Athletic Fee	\$ 13.50	
*Clinical Fee	\$ 30.00	

*Note: Students taking 5 or fewer hours are not required to pay the student activity, athletic, or clinical fees, but may do so if they wish in order to get the services provided.

All students residing in a residence hall must purchase one of the three available meal plans as indicated below. Room and board represents a package plan and a single cost is shown according to the residence hall and meal plan options.

Branch Hall, Chandler Hall, Creswell Hall, Mitchell Hall		
7 day 20 meal plan	\$620.00	per quarter
5 day 3 meal plan	\$610.00	per quarter
5 day 2 meal plan	\$590.00	per quarter
Fulwood Hall		
7 day 20 meal plan	\$660.00	per quarter
5 day 3 meal plan	\$650.00	per quarter
5 day 2 meal plan	\$630.00	per quarter
Weltner Hall, Private Rooms		
7 day 20 meal plan	\$675.00	per quarter
5 day 3 meal plan	\$665.00	per quarter
5 day 2 meal plan	\$645.00	per quarter

The estimated cost for books and supplies is \$100.00-\$125.00 per quarter.

A student who formally withdraws from the College within four weeks following the first class day of any quarter is refunded a percentage of fees paid. The following refund period is based on regular calendar weeks beginning the day after registration day each quarter.

Time of Withdrawal	Percentage Refund Received
Within one week	80%
From one to two weeks	60%
From two to three weeks	40%
From three to four weeks	20%
After four weeks	No Refund

After the published drop/add period of each quarter, students who drop below 12 quarter credit hours or who registered for fewer than 12 quarter hours and further reduce their load are not entitled to any refund of tuition.

Refunds of room and board will be figured on a prorated basis according to the number of days in actual attendance at the College. The College does not make refunds of room and board unless the student officially withdraws from College.

Meal tickets are not transferable from one student to another. Disciplinary action is taken against the student who violates this regulation. When the dining hall is closed for official school holidays, such as Thanksgiving, no meals will be served.

REGENTS' POLICIES GOVERNING THE CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES

The following policies have been adopted by the Board of Regents for the purpose of determining the tuition status of students:

1. (a) If a person is 18 years of age or older, he or she may register as an in-state student only upon a showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
(b) No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
2. If a person is under 18 years of age, he or she may register as an in-state student only upon a showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
3. If a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of in-state tuition. After the expiration of the twelve-month period, the student may continue his or her registration only upon the payment of fees at the out-of-state rate.
4. In the event that a legal resident of Georgia is appointed as guardian of a nonresident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees.
5. Aliens shall be classified as nonresident students; provided, however, than an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
6. *Waivers*: An institution may waive out-of-state tuition for:
 - (a) nonresident students who are financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of

- registration; provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration;
- (b) international students, selected by the institutional president or his authorized representative, provided, however, that the number of such waivers in effect at any time does not exceed one percent of the equivalent full-time students enrolled at the institution in the fall quarter immediately preceding the quarter for which the out-of-state tuition is to be waived;
 - (c) full-time employees of the University System, their spouses, and their dependent children;
 - (d) medical and dental residents and medical and dental interns at the Medical College of Georgia;
 - (e) full-time teachers in the public schools of Georgia and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver;
 - (f) career consular officers and their dependents who are citizens of the foreign nation which their consular office represents, and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.
 - (g) military personnel and their dependents stationed in Georgia and on active duty unless such military personnel are assigned as students to System institutions for educational purposes.

SPECIAL FEES AND CHARGES

A **non-refundable fee** of \$5.00 must accompany each application for admission.

If **private rooms** are available in any residence hall, there will be an additional \$100.00 charge per quarter above the regular rate.

The College may provide a residence hall to be used for boarding students who desire to stay on campus between quarters. A prorated rent will be charged.

The **clinical fee** of \$30.00 does not cover a physician's bill but is used instead to defray supplies and nursing services for first aid care. All first aid services must originate at the Health Center.

A **late registration fee** is charged students who enter the College after the regular registration day each quarter. The fee for the first and second days after registration day is \$10.00; thereafter, the fee is \$25.00. The maximum charge for late registration is \$25.00. If a student is unable to enter the College because of illness, he must present a physician's statement confirming his affliction. Failure to meet application deadlines or unmet obligations will not be adequate cause for a waiver.

The **graduation fee** of \$8.00 covers the cost of the diploma. A "one-tripper" cap and gown may be purchased at a charge of \$13.00. These prices are subject to change without notice.

An **automobile registration fee** of \$6.00 is required for each vehicle operated on campus or parked in the College's lots.

Evening credit and non-credit students will receive a special decal at a reduced charge.

Each returned check given to the College by an individual will result in a penalty charge of \$5.00 or 5 percent of the gross amount of the check, whichever is greater. If payment is not made within eight (8) office hours after notification to the individual, there will be an additional \$10.00 charge over the original penalty charge. If two checks are returned on the same student or family, no other checks will be accepted by the College.

An orientation fee of \$25.00 will be charged each student entering ABAC for the first time.

A credit card accommodation fee of 2.75% is levied on all credit card charges. Master Card and Visa are offered as a convenience to the student. The accommodation fee is remitted to the credit card bank.

ROOM RESERVATION/DAMAGE DEPOSIT

To secure housing at Abraham Baldwin, all students who plan to live in a residence hall must submit a room reservation/damage of \$75.00 along with the housing application and terms of agreement. This deposit covers the entire period of residency and will be automatically transferred from quarter to quarter unless the student cancels his reservation in writing ten (10) days prior to the first day of classes each quarter. The deposit is refundable as outlined in the terms of agreement.

Residents are responsible for damage to College property. If there are outstanding damage assessments to College property, the reservation/damage deposit will be forfeited. Should the damage cost exceed the deposit, transcripts will be withheld until the debt is cleared.

A refund of the reservation/damage deposit will be made if the College receives notice that the student has cancelled his plans to attend or to live on campus. This notice must be received in writing by the Director of Residence Life at least ten (10) days prior to the beginning of the quarter. Academic exclusion is not cause for an automatic refund of the deposit. Students on academic probation are cautioned to decide whether or not they want a guaranteed reservation or their refund within the ten day limit. Withdrawal from the residence hall during a quarter is not reason for a refund of room and board charges for the quarter unless the student withdraws from the College altogether.

If a student does not check in with the house director of his assigned residence hall by 9:00 a.m. on the day classes begin, or if he does not officially notify the director of a delay in arrival, the College may cancel his reservation. A student's failure to check into the residence hall or to live there long enough to complete registration will result in his loss of the housing deposit.

BREAKAGE FEES

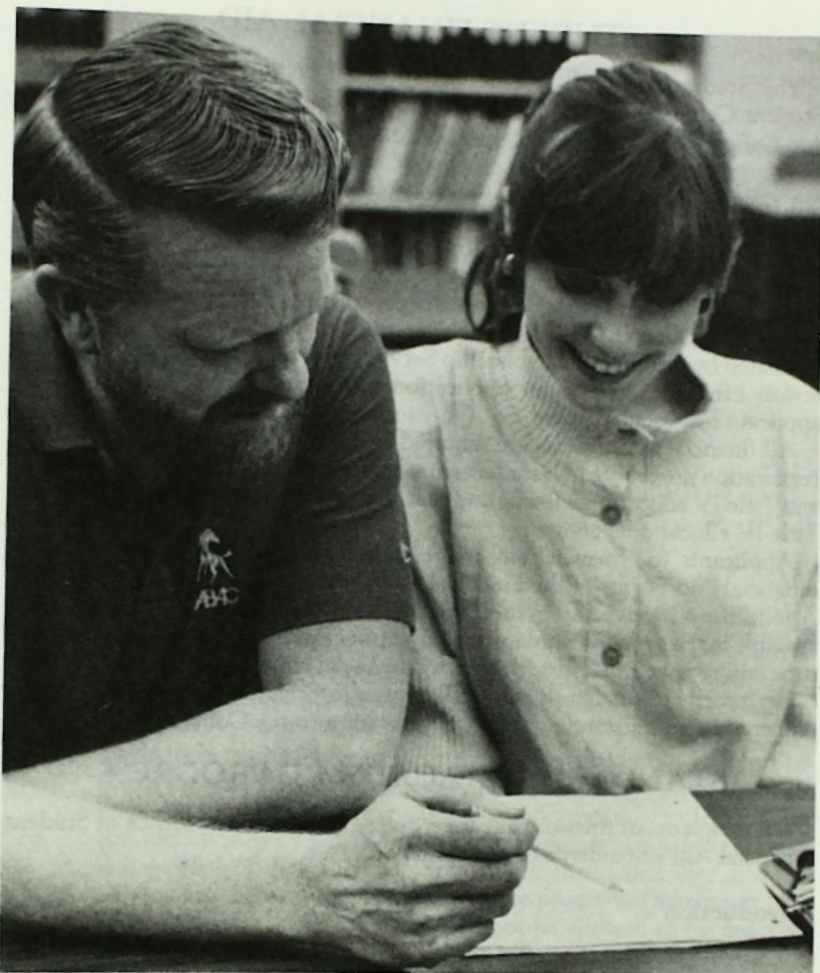
Students are responsible for property in the residence hall rooms, lobbies, and halls. Periodic inspections are made to determine possible damage to buildings. The cost of the damage is charged to the occupants of the room. Where the guilty party cannot be determined, all occupants may be assessed for the damage.

Students are also responsible for any damage they cause to other College property.

UNMET OBLIGATIONS

Students who have not met their financial obligations or violate institutional regulations will have their educational records withheld. Records subject to this regulation include, but are not limited to, transcripts and certifications of student achievement and performance.

Students who owe money to the College may have their registration cancelled.



FINANCIAL AID

STUDENT FINANCIAL AID

The Student Financial Aid Office is located on the second floor of the Student Center. Correspondence should be addressed to Student Financial Aid Office, Box 23, ABAC Station, Tifton, Georgia 31793-4401.

Through an expanded program of state and federal aid, Abraham Baldwin can assist worthy, qualified students in obtaining a college education. The Director of Financial Aid can offer to students with limited resources a financial aid packet, consisting of loans, grants, scholarships, and employment which will enable them to further their education beyond the high school level. Financial aid is awarded on the basis of financial need, scholastic achievement, and good character. The College uses the Financial Aid Form, which is evaluated by the College Scholarship Service, to determine financial need. No action can be taken on an application for financial assistance until the applicant has been accepted for admission to the College.

All financial aid students are required to comply with the selective service registration procedure. All students must certify that they are not in default on any Title IV educational loans, and that they do not owe a repayment on any Title IV educational grants.

Applicants for financial aid are requested to have the results from the Financial Aid Forms in the Financial Aid Office by June 1, for fall quarter. Applications received after this date will be considered as long as funds are available in the order of the date of completion. Students enrolled less than full time will receive full consideration for financial aid.

No information can be furnished to any college relating to financial aid if the student has an outstanding financial obligation to the College.

STANDARDS OF ACADEMIC PROGRESS

All recipients of financial aid are required to uphold the Office of Student Financial Aid's Standards of Academic Progress.

Introduction

The Higher Education Act of 1965, as amended by Congress in 1980, mandated institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving financial aid. The College makes these standards applicable to all institutionally-awarded Federal funds to include Pell Grant, Supplemental Educational Grants, College Work-Study, Georgia Incentive Grants, Perkins Loans, as well as some Guaranteed Student Loans (GSL), Parent Loans (PLUS) to undergraduate students, and Supplemental Loans to Students (SLS) for the purpose of maintaining a consistent policy for all students receiving assistance.

Procedures

Effective with the beginning of Summer Quarter, 1987, the following standards will apply to any student receiving any type of financial aid outlined in the introduction.

A. First Quarter Recipients

To receive financial assistance (Federal) for the first time, each eligible

person will have, by his signature, acknowledged his awareness and acceptance of the standards set forth in the remainder of this document.

B. Continuing Recipients

The concept of satisfactory progress is that there is a progression toward the successful academic completion of course requirements for a degree or certification. Thus, in order for a student to remain eligible for Federal financial aid programs, "a student must continue to maintain satisfactory academic progress." At Abraham Baldwin College, standards for maintaining such progress are as follows:

1. Students must maintain the following cumulative institutional grade point average:

Quarter Hours Attempted	Minimum GPA
0-29	1.20
30-35	1.40
36-45	1.50
46-55	1.60
56-65	1.70
66-75	1.80
76-85	1.90
86 and above	2.00

- a. Any student failing to maintain the required cumulative institutional grade point average shall be placed on probation for one quarter and allowed to continue receiving financial aid before the GPA penalty will be implemented.
2. Students in the one-year certificate program (maximum 73 hours of courses required) will not be allowed to exceed 100 quarter hours in their attempt to finish the course requirements. Students must complete at least 25% of the course requirements in the first year and at least 75% of the course requirements in the second year.
3. Students in the two-year associate degree programs (maximum 134 hours of course work required) will not be allowed to exceed 160 quarter hours in their attempt to finish the course requirements. Students must complete at least 15% of the course requirements in the first year; 35% of the course requirements in the second year; and 50% of the course requirements in the third year.
4. No further aid will be awarded once a student has attempted 100 quarter hours in the one-year certificate program or 160 quarter hours in the associate degree program.
 - a. Developmental/remedial courses will be included in the 100 or 160 quarter hours attempted limit.
 - b. Transfer credit (hours attempted) will be included in the 100 or 160 quarter hours limit.
5. A student may not drop more than six courses.
6. A student may not drop the same course twice.
7. Students who withdraw from school will not receive further consideration for aid except under mitigating circumstances.
8. Students who fail to return to school in a consecutive quarter during the academic year will not receive consideration for aid except under mitigating circumstances, or unless they have notified the Financial

Aid Office in writing of attendance plans within ten days prior to registration.

C. **Forfeiture of Aid**

Students who do not meet the criteria established in B (above) will be considered in default of their right to continue receiving aid, subject to reinstatement provisions described below.

A student whose aid is discontinued by virtue of failure to maintain "satisfactory academic progress" will be informed in writing by the Director of Financial Aid.

D. **Reinstatement Provisions**

A student whose aid has been discontinued in accord with the standards set forth in B (above) may have his aid reinstated subject to the following conditions.

1. The Availability of Funds — The Financial Aid Office will have reallocated any forfeited funds; consequently, reinstatement depends primarily upon whether funds are available or uncommitted to other recipients.
2. Deficient GPA — A student may enroll without Federal assistance, attain the appropriate GPA specified in B (above) and thus regain his/her former aid eligibility status.
3. Dropping Same Course — A student whose financial aid has been forfeited due to having dropped the same course twice may regain his eligibility status by enrolling without Federal financial assistance and successfully completing the course in question.
4. Withdrawals — A student may be reinstated, at the discretion of the Director of Student Aid, if mitigating circumstances are such that the student's withdrawal from college was beyond his normal, immediate control.

E. **Route of Appeal**

Any student notified of his/her ineligibility for Federal aid for reasons of failure to maintain satisfactory academic progress may appeal such decision, in writing, using the following channels.

1. Director of Student Financial Aid
2. Student Financial Aid Committee
3. Dean and Coordinator of Student Personnel Services
4. President of Abraham Baldwin College

The Director of Student Financial Aid reserves the right to examine and issue a post-facto judgment on any financial aid recipient failing to maintain satisfactory academic progress.

PELL GRANTS

This program is part of Federal Student Financial Aid. It provides for the payment of Pell Grant awards to needy undergraduate students attending Abraham Baldwin and other eligible institutions of higher learning. The Pell Grant is intended to be the "floor" of a student's total financial aid money package. Other sources of federal aid may be given in addition to the Pell Grant. The amount of the Pell Grant award is determined by a payment schedule developed by the U.S. Office of Education.

Any student who wishes to apply for any type of Federal Student Financial Aid must also apply for a Pell Grant. The application for the Pell Grant is available either from high school counselors or the Financial Aid Office at Abraham Baldwin College.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

This is a program of direct awards. Since the fall of 1966, colleges and universities have been making Educational Opportunity Grants available to a limited number of undergraduate students with financial need who require these grants to attend college. Students with exceptional financial need (as determined by the Financial Aid Form) will be given priority consideration for these grants.

Eligible students who are working toward a degree or certificate and are in good academic standing may receive Educational Opportunity Grants until completion of the first bachelor's degree.

The amount of financial assistance a student may receive depends upon his need, taking into account his financial resources, those of his parents, and the cost of attending the college of his choice.

Apply to the Director of Financial Aid, Abraham Baldwin Agricultural College, Tifton, Georgia 31793-4401.

GEORGIA STUDENT GRANT

The qualifications for this grant are (1) the applicant must be a resident of Georgia, (2) show financial need, (3) be a full-time student, (4) have a copy of the Financial Aid Form (FAF) submitted to the Georgia Higher Education Assistance Authority. The maximum award is \$450 per year. Application is made by filling out the College's Institutional Application for Financial Aid, submitting it to the Abraham Baldwin Financial Aid Office, and answering questions on the FAF.

LOAN FUNDS

Loan funds are available to students who can document need. Some loans are restricted to students in specific programs. Certain loans may be repaid through service; others may be repaid with interest. Information and applications for loans from the following funds should be directed to the Director of Financial Aid, Abraham Baldwin College, Box 23, Tifton, GA 31793-4401.

State Direct Nursing Loan Programs: \$2,000 loan assistance repayable by service available to students who have a 2.0 cumulative grade point average.

Federal Nursing Loan: Up to \$2,500 per academic year may be borrowed to complete a full-time course of study leading to a degree in nursing. Repayment provisions are liberal. U.S. Citizenship required.

Guaranteed Student Loans: Dependent and independent students may apply for \$2625 per academic year during the first two years of undergraduate study. All applicants for the Guaranteed Student Loan (GSL) must complete a Financial Aid Form (FAF) and submit it to the College Scholarship Service (CSS) for determination of eligibility. All students will be required to

demonstrate financial need to qualify for the GSL. A separate GSL application must be completed and submitted to the office of Student Financial Aid for certification before it is submitted to a lender. No payments are due until six months after termination of formal education.

PLUS Loan (Parents Loan to Undergraduate Students): A parent may borrow up to \$4,000 per academic year on behalf of an eligible dependent student. The applicant does not have to demonstrate financial need. No borrower may receive a loan for more than the student's estimated cost of attendance less estimated financial assistance. The borrower may receive a loan for more than the student's estimated cost of attendance less estimated financial assistance. The borrower must begin repayment of principal and interest within 60 days after the loan is disbursed.

SLS (Supplemental Loans for Students): Independent undergraduate students may qualify for this loan. Otherwise, the terms of these loans are very similar to the aforementioned PLUS loans.

General Student Loan Fund: Available to all students.

Perkins Loan: The College participates in the loan program established under the National Defense Education Act of 1958. Interest is at the rate of five percent. No interest is charged on the loan while the student is enrolled on at least a half-time basis. The limit for the first two years of undergraduate study is \$4,500.

Application for loans from the following funds should be directed to the Comptroller, Abraham Baldwin College, Tifton, Georgia 31793-4401. These loan funds are not intended for long range financing of an education. They are for specific short term, emergency type loans.

Iva M. Chandler Loan Fund: Established in 1964.

Evamae Howard Loan Fund: Established in 1965 by the Pilot Club of Tifton for second year students.

Harry F. Kulbersh Memorial Fund: This fund was established in 1949 by the American Legion Auxiliary of Tift County and is available to sons and daughters of those having served in the armed forces of the US.

Susie T. Moore Loan Fund: Through the generosity of the late Mrs. Susie T. Moore, a substantial sum of money has been made available to worthy students seeking loans. Priority is given to young men and women of Tift County, but the fund is open to any deserving students recommended by the faculty committee.

John G. Padrick Memorial Fund: Available to Tift County students.

Clovis Turk: Sale City FFA Loan Fund is available to worthy sophomore men from Mitchell County.

Ruth Fulwood Wright Loan Fund: Each year one female student may borrow \$125 from the loan fund established by Mrs. Ruth Fulwood Wright.

The Pickett and Hatcher Educational Fund: The late Mr. Claud Hatcher created this fund for the purpose of aiding worthy students in securing courses in broad liberal college training, excluding students of law, medicine, and the ministry. Applications may be secured from the Pickett and Hatcher Educational Fund, P.O. Box 8169, Columbus, Georgia 31908. They must be filed two months in advance of the quarter needed.

WORK OPPORTUNITIES

Students, particularly those who are eligible for financial assistance, who need a job in order to help pay college expenses are eligible for employment at Abraham Baldwin College under federally-supported Work-Study Programs. Work may be from the institution or for an approved off-campus agency. To work under the program, a student must be enrolled in good standing.

In addition, a few jobs are available to students under the regular program of work at the College. These work opportunities are provided by the College itself and are awarded on the basis of need, scholarship, and willingness to work. Any students wishing to work while enrolled should fill out an application for work in the Office of the Director of Financial Aid.

To qualify for the College Work Study Program, the student must be a permanent resident or a citizen of the United States, registered at Abraham Baldwin, show financial need, and make satisfactory academic progress. Application is made by filling out the College's Institutional Application for Financial Aid and the Financial Aid form (FAF).

REFUND POLICY

A student who withdraws will be entitled to a refund on a prorata basis as stated in this Catalog under the Expenses and Fees Section. Any refund, to which a student receiving financial aid may be entitled, will be first applied against accounts in the following priority:

1. Accounts Receivable (amounts due the College for tuition, room, rent, etc.)
2. Pell Grants
3. Loans (Perkins Loan, Nursing Loan)
4. Abraham Baldwin Scholarships
5. Supplemental Educational Opportunity Grants

PROBATION AND REINSTATEMENT POLICY

Federal regulations require the denial of financial aid assistance to students who fail to meet the College's academic progress rule. The Institution will observe the policy stated below for withdrawing and reinstating financial assistance to students who fail to demonstrate satisfactory academic progress.

1. Students who are not meeting academic standards will receive written notification. Written notification will indicate that students are placed on academic probation after registering for two quarters if their institutional cumulative grade point average falls below 1.5. The student on probation will be required to take ten or more quarter hours and earn a cumulative "C" average for that quarter. If these conditions are not met, the student will be academically excluded for one year from the College.
2. Financial aid recipients have the following options available to them:
 - a. The student will be allowed to receive financial aid (if available) during the summer quarter following academic exclusion. If satisfactory academic progress is not attained for the summer quarter, no additional aid will be awarded.

- b. When a student who has been academically excluded appeals to the Academic Review Committee and is allowed to return, the student may appeal to the Student Financial Aid Committee for aid consideration. The Student Financial Aid Committee may grant aid to the student for the following quarter and subsequent quarters as long as the student enrolls in and receives grades (A,B,C,D,F,WF) for a minimum of ten quarter hours of course work excluding physical education. The average of all grades received for the quarter, including physical education, must be 2.0 (C) or higher. If these conditions are not met, the student will not receive additional financial aid until he has attained good academic standing.
- c. The student may return and be eligible for aid twelve months after having been academically excluded.

STATE DEPARTMENT OF VOCATIONAL REHABILITATION

Students who have a physical or an emotional handicap may receive financial assistance to attend college through their nearest vocational rehabilitation office. For details, students may contact the Financial Aid Office or their local rehabilitation office.

VETERANS SERVICES OFFICE

The Veterans Services Office is located on the second floor of the Student Center. All Veterans, members of the Reserves, and the dependents of disabled or deceased Veterans should contact the office immediately upon deciding to enroll in the College so that proper administrative procedures can be initiated.

Veterans experiencing academic difficulty may be eligible for additional benefits to help defray the costs of tutoring services. Such Veterans should consult with the personnel in the Veterans Services office to determine the proper procedure to obtain these additional benefits.

SCHOLARSHIPS

The following scholarships will be granted on the basis of prior academic achievement. Economic need is not a criterion for the selection of recipients except where specifically stated. One-third of each scholarship is payable quarterly unless specifically stated otherwise. In the case of scholarships that carry awards for more than one quarter, the recipient must maintain a 2.0 current grade point average unless otherwise stated throughout the period of the award and must not drop below a full load during the quarter. Transfer to another institution will result in the termination of the scholarship. Withdrawal will result in termination unless withdrawal was for medical reasons or other similar reasons. Reinstatement of the scholarship after withdrawal must be initiated by the student. Any deviation from this regulation requires written approval from the academic dean.

GENERAL

Abraham Baldwin Foundation Scholars Scholarships: These scholarships are awarded to the first, second, and third honor graduates of the following schools: Berrien High School; Colquitt County High School; Cook High School; Fitzgerald High School; Irwin County High School; Pineland Academy; Tift County High School; Tiftarea Academy; Turner County High School; Worth County High School; and Worth Academy. In order for a student to receive the scholarship, he/she must enroll at Abraham Baldwin within one calendar year of his/her high school graduation date and carry a full academic load each quarter. To retain the scholarship for its duration he/she must complete the three quarters within one calendar year from the date of initial matriculation at Abraham Baldwin and must achieve a 3.0 current academic grade point average.

Carlton Memorial

J. Lamar Branch Scholarships: Two scholarships of \$1,000 each are funded by the Carlton Company and will be awarded each year to entering freshmen with high academic achievement and potential. Eligible students must have completed high school with a 3.0 or higher grade point average and have SAT scores of 1,000 or higher or the equivalent. Students awarded these scholarships must enroll full-time at Abraham Baldwin within one year from the date of the award. Should a student receiving this scholarship withdraw during a quarter and a partial refund be due, the refund shall revert to the scholarship fund. Disciplinary or academic suspension shall terminate the scholarship. Application forms for the Branch Scholarships may be obtained from the academic dean's office. Completed forms must be submitted to the academic dean's office by April 15.

Britt Scholarships: Recipient(s) must be a student at Abraham Baldwin who shows potential for success in his/her chosen academic field while also demonstrating a real need for financial assistance. The recipient must use the scholarship at Abraham Baldwin over a period of three quarters and must make a "C" (2.0) average each quarter to be eligible for the next quarter's allotment. The scholarship(s) will be available to either entering freshmen or students who have completed one or more quarters at the College. The amount of the scholarship(s) will vary depending on the money available from the corpus earnings. Application forms may be obtained from the financial aid office or the academic dean's office. Completed forms must be returned to the academic dean's office by April 15.

Josephine L. Cloudman Scholarships: Each scholarship is equivalent to three quarters' matriculation, clinical, and student activity fees. The number of scholarships is dependent on the corpus earnings. Open to entering freshmen and rising sophomores. Qualifications: (1) predicted academic success, and (2) financial need. Application forms may be obtained from the financial aid office or the academic dean's office. Completed forms must be returned to the academic dean's office by April 15.

Agnes Davis Donaldson Scholarships: Each scholarship will cover matriculation, clinical, and student activity fees for three quarters at Abraham Baldwin. The number of scholarships is dependent on the corpus earnings. The recipients must have attended College for two quarters as a full-time student, earned 30 quarter hours of degree credits and have a cumulative

academic grade point average of 3.3 or higher. The students' need for financial assistance and residents of Tift County will be given priority when other factors are approximately equal. The recipients must plan to attend Abraham Baldwin for three additional quarters and plan to graduate. Withdrawal or transfer to another institution will result in termination of the scholarship. Apply to the academic dean's office. Closing date for application — April 15.

Carlton Scholarships: Six scholarships each year. Award is based primarily on scholarship.

Two scholarships (\$1,200 each) will be given to entering freshmen. Application forms may be obtained from the financial aid office or the academic dean's office. Completed forms for entering freshmen scholarships must be returned to the academic dean's office by April 15.

Two scholarships (\$1,200 each) will be given to freshmen who have earned at least 30 quarter hours of degree credits with a 3.75 or higher cumulative academic grade point average and will enroll a minimum of three more quarters at Abraham Baldwin after the award.

Two scholarships (\$1,200 each) will be given to sophomores who graduate during the school year with a 3.75 or higher cumulative academic grade point average. Evidence of enrollment or intent to enroll full-time in a senior institution must be provided with the application.

Should a student withdraw during a quarter and a partial refund be due, the refund shall revert to the scholarship fund. Application forms may be obtained from the academic dean's office. Completed forms for rising sophomore or rising junior scholarships must be returned to the academic dean's office by April 15.

James Perry Gleaton Scholarship: This scholarship will pay tuition, health, athletic and activity fees for one academic year. The scholarship must be used within four quarters from the time of initial enrollment; unused funds will revert to the scholarship fund. To be eligible for the scholarship, students must have a 2.0 (C) overall average in high school or college, be first-time entering freshmen or currently enrolled freshmen, and must be planning to enroll at Abraham Baldwin at least three quarters with the intention of remaining at the college until graduation. Priority will be given to the employees or children of the employees of Plant Telephone Company. A student awarded this scholarship must maintain at least a 2.5 grade point average in order to continue receiving the funds. Withdrawal, transfer to another institution, or disciplinary suspension of any type will terminate the scholarship. Applications are available in the academic dean's office. The closing date for receipt of application is April 15.

John W. Strickland Scholarship: Scholarship equivalent to three quarters' matriculation, clinical, and student activity fees will be awarded annually to a rising sophomore who has completed two or more quarters at Abraham Baldwin with a cumulative academic grade point average of 3.2 and plans to attend the College for three quarters the following year. Student must show evidence of leadership as demonstrated through extracurricular activities on the campus. When all factors are nearly equal, preference will be given (although not required) to agriculture majors and/or a background of achievement in 4-H Club. Apply to the academic dean's office. Closing date for application — April 15.

Larry W. (Buck) Wheeler Memorial Scholarship: An award of \$1,200 awarded annually based primarily on scholarship. Recipient must be a rising sophomore who has attended Abraham Baldwin at least two quarters, has a cumulative academic grade point average of 3.2 or higher and plans to complete the sophomore year at the College. Withdrawal or transfer to another institution will result in termination of the scholarship. Apply to the academic dean's office. Closing date for application — April 15.

Muryl Yow Memorial Scholarship: Three grants each to cover matriculation, clinical, and student activity fees for one quarter awarded during the year by the Baldwin Woman's Club. Qualifications: (1) financial need, and (2) available to any student who has successfully completed (C or higher average) at least one quarter at Abraham Baldwin. Closing date is six weeks prior to registration for the quarter. Apply through the academic dean's office.

Star Student Scholarships: (Entering Freshmen) Students who have been designated a Star Student through the State Chamber of Commerce Student-Teacher Achievement Recognition Program are entitled to this scholarship. The scholarship pays matriculation, clinical, and student activity fees for one quarter to each star student who enrolls with the intention of completing one year's study at Abraham Baldwin College. No closing date for application. Contact academic dean's office.

RESTRICTED TO CURRICULUM

ASSIST Scholarships: Matriculation fees each quarter for a maximum of six quarters. Available exclusively to first time entering freshmen fall quarter. Restricted to students majoring in agriculture or humanities or closely related fields. Scholarship requirement is 860 minimum combined SAT score. High school record and SAT score are the primary factors for determining award; however, financial need and moral character are secondary factors for consideration. Georgia residents will be given preference. To maintain eligibility for the maximum quarters the student must meet a graduated minimum academic requirement each quarter. Application forms may be obtained from the financial aid office or the academic dean's office. Completed forms must be returned to the academic dean's office by August 15.

B.L. Southwell Scholarship: Awarded annually to a student majoring in any phase of agriculture or home economics with preference given to animal science majors. The amount of the scholarship will depend on the earnings from the endowment. The scholarship may be awarded to an entering freshman with a minimum of 750 combined SAT score and 2.5 high school average or to a college student who has earned 25 or more degree credit hours and a 2.5 or higher cumulative grade point average. The award will be divided over a three quarter period and must be used within 12 months from date of initial award. Application forms may be obtained from the academic dean's office. Completed forms must be returned to the academic dean's office by April 15.

Ernest Edwards Music Scholarship: Scholarships to be awarded to worthy students enrolled in music at Abraham Baldwin. The recipients must be entering freshmen and must plan to major in music. The award of these

scholarships will be based on musical talent as evaluated in auditions, leadership in high school music activities, financial need, and grade point average. The recipients must maintain a 2.5 grade point average each quarter while attending Abraham Baldwin. Change of major, withdrawal, or inability to maintain the required grade point average will result in termination of the scholarship. Contact the Humanities Division, Abraham Baldwin College for details on application. Closing date for application — June 15.

Holly Donaldson Scholarship: The amount of the scholarship will depend on the earnings of the endowment. Awarded annually to entering freshmen and/or enrolled Abraham Baldwin students majoring in art, English, journalism, music, speech-drama, or humanities. The award of this scholarship will be based on SAT scores, high school or college average as calculated by Abraham Baldwin's admissions office, active participation in co-curricular activities or occupation related to the major area of study. Students must have the recommendation of their high school or college teachers, be of high moral character, exhibit leadership potential, plan to attend the College for three or more quarters, complete a full academic load each quarter, and maintain a 2.5 cumulative grade point average at Abraham Baldwin. Financial need will be considered. The Chairman of the Division of Humanities and a designated Humanities faculty member will select the recipient from applications received by the Academic Dean. Failure to meet the conditions of the scholarship, withdrawal, or transfer to another institution, will result in termination of the scholarship. All unused funds will revert back to the Holly Donaldson Scholarship Fund. To be considered in the initial evaluation phase, applications must be submitted by June 1. The award of this scholarship may be made at that time or may be delayed for the evaluation of later applications. No application will be considered after August 1. Application forms may be obtained from the academic dean's office.

David W. Mullis Memorial Scholarship: Scholarship equivalent to three quarters' matriculation, clinical, and student activity fees will be awarded to a rising sophomore in the Wildlife Technology Curriculum. Applications will be reviewed by a Screening Committee as designated by the Abraham Baldwin Wildlife Technology faculty and subsequently submitted to the Abraham Baldwin's Scholarship and Awards Committee for final selection. The recipient must: have completed a minimum of 30 hours credit in the Wildlife Technology Curriculum; have a minimum academic grade point average of 2.5; maintain a 2.0 academic grade point average each quarter for the duration of the scholarship.

Warren Bruce Donaldson, Jr. Journalism Scholarship: Scholarship will pay tuition, including health, athletic and activity fees for one academic year. Scholarship must be used within the next four quarters following the date of award. Allocations usually will be divided over three quarters. Unused portions of awards will revert to be reallocated as deemed appropriate by the Scholarship and Awards Committee. The Scholarship and Awards Committee will select the recipient(s) each year from the applications received. Strong preference should be given to Tift County students. The scholarship is to be awarded to a student(s) majoring in journalism and possessing the following criteria: (1) a 3.3 cumulative grade point average at Abraham Baldwin (2) two or more quarters of attendance at Abraham Baldwin; (3) earned 30 quarters hours of degree credits; (4) continued

attendance at Abraham Baldwin for three quarters and plan to graduate. Student must maintain a minimum current academic average of 2.5 to receive the scholarship the following quarter. Withdrawal or transfer to another institution will result in termination of the scholarship. Disciplinary suspension of any type or failure to meet the grade point average requirement shall terminate the scholarship.

Jesse and Dolly Chambless Scholarship: The Jesse and Dolly Chambless Scholarships are made available to students majoring in Agricultural and Industrial Equipment Technology and/or Agricultural Engineering. In order to apply for one of these \$500 scholarships a student should have attained an average minimum grade point average of 2.50 by completing a minimum of 12 quarter hours per quarter and have completed at least 30 quarter hours of academic work toward a degree. Other factors to be considered is participation in divisional organizations and activities, leadership abilities and personal growth as attested to by your peers and faculty. The recipients are required to enroll for one academic year for at least 12 credit hours per quarter to be eligible to receive the scholarship. Application forms may be obtained from the academic dean's office. Completed forms must be returned to the academic dean's office by April 15.

Louis Beard Nursing Scholarship: \$2,000 awarded to worthy nursing student in the Thomasville area. Apply to the Administrator of Archbold Memorial Hospital, Thomasville, Georgia. No closing date for application.

Brightwell Horticulture Scholarship: Maximum \$500 scholarship awarded to a worthy student in Ornamental Horticulture Technology. The recipient must have completed two quarters at Abraham Baldwin with a 2.0 or higher grade point average and plans to attend Abraham Baldwin for three additional quarters. Recipient must be actively involved in the Horticulture Club and interested in and involved with campus beautification projects as certified by the Horticulture faculty. When all factors are nearly equal, preference will be given to students with financial need. Application forms may be obtained from the academic dean's office. Closing date for application — April 15.

Dairymen, Inc. Scholarship: \$300. Qualifications: (1) son or daughter of a Dairymen, Inc. member residing in Georgia, and (2) freshman or sophomore majoring in dairying or agricultural economics. Award will be made by April 15. If application from a qualified person is not received by April 15, award will be made when a qualified person makes application. Apply through the academic dean's office.

J. Baldwin Davis Scholarship: \$500 scholarship to be awarded to a worthy student in agriculture at Abraham Baldwin. Student must have earned a 3.2 cumulative academic grade point average at the College; have attended Abraham Baldwin two or more quarters; be a rising sophomore and attend the College for three quarters during the following year; and be of high moral character and exhibit leadership potential. Financial need and participation in organized college sanctioned activities will be considered. Withdrawal or transfer to another institution will result in termination of the scholarship. Apply to the academic dean's office. Closing date for application — April 15.

John Henry Dorminy Scholarships: Four scholarships each equivalent to three quarters' matriculation, clinical, and student activity fees.

Two scholarships will be awarded annually to entering freshmen who plan to major in forestry, pre-med, pre-vet, pre-dentistry, pre-law, nursing,

accounting, or music (piano). The award of these scholarships will be based on academic ability as measured by SAT scores, high school average as calculated by Abraham Baldwin's admissions office, and active participation in high school co-curricula activities which enhance leadership ability. Closing date — April 15.

Two scholarships will be awarded annually to a freshman who has completed 30 quarter hours of degree credits with a cumulative academic grade point average of 3.5 and plans to complete the sophomore year at Abraham Baldwin. Recipient must be in the field of forestry, pre-med, pre-vet, pre-dentistry, pre-law, nursing, accounting, or music (piano). Award will be based primarily on scholarship. Withdrawal or transfer to another institution will result in termination of the scholarship. Apply to the academic dean's office. Closing date for application — April 15.

J.H. Dorminy Nursing Scholarships: Three scholarships, \$1,000 each, awarded annually.

Two scholarships are available to students entering the sophomore year in Abraham Baldwin's nursing program who have a 3.0 or higher grade point average at the College. Closing date — April 15.

One scholarship is available to an LPN entering the freshman class of Abraham Baldwin's nursing program who has at least two years full-time work experience during the immediate past three years, a combined SAT score of 750 or higher, and/or must have earned a 3.0 or higher GPA on all previous college courses taken within the immediate past three years, and have documented financial need. A scholarship not awarded to a student in the designated class above due to lack of qualified applicants will be awarded in the other class provided qualified applicants are on file. Application forms and detailed criteria are available in the office of the academic dean and the director of nursing education. Closing date — April 15.

Marian Jones Girtman Scholarship: Awarded to a worthy student(s) in the Visual Art Program and/or area of Humanities. At the discretion of the Scholarship and Awards Committee, the money (\$1,000) may be given as one scholarship or equally divided into two scholarships. Student(s) must submit a portfolio of at least three (3) examples of art work; plan to attend Abraham Baldwin for three or more quarters; maintain a 2.5 cumulative grade point average at Abraham Baldwin; and be of high moral character and exhibit leadership potential. Financial need and participation in organized high school or college sanctioned activities will be considered. First priority will be given to a major in the visual arts but if there are no qualified applicants in this area, scholarship will be open to Journalism, Music, Speech/Drama and English majors. Applicants in these areas must show evidence of creative work and have the recommendation of their high school or college advisor. Application forms may be obtained from the academic dean's office. Deadlines will vary depending on availability.

Carlton Smith Scholarship: Awarded to a worthy student(s) in agriculture and/or forestry. At the discretion of the Scholarship and Awards Committee, the money (\$1,000) may be given as one scholarship or equally divided into two scholarships. Student(s) must have earned a 3.2 cumulative academic grade point average at Abraham Baldwin; attended the College two or more quarters; be a rising sophomore; attend the College for three quarters during the following year; and be of high moral character and exhibit

leadership potential. Financial need and participation in organized, college sanctioned activities will be considered. Withdrawal or transfer to another institution will result in termination of the scholarship. Apply to the academic dean's office. Closing date for application — April 15.

Vernon Yow Forestry Scholarships: Two scholarships, maximum of \$500 each, awarded to worthy students in the two or four-year forestry program. The recipient must have completed three quarters of academic credit (preference given to students who have completed three quarters credit at Abraham Baldwin) with a 3.0 or higher grade point average and plans to attend the College for three additional quarters. Application forms may be obtained from the academic dean's office. Closing date for application — April 15.

GEOGRAPHICAL RESTRICTIONS

O.V. Barkuloo Memorial Scholarship: Awarded to an entering freshman from Tift County High School or Tiftarea Academy. Pays matriculation, clinical, and student activity fees for three quarters. Qualifications: Student may enroll in either the college transfer program or the technology program; Student must have a 750 minimum SAT and a 2.5 high school grade point average; Student must maintain a 2.5 current grade point average with a full load (minimum 12 credit hours) each quarter to be eligible for the succeeding quarters' allocation. When all factors are nearly equal, preference should be given (although not required) to a student with a background of achievement in 4-H club work and/or majoring in Horticulture. Disciplinary suspension of any type or failure to meet the grade point average requirements shall terminate the scholarship. Application forms may be obtained from the academic dean's office. Completed forms must be returned to the academic's office by April 15.

Louis Beard Nursing Scholarship: \$2,000 awarded to a worthy nursing student in the Thomasville area. Apply to the Administrator of Archbold Memorial Hospital, Thomasville, Georgia. No closing date for application.

Colquitt Electric Membership Corporation Scholarship: Pays matriculation, clinical, and student activity fees for three quarters. Qualifications: (1) predicted academic success, (2) financial need, and (3) family must be a member of Colquitt EMC cooperative which covers portions of Berrien, Brooks, Colquitt, Cook, Lowndes, Tift and Worth counties. Students may be awarded scholarship for one year only. Application forms may be obtained from the academic dean's office. Completed forms must be returned to the academic dean's office by April 15.

Moorman Scholarship: Includes tuition each quarter, a one-bedroom guest house, and an opportunity to earn extra money by baby-sitting. Requirements are: (1) must have own vehicle for transportation, (2) must be a female, (3) must not use tobacco or alcoholic beverages in any form, (4) must be from an area other than Tift County or counties contiguous to Tift County, (5) must not entertain men in the apartment, (6) must have a "B" average (3.0 grade point average in high school or college) and maintain a "B" average (cumulative) in college. Students may be awarded scholarship for a maximum of one year, with an option by the benefactor to renew the scholarship. Application forms may be obtained from the academic dean's office. Completed forms must be returned to the academic's office by April 15.

Weetie and Homer Rankin Scholarships: Young Georgia high school graduates with academic potential as judged by SAT scores, high school records and possibly other tests, who have demonstrated leadership potential and possess financial need are encouraged to apply for these entering freshmen scholarships. To be eligible, students must pursue full-time study toward an associate degree and not have previously attended college. (Joint Enrollment students are eligible.) Recipients are paid \$200 per quarter with a maximum of \$1,600 per student. Specific criteria for these scholarships and application forms may be obtained from the financial aid office or the academic dean's office. Completed forms must be returned to the academic dean's office by April 15.

Rotary Club of Tifton Scholarship: There will be two scholarships in the amount of \$650 each, with the funds to be divided equally over three quarters. Eligible students must be Tift County residents enrolled at Tift County High School or Tiftarea Academy, must plan to enroll full time at Abraham Baldwin, and must show evidence of scholastic ability and financial need. Students must submit an application for entering freshmen form to the academic dean's office by April 15.

Regents' Scholarships: Qualifications: (1) a high prediction of academic success, (2) financial need, (3) Georgia resident, and (4) agreement to serve in Georgia after completion of education. Information and application forms may be secured from the high school counselor or the financial aid office at Abraham Baldwin College. Priority date for application is April 1.

Sertoma Club of Tifton Scholarship: Awarded to an entering freshman from Tift County High School or Tiftarea Academy. Pays tuition and fees for three quarters. Qualifications: (1) full-time enrollment, (2) evidence of scholastic ability, (3) financial need, (4) leadership potential. Student must maintain a 2.5 grade point average each quarter to be eligible for the succeeding quarter's allocation. Information and application forms may be obtained from the high school guidance department.

American Legion Post No. 21 Scholarships: Pays matriculation, clinical, and student activity fees for three quarters. Qualifications: (1) child of Tift County veteran, (2) financial need, and (3) scholastic ability. Apply through Guidance Department of the high school.

American Legion Auxiliary Post No. 21 Scholarship: Pays matriculation, clinical, and student activity fees for three quarters. Qualifications: (1) child of Tift County veteran, (2) financial need, and (3) scholastic ability. Apply through Guidance Department of the high school.

C & S Bank of Tifton Scholarship: Pays matriculation, clinical, and student activity fees for three quarters. Qualifications: (1) resident of Tift County, (2) rank in upper ten percent of class, and (3) financial need. Apply through Guidance Department of the high school.

Citizens Bank of Tifton Scholarship: Pays matriculation, clinical, and student activity fees for three quarters. Qualifications: (1) resident of Tift County, (2) rank in upper ten percent of class, and (3) financial need. Apply through Guidance Department of the high school.

First Community Bank of Tifton Scholarship: Pays matriculation, clinical, and student activity fees for three quarters. Qualifications: (1) resident of Tift County, (2) rank in upper ten percent of class, and (3) financial need. Apply through Guidance Department of the high school.

Joseph Kent Memorial Scholarship — Great Southern Federal Savings and Loan: Two scholarships for \$750 each. One awarded to a student from Tift County and one to a student from Colquitt County. Qualifications: (1) resident of Tift or Colquitt County, (2) scholastic ability, and (3) financial need. Apply through Guidance Department of Tift County High School, Tiftarea Academy, Colquitt County High School, or Pineland Academy.

South Georgia Banking Company Scholarships: One \$900 scholarship to be applied to tuition, clinical and activity fees for three quarters. Qualifications: (1) resident of Tift County, (2) rank in upper 10% of class, and (3) financial need. Apply through Guidance Department of Tift County High School or Tiftarea Academy.

Tifton Junior Woman's Club Scholarship: Pays matriculation, clinical, and student activity fees for three quarters. Qualifications: (1) female, (2) graduating senior from Tift County High School, (3) upper ten percent of class, and (4) financial need. Apply through Guidance Department of the high school.

Ernest Yates Memorial Scholarship (Tifton Kiwanis Club): Pays matriculation, clinical, and student activity fees for six quarters. A scholarship will be awarded each year. Qualifications: (1) full-time college student, (2) scholastic ability, (3) financial need, (4) preference given to Key Club members, and (5) preference given to Tift County students, but others considered. Apply through Guidance Department of the high schools.

John and Julie Hunt: A graduate of Tiftarea Academy will be awarded a \$500 scholarship to attend Abraham Baldwin. The money will be divided over a three quarter period. To qualify for the second and third quarter's grant, the student must maintain a 2.2 or higher GPA each quarter.

Shoney's Scholarship: Scholarship will pay matriculation, clinical, and student activity fees for one academic year. The scholarship recipient will be chosen by John and Julie Hunt from among employees and families of employees of Shoney's of Tifton, Inc. The recipient must have a 2.0 or higher cumulative GPA on last grade report (high school or college), may be either an entering freshman or an enrolled Abraham Baldwin student, must be planning to attend Abraham Baldwin for three additional quarters to graduate within the next three quarters, and student must maintain a 2.2 or higher GPA each quarter to be eligible for each succeeding quarter.

Wine and Spirits Wholesalers of Georgia Foundation: Qualifications: Georgia resident, undergraduate student, attend an institution in the University System of Georgia, academic excellence, and financial need. Priority date for application, May 1. Contact Financial Aid Office.



STUDENT
SERVICES

COUNSELING AND ADVISEMENT

The Counseling Office is located on the second floor of the Student Center. Correspondence should be directed to the Director of Counseling and Testing, Box 26, ABAC Station, Tifton, Georgia 31793-4401. The telephone number is (912) 386-3231.

Several kinds of counseling and testing services are available to all students to help them achieve maximum educational development.

Each instructor is responsible for helping students master the material of his course and is available to the student for discussion of study techniques and course content.

In addition, each student is assigned an academic advisor in his major field of interest. This advisor helps the student plan his course of study and approves his quarterly course schedule. The student is encouraged to confer regularly with his advisor and to schedule at least four conferences per quarter with him. Advisors are available for consultation on any problems or concerns related to the student's work at the College.

In addition, special counseling assistance concerning academic, personal problems and concerns, or career choices is available through the Counseling Office. Confidential relationships between professional counselors and students are maintained.

Individual testing services are provided by the counselors for students desiring them. The purpose of the testing is to supplement counseling.

Other educational opportunities such as leadership training, human relations skill building, assertiveness training, decision making, and alcohol education are provided by the Counseling Office.

Student Medical Withdrawals: A student may be administratively withdrawn from the college when in the judgment of the Dean of Student Personnel Services and the Director of Counseling and Testing and/or the College Physician, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which: (a) poses significant danger or threat of physical harm to the student or to the person or property of others or (b) causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel or (c) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the student conduct code and other publications of the college.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to final decision concerning his/her continued enrollment at the College. (Complete medical withdrawal policies and procedures and appeal procedures may be obtained from the Counseling Office.)

ORIENTATION

Each quarter first-time entering students are required to attend an orientation session prior to entering the College. Special orientation sessions are arranged for part-time and night students.

The orientation programs are designed to assist the student in making the transition from high school to college a rewarding educational experience. The

program at these sessions includes placement testing, group and individual counseling, academic advising, and general orientation to college life.

Attendance at an orientation session is required prior to registering. Three orientation sessions are held during the summer for new students who enter fall quarter. The student is given an opportunity to select the session to attend. Additional sessions are held prior to winter, spring and summer quarters.

A non-refundable orientation fee is charged for each student to cover the costs of housing, meals and other services.

ORIENTATION COURSE

In conjunction with the student orientation sessions described above, the College offers for first-time entering students one credit hour orientation courses taught within the various academic divisions. Intended for those students not classified as developmental, these orientation courses are required of all first-time entering freshmen and cover information considered essential for the transition to a college environment as well as providing an orientation to the student's major field of study. Among the topics considered are study skills, career development, and identification of various college resources. Orientation courses are offered for students in agriculture-related; business; physical education/recreation; humanities; science, math, and nursing; and social science fields of study, as well as for those students who are undecided about their majors.

MEDICAL SERVICES

The health of the students is protected by a requirement that each student must submit a medical history questionnaire prior to admission to the College. This information is held in strict confidence by the staff of the Health Center. At the option of the college, a student may be required to submit a new questionnaire after four years. Every precaution is taken to ensure a healthy student population. The College employs a registered nurse and five licensed practical nurses to provide medical services to all students in case of minor illness. The Health Center is open twenty-four hours a day, seven days a week, during the academic year. A physician employed on a consulting basis is on call twenty-four hours a day, and holds office hours for students in the Health Center twice weekly. A consulting pharmacist visits the Health Center twice weekly to dispense prescription drugs and is also on call twenty-four hours a day.

The Health Center has a ten-bed capacity and is fully air-conditioned. Although the College will assume no legal responsibility, it will assist in the treatment of injuries received in voluntary or required activities. Prescribed drugs and medical treatment other than what is received in the Health Center are the responsibility of the student. There is no additional charge for services rendered by the physician when holding clinic in the Health Center or for the prescription drugs dispensed by the pharmacist at the E.L. Evans Health Center.

The College endorses a student accident and sickness insurance plan which is designed especially for students. We recommend this coverage to our students for their protection in helping to meet additional medical expenses not covered by Health Services. A brochure explaining the benefits of the plan

and an application form are mailed to each student entering Abraham Baldwin. Any additional information about the insurance plan may be obtained at the Health Center.

FOOD SERVICE

The College dining hall furnishes well-balanced meals three times a day to all boarding students; meals are also provided as an option to those students living off-campus. Students may purchase meal tickets on a seven-day plan or a five-day plan. A \$10.00 charge will be made for the replacement of either portion of the ticket on the five- or seven-day meal plan. Meal tickets are not transferable to other students.

STUDENT HOUSING

The Office of Residence Life is located on the second floor of the Student Center. The mailing address is Box 24, ABAC Station, Tifton, Georgia 31793-4401 and the telephone number is (912) 386-3234.

Approximately one-half of the student population resides on campus. A house director lives in each residence hall. Male students are housed in Weltner Hall, Weltner Annex, Comer Hall, Branch Hall, Fulwood Hall, and Mitchell Hall. Female students are housed in Lewis Hall, Creswell Hall and Chandler Hall. Because of the implementation of Title IX by the Department of Education, it is illegal for any college or university receiving federal funds to impose a curfew on any student on the basis of sex. Thus, residence halls do not have enforced curfew regulations.

Normally, two students share a room. Under special circumstances, however, private room accommodations may be available in designated residence halls. All private room requests will be handled by the Office of Residence Life based on the availability of space and the student's individual circumstances. An additional charge will be made for private rooms.

All students residing in College residence halls should furnish a study lamp, iron, bed linens, towels, mattress cover, waste basket, and other personal items.

All students are required to live in a residence hall, except those who are 1) married; 2) can show proof of financial independence; 3) living at home with parents or guardians. Other exceptions are made only if room is not available in a residence hall, and each exception must be approved by the Director of Residence Life.

Requests to live off-campus must be submitted to the office of the Director of Residence Life before each quarter's registration. Permission to live off-campus is given on a quarterly basis. Students should not make off-campus living arrangements without first securing written permission from the Director. Students living off-campus must notify the Office of Residence Life of any change in address or housing status before they actually make the change.

Information about housing facilities for married students and for other students who are authorized to live off-campus is available from the Office of Residence Life.

The College's residence halls close during the Thanksgiving break and between quarters. Students who want to stay on campus during those times

may make special arrangements with the Office of Residence Life for available space at a small fee.

CONDUCT INFORMATION AND REGULATIONS

An Abraham Baldwin Agricultural College student is expected to show proper respect for order, morality, and the rights of others. Conduct which is normally reprehensible or which is of a disorderly nature and in violation of written policy shall subject the student to disciplinary action.

Anyone registered as a student at the College is subject to the regulations outlined in the Student Handbook. He is also subject to city, state, and federal law. The College will not intervene nor will it ask special treatment for students who have violated any law.

College regulations apply to both on- and off-campus students.

VIOLETIONS

Students who violate College regulations regarding conduct may be punished by warning, special sanction, suspension, or expulsion. The nature of the offense will determine the severity of the punishment.

The procedure for suspending or expelling a student is the same. A student who has broken a regulation may be referred to the Student Judiciary by the Assistant Dean of Student Affairs or by the Director of Residence Life. The student will be given written notification of a hearing at least three days before the hearing is scheduled. He/she will also be informed of the charges against him/her and of his/her right to legal counsel. The Judiciary will hold a hearing and make its recommendations regarding disciplinary action. Appeals may be made in accordance with the Student Handbook and the published policy of the Board of Regents.

Any student who is charged with or indicted for a violation of state or federal law is subject to disciplinary action by the College while the case is pending. When very severe violations of state or federal law occur, a student may be administratively suspended until the trial is concluded.

Any student who is guilty of violating College regulations or who is financially indebted to the College will not be eligible for readmission until he/she receives the appropriate clearance. Under these circumstances, a student's ineligibility for readmission will become a part of his/her record.

In addition to the Student Code of Conduct, which may be found in the Student Handbook, the following stipulation exists:

Notwithstanding any provision of this Code, the President is authorized to review any student discipline case and take such action as he deems appropriate with respect thereto. His review may be based upon (1) the record made before the Student Judiciary; (2) oral or written arguments made to him by the parties or their representatives; (3) a *denovo evidentiary* hearing before him substantively following the procedures set out herein for hearings before the Student Judiciary; or (4) any combination of the foregoing methods. A student defendant may appeal the decision of the President in writing to the Executive Secretary of the Board of Regents within a period of twenty days after the President's decision and shall cite all reasons for dissatisfaction with the previous decision.

BOARD OF REGENTS STATEMENT ON DISRUPTIVE BEHAVIOR

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System:

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years, a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use of display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the conditioning for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is Ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

Of equal or even greater importance, such action of force as has been described above destroys the very essence of higher education. The essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem, the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity,

or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education.

STUDENT ACTIVITIES

Abraham Baldwin is committed to the philosophy that in a total educational process the student activity program should supplement the academic program and that such a program should be student oriented. Faculty and staff members act as advisors but students plan and implement the programs. The College provides a variety of extra-curricular activities that not only supplement the academic program but provide training and leadership opportunities as well as entertainment. In order to keep the student activity program one of the best in the state, each student is personally encouraged to take part in one or more of the programs offered. The Student Handbook contains more detailed information about the student activity program.

STUDENT GOVERNMENT ASSOCIATION

SENATE — The Senate is made up of student-elected representatives from on and off-campus, two representatives from the Inter-Activity Council, Residence Hall Presidents, Freshman and Sophomore Class officers, and officers of the Student Government Association. The body meets Tuesday night of each week to plan and discuss activities and other matters which concern the student body. This group tries to maintain and strengthen the bonds among students, faculty, and administration, recognizing that a characteristic of an educated person is his ability to cooperate with his fellow man. The Assistant Dean of Student Affairs is the administrative advisor for the Senate and a faculty advisor is selected by the Senate.

INTER-ACTIVITY COUNCIL — The Inter-Activity Council is made up of one representative from each of the chartered clubs. The purpose of this Council is to coordinate activities among the clubs and to bring about quicker, more effective action concerning these organizations. The Director of Residence Life shall serve as the administrative advisor for the Inter-Activity Council and a faculty advisor may be selected by the Council.

Listed below are the clubs and activities on campus that are dependent upon student participation for their existence: AET (Agricultural Equipment Technology), Afro Culture, Alpha Beta Gamma, Baptist Student Union, Campus-Wide Bible Study, Cloggers, Computer Club, Criminal Justice Majors, Delta Epsilon Chi, Forestry Wildlife Club, 4-H Club, Future Farmers

of America, Future Secretaries of America, Georgia Association of Nursing Students, Horticulture, Health Physical Education and Recreation, Mu Alpha Theta, Music Educators National Conference (MENC), Pre-Vet Club, Phi Beta Lambda, Phi Theta Kappa, Rodeo Club, Science Club, Stallion Squares, Student Home Economics Association, Student Veterinary Technology Association. A more complete description of each club can be found in the Student Handbook.

STUDENT COMMUNICATIONS MEDIA

Student communications media on the Abraham Baldwin Agricultural College campus include the following:

TABAC — The yearbook is a fall publication acclaimed nationally for excellence. Staff members function to record the year's events through pictorial editorial coverage of Abraham Baldwin's people and their many diversified activities.

STALLION — The campus newspaper is published biweekly to provide news and features focused on campus events as well as present opinion and comment. For several years, the newspaper has earned national recognition and has been named Georgia's top junior college paper.

PEGASUS — This annual literary magazine provides a means for creative expression among students, faculty, and alumni. The magazine features poetry, essays, fiction, articles, art, and photography.

HAPPENING — A calendar of events which lists regularly scheduled activities and special events is published quarterly by the Calendar Committee of the Inter-Activities Council.

RADIO Station WABR—FM — The College radio station, located at 107.5 on the FM dial, has studios located in the Student Center.

RADIO Station WPLH-FM — The affiliate of the Georgia Public Radio Network located at 91.1 on the FM dial, is housed in the Student Center.

INTRAMURAL ACTIVITIES

Through a program of intramural sports, the Department of Health, Physical Education, and Recreation offers to every student the opportunity to engage in sports and recreative activities. Participation is entirely voluntary. However, varsity athletes are not allowed to play intramurals in the sport in which they participate. The desire for fun, exercise, social contact, and the zest of friendly competition in a wholesome, satisfying atmosphere furnish the stimulation for the activities and tournaments offered. An attempt is made each quarter to offer team and individual sports. Activities offered in this program include touch football, softball, volleyball, ping-pong, badminton, and basketball.

ATHLETIC PROGRAMS

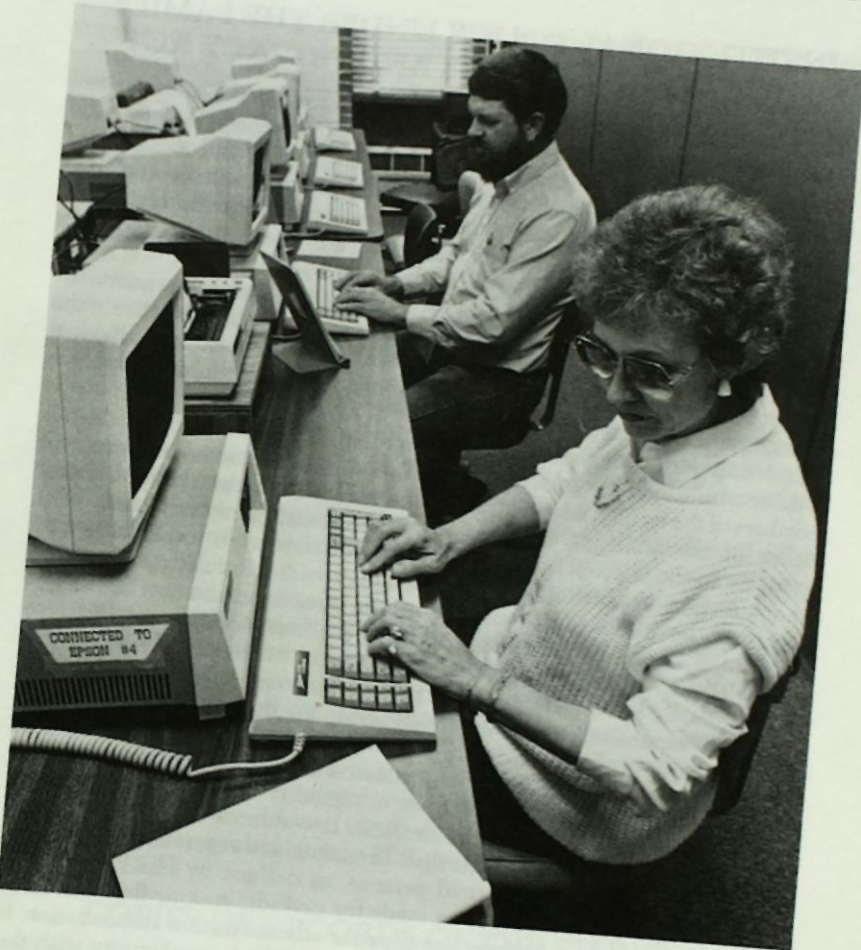
Intercollegiate athletics, both male and female, are an integral part of both the Department of Health, Physical Education and Recreation and the student activity program. The College participates in five intercollegiate sports — basketball, baseball, tennis, women's softball, and golf. All full-time students are invited, and strongly encouraged to try out for collegiate athletic teams.

The College is a member in good standing of Region 17 of the Georgia Junior College Athletic Association and the National Junior College Athletic Association. The "Golden Stallions" and "Fillies" are always strong competitors against the best junior college competition available, and successful academic endeavors are stressed to athletes. All home athletic contests are free to full-time students.

Supporting the athletic program and a part of the Department of Health, Physical Education and Recreation are the Golddusters. Full-time students are eligible to try out for these groups.

MUSICAL GROUPS

Musical groups on the Abraham Baldwin College campus are open to all students and include the following groups: Jazz Ensemble, Concert Band, Blue Grass Band, Rock Band, College Chorus and Show Choir. These groups perform at various high schools, civic group events, and community festivals.



STUDENT RECORDS AND INFORMATION POLICIES

INSTITUTIONAL POLICY UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Students have the right to assure that their education records, as defined by the Family Educational Rights and Privacy Act of 1974, and as amended (FERPA), compiled and maintained by this institution will be recorded accurately and retained in confidence. Students have the right to review the contents of their education records and to release information from such records as provided in this policy and as required by FERPA.

The following policy statements are applicable to handling any requests for information about students or former students received by any member of the faculty, administration, or staff. They are intended to protect the individual student's right to privacy and the confidentiality of his education records throughout the institution.

Each unit must keep the student's record confidential and out of the hands of those who would use it for other than legitimate educational purposes. All members of the faculty, administration, and staff must respect the confidential nature of the student's records. All institutional personnel shall refer promptly to the appropriate office requests for transcripts, certification, or other information which that office typically provides. Faculty members and the various institutional officials who do not have dissemination of student information as part of their assigned duties shall restrict their responses to acknowledging, when appropriate, the receipt of requests for student information or limit their response to that information germane to their sphere of responsibility or their relationship to the student, e.g. faculty member, major professor, advisor, etc.

Academic records shall contain information about disciplinary action only in cases where it affects the student's eligibility to register. Academic, disciplinary, personal counseling, medical, law enforcement, employment, financial aid, and similiar records shall be maintained separately and shall be made available only to authorized persons, as defined by FERPA and this policy. Written provisions may be made for periodic routine destruction of non-current records, whenever appropriate administrative authorization is granted by the institution. Such provisions shall be in conformity with the University System Records Management requirements.

No records shall be kept which reflect the political activities or beliefs of students, except records of membership in officially recognized campus organizations.

Only copies of the contents of the education records maintained by the Registrar on a student shall be sent outside the Office of the Registrar, except in circumstances specifically authorized by the Registrar or his designated representative. A permanent record card shall not be taken from the Office of the Registrar, since copies can readily be prepared.

Annual notice of student rights and the availability of this policy in the Office of the Registrar will be published in the *General Catalog*.

STUDENT ACCESS TO RECORDS

Any student who is or has been in attendance at the institution will be allowed to inspect and review his education records excepting any items the

student has waived his right to see, financial information submitted by their parents, or information about other students when an education record contains such information. Education records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; student health records; employment records; alumni records, or personal counseling records. Health records and counseling records, however, may be reviewed by physicians of the student's choosing.

If it is impractical for a former student to personally inspect and review the records, a properly authorized representative of the student may exercise this right on behalf of the student, upon receipt by the institution of an appropriate written, notarized authorization from the student.

A student desiring access to education records should present a written request to the registrar or the official responsible for creation and maintenance of the record. The appropriate official will notify the student of the time and place such review may be made. The review will be granted within a reasonable period of time, not to exceed forty-five (45) days.

When the original record is shown to the student, examination will be permitted only under conditions which will prevent its alteration, mutilation, or loss, including the presence of a representative of the institution.

Upon reasonable request by the student, oral explanations and interpretation of the records will be given to the student, immediately. When the student desires a written explanation or interpretation, or when it is not practical or appropriate to give an oral explanation or interpretation, the student shall request the explanation or interpretation in writing. The Registrar or the appropriate institutional representative will provide the student with a written response to any reasonable written inquiries.

When the education record, or a portion thereof, is not in a form that can be readily reviewed by the student (stored in microfilm, in computer files, etc.) a true copy in understandable form will be provided for the student's inspection and review.

COPIES OF RECORDS OF THE STUDENT

Upon written request, students in good standing with the institution will be provided with copies of part or all of their education records, with the exception of transcripts received from other educational institutions and any documents the student has waived his right to see. Such documents may be certified as true copies of the education records but will not be embossed with the institutional seal. The name of the institution shall be shown on all copies issued.

Copies of education 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.

COPIES OF RECORDS TO THIRD PARTIES AT STUDENT'S REQUEST

Copies of records which may be released to students may be sent to third parties upon the written request of the student. Such a written request must include:

1. A specification of the records to be disclosed,
2. A party or class of parties to whom the disclosure may be made,
3. The signature of the student and date of request,
4. The date of the request is delivered to the Registrar or a designated representative of the Registrar.

Only copies sent directly to other institutions of higher education and appropriate certification agencies will be embossed with the official seal.

INSTITUTIONAL EDUCATIONAL RECORDS

The following educational records maintained:

<i>TYPE OF RECORD</i>	<i>LOCATION</i>	<i>OFFICIAL RESPONSIBLE</i>
Official Academic	Office of Registrar	Registrar
Student Folder	Office of Registrar	Registrar
Disciplinary	Student Center	Assistant Dean of Student Affairs
Counseling and Testing	Student Center	Director of Counseling and Testing
Health	Health Center	Director of Health Center
Financial Aid	Student Center	Director of Student Financial Aid
Veterans	Student Center	Veterans Coordinator
Advisee File	Department of Advisor	Advisor

The mailing address for the above officials is Abraham Baldwin Agricultural College, ABAC Station, Tifton, Georgia 31793-4401.

RELEASE OF DIRECTORY INFORMATION

Directory information will be treated as public information and be generally available on all students and former students, at the discretion of the institution. Directory information includes:

The student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height, weight, age, hometown, hobbies, and general interest items of members of athletic teams; dates of attendance; degrees and awards applied for and/or received; and previous educational institutions attended by the student.

Any student may refuse to permit the designation of any or all of the categories of personally identifiable information as directory information until the end of each academic year (end of the spring quarter), by submitting a written request to the institutional representative responsible for publishing and disseminating directory information. Such written requests will normally affect an individual publication (student directory, honors day program, athletic program, etc.) and must be submitted to the designated institutional representative within ten days after proper notification of proposed publication. Students who do not wish to be included in the student directory must submit a suitable written request to the Registrar within three weeks after the beginning of each full quarter. Notice of other publications will be posted on all bulletin boards in sufficient time to allow student response before publication.

RELEASE OF STUDENT INFORMATION TO THIRD PARTIES

Disclosure of information to individuals and organizations other than those specifically covered in this policy shall be limited to items designated as directory information, except as specified herein.

Government agencies do not have the right to access to student files and records unless authorized by law and when required as part of an audit, an evaluation, or in enforcement of State or Federal education programs. Therefore, only directory information will be released to representatives of government agencies except where additional access is authorized by federal law or when prior written consent of the student has been obtained.

Personally identifiable information will be released from education records of a student without the written consent of the student in the following situations:

When requested by another school in which the student seeks or intends to enroll or is enrolled.

To authorized representatives of the Board of Regents and the Chancellor of the University System of Georgia when required for evaluating or operating the University System of Georgia.

In connection with financial aid for which a student has applied, or which a student has received, as may be necessary to: (a) determine the eligibility of the student for financial aid, (b) determine the amount of financial aid, (c) determine the conditions which may be imposed regarding the financial aid, or (d) enforce the terms or conditions of the financial aid.

To state and local officials or authorities when specially required by Georgia Statute adopted prior to November 19, 1974.

To individuals or organizations conducting studies for, or on behalf of, the institution for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction. Personally identifiable information may not be published as a result of these studies and the personally information will be destroyed when no longer needed for the purposes for which the study was conducted.

To accrediting organizations in order to carry out their accrediting functions.

To parents of a dependent student, as defined by the Internal Revenue Code of 1954, as amended. Information will be furnished only after the parent has submitted a signed, dated, notarized request which includes a statement that the student is a dependent for income tax purposes and will be claimed as such, in the year the disclosure is made.

To comply with a judicial or lawfully issued subpoena, after making a reasonable effort to notify the student of the order to subpoena.

To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Notice will be given to third parties receiving information from education records that the disclosure is made under the condition that the information will not be disclosed to any other party without the prior written consent of the student.

Written requests from third parties for information from student education records, other than directory information, will be maintained as an integral part of the education records when the third party does not have the prior written consent of the student. With respect to such requests, a record of the action will also be retained as part of the education records.

RELEASE OF STUDENT INFORMATION TO INSTITUTIONAL OFFICIALS

Administrative, faculty, and staff employees of the institution will have access to education records of students when knowledge of the content is required for proper performance of their assigned duties and responsibilities. These employees will be deemed to have a legitimate need to access student records when their duties and responsibilities required such access for (a) student advisement and/or counseling, (b) creation and/or maintenance of the records, (c) authorized dissemination of the record or parts of the record, (d) as part of the institutional disciplinary procedures, (e) in processing student petitions and appeals in accordance with institutional policy, (f) in determining eligibility for honors and/or membership in approved student organizations, or when they demonstrate, to the satisfaction of the Registrar, other needs to know the content of a specific part or parts of the student education records to perform their duties relative to the student or the institution.

Students serving on institutional committees will have access to individually identifiable student information when such access is essential to performance of assigned committee responsibilities, upon approval of a written request to the Registrar.

CORRECTION OF EDUCATION RECORDS

When a student believes that information in the student's education record is inaccurate, misleading, or violates the privacy or other rights of the student,

the student may submit a written request for correction to the institutional official responsible for creation and maintenance of the record. Such a written request will specify the information being questioned, state the revision requested, state the reasons the student has for disagreeing with the entry in question, and will include (or have attached) any data or information the student has which shows that the record should be revised. The official responsible for creation and maintenance of the record will review the request and the appropriate records, and meet with the student if appropriate. The official will notify the student of the official's decision within 21 days after receipt of the written request. If the request is denied, the request and the denial will become a part of the contested portion of the record, unless the student withdraws the request.

If the student is not satisfied with the decision of the individual responsible for the record, upon written request to this official the student will be granted a hearing as specified under the rules and regulations of FERPA.

The above procedure may be used to question the correctness of the recording of a grade but may not be used to contest the assignment of a grade. The student may appeal his grade to the chairman of the division in which the course is taught, after first having discussed his dissatisfaction completely with the instructor concerned. The appeal may be thereafter taken to the Committee on Academic Affairs where further hearing may be conducted. For further information on the appeal of grades see the "Student Appeal of Grades" section in Academic Regulations.

INTERPRETATION AND MAINTENANCE OF POLICY

The Registrar will have institutional responsibility for interpreting (a) the Family Educational Rights and Privacy Act of 1974, as amended, (b) rules and regulations issued by the Department of Education to enforce this Act, and (c) this policy. The Registrar will also be responsible for (a) annual notice to the students of their rights, (b) making copies of this policy and summaries of the act and regulations available to students and institutional employees, and (c) initiating necessary revisions to this policy.

Individuals responsible for the creation and maintenance of education records will also be responsible for approving operating procedures and special use of these records to insure compliance with FERPA and appropriate institutional policies. The Registrar will also have institutional responsibility for maintaining the confidentiality of officially reported student grades in any case where such grades are to be disclosed to individuals other than persons directly responsible for maintenance of education records or in any use of individually identifiable student grade information other than that required in routine maintenance of grade records.

Students who believe the institution has violated this policy and/or the provisions of the Family Educational Rights and Privacy Act should send a written complaint to the Registrar, specifying the nature of the possible violation. The Registrar shall investigate the complaint and initiate corrective action if it appears the institution is in violation. The Registrar shall notify the complainant of the results of the review within a reasonable period of time, not to exceed 30 calendar days. If the student still feels the institution is in violation of rights accorded the student under FERPA, the student may submit a written complaint to higher authority. The student will be notified of the procedure to follow.



ACADEMIC REGULATIONS

CLASSIFICATION OF STUDENTS

Students are classified as freshmen or sophomores on the basis of quarter hours of work successfully completed, as follows:

1. Freshman: A student who has fewer than 45 quarter hours credit.
2. Sophomore: A student who has 45 or more quarter hours credit.

COURSE LOAD AND ATTENDANCE

The normal course load for a full-time student is 15 quarter hours per quarter, plus physical education. Ordinarily this course load will consist of three courses of five quarter hours each, which meet daily. Each student is encouraged to take a full-time load.

Students with an average grade of 3.0 or better may carry additional course work. The upper limit for any quarter, however, is 20 quarter hours, plus physical education.

Part-time students are expected to limit enrollment to the number of courses they can successfully complete. Regularly employed local citizens are encouraged to take courses at the College.

Students are expected to attend all class meetings scheduled in the courses for which they are registered. Absence does not excuse the student from full responsibility for class work assignments missed. Students are required to be present at the final examination in order to receive credit for a course. In the event of illness, it is the responsibility of the student to present a written statement from the physician to that effect.

COLLEGE POLICY ON STUDENT ABSENTEEISM

Abraham Baldwin College expects all students to conduct themselves in a responsible manner as adults who understand that they are accountable for the choices they make as students. Students are expected to attend all class meetings scheduled in the courses for which they are registered. Instructors are expected to maintain an accurate written record of student attendance in class in order to meet financial aid and veterans' benefits requirements. Instructors will record absences for all students on the official grade sheets at the end of each quarter. Absence from class for whatever reason does not excuse students from full responsibility for class work or assignments missed. Students will be allowed to make up work only if the instructor excuses the absences. Because Abraham Baldwin believes that all classes are important, it sets no specific number of absences as a criterion for penalizing student grades. Rather, it asserts its conviction that class attendance and grades are directly correlated, and places the responsibility upon students to understand the importance of regular participation in classroom and laboratory activities.

WITHDRAWALS

Official Withdrawals — If a strong need exists to reduce a student's course load during a particular quarter, that student may officially withdraw from a class or classes with a grade of "W", provided he takes this action before the mid-point in the quarter (see the College calendar) or if very

unusual circumstances require the withdrawal, after the mid-point. After midterm, students may withdraw, only with the permission of the Academic Dean. If permission is granted, students will be assigned the grade of W or WF according to their averages at the time they withdraw. Students who simply abandon classes will be given F's at the end of the quarter. The student who wants to "drop" a course must first see his academic advisor for permission to withdraw. At that point the advisor will complete a drop form, and the student will then be required to follow the steps outlined on the form before it can be submitted to the Registrar's Office. Official withdrawals can be made only if the student has not already abandoned the course and been dropped from the course with penalty. See the "Change of Schedule" section below for further information.

Withdrawal from the College — Any student who voluntarily withdraws from the College must first consult a counselor in the Office of Counseling and Testing. A student who withdraws from the College after the mid-point of the quarter will receive an "WF" in each course in which he is enrolled, except in very unusual cases which require the approval of the Academic Dean.

Medical Withdrawals — For policy relative to medical withdrawals initiated by College officials, see Counseling and Advisement.

CHANGE OF SCHEDULE (DROP/ADD)

Students are discouraged from changing schedules after classes get underway. However, consideration is given to every request for a change in a student's program, and recommendations are made in accordance with the educational goals and the individual needs of the student.

If, after registration, a change in schedule becomes necessary, all changes should be made at the beginning of the quarter during the period set aside for that purpose. No refund will be made for a dropped course after the official three-day drop/add period. The student must first confer with his academic advisor to secure drop or add forms. Changes in an original registration by additions or withdrawals require the permission of the student's advisor and the division chairman.

A change in schedule is not officially recorded until the drop or add form has been completed and is on file in the Registrar's Office. The student must attend all classes in which he originally enrolled until the requested change is officially authorized.

See the College calendar for change of schedule days at the beginning of each quarter.

ACADEMIC DISHONESTY

Academic dishonesty among students at the College will not be tolerated in any of its forms by the faculty or administration. Academic dishonesty is defined as knowingly taking information from another student or source during the course of completing any requirements in which these additional sources are not allowed by the instructor. Examples include but are not limited to the following: plagiarism, use of another student's work, cheating on tests and examinations by looking at another person's work or bringing cheat sheets and the like into the test room, and falsifying homework or out-of-class

assignments. In any case involving academic dishonesty, if the student is found guilty or admits his guilt the penalty will include a zero on that particular exam or assignment. In extreme cases as determined by the Advisory Council on Academic Affairs, the student may be forced to withdraw with penalty from the course in question.

PHYSICAL EDUCATION REQUIREMENTS

All full-time students are required to attend a minimum of two (2) hours of physical education each week, beginning with their first quarter of college enrollment and ending after completion of six quarters of physical education. A satisfactory grade must be achieved in each course. Students whose program of study is completed in fewer than six quarters shall enroll in a physical education class each quarter they are enrolled at the College. Any exceptions to these regulations must be approved by the student's academic advisor, the chairperson of his academic division, and the Academic Dean. A copy must be filed with the Registrar.

Most physical education courses (labeled PED) meet twice a week and are assigned one (1) hour credit.

Physical education course grades are calculated in all grade point averages.

COMPETENCY REQUIREMENT IN HISTORY AND CONSTITUTION

Every student who receives an associate degree from a University System of Georgia institution is required by the Georgia legislature to show competency in United States and Georgia history and a knowledge of the constitutions of the United States and Georgia. POL 201 fulfills the constitution requirements for both career-technology and college transfer students. HIS 251 and HIS 252 fulfill the history requirements for college transfer students, while HIS 252 fulfills the history requirement for career-technology students. Those students who choose to take HIS 211 and 212, Western Civilization, must take an examination in US and Georgia History in order to fulfill the legislative requirement. Students who transfer American History and/or Political Science courses from institutions outside the state must also fulfill the legislative requirements by examination.

PLACEMENT BY EXAMINATION

All entering freshmen will be given placement tests in English. The results of these tests in addition to their high school averages, their SAT/ACT verbal scores, and their scores on the standardized reading test given during orientation will determine what English course a student may be placed in. If his scores are sufficiently high he may exempt ENG 101 and be placed into ENG 102. Upon completion of ENG 102 with a grade of C or better, the student will receive credit for ENG 101. Otherwise he will be placed in ENG 101 or one of the developmental English courses which seems most appropriate to his needs. One or more of the developmental English courses is required of a first time entering student who is entering on probation.

All entering freshmen are required to take a mathematics examination to determine their competence in the subject. Students scoring sufficiently high

and having high SAT/ACT math scores may exempt College Algebra. This enables students to begin in Pre-Calculus, Decision Mathematics, or Trigonometry if they exempt College Algebra. Trigonometry may be exempted by acceptable scores on CLEP or departmental examination. Students who score poorly on the placement examination and who have poor SAT/ACT math scores may be required to take MAT 098 and/or MAT 099 before attempting College Algebra or other math courses.

PROFICIENCY EXAMINATION PROGRAM (PEP)

A regularly enrolled student may earn credit for any course offered by the College, at the discretion of his academic advisor and the division chairman, by successfully completing a comprehensive proficiency examination. Application for such examination must be made to the student's academic advisor. Credit earned by examination will be entered on the student's record, will be counted as credit for graduation, and is transferable to other institutions in the University System of Georgia. Credits earned by examination are not included in computing grade point averages since a letter grade is not assigned.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Students enrolled at Abraham Baldwin may earn full credit for certain of the College's courses by achieving acceptable scores on the College Level Examination Program's tests. With few exceptions, adequate test scores will match and substitute for specific courses in the current catalog. Those students who wish to earn credit by examination should first check with the Registrar's Office to determine their eligibility for this program. CLEP Tests are administered by the Counseling and Testing Office and require approximately one hour each. All test results are evaluated by the Registrar's Office, and if credit is earned, the results are recorded by course, course number, and quarter hours earned. Successful CLEP tests are credited toward graduation but do not carry grades or quality points. CLEP credit is transferable within the University System of Georgia.

The general conditions for awarding credit by examination through CLEP are as follows:

1. Only Abraham Baldwin College students are eligible to participate in the program.
2. A maximum of forty-five (45) quarter hours will be accepted from the combined sources of correspondence work, extension work, and credit by examination.
3. The College Level Examination Program's General Examination and Subject Examinations may not be retaken in order to earn college credit without permission of the Academic Dean.

ADVANCED PLACEMENT PROGRAM (AP)

Abraham Baldwin participates in the Advanced Placement (AP) Program of the College Entrance Examination Board. Through this program high school students who plan to enroll at Abraham Baldwin can take AP examinations in

several subject areas. Generally, if students score a "3" or higher on one or more examinations the College will provide regular college credit in the subject areas of the exam(s) provided that the subject area(s) are taught by the College. In this way high school students can get college credit and/or advanced placement at Abraham Baldwin before actually beginning the college freshman year. At present, AP exams are available in the following fields: art, biology, chemistry, English, American History, mathematics, music, physics, and Spanish.

Persons desiring further information about the Advanced Placement Program should contact their high school counselors or Abraham Baldwin's Office of Counseling and Testing.

COOPERATIVE EDUCATION

The philosophy of Cooperative Education at Abraham Baldwin College is to supplement theoretical knowledge with practical work experience. The purpose is to create a total learning experience through which students will gain not only specific skills and a broad range of knowledge, but also a sense of professional, financial, and personal responsibility.

The objectives of Cooperative Education are:

1. To provide relevant work experience for students to test their career interests.
2. To give first-hand contact with the occupational environment, to learn needed skills and to understand the human and technical requirements for productive work and self-development.
3. To assist in effectively relating to their employers and their fellow employees in an actual working environment.

The Cooperative Education Program combines study and job experience as a means of strengthening the process of learning. This plan of education has distinct advantages to students whether they plan to continue college study or enter full-time employment after completing their Associate Degree.

The Co-op Plan is operated at the divisional level, with six academic divisions guiding the program. This insures that graduation will not be delayed because of the Co-op experience. It also assures the student of a meaningful work experience related to his college major.

Eligibility

Participation in the Cooperative Education Program is optional on the part of the student and selective on the part of the College. To be eligible for participation in the Cooperative Education Program, a student must:

1. Have been at the College at least one quarter.
2. Be in acceptable academic standing.
3. File an application with his divisional representative or with the Cooperative Education Office.
4. Register for Cooperative Work Experience (CWE).

Academic Credit

Credit hours earned will be entered on the student's permanent record as "Cooperative Work Experience" CWE 101-105, 111-115 and 201-205.

Although cooperative work experience is academically related to a given course of study and/or occupation, the academic credit awarded does not substitute for required courses in degree programs. Up to fifteen credit hours may be earned on Co-op.

In order to receive academic credit, the student must:

1. Pay the regular instructional fees for CWE credit hours at registration.
2. Submit records during the work period as required by the respective divisions.
3. Receive a satisfactory evaluation from his Co-op employer and his academic division.

Cooperative Education students may register for five to ten hours of Co-op credit during each placement; in addition, they are encouraged to register for at least one five hour course. This may be a regular course taken by class attendance, by independent study, or credit by examination at Abraham Baldwin Agricultural College, or any other accredited college or university, by home study or correspondence, or a special problems course in an area appropriate to the student's major interests.

Six academic divisions have indicated that the following courses may be taken by independent-type study:

Business Administration:

ECN 105 Macro-Economics

Health, Physical Education and Recreation:

HPE 250 Introduction to Health, Physical Education and Recreation

REC 127 Introduction to Recreation

REC 232 Social Recreation

Humanities:

ART 211 Art History Survey I

DRA 200 Introduction to Theatre

JRN 215 Radio TV Announcing

Science and Mathematics:

MAT 110 College Algebra

MAT 105 Basic Ideas of Mathematics

Social Science:

CRJ 115 Introduction to Corrections

CRJ 135 Police Field Services

CRJ 225 Probation and Parole

SOC 115 Introduction to Social Welfare

SOC 295 Behavioral Science Laboratory in Field Work

Developmental Studies:

MAT 098 Developmental Mathematics

MAT 099 Developmental Algebra

Additional information can be obtained by contacting the Director of Cooperative Education at the College or from any of the academic divisions.

GRADES AND FINAL EXAMINATIONS

Grades are based on performance by the student in the classroom and laboratory as shown through tests, oral responses, and other class work, outside assignments, experiments, term papers, other acceptable academic procedures, and final examinations. The grade is intended to reflect student progress toward objectives of the course.

All students, including candidates for graduation, are required to take final examinations in their courses each quarter in accordance with the published final exam schedule. No instructor shall deviate from the published schedule of final exams for a class or individual student without the written approval of the division chairman and the academic dean.

THE GRADING SYSTEM

All institutions of the University System of Georgia shall be on a 4.0 grade point average system. The following grades are approved for use in institutions of the University System of Georgia and are included in the determination of the grade point average:

A	excellent	(4.0)
B	good	(3.0)
C	satisfactory	(2.0)
D	passing	(1.0)
F	failure	(0.0)
WF	withdrew, failing	(0.0)

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average.

- I — This symbol indicates that a student was doing satisfactory work, but for non-academic reasons beyond his control, was unable to meet the full requirements of the course. If an "I" is not satisfactorily removed after twelve months, the Registrar will change the symbol "I" to the grade "F." "I's" cannot be removed by re-enrolling in and completing a course.
- W — This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the mid-point of the quarter except in cases of hardship as determined by the academic dean in consultation with the advisor and/or counselor.
- S — This symbol indicates that credit has been given for completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.
- U — This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, student

teaching, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.

- V —This symbol indicates that a student was given permission to audit this course. Students may not transfer from audit to credit status.
- K —This symbol indicates that a student was given credit for the course via a credit by examination program approved by the respective institutions' faculty. (CLEP, AP, Proficiency, etc.)

Cumulative Grade Point Average. The cumulative grade point average in each institution of the University System of Georgia will be calculated by dividing the number of hours scheduled in all courses attempted in which a grade of A, B, C, D, F, or WF has been received into the number of grade points earned on those hours scheduled. Institutional credit shall in no way affect the cumulative grade point average. (Only courses numbered below 100 at ABAC carry institutional credit.)

Other averages may be computed by each institution for internal uses as may be required.

Institutional Credits. These are courses which are numbered below 100 and are therefore not bound by the Uniform Grading System. The main difference is that a non-punitive grade of "IP" may be assigned if a student really tries but fails to progress far enough to earn a "C" or higher grade. An "IP" indicates considerable progress was made but not sufficient for a "C". A "D" or "F" is appropriate if the student fails to put forth sufficient effort through lack of class attendance and participation.

THE REPORTING OF GRADES

Mid-quarter reports are mailed by the Registrar to all students. In instances where a student earned one or more grades of "D" or "F", such deficiencies are recorded on the report. Faculty members are required to report all "D", "F", and "W" grades at mid-term and to make such grades available to students. These grades are not entered on the student's permanent record. Mid-term reports are intended for the use of the student and his advisor and thus only for the purpose of counseling and advising.

Final grades are reported by the instructor to the Office of the Registrar within twenty-four hours following the end of the examination schedule. The Registrar's Office then mails a list of final quarterly grades to the student.

Final grades submitted by the instructor cannot be changed subsequently except when special circumstances merit it. A formal grade change request must be submitted to the Registrar by the instructor and approved by the chairman of his division. The Registrar may accept the proposed change, or he may request that it be reviewed and approved by another College authority.

STUDENT APPEAL OF GRADES

A student who wishes to appeal or contest a grade assigned in a course must first appeal the matter in writing to the instructor(s) who taught the course. The instructor(s) will respond to the student in writing within ten working days from the date of the appeal. Should this response not satisfy the appeal, the student will appeal in writing to the chairman of the academic division in which the

course was taught within ten working days from the date of the instructor's response. The chairman may conduct a conference including himself, the student, and the instructor; the chairman will respond to the student in writing within ten working days from the date of the student's appeal to the chairman. Should this procedure fail to resolve the appeal, the student must provide a written appeal to the academic dean within ten working days from the date of the division chairman's response. The academic dean will then take the appeal to the Advisory Council on Academic Affairs where further hearings may be conducted.

ACADEMIC EXCLUSION

The Academic Review Committee examines quarterly the academic averages of all students. Students are placed on academic probation after two quarters if their institutional cumulative grade point average falls below 1.5. The student on probation is required to take ten or more quarter hours and earn a "C" average in all courses during that quarter. If these conditions are not met, the student is academically excluded for one quarter with exception that he may enroll again under probation during the next available summer quarter. The student is taken off probation when the institutional cumulative grade point average reaches 1.5.

Should the student enroll during a summer quarter or after the one quarter exclusion period and not meet the conditions of probation, the student will be excluded for a period of three quarters, exclusive of summer quarter. Subsequent exclusions will be for three quarters.

Any student who shows through failing grades and/or continual absence that he can no longer benefit from enrollment in courses may be excluded from the College.

The Academic Review Committee is composed of the Academic Dean, one division chairperson as chosen by the Academic Affairs Committee, and three faculty advisors chosen by the Academic Assembly. When a student is reviewed by the Committee, his academic advisor may be asked to meet with the Committee and furnish whatever records may be required. The Committee is empowered to conduct an investigation of a student's academic performance if a faculty or staff member requests it.

DEVELOPMENTAL STUDIES EXCLUSION

After four quarters of full-time enrollment, or the equivalent in part-time enrollment, a student who has failed to complete all required developmental coursework with a C or higher will be excluded from the College for one quarter, exclusive of summer quarter which is open for enrollment. Upon returning, the student will have one full-time quarter in which to satisfy all remaining developmental requirements. If these requirements are not met, the student will be excluded for three quarters and may re-enroll only upon the written permission of the president of the College. Any subsequent exclusions will be for three quarters and readmission will be contingent upon the president's permission.

REPEATED COURSES

Any course in which a student enrolls more than once is considered a repeated course. To improve his background in a subject matter area, a student may

repeat courses in which he has previously been enrolled. Both the original course grade and the repeated grade are entered upon the student's permanent record. In addition, the grade points earned from each are added to the cumulative average. In providing credit toward graduation only the most recent grade will be used.

TRANSCRIPTS AND TRANSFER OF RECORDS

A transcript is a photocopy of a student's permanent academic record. It contains a minimum amount of personal data about the student and a chronological account of the student's academic achievements.

Any student or former student who wishes to have a transcript of his record at the College released must make the request in writing to the Registrar's Office one week prior to the date the transcript is needed. This request may be submitted by mail or in person and must include complete name and address of the individual or agency to receive the transcript. The request must be signed and dated by the student. A statement giving the purpose for which the transcript is to be used may save the student time and money, since some agencies have special regulations for receiving transcripts.

A student cannot be enrolled jointly or as a transient student at another institution while attending Abraham Baldwin without written permission from the Registrar.

DEAN'S HONOR LIST

Excellence in scholastic achievement is recognized each quarter by the publication of a Dean's Honor List naming those student who complete all academic work for which they are registered during the quarter with a minimum grade point average of 3.3, and who carry at least 15 hours of academic work. Courses numbered below 100 do not apply toward credit hours or grades required.

The Dean's Honor List is posted on the college bulletin board at the close of each quarter and a copy of it is provided the honor students' hometown newspapers.

PRESIDENT'S HONOR LIST

Superior achievement in academics is recognized each quarter by the publication of a president's honor list, which includes those students who complete 15 or more academic hours (non-developmental) with a grade point average of 4.0.

The president's honor list is posted on the college bulletin board at the end of each quarter, and a copy is provided to the hometown newspapers of those students whose names appear on the list.

HONORS DAY

Honors Day was introduced to give public recognition to students who achieve high scholastic records. Students are selected for honors on the basis of the following criteria:

1. Students completing 30 quarter hours at Abraham Baldwin with a 3.2 cumulative grade point average will be recognized as Honor Students.

2. Students completing 30-74 quarter hours at Abraham Baldwin with a 3.75 cumulative grade point average will be recognized one time as Superior Honor Students.
3. Students who have completed 75 quarter hours at Abraham Baldwin with a 3.75 cumulative grade point average will be recognized one time as Distinguished Honor Students.

REQUIREMENTS FOR GRADUATION

Associate degrees in Arts, in Science and in Technology are awarded in a graduation ceremony at the end of the Spring Quarter to those students meeting requirements. Participation in the graduation ceremony is encouraged.

In order to meet the graduation requirements at Abraham Baldwin, students must:

1. have completed the required courses and credit hours outlined in this catalog for the degree and major for which they are a candidate.
2. have a 2.0 or higher graduation average and have completed a minimum of 90 quarter hours of academic work plus physical education courses.
3. have earned at least 45 quarter credit hours at Abraham Baldwin which are applicable to the degree for which he is a candidate — thirty (30) of these hours must have been earned in residence after classification as a sophomore. Courses numbered less than 100 **do not** count toward graduation requirements.
4. have attained satisfactory scores on all tests required by the Board of Regents (Regents' Test).
5. have complied with the Georgia law which requires a minimum level of competence in Georgia and U.S. History and in Georgia and U.S. Constitution. Compliance may be established through examinations in history and constitution or through specified courses.
6. have completed six quarters of physical education or have a specifically approved exemption filed with the Registrar.
7. have met all financial and other obligations to the College.
8. file for graduation with the Registrar two quarters in advance of expected graduation.
9. pay graduation fee one quarter in advance for June graduation.

Students who are candidates for certificates must:

1. have completed the required courses prescribed in this catalog for the certificate for which he is a candidate.
2. have a 2.0 or higher graduation average.
3. have completed the physical education requirements or have a specifically approved exemption on file with the Registrar.
4. have earned at Abraham Baldwin a minimum of 30 quarter credit hours applicable to the certificate.
5. have met all financial and other obligations to the College.
6. file for the certificate with the Registrar two quarters in advance of expected completion.
7. pay graduation fee one quarter in advance for participation in the June graduation ceremony.

8. have complied with the Georgia law which requires a minimum level of competence in Georgia and U.S. History and in Georgia and U.S. Constitution through examination or through specified courses.

STATUS OF GRADUATES

The Associate Degree is awarded to students who fulfill a two-year organized curriculum of college work either in a career program or in a parallel or transfer program. The degree, however, does not in itself entitle a student to transfer to advanced standing in a four year college or university. Each institution prescribes its own admission requirements. Students who wish to transfer to a higher institution must satisfy the course, unit, and grade requirements of the college to which they intend to transfer.

REGENTS' TESTING PROGRAM

An examination to assess the competency level in reading and writing of all students enrolled in undergraduate degree programs in University System institutions shall be administered. The following statement shall be the policy of the Board of Regents of the University System of Georgia on this examination.

Each institution of the University System of Georgia shall assure the other institutions, and the system as a whole, that students obtaining a degree from that institution possess literacy competence; that is, certain minimum skills of reading and writing.

The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the Testing Program are: (1) to provide Systemwide information on the status of student competence in the areas of reading and writing; and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing.

Passing the Regents' Test is defined as having passed all components of the Test by scoring above the cutoff score specified for each component. The Test may be administered either in its entirety or as one or more components depending on the needs of the students. If one component of the test is passed, that component need not be retaken; this provision is retroactive to all students who have taken the test in any form since the inception of the program.

The intent of this policy is that passing the Regents' Test occur before the end of the student's sophomore year, that is, before the completion of 105 hours of degree credit. Students who fail the test must retake and pass the Test. Each institution shall provide an appropriate program of remediation and shall require deficient students to participate in that program prior to retaking the test.

A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Test in order to receive a degree from a University System institution. In order to implement effectively the goals of the testing Program:

1. Students enrolled in undergraduate degree programs shall pass the Regents' Test as a requirement for graduation. Students, including transfer students and/or readmitted students, may take the Test after they have completed the required basic core English courses. They may be required to take the Test in the quarter after they have earned 45 hours of degree credit if the Test has not been passed previously. Institutions, however, may not delay initial testing beyond the student's having earned the 60th hour of degree credit.
2. All students who have not passed the Regents' Test during the quarter in which they will have earned 75 hours of credit shall take the appropriate non-degree credit course or courses in remedial reading and/or remedial writing in each quarter of attendance until they have passed all components of the Test.
3. Having passed the Regents' Test shall not be a condition of transfer into an institution. All transferring students from within the System shall be subject to all provisions of this policy. Students from institutions outside the System who transfer into a System institution with 60 or more degree credit hours shall take the Test during the initial quarter of enrollment and in subsequent quarters shall be subject to all provisions of this policy.
4. Students whose mother tongue is other than English may be exempted from taking the Regents' Test by the institution provided appropriate local procedures are employed to certify the literacy competence of those students earning a degree.
5. For extraordinary situations, each institution shall develop special procedures for certifying the literacy competence of students. A written description of those procedures shall be submitted to the Chancellor for approval. A record of the action shall be reported by the Chancellor to the Education Committee of the Board of Regents. Such procedures shall include provision for remediation if needed and formal examination prior to certifying competency. Such examination shall equal or exceed the standards of the Regents' Testing Program.
6. A student may request a formal review of his/her failure on the essay component of the Regents' Test if that student's essay received at least one passing score among the three scores awarded and if the student has successfully completed the courses in English composition required by the local institution. This review will be conducted in accordance with the Board approved procedures.
7. These revised procedures shall be followed by all students effective January 1, 1980.
8. Remedial work as required under the above policy shall be in keeping with regulations in satisfaction of federal and state student financial assistance and such other eligibility programs.
9. These regulations shall not prohibit institutions from increasing requirements affecting the Regents' Testing Program, provided such increased requirements are authorized by the Chancellor, and provided further that such requirements are published in the official catalog of the institution prior to implementation. Such additional requirements shall in no way affect the transfer of students from one institution to another or the readmission of students to University System institutions. (Minutes,

April, 1972, pp. 554-55; November, 1972, p. 166; June, 1973, pp. 481-85; November, 1978, pp. 88-9).

10. A student who fails both parts of the Regents' Test and who is required to participate in remediation shall be allowed to take the reading and essay portions of the test in separate quarters.

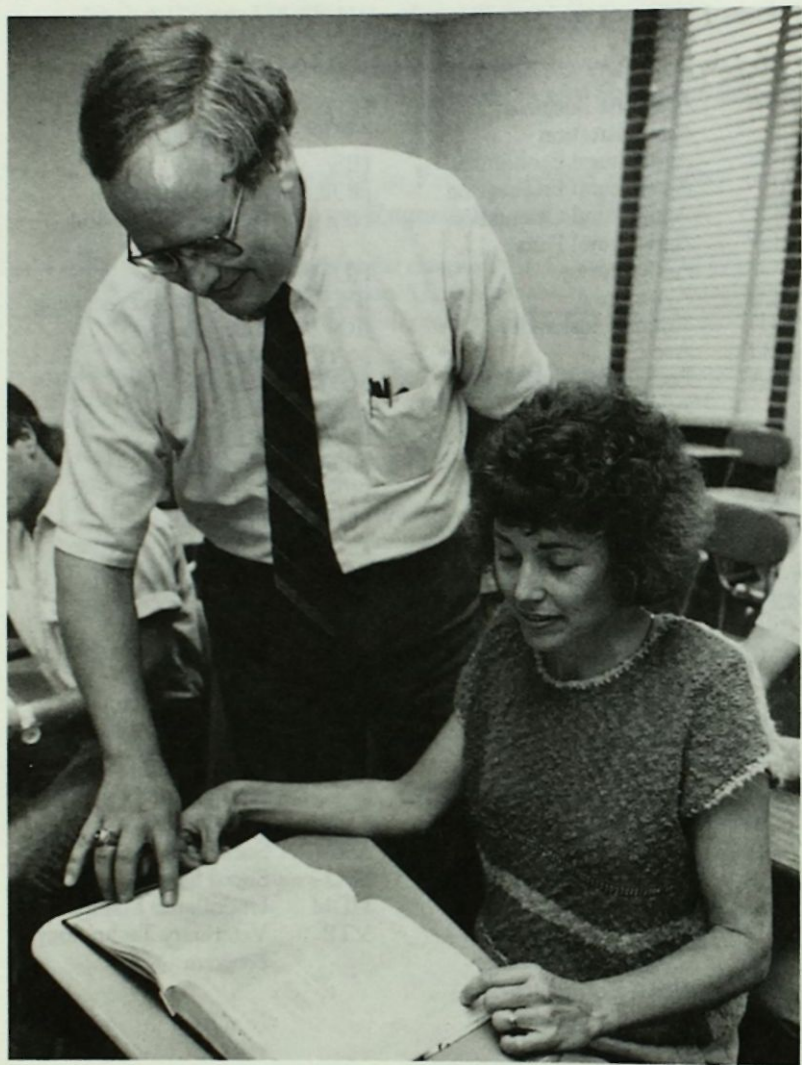
Stipulation Relating to Procedure for the Essay Review Process — Regents' Testing Program

1. The review will be initiated at the campus level, with procedural matters to be determined by the institution. The on-campus review, however, will be conducted by the three (3) faculty members designated by the institution as a review panel.
2. The on-campus review panel may (1) sustain, by majority opinion, the essay's failing score, thus terminating the review process, or (2) recommend, by majority opinion, the re-scoring of the essay by the Regents' Testing Program central office. The student will be notified concerning the results of the on-campus review.
3. If the on-campus panel recommends a re-scoring of the essay, that recommendation will be transmitted in writing, along with a copy of the essay, to the office of the System's Director of the Regents' Testing Program. The Director will utilize the services of three (3) experienced Regents' essay scorers other than those involved in the original scoring of the essay to review the essay, following normal scoring procedures for the essay component of the Regents' Test. The decision of this panel on the merits of the essay will be final, thus terminating the review process. The student will be notified, through the institution, concerning the results of the review.

For details of the review process at Abraham Baldwin College, contact the Office of the Academic Dean or the Office of Counseling and Testing.

COLLEGE-WIDE COURSE DESIGNATION ABBREVIATIONS

ABA	Associate Business Administration	HID	Home Economics—Interior Design
AEC	Agricultural Economics	HIS	History
AEN	Agricultural Engineering	HOR	Horticulture
AGO	Agricultural Orientation	HPE	Health and Physical Education
AGP	Agricultural Pests	HUM	Humanities
AGR	Agriculture	IPR	Information Processing
AGY	Agronomy	JRN	Journalism
AHY	Animal Husbandry	MAT	Math
ART	Art	MGT	Management
BBA	Bachelor Business Administration	MKT	Marketing
BIO	Biology	MUS	Music
CHM	Chemistry	NUR	Nursing
CIS	Computer Information Systems	PCS	Physics
CPT	Computer Programming Technology	PED	Physical Education
CRJ	Criminal Justice	POL	Political Science
CSC	Computer Science	PSC	Physical Science
CWE	Cooperative Work Experience	PSY	Psychology
DRA	Drama	RDG	Reading
ECN	Economics	REC	Recreation
EDU	Education	SOC	Sociology
ENG	English	SPC	Speech
FOR	Forestry	SPN	Spanish
GGY	Geography	SPS	Special Studies
HCF	Home Economics—Child and Family	SCI	Science, Mathematics and Nursing
HCT	Home Economics—Clothing and Textiles	SSC	Social Science
HEC	Home Economics	SSO	Social Science
HFN	Home Economics—Food and Nutrition	UDM	Undeclared Majors
		VTP	Veterinary Technology Program



COLLEGE PARALLEL PROGRAMS

The College has seven academic divisions in which the total academic instructional program is conducted. The division faculty work under the guidance of a chairman who is responsible to the Academic Dean. The faculty and chairmen are responsible for initiating new programs and changing existing programs.

College parallel programs and career programs of study are available to the student. The college parallel studies are designed to prepare the student to enter a senior institution as a junior. Some courses prescribed are common to both the career and parallel programs; therefore, if a student decides to change from a career to a parallel program, or vice versa, all credits earned under the other program are not lost.

The College offers two associate degrees in the college parallel program: the Associate in Science and the Associate in Arts. Under one of these two degrees comes the program of study which the student chooses. An Associate in Science Degree is offered in all Divisions except Humanities. The College parallel curricula which lead to this degree prepare the student to transfer and continue a program leading to the Bachelor of Science Degree in the elected major. The Associate in Arts Degree offered in the Humanities and Social Science Divisions prepare the student who seeks to earn the Bachelor of Arts Degree in the elected major.

Regardless of the program of study chosen, all students in the parallel program must complete the requirements of the college-wide core curriculum. Physical Education course requirements are in addition to 90 hours required in the Core Curriculum.

1. The Division of Agriculture and Forest Resources
 - a. Agriculture
 - b. Agricultural Engineering
 - c. Forestry
 - d. Wildlife Management
 - e. Home Economics
2. The Division of Business Administration
 - a. Business Administration
3. The Department of Health, Physical Education, and Recreation
 - a. Physical Education
 - b. Recreation
4. The Division of the Humanities
 - a. Art
 - b. English
 - c. Foreign Language
 - d. Journalism
 - e. Liberal Arts
 - f. Music
 - g. Speech-Drama
5. The Division of Science, Mathematics, and Nursing
 - a. Biology
 - b. Chemistry
 - c. Computer Science
 - d. Dental Hygiene
 - e. Mathematics

- f. Nursing
- g. Pharmacy
- 6. The Division of Social Science
 - a. Elementary, Middle Grades, Special Education
 - b. Secondary Education
 - c. Criminal Justice
 - d. Social Work
 - e. History
 - f. Political Science
 - g. Psychology
 - h. Sociology

THE CORE CURRICULUM

Students who graduate under the Core Curriculum must be accepted, without loss of credit, at four-year colleges/universities of the University System of Georgia. They normally will also be accepted by all other fully accredited colleges and universities of the nation. The following four areas constitute the College's core curriculum

AREA I: HUMANITIES

A minimum of 20 quarter hours is required in the Humanities, including, but not limited to, grammar and composition and literature. The following courses fulfill the requirement:

ENG	101	Composition and Rhetoric	5 hours
ENG	102	Composition and Literature	5 hours
SPC	108	Fundamentals of Speech	5 hours

And five hours from the following:

HUM	221	Western World Literature
HUM	222	Western World Literature
ART	213	Art Appreciation
DRA	200	Introduction to Theatre
MUS	101	Music Appreciation

One course in Foreign Language

TOTAL 20 hours

AREA II: MATHEMATICS AND THE NATURAL SCIENCES

A minimum of twenty quarter hours is required in mathematics and the natural sciences including, but not limited to, mathematics and a ten-hour sequence of laboratory courses in the biological or physical sciences.

MAT	110	College Algebra <i>or</i> other math (excluding MAT 102 or 104)	5 hours
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Laboratory Science:

		Biology, Chemistry, Physics, or Physical Science	10 hours
		Laboratory Science or Mathematics (excluding MAT 104 and 102)	5 hours

TOTAL 20 hours

AREA III: THE SOCIAL SCIENCES

A minimum of 20 quarter hours is required in the Social Sciences, including, but not limited to, history and American Government. The following courses fulfill the requirement:

*HIS	211-		
	212	Western Civilization I-II	<i>or</i>
HIS	251-		
	252	United States History I-II10 hours
POL	201	American Government5 hours
ECN	105	Macro-Economics	<i>or</i>
GGY	101	World Geography	<i>or</i>
PSY	101	Introduction to Psychology	<i>or</i>
SOC	105	Introduction to Sociology5 hours
			TOTAL 20 hours

AREA IV: ACADEMIC MAJOR AREAS

A minimum of 30 quarter hours is required in the major field. The course requirements for each program of study are listed on the following pages under the division responsible for the major. The student is required to follow his elected major subject area in order to graduate and be assured that his courses will transfer without loss of credit.

Students who have not decided on a program of study or whose program of study is not listed in one of the following programs are encouraged first to complete the 60 hours required in Areas I, II, and III of the Core Curriculum. These students need to work closely with their advisors in selecting 30 hours of electives from Area IV. It is suggested that the Area IV courses be confined to the offerings in any one of the B.A., B.S. or professional majors. Students who have not chosen a program of study upon registering as a second quarter sophomore may lengthen the time necessary for them to earn the bachelor's degree.

Courses taken in fulfillment of Areas I, II, and III may not be used again in Area IV of the Core Curriculum.

*History 251-252 meet the Georgia legislative requirement for American History and Georgia History. This legislative requirement may also be met by passing an examination but this does not exempt the core curriculum requirements. Students desiring to include History 211-212 in their core curriculum may satisfy the legislative requirement by examination.

THE DIVISION OF AGRICULTURE AND FOREST RESOURCES

AGRICULTURE

The curriculum for the freshman and sophomore years has been designed to provide core courses in introductory agricultural sciences and general education. Students who complete this curriculum will receive the Associate in Science degree and will be prepared to enter a program of study in one of the following fields of interest:

Agronomy	Horticulture
Soils	Agricultural Economics
Entomology	Plant Pathology
Poultry Science	Dairy Science
Animal Science	Agricultural Education

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
Program of Study	Hours
5 to 10 hours from the following:	
BIO 101, BIO 102	5-10
20 to 25 hours from the following:	
BBA 110, AEC 210, AGY 201, AEN 207, AHY 101, AHY 203, CHM 240, CHM 261, FOR 294, HOR 201, MAT 111 or MAT 116, MAT 200, MAT 253, PSC 228	20-25
Physical education as required	
	TOTAL 90

AGRICULTURAL ENGINEERING

Agricultural engineering is that branch of engineering which is concerned with problems of agriculture that are engineering in nature. Agriculture of today and the future has and will have its emphasis on diversity, automation, efficiency, quality and abundant production.

The expansion in the field of agricultural engineering has created an increasing need for individuals trained as professionals in basic science, agricultural and engineering subjects. These professionals will be engaged in industry with machinery companies, feed manufacturers, electric power suppliers, building material suppliers, government service with the Soil Conservation Service, Agricultural Research Service, Agricultural Marketing Service, activities of the United States Department of Agriculture, teaching, research, or extension at colleges and universities, or self-employed as consultants, contractors, or sales engineers. Students who complete this curriculum will receive the Associate in Science degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
Program of Study	
5 hours from the following:	
BIO 101, BIO 102, BIO 222, BIO 226	5
10 hours from the following:	
MAT 253, MAT 254, MAT 255, MAT 256	10
5 hours from the following:	
PCS 237, PCS 238	5
5 hours from the following:	
AEN 109, AEN 111, AEN 121	5
5 hours from the following:	
CIS 100, CIS 221	5
Physical education as required	
	TOTAL 90

FORESTRY AND/OR WILDLIFE MANAGEMENT

The education preparation for professionals in forest resources is necessarily diversified and demanding. The quality of our physical environment and, ultimately, the quality of human life, rests to a great extent in the hands of forest resources personnel. The graduate in forest resources must be capable of making sound natural resources policy decisions which contribute so heavily to our social and economic well-being.

The curriculum prepares students to transfer to the University of Georgia as juniors. Although courses satisfactorily completed in meeting the core curriculum at Abraham Baldwin are accepted in transfer to the University of Georgia, completion of the prescribed pre-forest resources is required for admission to the professional program of the School of Forest Resources. If the student plans to transfer to a senior college other than the University of Georgia, he should advise his faculty advisor of such intentions. Students completing this curriculum will receive the Associate in Science degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
Program of Study	
5 hours from the following:	
CHM 261	5
5 hours from the following:	
CIS 221 or CSC 140	5

20 hours from the following (must be a sequence):

BIO 101 and BIO 102

CHM 121 and CHM 122

PCS 227 and PCS 22820

Physical education as required

TOTAL 90

NOTE: Selected Forestry or Wildlife Management courses offered at Abraham Baldwin may be transferred to the University of Georgia in **addition** to the 90 hours listed above.

HOME ECONOMICS

The Home Economics Curriculum has been designed for students who plan to pursue the B.S. in Home Economics at a senior institution. Students who complete this curriculum will receive the Associate in Science Degree. Upon transfer to a senior college or university within the University System of Georgia, no loss of time or credit should occur.

Students who major in Home Economics have a wide variety of concentrations to choose from at senior colleges and universities. Some of the various concentrations that this curriculum would prepare the student for are:

- | | |
|---|---|
| 1. Child and Family
Development/Early Childhood
Education | 6. Fashion Merchandising |
| 2. Clothing and Textiles | 7. Foods and Nutrition |
| 3. Consumer Economics | 8. Food Service Management |
| 4. Family and Children Services | 9. Home Economics Education |
| 5. Dietetics | 10. Home Economics/Journalism |
| | 11. Interior Design/Home
Furnishings |

Core Curriculum (see p. 82)

	Hours
Humanities	20
Science & Mathematics	20
Social Science	20

Program of Study

15 hours from the following:

HEC 115, HEC 120, HEC 27515

15 hours from the following:

ART 120, ART 130, ART 213, BBA 110, BIO 101, BIO 102,
CHM 121, CHM 122, CHM 261, ECN 105, ECN 106, MAT
111, MAT 116 or MAT 200, PSY 101, PSY 221, SOC 293 or
HEC 293.....15

Physical education as required

TOTAL 90

THE DIVISION OF BUSINESS ADMINISTRATION

This program is designed to prepare students for the first two years of a four year degree in business. The major part of this program for the freshman and sophomore years consists of courses that provide a sound foundation in the humanities, natural and behavioral sciences and mathematics as well as the basic courses in business. These courses are designed to transfer to a senior college or university. The junior and senior years would consist of an intensive study in one of the selected areas of business (some of which are listed below). If the student plans to transfer outside the University System of Georgia, he should contact the college or university and obtain a catalog or curriculum guide from the School of Business to see if there are different requirements for that school that can be accommodated in the Abraham Baldwin curriculum.

BUSINESS ADMINISTRATION

Students who complete the Business Administration Curriculum will receive the Associate in Science Degree.

Students who choose this program have a wide variety of majors to choose from at senior colleges and universities. Some of the various majors that this curriculum would prepare the student for are:

- | | |
|-----------------------------------|---|
| 1. Accounting | 13. Logistics and Transportation Management |
| 2. Advertising | 14. Management Sciences |
| 3. Banking and Finance | 15. Management Information Systems |
| 4. Business Administration | 16. Marketing |
| 5. Business Systems | 17. Management |
| 6. Economics | 18. Office Administration |
| 7. Fashion Merchandising | 19. Organizational Management |
| 8. General Business | 20. Personnel Management |
| 9. Industrial Relations | 21. Public Administration |
| 10. Information Systems | 22. Pre-Law |
| 11. Insurance and Risk Management | 23. Real Estate |
| 12. International Business | 24. Secretarial Administration |

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
Program of Study	
10 hours from the following:	
BBA 110, BBA 111	10
10 hours from the following:	
ECN 105, ECN 106	10
10 hours from the following:	
BBA 100, BBA 108, BBA 210, CIS 100	10
Physical education as required	
TOTAL	90

THE DEPARTMENT OF HEALTH PHYSICAL EDUCATION AND RECREATION

The curriculum for the freshman and sophomore years has been designed to provide core courses in the areas of humanities, mathematics, natural and behavioral sciences, and introductory courses in the area of Physical Education and Recreation. If the student plans to transfer outside the University System, he should contact the appropriate school or guidance officers to see if there are variations required in the program he should follow.

PHYSICAL EDUCATION

Students completing the physical education curriculum will receive the Associate in Science degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
 Program of Study	
5 hours from the following:	
BIO 211	5
5 hours from the following:	
EDU 204	5
10 hours from the following:	
HPE 238, HPE 250, HPE 255, REC 127, REC 132, REC 231, REC 232	10
5 hours from the following:	
PSY 101, PSY 201, PSY 221, SOC 105, SOC 260, SOC 293	5
5 hours from the following:	
ART 120, ART 130, ART 211, ART 213, DRA 102, DRA 103, DRA 200, DRA 203, DRA 222, MUS 101, SPC 250	5
Physical education as required	

TOTAL 90

RECREATION

Students completing the recreation curriculum will receive the Associate in Science degree.

	Hours
Core Curriculum (see p. 82)	
Humanities	20
Science & Mathematics	20
Social Science	20
Program of Study	
5 hours from the following:	
REC 127, REC 132	5
10 hours from the following:	
ART 120, ART 130, ART 211, ART 213, DRA 102, DRA 103, DRA 200, MUS 100	10
5 hours from the following:	
PSY 101, PSY 201, PSY 221, SOC 105, SOC 260, SOC 293	5
10 hours from the following:	
HPE 238, HPE 250, HPE 255, REC 231, REC 232, REC 233	10
Physical education as required	
TOTAL	90

THE DIVISION OF THE HUMANITIES

The Division of the Humanities offers freshman and sophomore programs in art, English, foreign language, journalism, music, speech-drama, and liberal arts leading to the Associate in Arts Degree and to further study at a senior college. These programs provide sufficient general education and basic major courses for a student to enter a four-year college at the junior level. Career options for students in these programs include fine and commercial art; advertising, photography, and graphics; newspaper, periodical, radio, TV, or technical writing; broadcasting; speech writing; public relations; theatre; music directing and teaching, musical instrument repair and sales, music recording; management and other careers dependent on excellent communication skills.

Students augment their humanities course work by extensive practical experience, by co-curricular activity, and by participating in the programs of the unique and nationally-recognized Abraham Baldwin Arts Experiment Station. Students interested in liberal arts should consult with their advisors and the division chairman, as should students who plan to transfer to a senior college which is not a unit of The University System of Georgia.

ART

Students completing the art curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20

Program of Study

20 hours from the following:

ART 120, ART 130, ART 211, ART 216, ART 217, ART 240 ... 20

10 hours from the following:

Foreign Language 103-104, MUS 101, DRA 200, JRN 101,
ART 213, HUM 221, HUM 222, ART 240 10

Physical education as required

TOTAL 90

ENGLISH

Students completing the English curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20

Program of Study	
10 hours from the following:	
Foreign Language 103-104	10
20 hours from the following:	
ART 213, DRA 200, HIS 211, HIS 212, HUM 221, HUM 222, JRN 101, JRN 260, MUS 101, SPC 250	20
Physical education as required	
	TOTAL 90

FOREIGN LANGUAGE

Students completing the foreign language curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20

Program of Study	
10 hours from the following:	
Foreign Language 103-104	10
10 hours from the following:	
GGY 101, HIS 211, HIS 212	10
10 hours from the following:	
ART 213, HUM 221, HUM 222, Foreign Language courses above 104	10

JOURNALISM

Students completing the journalism curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20

Program of Study	
10 hours from the following:	
JRN 101, JRN 215, JRN 260	10
15 hours from the following:	
Foreign language through 104	15
5 hours from the following:	
ART 213, DRA 200, MUS 101, SOC 105, SOC 260, HUM 221, HUM 222, ECN 105, ECN 106	5

Physical education as required	
	TOTAL 90

LIBERAL ARTS

Students completing the liberal arts curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20

Program of Study

15 hours from the following:

ART 213, ART 216-217*, ART 240, ART 211, MUS

100*, MUS 134-236*, MUS 122, DRA 200, SPC 250,

JRN 101, JRN 215, JRN 260, MUS 101, Foreign

Language 101-104 15

*Entrance by permission of instructor

10 hours from the following:

HIS 211-212, SOC 105, ECN 105, PSY 101, HIS 255

5 hours from the following:

HUM 221, HUM 222

MUSIC

Students completing the music curriculum will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20

Program of Study

9 hours from the following:

MUS 134*, MUS 135*, MUS 136* 9

9 hours from the following:

MUS 234*, MUS 235*, MUS 236* 9

6 hours from the following:

MUS 182a, MUS 182b, MUS 182c, MUS 282a, MUS 282b,

MUS 282c 6

6 hours from the following:

MUS 181a, MUS 181b, MUS 181c, MUS 281a, MUS 281b,

MUS 281c, MUS 187a, MUS 187b, MUS 187c, MUS 188a,

MUS 188b, MUS 188c, MUS 189a, MUS 189b, MUS 189c,

MUS 190a, MUS 190b, MUS 190c, MUS 191a, MUS 191b,

MUS 287a, MUS 287b, MUS 287c, MUS 288a, MUS 288b

MUS 288c, MUS 289a, MUS 289b, MUS 289c, MUS 290a,

MUS 290b, MUS 290c, MUS 291a, MUS 291b 6

Physical education as required

TOTAL 90

*MUS 100 is a prerequisite and must be taken concurrently with these courses.

SPEECH AND DRAMA

Students completing the speech-drama curriculum will receive the Associate in Arts degree.

	Hours
Core Curriculum (see p. 82)	
Humanities	20
Science & Mathematics	20
Social Science	20
Program of Study	
10 hours from the following:	
Foreign Language 103-104	10
10 hours from the following:	
DRA 103, DRA 200, SPC 250	10
10 hours from the following:	
ART 213, JRN 101, JRN 215, MUS 101, HUM 221, HUM 222 ..	10
Physical education as required	
TOTAL	90

THE DIVISION OF SCIENCE, MATHEMATICS AND NURSING

Students completing the college-wide core curriculum along with thirty additional hours from one of the programs of study listed below will be granted an Associate in Science Degree. They are then prepared to transfer to a senior institution as a junior. Students desiring to transfer to an institution outside the University System of Georgia or desiring a major in engineering, computer science, allied health, or a science area not listed can, with the approval of their advisor, obtain an Associate in Science Degree by selecting thirty hours of appropriate courses from the areas listed below.

BIOLOGY

Students interested in biology can obtain an Associate in Science Degree with a program of study in Biology by taking the prescribed course work at Abraham Baldwin College. A student would then transfer to a four-year college or university where after completion of the junior and senior requirements the Bachelor of Science Degree with a major in Biology may be received. There is a great diversity of employment opportunities in biology. Biologists are involved in research which seeks to discover ways of curing disease, eliminating famine, controlling climate, increasing life expectancy, and in many other ways to improve our lives. Biologists are employed by the Department of Agriculture, the Fish and Wildlife Service, the National Park Service, and NASA. Job opportunities are also available for biologists as teachers. The major private industries employing biologists are those related to food and drug production where individuals are employed in research and sales. The military service provides many jobs for biologists both in uniform and as civilian employees.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
 Program of Study	
10 hours from the following:	
BIO 101, BIO 102, BIO 222, BIO 226, BIO 250	10
20 hours from the following:	
CHM 121, CHM 122, CHM 223, CHM 240, CHM 241, CHM 261, Foreign Language 101, 102, 103, 104, MAT 111, MAT 116, MAT 253, MAT 254, PCS 227, PCS 228	20
Physical education as required	
TOTAL	90

CHEMISTRY

Students interested in chemistry can obtain an Associate in Science Degree with a program of study in Chemistry by taking the prescribed course work at Abraham Baldwin College. A student would then transfer to a four-year college or university to complete course work at the junior and senior level. Chemistry graduates are qualified for employment in research and development work in commercial or government laboratories, in the teaching profession, or in chemical industries in production and inspection or sales.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
 Program of Study	
15 hours from the following:	
CHM 121, CHM 122, CHM 223	15
15 hours from the following:	
MAT 253, MAT 254, MAT 255, MAT 256, PCS 227, PCS 228, PCS 237, PCS 238, PCS 239	15
Physical education as required	
TOTAL	90

COMPUTER SCIENCE

Students interested in computer science can obtain an Associate in Science Degree with a program of study in Computer Science by taking the prescribed course work at Abraham Baldwin College. This curriculum prepares a student to transfer to a senior institution where, after completion of the junior and senior requirements, a B.S. degree with a major in Computer Science may be earned. A degree in computer science leads to a career as a programmer/analyst, systems analyst, or systems programmer.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
 Program of Study	
25 hours from the following:	
CSC 140, CSC 141, CSC 142, MAT 253, MAT 254	25
5 hours from the following:	
MAT 200, MAT 255, BBA 110	5
Physical education as required	
TOTAL	90

DENTAL HYGIENE

Students interested in dental hygiene can obtain an Associate in Science Degree with a program of study in Dental Hygiene by taking the prescribed course work at Abraham Baldwin College. A student would then transfer to a four-year college or university where, after completion of the junior and senior requirements, the Bachelor of Science Degree with a major in Dental Hygiene may be received. Dental hygienists, working under the direction of a dentist, provide direct patient care; they remove deposits and stains from patients' teeth, expose and develop dental X-ray films, and perform various other preventive and therapeutic services. They are also employed in research, teaching, and in public or school health programs.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
 Program of Study	
10 hours from the following:	
BIO 101 and BIO 102 or BIO 211 and BIO 212	10
10 hours from the following:	
CHM 121 and CHM 122 or CHM 240 and CHM 241	10
10 hours from the following:	
PSY 101, PSY 201, PSY 221, SOC 105	10
Physical education as required	
TOTAL	90

MATHEMATICS

Students interested in mathematics can obtain an Associate in Science Degree with a program of study in Mathematics by taking the prescribed course work at Abraham Baldwin College. A student would then transfer to a four-year college or university to complete course work at the junior and senior level. Bachelor of Science with a major in Mathematics graduates are qualified as mathematicians for employment by governmental agencies, private industries, insurance companies, institutions of higher learning, computer centers and engineering firms.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20

Program of Study	
20 hours from the following:	
MAT 253, MAT 254, MAT 255, MAT 256	20
10 hours from the following:	
PCS 227 and PCS 228 or PCS 237, PCS 238 and PCS 239 or CIS 221 and MAT 200, Foreign Language (French, German or Russian)	10
Physical education as required	
	TOTAL 90

NURSING

Students interested in nursing can obtain an Associate in Science Degree with a program of study in Nursing by taking the prescribed course work at Abraham Baldwin College. A student would then transfer to a four-year college or university where, after completion of the junior and senior requirements, the Bachelor of Science in Nursing degree may be received. This program should not be confused with the two-year career associate degree program in nursing described on page 134.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
Program of Study	
5 hours from the following:	
BIO 250	5
10 hours from the following:	
BIO 211, BIO 212	10
5 to 15 hours from the following:*	
BIO 101, BIO 102, CHM 121, CHM 122	5-15
0 to 10 hours from the following:	
PSY 101, PSY 201, PSY 221, SOC 105	0-10
Physical education as required	
	TOTAL 90

PHARMACY

Students interested in receiving either the Bachelor of Science in Pharmacy or the Doctor of Pharmacy Degree can obtain an Associate in Science Degree with a program of study in Pharmacy by taking the prescribed course work at Abraham Baldwin College. Students who graduate from Abraham Baldwin will have completed all of the necessary requirements for applying for admission to a college of pharmacy.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
 Program of Study	
10 hours from the following:	
BIO 101, BIO 102	10
10 hours from the following:	
PCS 227, PCS 228	10
10 hours from the following:	
CHM 240, CHM 241	10
 Physical education as required	
TOTAL	90

THE DIVISION OF SOCIAL SCIENCE

EARLY CHILDHOOD, MIDDLE GRADES, SPECIAL EDUCATION

The Elementary Education Program is designed for the student who intends to transfer to a senior college or university for the bachelor's degree in elementary education. Students completing the curriculum in early childhood, middle grades and special education will receive the Associate in Science degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
Program of Study	
5 hours from the following:	
EDU 204	5
5 hours from the following:	
MUS 101, ART 213	5
5 hours from the following:	
PSY 101, SOC 105	5
5 hours from the following:	
PSY 221	5
10 hours from the following:	
ART 213, ECN 105, ECN 106, GGY 101, HIS 211, HIS 212, HIS 251, HIS 252, HIS 255, HUM 221, HUM 222, MUS 101, POL 202, PSY 101, PSY 201, SOC 105, SOC 260, SOC 293, SSC 201	10
Physical Education as Required	—
	TOTAL 90

SECONDARY EDUCATION

The Secondary Education Program is designed for the student who intends to transfer to a senior college or university for the bachelor's degree in secondary education fields. The student who plans to major in business education, social studies education, or other secondary teaching areas may plan his study for the first two years that will lead to the Associate Degree. Careful planning of the electives should be made to meet the requirements of the senior college to which the student plans to transfer, and the area of specialty in which the student plans to teach.

Students completing the secondary education curriculum will receive the Associate in Science degree.

	Hours
Core Curriculum (see p. 82)	
Humanities	20
Science & Mathematics	20
Social Science	20
Program of Study	
5 hours from the following:	
ART 213, MUS 101	5
5 hours from the following:	
EDU 204	5
5 hours from the following:	
SOC 105, PSY 101	5
5 hours from the following:	
PSY 221	5
10 hours from one of the following fields of concentration:	
ART: ART 120, ART 130, ART 211, ART 213, ART 216, ART 217, HUM 222, Foreign Language (10 hours)	
BIOLOGY: BIO 101, BIO 102, BIO 222, BIO 226, CHM 121, CHM 122	
BUSINESS EDUCATION: BBA 108, BBA 110, BBA 111, ECN 105, ECN 106, IPR 104, IPR 105, IPR 106, IPR 205, IPR 207, IPR 208, IPR 209, IPR 210	
CHEMISTRY: BIO 101, BIO 102, CHM 121, CHM 122, CHM 223, CHM 240, CHM 241, CHM 261	
ENGLISH: ART 213, DRA 200, HUM 221, HUM 222, JRN 101, JRN 260, MUS 101	
FOREIGN LANGUAGE: Foreign Language 101, 102, 103, 104, HUM 221, HUM 222	
HISTORY: Same as Social Science	
INDUSTRIAL ARTS: AEN 207 plus two courses from AEN 109, AEN 120, AEN 213, AEN 214, AEN 280	
MARKETING EDUCATION: 5 hours from the following: ECN 105, ECN 106; 5 hours from the following: CWE 101, MKT 171, MKT 172, MKT 201, MGT 202, MGT 290	
MATHEMATICS: MAT 110, MAT 111, MAT 116, MAT 253, MAT 254, MAT 255, MAT 256, PSC 101, PCS 227, PCS 228	
MUSIC: Foreign Language (10 hours), HUM 221, HUM 222, MUS 101, MUS 122, MUS 134, MUS 135, MUS 136, MUS 181, MUS 182, MUS 234, MUS 235, MUS 236, MUS 281, MUS 282	
PHYSICAL EDUCATION: HPE 238, HPE 250, HPE 255, REC 132, REC 231, REC 232	
PHYSICS: CHM 121, CHM 122, MAT 110, MAT 111, MAT 116, MAT 253, PSC 101, PCS 227, PCS 228	

SCIENCE: BIO 101, BIO 102, BIO 222, BIO 226, CHM 121,
CHM 122, PCS 227, PCS 228, PSC 101, PSC 102

SOCIAL SCIENCE: ECN 105, ECN 106, GGY 101, HIS 211,
HIS 212, HIS 251, HIS 252, HIS 255, PSY 101, POL 202, SOC
105, SOC 260, SOC 293, SSC 201

SPEECH: DRA 103, DRA 200, HUM 221, HUM 222, MUS
101, SPC 250

Physical Education as Required

TOTAL 90

CRIMINAL JUSTICE

Students completing the curriculum in criminal justice will receive the Associate in Science degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20

Program of Study

10 hours from the following:	
CRJ 200, CRJ 215	10
10 hours from the following:	
ECN 105, HUM 221, HUM 222, MAT 105, MAT 110, SOC 260	10
10 hours from the following:	
CRJ 100, CRJ 110, CRJ 115, CRJ 120, CRJ 125, CRJ 135, CRJ 145, CRJ 150, CRJ 155, CRJ 210, CRJ 220, CRJ 225, CRJ 230	10

Physical Education as Required

TOTAL 90

SOCIAL WORK

Students completing the curriculum in social work will receive the Associate in Science degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20

Program of Study

30 hours from the following:	
CRJ 100, CRJ 115, CRJ 120, CRJ 210, ECN 105, PSY 101, SOC 105, SOC 115, SOC 260, SOC 293, SOC 295, Spanish (10 hours)	30

Physical Education as Required

TOTAL 90

HISTORY

Students completing the curriculum in history will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
 Program of Study	
30 hours from the following, 10-20 of which must be in history:	
ECN 105, ECN 106, GGY 101, HIS 211, HIS 212, HIS 251, HIS 252, HIS 255, POL 202, POL 203, PSY 101, SOC 105, SSC 201, Foreign Language (10 hours)	30
Physical Education as Required	—
TOTAL	90

POLITICAL SCIENCE

Students completing the curriculum in political science will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
 Program of Study	
10 hours from the following:	
Spanish 101-104, MAT 200, CIS 100	10
20 hours from the following:	
CRJ 200, CRJ 215, ECN 105, ECN 106, GGY 101, HIS 211, HIS 212, HIS 251, HIS 252, HIS 255, POL 202, POL 203, PSY 101, PSY 201, PSY 221, SOC 105, SOC 260, SSC 201	20
Physical Education as Required	—
TOTAL	90

PSYCHOLOGY

Students completing the curriculum in psychology will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
Program of Study	
5 hours from the following:	
PSY 101	5
25 hours from the following:	
BIO 101, BIO 102, CHM 121, CHM 122, ECN 105, ECN 106, GGY 101, HIS 211, HIS 212, HIS 251, HIS 252, MAT 111, MAT 116, MAT 200, PSC 101, PSC 102, PSY 201, PSY 221, SOC 105, SOC 260, SOC 293	25
Physical Education as Required	—
TOTAL	90

SOCIOLOGY

Students completing the curriculum in sociology will receive the Associate in Arts degree.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science & Mathematics	20
Social Science	20
Program of Study	
5 hours from the following:	
SOC 105	5
25 hours from the following:	
ECN 105, ECN 106, MAT 105, MAT 110, MAT 111, MAT 116, MAT 200, POL 202, POL 203, PSY 101, PSY 201, PSY 221, SOC 260, SOC 293	25
Physical Education as Required	—
TOTAL	90

THE DIVISION OF DEVELOPMENTAL STUDIES

The Division of Developmental Studies offers courses in English, reading, mathematics, and study skills; provides counseling for developmental students; and provides special services for students from low income families meeting the criteria of the Special Services Project. All courses numbered below the 100 level are taught in this division of the College and carry institutional credit only.

Students are admitted into Developmental Studies any quarter of the year. All entering freshmen who score below the College's minimum levels for the SAT or ACT must take placement tests in English, reading, and mathematics as a part of their orientation process at Abraham Baldwin. These placement test scores, ACT or SAT scores, and high school records are used to determine whether students are placed in developmental courses, regular college courses, or advanced college courses. Students scoring below the minimum score in English, reading, or mathematics must take the appropriate developmental courses since these courses are designed to teach students skills they need to pass college level work. However, students demonstrating a weakness in only one or two of these areas may take college level courses while taking developmental courses in their weak areas, provided that the college level courses selected do not require the completion of the enrolled in developmental courses as a prerequisite. Faculty in the Division will assist students and work with faculty advisors to ensure correct placement of entering freshmen.

In addition to first time entering students, the Division of Developmental Studies offers remedial courses in English (ENG 096) and reading (RDG 096) for those students who take the Regent's Test and fail either one or both of the sections of the test. Remediation is required before the student can retake the Regent's Test, so the student should take the test at the earliest possible time in case remediation is necessary.

A non-punitive grading system is utilized in developmental courses with emphasis on academic progress during the quarter. No student may earn more than 30 quarter credit hours of degree credit before exiting all developmental studies requirements. Students who have not completed developmental courses after two quarters will be placed on probation and counseling by members of the Division. Students who do not complete requirements for a developmental area (English, reading, math) within four attempts will be academically excluded from Abraham Baldwin and all other institutions of the University System of Georgia for one quarter.

The major objective of the Division of Developmental Studies is to assist students in accomplishing their goals for attending Abraham Baldwin.

PRE-PROFESSIONAL COURSES OF STUDY

Students interested in attending the School of Dentistry or the School of Medicine at the Medical College of Georgia, and students interested in attending the College of Veterinary Medicine at the University of Georgia will need to work toward an Associate Degree in General Science while at Abraham Baldwin. The following courses fall within the suggestions of these schools for freshmen and sophomore students who plan to pursue Dentistry, Medicine, or Veterinary Medicine.

DENTISTRY

Students interested in becoming a dentist can obtain an Associate in General Science by taking the prescribed course work at Abraham Baldwin College. Most students take four years (2 years at Abraham Baldwin and 2 years at a senior institution) to complete their program and usually graduate with a Bachelor of Science degree before being accepted into a school of dentistry.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science and Mathematics	20
Social Science	20

Program of Study

10 hours from the following:	
BIO 101, BIO 102	10
10 hours from the following:	
CHM 240, CHM 241	10
10 hours from the following:	
PCS 227, PCS 228	10

Physical Education as Required

—
TOTAL 90

MEDICINE

Students interested in receiving the MD degree can obtain an Associate in General Science Degree by taking the prescribed course work at Abraham Baldwin College. Most students take four years (2 years at Abraham Baldwin and 2 years at a senior institution) to complete their program and usually graduate with a Bachelor of Science degree before being accepted into medical school.

Core Curriculum (see p. 82)	Hours
Humanities	20
Science and Mathematics	20
Social Science	20

Program of Study

10 hours from the following:

BIO 101, BIO 10210

20 hours from the following:

BIO 226, CHM 223, PCS 227, PCS 22820

Physical Education as Required

—
TOTAL 90**VETERINARY MEDICINE**

Students interested in receiving the Doctor of Veterinary Medicine degree can obtain an Associate in General Science Degree by taking the prescribed course work at Abraham Baldwin. Most students take four years (2 years at Abraham Baldwin and 2 years at a senior institution) to complete the requirements for admission to this professional school and usually graduate with a Bachelor of Science Degree before being accepted into veterinary college. Students with exceptionally good college records may be accepted into veterinary college after only 3 years of college work. Depending upon their state of residency, Abraham Baldwin students usually attend The Veterinary College at the University of Georgia, Auburn University, or The University of Florida.

Core Curriculum (see p. 82)

Hours

Humanities20

Science & Mathematics20

Social Science20

Program of Study*

10 hours from the following:

BIO 101, BIO 10210

5 hours from the following:

BIO 222, BIO 2265

10 hours from the following:

PCS 227, PCS 22810

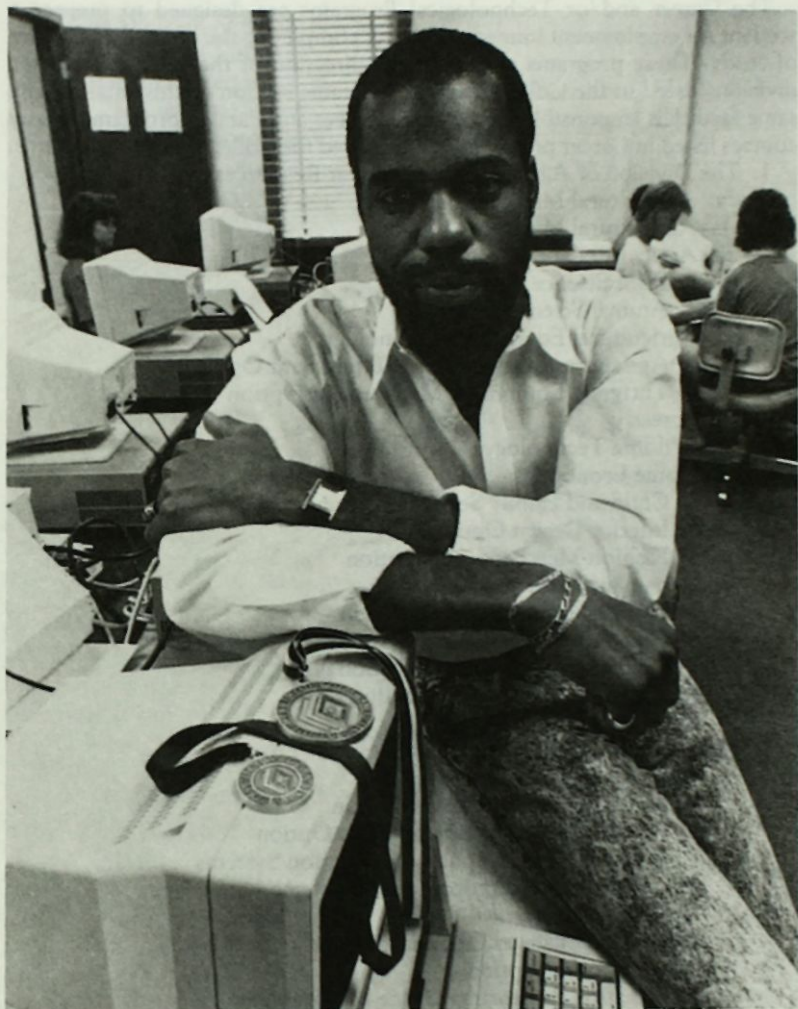
5 hours from the following:

AHY 101, CHM 223, ANY 2035

Physical Education as Required

—
TOTAL 90

*In addition to these requirements for graduation, CHM 240-241 and BIO 250 are strongly recommended.



CAREER AND TECHNOLOGICAL PROGRAMS

The Career and/or Technological Programs are designed to prepare a student for employment immediately after completing the prescribed courses of study. These programs are under the direction of the various academic divisions listed in the College Parallel programs section of this catalog. The same faculty is responsible for both the Career and Parallel programs. Many courses listed in Career programs are approved for College Parallel programs.

1. The Division of Agriculture, and Forest Resources
 - a. Agricultural Management
 - b. Agricultural Marketing
 - c. Agricultural Technology
 1. Plant Science Option
 2. Animal Science Option
 - d. Agricultural Equipment Technology
 1. Agricultural and Industrial Equipment Option
 2. Turfgrass Equipment Management Option
 - e. Forestry
 - f. Wildlife Technology
 - g. Home Economics
 1. Child and Family Services Option
 2. Interior Design Option
 3. Fashion Merchandising Option
 - h. Ornamental Horticulture
 1. Flowershop Management Option
 2. Greenhouse Management Option
 3. Landscape Management Option
 4. Turfgrass Management Option
 - i. Veterinary Technology
2. The Division of Business Administration
 - a. Computer Information Systems
 1. Microcomputer Systems Option
 2. Computer Information Systems Option
 3. Certificate in Computer Information Systems
 4. Certificate in Microcomputer Systems
 - b. General Business
 1. General Business Option
 2. Accounting Option
 - c. Information Processing/Office Management
 1. Information Processing/Office Management Option
 2. Information Processing/Accounting Option
 3. Word Processing/Information Systems Option
 4. Certificate in Office Technology
 - d. Marketing
 1. Marketing-Management Option
 2. Merchandise Management Option
 3. Fashion Merchandising Option
 4. Mid Management Option
 5. Certificate in Marketing
3. The Division of Science, Mathematics and Nursing
 - a. Nursing Education

- 4. The Division of Social Science
 - a. Criminal Justice
 - b. Human Services
 - 1. General Option
 - 2. Child Specialist Option

THE DIVISION OF AGRICULTURE AND FOREST RESOURCES

AGRICULTURAL MANAGEMENT TECHNOLOGY

This two year program is designed to prepare students for employment in occupations in agricultural management and mid-management which requires an agricultural college education but not necessarily a senior college degree. One receives a general education core, an agribusiness and business base, plus choices of subjects from which one may design a special purpose major. Upon completion of graduation requirements, graduates are awarded an Associate in Applied Science degree in Agricultural Management.

<i>Courses</i>		<i>Freshman Year</i>	<i>Hours</i>
ABA 211	Microcomputer Spreadsheet Applications	3
ABA 212	Microcomputer Database Applications	2
AEC 150	Farm Organization and Management	5
AEC 210	Agricultural Economics	5
ENG 101	Composition and Rhetoric	5
ENG 102	Composition and Literature	or	
BBA 108	Business Communications	5
BBA 110	Accounting I	5
MAT 102	Technical Mathematics	5
	10 hours from:		
	AEN 110 Farm Machinery and Equipment	5	
	AEN 120 Agricultural Power I	5
	AEN 207 Metal Technology	5
	AEN 220 Drainage, Irrigation, & Erosion Control	5
	AEN 280 Farm Electrification	5
	AGY 110 Forage Crops and Pastures	5
	AGP 125 Plant Pest Control	5
	AGY 230 Field Crop Production	5
	AHY Elective	5
	FOR 294 Farm Forestry	5
	Physical Education as Required		

<i>Courses</i>	<i>Sophomore Year</i>		<i>Hours</i>
SPC 108	Fundamentals of Speech		5
HIS 252	United States History II		5
POL 201	American Government		5
*AGR 206	Internship		15
AEC 260	Agricultural Marketing		5
	10 hours from:		
	MGT 202 Business Organization and Management		5
	MGT 251 Fundamentals of Management ...		5
	MGT 290 Personnel Management	10	5
	BBA 111 Accounting II		5
	BBA 270 Business Law		5
	Electives		10
	Physical Education as Required.		—
		TOTAL	55
		GRAND TOTAL	100

*Student must complete 45 hours of course work before taking AGR 206.

AGRICULTURAL MARKETING TECHNOLOGY

This two year program is designed to prepare students for employment in occupations in agricultural marketing which require an agricultural college education but not necessarily a senior college degree. One receives a general education core, an agribusiness and business base, plus choices of courses from which one may design a special purpose major. Upon completion of graduation requirements, graduates are awarded an Associate in Applied Science degree in Agricultural Marketing.

<i>Courses</i>	<i>Freshman Year</i>		<i>Hours</i>
ABA 211	Microcomputer Spreadsheet Applications		3
ABA 212	Microcomputer Database Applications		2
AEC 150	Farm Organization and Management		5
AEC 210	Agricultural Economics		5
ENG 101	Composition and Rhetoric		5
ENG 102	Composition and Literature <i>or</i>		
BBA 108	Business Communications		5
BBA 110	Accounting I		5
MAT 102	Technical Mathematics		5
	10 hours from:		
	AEN 110 Farm Machinery and Equipment		5
	AEN 120 Agricultural Power I		5
	AEN 207 Metal Technology		5
	AHY Elective		5
	AEN 280 Farm Electrification	10	5
	AGY 220 Fertilizer and Soils		5
	AGP 125 Plant Pest Control		5
	AGY 230 Field Crop Production		5
	FOR 294 Farm Forestry		5
	Physical Education as Required		—
		TOTAL	45

<i>Courses</i>	<i>Sophomore Year</i>		<i>Hours</i>
SPC 108	Fundamentals of Speech		5
HIS 252	United States History II		5
POL 201	American Government		5
*AGR 206	Internship		15
AEC 260	Agricultural Marketing		5
	10 hours from:		
	MKT 171 Personal Selling	5	
	MKT 172 Sales Promotion	5	10
	BBA 270 Business Law	5	
	BBA 111 Accounting II	5	
	Electives		10
	Physical Education as Required		—
		TOTAL	55
		GRAND TOTAL	100

*Student must complete 45 hours of course work before taking AGR 206.

AGRICULTURAL TECHNOLOGY

Plant Science

The Plant Science curriculum is designed for persons desiring preparation in the crop production sector of agriculture. This training affords the student knowledge of immediate value on the crop-producing farm. Students completing this coursework will receive the Associate in Applied Science in Agricultural Technology degree.

<i>Courses</i>	<i>Freshman Year</i>		<i>Hours</i>
AEC 150	Farm Organization and Management	5	
AEN 110	Farm Machinery and Equipment	5	
AGP 125	Plant Pest Control	5	
ENG 101	Composition and Rhetoric	5	
ENG 102	Composition and Literature <i>or</i>		
BBA 108	Business Communications	5	
SPC 108	Fundamentals of Speech	5	
MAT 102	Technical Mathematics	5	
AHY 101	Animal Science	5	
	*Elective	5	
	Physical Education as Required		—
		TOTAL	45

<i>Course</i>	<i>Summer</i>		<i>Hours</i>
AGR 207**	Internship		15

<i>Courses</i>	<i>Sophomore Year</i>		<i>Hours</i>
AGY 220	Fertilizers and Soils	5
AGY 230	Field Crop Production	5
AGY 110	Forage Crops and Pasture	5
AEN 207	Metal Technology	5
AEC 210	Agricultural Economics	5
AEN 220	Drainage, Irrigation, and Erosion Control	5
HIS 252	United States History II	5
POL 201	American Government	5
	*Elective	5
	Physical Education as Required		—
		TOTAL	45
		GRAND TOTAL	105

*Elective credit must be outside the Division of Agriculture and Forest Resources.

**45 hours of course work must be completed before taking AGR 207.

Animal Science

The Animal Science curriculum is designed for persons desiring training in the livestock production sector of agriculture. Emphasis is upon selection, feeding, health, reproduction, and marketing of livestock. Students completing this coursework will receive the Associate in Applied Science in Agricultural Technology degree.

<i>Courses</i>	<i>Freshman Year</i>		<i>Hours</i>
AHY 101	Animal Science	5
AHY 110	Livestock Evaluation	5
AHY 115	Livestock Production	5
ENG 101	Composition and Rhetoric	5
ENG 102	Composition and Literature or		
BBA 108	Business Communications	5
HIS 252	United States History II	5
MAT 102	Technical Mathematics	5
POL 201	American Government	5
SPC 108	Fundamentals of Speech	5
	Physical Education as Required		—
		TOTAL	45
<i>Course</i>	<i>Summer</i>		<i>Hours</i>
AGR 208*	Internship	15

Courses		Sophomore Year	Hours
AHY	120	Herd Health	5
AHY	215	Feeding Farm Animals.....	5
Student must choose a minimum of 20 hours from the following:			
CIS	100	Computer Information Systems.....	5
CIS	101	Microcomputers.....	2
BBA	100	Introduction to Business.....	5
BBA	270	Business Law	5
SOC	293	Family Relations	5
AHY	203	Elements of Dairying.....	5
AHY	205	Beef Cattle Production	5
AHY	210	Swine Production	5
Physical Education as Required			20
Electives in General Agriculture			15
			—
			TOTAL 45
			GRAND TOTAL 105

*45 hours of course work must be completed before taking AGR 208.

AGRICULTURAL EQUIPMENT TECHNOLOGY

The Agricultural Engineering Technology Program is designed to train students in the repair, service, operation, and marketing of equipment used in agricultural production, industrial applications, and turfgrass management.

Academic Rules and Regulations

A grade of less than "C" indicates a level of knowledge that is unacceptable in a professional field. Students are required to maintain a "C" or better in *all* AEN courses.

Agricultural and Industrial Equipment Technology Option

This program of study is intended to provide young men and women with the training needed for entry level positions in both the agricultural and industrial equipment areas. These students have also received sufficient courses in the general education area to allow them to rise to middle management level positions. Typical employment opportunities include parts manager, service manager, or service representative. Upon completion of the program of study the student is eligible for the Associate in Applied Science in Agricultural Engineering Technology.

<i>Courses</i>		<i>Freshman Year</i>	<i>Hours</i>
MAT	102	Technical Mathematics	5
ENG	101	Composition and Rhetoric	5
ENG	102	Composition and Literature <i>or</i>	
BBA	108	Business Communications	5
SPC	108	Fundamentals of Speech	5
HIS	252	United States History II	5
POL	201	American Government	5
AEN	110	Farm Machinery and Equipment	5
AEN	120	Principles of Engines	5
AEN	130	Power Unit Testing and Diagnosis	5
		Physical Education as Required	—
		TOTAL	45

<i>Course</i>		<i>Summer</i>	<i>Hours</i>
AEN	269	Internship	15

<i>Courses</i>		<i>Sophomore Year</i>	<i>Hours</i>
AEN	125	Machinery Management	5
AEN	212	Agricultural Electrical Equipment	5
AEN	213	Principles of Hydraulics	5
AEN	214	Hydraulics Testing	5
AEN	230	Diesel Injector Pumps	5
AEC	210	Agricultural Economics	5
AEN	207	Metal Technology	5
		*Electives	10
		Physical Education as Required	—

TOTAL 45

GRAND TOTAL 105

Turfgrass Equipment Management Option

The U.S. population has more time for recreation than in the past. This has caused a growth in recreational facilities and a high demand for people trained in the management of equipment used to maintain these facilities. The management and maintenance of equipment used in recreational areas has much in common with management and maintenance of agricultural and industrial equipment. There are, however, factors involved with this equipment which merit special consideration. This program of study trains young people in both the general and specialized procedures associated with this equipment. Typical job opportunities for the graduate will be: Equipment manager at golf courses, parks, landscaping firms, city recreational programs, and rental companies. Upon completion of the course of study the student is eligible for the Associate in Applied Science in Agricultural Engineering Technology.

<i>Courses</i>	<i>Freshman Year</i>		<i>Hours</i>
MAT 102	Technical Mathematics	5
ENG 101	Composition and Rhetoric	5
ENG 102	Composition and Literature <i>or</i>		
BBA 108	Business Communications	5
SPC 108	Fundamentals of Speech	5
HIS 252	United States History II	5
POL 201	American Government	5
AEN 120	Principles of Engines	5
AEN 130	Power Unit Testing and Diagnosis	5
AEN 114	Turfgrass Equipment	5
	Physical Education as Required		—
			TOTAL 45

<i>Course</i>	<i>Summer</i>		<i>Hours</i>
AEN 260	Internship	15

<i>Courses</i>	<i>Sophomore Year</i>		<i>Hours</i>
AEN 207	Metal Technology	5
AEN 213	Principles of Hydraulics	5
AEN 214	Hydraulic Testing	5
AEN 115	Recreational Equipment	5
	Electives	10
	Physical Education as Required		—
			30

Student must choose three of the following:

HOR 102	Grounds Maintenance Equipment	5	
HOR 231	Turfgrass Identification	5	
HOR 233	Golf Course Design and Management	5	
HOR 201	Principles of Horticulture	5	15
				—
			TOTAL	45

NOTE: The curriculum for the Turfgrass Management option of Ornamental Horticulture is located on page 122.

FORESTRY

The objective of this major is to train students in the basic concepts and practical techniques of forestry. It is intended that graduates will function in a supporting capacity to professional foresters in private, state and federal organizations.

To receive the Associate of Applied Science degree in Forestry, a student must complete the following courses.

<i>Courses</i>	<i>Freshman Year</i>		<i>Hours</i>
ENG 101	Composition and Rhetoric	5	
MAT 102	Technical Mathematics	5	
AEN 113	Power Equipment	5	
FOR 120	Forest Ecology	5	
FOR 140	Forest Measurements I	3	
FOR 145	Introduction to Mapping	2	
FOR 160	Forest Surveying I	5	
FOR 170	Dendrology	5	
FOR 180	Aerial Photography and Mapping	5	
FOR 190	Natural Resource Conservation	5	
	Physical Education as Required		
			—
		TOTAL	45

<i>Courses</i>	<i>Summer</i>		<i>Hours</i>
FOR 210	Forest Industries	3	
FOR 220	Forest Harvesting	3	
FOR 230	Forest Surveying II	5	
FOR 240	Forest Measurements II	5	
FOR 246	Forest Safety	1	
			—
		TOTAL	17

<i>Courses</i>	<i>Sophomore Year</i>		<i>Hours</i>
BBA 100	Introduction to Business or		
BBA 270	Business Law	5	
FOR 250	Forest Soils	3	
FOR 255	Microcomputers in Forest Resources	2	
FOR 265	Silviculture	5	
FOR 270	Forest Protection	3	
FOR 275	Principles of Supervision	2	
FOR 280	Timber Management	5	
BBA 108	Business Communications or		
ENG 102	Composition and Literature	5	
SPC 108	Fundamentals of Speech	5	
HIS 252	U.S. History II	5	
POL 201	American Government	5	
	Physical Education as Required		
			—
		TOTAL	45
		GRAND TOTAL	107

WILDLIFE TECHNOLOGY

The objective of this major is to train students in the basic concepts and techniques of Wildlife Management. It is intended that students who graduate under this program will function in a supporting capacity to professionals employed by private, state and federal organizations. To receive the Associate in Applied Science degree in Wildlife Technology, a student must complete the following courses.

<i>Courses</i>	<i>Freshman Year</i>		<i>Hours</i>
ENG 101	Composition and Rhetoric	5
MAT 102	Technical Mathematics	5
AEN 113	Power Equipment	5
FOR 140	Forest Measurements I	3
FOR 145	Introduction to Mapping	2
FOR 160	Forest Surveying I	5
FOR 170	Dendrology	5
FOR 190	Natural Resource Conservation	5
FOR 192	Forest Wildlife Management	5
BIO 101	Principles of Biology	5
			—
TOTAL			45

<i>Courses</i>	<i>Summer</i>		<i>Hours</i>
FOR 246	Forest Safety	1
FOR 260	Conservation Law Enforcement	5
FOR 261	Forest Game Management	5
FOR 262	Aquatic Resource Management	5
			—
TOTAL			16

<i>Courses</i>	<i>Sophomore Year</i>		<i>Hours</i>
FOR 250	Forest Soils	3
FOR 255	Microcomputers in Forest Resources	2
FOR 263	Advanced Wildlife Technology	5
FOR 264	Wildlife Seminar	1
FOR 265	Silviculture	5
FOR 275	Principles of Supervision	2
ENG 102	Composition and Literature <i>or</i>		
BBA 108	Business Communications	5
BIO 102	Principles of Biology	5
CRJ 155	Criminal Evidence and Procedures <i>or</i>		
CRJ 200	Criminal Law I	5
SPC 108	Fundamentals of Speech	5
HIS 252	U.S. History II	5
POL 201	American Government	5
			—
TOTAL			48

GRAND TOTAL 109

HOME ECONOMICS TECHNOLOGY

The two year Home Economics program offers three programs of study. They are designed to prepare students for employment in Home Economics related occupations. Upon completion of the student's selected option, the student is eligible to receive the Associate in Applied Science in Home Economics Degree.

Child and Family Services Option

This curriculum is appropriate for persons wishing to prepare for work with young children in public nursery schools, day care centers, child serving agencies, childrens clinics and hospitals, and agencies dealing with family adjustment.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
HEC 100	Home Economics Career Exploration	1
HCF 103	Child Care	5
HCF 225	Etiquette	5
HFN 151	Principles of Nutrition	5
HID 115	Housing	5
ENG 101	Composition and Rhetoric	5
HIS 252	United States History II	5
POL 201	American Government	5
SPC 108	Fundamentals of Speech	5
MAT 102	Technical Mathematics	5
HEC 293	Family Relations	5
	Physical Education as Required	—

TOTAL 51

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
HEC 115	Foods	5
HEC 120	Clothing	5
HEC 211	Group Care of Young Children	5
HCF 212	Nursery School and Day Care Management	5
HCF 220	Personal and Family Finance	5
HEC 206	Internship	5
HEC 207	Internship	5
ENG 102	Composition and Literature or	
BBA 108	Business Communications	5

Fifteen hours from the following:

PSY 101	Psychology	5
PSY 221	Human Growth and Development.....	5
SOC 105	Introduction to Sociology	5
SOC 115	Introduction to Social Welfare	5
SOC 260	Social Problems	5
	Physical Education as Required	—

TOTAL 55

GRAND TOTAL 106

Interior Design Option

This curriculum is appropriate for persons wishing to prepare for work as an interior decorating consultant, kitchen plans consultant, or home furnishings buyer or coordinator.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
HEC 100	Home Economics Career Exploration	1
SPC 108	Fundamentals of Speech	5
HID 115	Housing	5
HID 161	Household Equipment	5
HCF 225	Etiquette	5
ART 120	Art Structure <i>or</i>	
ART 130	Art Structure	5
MAT 102	Technical Mathematics	5
ENG 101	Composition and Rhetoric	5
HIS 252	United States History II	5
POL 201	American Government	5
HEC 293	Family Relations	5
	Physical Education as Required	
		—
	TOTAL	51

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
HCF 220	Personal and Family Finance	5
HCT 224	Textiles	5
HEC 275	Home Furnishings	5
HID 207	Interior Environment	5
HID 279	Special Problems in Home Furnishings	5
HOR 218	Interior Plantscapes	5
HOR 211	Floral Design	5
ENG 102	Composition and Literature <i>or</i>	
BBA 108	Business Communications	5
HEC 120	Clothing	5
HEC 206	Internship	5
PSY 101	Psychology	5
	Physical Education as Required	
		—
	TOTAL	55

GRAND TOTAL 106

Fashion Merchandising Option

This option consists of organized subject matter and learning experiences related to the variety of sales, fashion coordination, and sales-supporting tasks performed by marketing employees and management personnel in retail or wholesale establishments primarily engaged in selling clothing of all kinds, related articles for personal wear and adornment, and/or home furnishings and decorations.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric	5
BBA 108	Business Communications <i>or</i>	5
ENG 102	Composition and Literature	5
HCF 225	Etiquette	5
HEC 120	Clothing	5
HIS 252	United States History II	5
MKT 171	Personal Selling	5
MKT 172	Sales Promotion	5
MKT 205	Studies in Distribution	5
POL 201	American Government	5
PSY 101	Introduction to Psychology <i>or</i>	5
SOC 105	Introduction to Sociology	5
	Physical Education as Required	

TOTAL 50

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
BBA 110	Principles of Accounting I	5
MKT 201	Principles of Marketing	5
MGT 202	Small Business Management	5
MGT 290	Personnel Management	5
HCT 101	Basic Fashions	5
HCT 214	Clothing Selection	5
HCT 224	Textiles	5
HEC 275	Home Furnishings	5
MAT 105	Basic Ideas of Mathematics <i>or</i>	5
MAT 110	College Algebra	5
SPC 108	Fundamentals of Speech	5

Select five hours from the following:

ART 130	Art Structure
BBA 100	Introduction to Business
CIS 100	Introduction to Business Information Systems
CWE 101	Cooperative Work Experience
ECN 105	Macro-Economics
IPR 101	Beginning Typewriting
SOC 293	Family Relations
	Physical Education as Required

TOTAL 50

GRAND TOTAL 105

ORNAMENTAL HORTICULTURE TECHNOLOGY

With Options in Flowershop Management, Greenhouse Management, Landscape Management, and Turfgrass Management

Ornamental Horticulture Technology offers training in the specialized areas of Flowershop Management, Greenhouse Management, Landscape Management, and Turfgrass Management for men and women. These highly skilled technicians and supervisory personnel obtain gainful employment in one of these highly specialized ornamental industries. This program will provide the individual with a detailed understanding of the technical requirements of the industry and will help the student to develop skill proficiency in the various techniques utilized by commercial ornamental horticulturalists. Students trained in this program will find employment with garden centers, flowershops, golf courses, athletic and recreational areas, production and retail nurseries, schools, colleges, lawn maintenance and landscape companies, and related horticultural and agronomic occupations. To be eligible to receive the Associate of Applied Science degree in Ornamental Horticulture, each student must complete the required courses of one specific option.

Flowershop Management Option

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 110	Principles of Accounting I <i>or</i>	
BBA 270	Business Law	5
ENG 101	Composition and Rhetoric	5
ENG 102	Composition and Literature <i>or</i>	
BBA 108	Business Communications	5
SPC 108	Fundamentals of Speech	5
HIS 252	United States History II	5
POL 201	American Government	5
MAT 102	Technical Mathematics	5
HCF 220	Personal and Family Finance	5
HOR 110	Ornamental Plant Identification	5
	Physical Education as Required	
	TOTAL	45

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
ABA 211	Microcomputer Spreadsheet Applications	3
ABA 212	Microcomputer Database Applications	2
HCF 225	Etiquette	5
HEC 293	Family Relations	5
HOR 210	Internship	15*

		30 hours from:	
HOR	201	Principles of Horticulture	
HOR	205	Special Problems in Flowershop	
HOR	211	Floral Design	
HOR	218	Interior Plantscapes	
HOR	221	Greenhouse Structures	
HOR	222	Bedding Plant Production	
HOR	223	Greenhouse Management	
HOR	241	Landscape Management	
HOR	242	Landscape Contracting	
HOR	251	Garden Center Management	30
		Physical Education as Required	
			<hr/>
		TOTAL	60
		GRAND TOTAL	105

*Student must complete 45 hours of course work before taking HOR 210.

Greenhouse Management Option

<i>Courses</i>		<i>Freshman Year</i>	<i>Hours</i>
AGP	125	Plant Pest Control	5
BBA	110	Principles of Accounting I <i>or</i>	
BBA	270	Business Law	5
ENG	101	Composition and Rhetoric	5
ENG	102	Composition and Literature <i>or</i>	
BBA	108	Business Communications	5
SPC	108	Fundamentals of Speech	5
HIS	252	United States History II	5
POL	201	American Government	5
MAT	102	Technical Mathematics	5
HOR	110	Ornamental Plant Identification	5
		Physical Education as Required	
			<hr/>
		TOTAL	45

<i>Courses</i>		<i>Sophomore Year</i>	<i>Hours</i>
ABA	211	Microcomputer Spreadsheet Applications	3
ABA	212	Microcomputer Database Applications	2
AEN	280	Farm Electrification	5
AGY	220	Soils and Fertilizers	5
HOR	210	Internship	15*
		30 hours from:	
HOR	201	Principles of Horticulture	
HOR	206	Special Problems in Greenhouse	
HOR	218	Interior Plantscapes	

HOR	221	Greenhouse Structures	
HOR	222	Bedding Plant Production	
HOR	223	Greenhouse Management	
HOR	241	Landscape Management	
HOR	242	Landscape Contracting	
HOR	245	Plant Propagation	
HOR	251	Garden Center Management <i>or</i>	
HOR	261	Nursery Crop Production	30
		Physical Education as Required	—
		TOTAL	60
		GRAND TOTAL	105

*Student must complete 45 hours of course work before taking HOR 210.

Landscape Management Option

<i>Courses</i>		<i>Freshman Year</i>	<i>Hours</i>
ABA	211	Microcomputer Spreadsheet Applications	3
ABA	212	Microcomputer Database Applications	2
BBA	110	Principles of Accounting I <i>or</i>	
BBA	270	Business Law	5
ENG	101	Composition and Rhetoric	5
ENG	102	Composition and Literature <i>or</i>	
BBA	108	Business Communications	5
SPC	108	Fundamentals of Speech	5
HIS	252	United States History II	5
POL	201	American Government	5
MAT	102	Technical Mathematics	5
HOR	110	Ornamental Plant Identification	5
		Physical Education as Required	—
		TOTAL	45

<i>Courses</i>		<i>Sophomore Year</i>	<i>Hours</i>
AEN	210	Surveying	5
AEN	220	Drainage, Irrigation and Erosion Control	5
AGP	125	Plant Pest Control <i>or</i>	
AGY	220	Soils and Fertilizers	5
HOR	210	Internship	15*
		30 hours from:	
HOR	102	Grounds Maintenance Equipment	
HOR	201	Principles of Horticulture	
HOR	207	Special Problems in Landscaping	
HOR	215	Landscape Design Elements	
HOR	216	Landscape Design Critiques	
HOR	218	Interior Plantscapes	
HOR	231	Turfgrass Identification	
HOR	241	Landscape Management	

HOR	242	Landscape Contracting <i>or</i>	
HOR	251	Garden Center Management	30
		Physical Education as Required	—
			TOTAL 60
			GRAND TOTAL 105

*Student must complete 45 hours of course work before taking HOR 210.

Turfgrass Management Option

<i>Courses</i>		<i>Freshman Year</i>	<i>Hours</i>
ABA	211	Microcomputer Spreadsheet Applications	3
ABA	212	Microcomputer Database Applications	2
BBA	110	Principles of Accounting I <i>or</i>	
BBA	270	Business Law	5
ENG	101	Composition and Rhetoric	5
ENG	102	Composition and Literature <i>or</i>	
BBA	108	Business Communications	5
SPC	108	Fundamentals of Speech	5
HIS	252	United States History II	5
POL	201	American Government	5
MAT	102	Technical Mathematics	5
HOR	110	Ornamental Plant Identification	5
		Physical Education as Required	—
			TOTAL 45

<i>Courses</i>		<i>Sophomore Year</i>	<i>Hours</i>
AEN	114	Turfgrass Equipment	5
AEN	220	Drainage, Irrigation and Erosion Control	5
AGP	125	Plant Pest Control <i>or</i>	
AGY	220	Soils and Fertilizers	5
HOR	210	Internship	15*
		30 hours from:	
HOR	102	Grounds Maintenance Equipment	
HOR	201	Principles of Horticulture	
HOR	208	Special Problems in Turfgrass	
HOR	215	Landscape Design Elements	
HOR	231	Turfgrass Identification	
HOR	232	Turfgrass Management	
HOR	233	Golf Course Design and Management	
HOR	241	Landscape Management <i>or</i>	
HOR	251	Garden Center Management	30
		Physical Education as Required	—
			TOTAL 60
			GRAND TOTAL 105

*Student must complete 45 hours of course work before taking HOR 210.

NOTE: The curriculum for the Turfgrass Equipment Management Option of Engineering Technology is located on page 115.

VETERINARY TECHNOLOGY

The Veterinary Technology Program provides training for young men and women who wish to become veterinary technicians. Upon completion of the prescribed course of study, the individual will be awarded the Associate in Applied Science in Veterinary Technology Degree and will be eligible for registration as a veterinary technician.

The program prepares an individual for a career as a veterinary technician and does not prepare one for admission to a college of veterinary medicine. The graduate is trained to assist the veterinarian with the care and treatment of both large and small animals. Duties that the technician may be expected to perform under the supervision of the veterinarian include: reception and record keeping, restraint of animals for examination and treatment, surgical assistance, radiological assistance, laboratory testing, and animal nursing.

Curriculum

Two quarters are spent training at the College of Veterinary Medicine, Athens, Georgia and the remainder of the program is on the campus of Abraham Baldwin College. The curriculum consists of 74 quarter hours of technical courses with 38 quarter credit hours of general education courses. The program is accredited by the American Veterinary Medical Association and graduates are eligible for registration in any state.

Admission Requirements

An applicant must achieve scores above the developmental level on the Abraham Baldwin administered College Placement Exams (CPE) in mathematics, reading, and English or have completed required remedial courses.

Additional Information

1. Students may start the Veterinary Technology Program only Fall Quarter of each year. However, they may take English and other core courses prior to the beginning of the Veterinary Technology Program.
2. Any student dropping out of the sequence during the academic year must wait until that quarter for readmission to the program. Students must request permission in writing to re-enter one academic quarter before expecting to return.
3. Students are required to conform to the Veterinary Technology Program and the College of Veterinary Medicine, University of Georgia dress code for all laboratory and clinical exercises. The dress code is designed for safety as well as professional appearance.
4. Students entering the Veterinary Technology Program are expected to conduct themselves in a highly ethical and professional manner while at Abraham Baldwin and at the College of Veterinary Medicine, University of Georgia. Failing to do so may result in expulsion from the program.
5. Students entering the Veterinary Technology Program should read and be familiar with the academic rules and regulations as applied to Abraham Baldwin and the Veterinary Technology Program.

Academic Rules and Regulations

A grade of less than "C" indicates a level of knowledge unacceptable in a professional field. Therefore, the following rules and regulations have been adopted to assure the graduation of technicians who will be a credit to both the Veterinary Technology profession and Abraham Baldwin College.

1. Students are expected to maintain C's or better in all VTP courses for the duration of the program. Students who fail to make these grades will be dropped from the program and must re-apply for admission to the program. If reaccepted, they must wait until that course is offered again to begin. At such time they may be directed to retake certain skills courses such as VTP 125, VTP 126, and VTP 227. Students may be reaccepted one time only.

Curriculum

Freshman Year

<i>Courses</i>		<i>Fall Quarter</i>	<i>Hours</i>
VTP 133	Gross Anatomy		2 Hours
VTP 102	Medical Terminology		3 Hours
MAT 104	Mathematics for Health Professions		3 Hours
VTP 100	Principles of Surgery		2 Hours
VTP 118	Parasitology		3 Hours
VTP 125	Clinics		2 Hours
VTP 134	Animal Physiology & Nutrition		5 Hours
VTP 109	Radiographic Techniques		2 Hours
VTP 126	Clinics		2 Hours
VTP 108	Principles of Pharmacology		4 Hours
VTP 206	Ethics and Office Procedures		2 Hours
	Physical Education as Required		

Sophomore Year

VTP 203	Preventive Medicine & Immunology	5 Hours
VTP 218	Clinical Pathology	5 Hours
VTP 227	Clinics	2 Hours
VTP 228U	Small Animal Surgery & Medicine	5 Hours
VTP 229U	Small Animal Receiving	5 Hours
VPT 231U	Anesthesia Techniques	5 Hours
VPT 238U	Bovine Rotation	5 Hours
VTP 293U	Equine Rotation	5 Hours
VTP 240U	Radiographic Techniques	5 Hours
VPT 241U	Clinical Applications	5 Hours
	Physical Education as Required	

The following courses must be taken during the Freshman and Sophomore years.

ENG	101	Composition and Rhetoric	5 Hours
ENG	102	Composition and Literature <i>or</i>	
BBA	108	Business Communications	5 Hours
SPC	108	Fundamentals of Speech	5 Hours
PSY	101	Introduction to Psychology <i>or</i>	
SOC	293	Family Relations	5 Hours
HIS	252	United States History II	5 Hours
POL	201	American Government	5 Hours
		ELECTIVE (from general education courses)	5 Hours
		Physical Education as Required	
			—
TOTAL			112

Veterinary Technology courses are sequential and start only Fall Quarter and require six quarters to complete. An additional quarter is required in order for the student to complete the courses listed in group 3. The student has flexibility scheduling this quarter since no Veterinary Technology courses are included. Fifteen hours from group 3 may be taken the summer before starting the program, the summer after the freshman year, or after completing the sophomore Veterinary Technology courses. Students having fifteen credit hours of transferable general education courses before starting the program in the Fall can complete the program in six quarters.

THE DIVISION OF BUSINESS ADMINISTRATION

COMPUTER INFORMATION SYSTEMS TECHNOLOGY

MICROCOMPUTER SYSTEMS OPTION

The associate degree with this option is designed to offer the student a concentrated program in using microcomputers to perform business applications and in programming and operating microcomputers. With the availability of microcomputer systems to any size of business, the employment demand has greatly increased for persons who specifically have knowledge of microcomputer applications and specifically have knowledge of microcomputer applications and microcomputer operations to include areas such as spreadsheet applications, microcomputer accounting applications, wordprocessing applications, data base management applications, and telecommunications skills. Graduates of this program can expect initial employment in a business environment which uses microcomputers to perform many of its business operations. All students majoring in this option are required to earn a grade of C or better in all CIS, CSC, ABA, and MAT courses. Students completing this coursework will receive the Associate in Applied Science in Computer Information Systems Technology degree.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ABA 200	Automated Accounting	2
ABA 211	Microcomputer Spreadsheet Applications	3
ABA 220	Word Processing—WordPerfect <i>or</i>	
ABA 221	Word Processing—Displaywrite 3	3
BBA 110	Principles of Accounting I	5
IPR 100	Keyboarding	2
CIS 100	Introduction to Business Information Systems	5
CIS 200	Microcomputer Office Automation	5
ENG 101	Composition and Rhetoric	5
HIS 252	United States History II	5
MAT 110	College Algebra	5
POL 201	American Government	5
SOC 105	Introduction to Sociology <i>or</i>	
PSY 101	Introduction to Psychology	5
	Physical Education as Required	
		—
		TOTAL 50

<i>Courses</i>	<i>Sophomore Year</i>		<i>Hours</i>
ABA 205	Business Problems <i>or</i>		
ABA 222	Advanced Microcomputer Applications	5
BBA 108	Business Communications <i>or</i>		
ENG 102	Composition and Literature	5
BBA 111	Principles of Accounting II	5
CIS 134	Assembly Language <i>or</i>		
CIS 120	Introduction to Microcomputer Programming	5
CIS 224	Database Management	5
CIS 225	Introduction to Operating Systems and Systems Programming	5
CSC 140	Programming Principles I	5
ECN 105	Macro-Economics <i>or</i>		
MAT 203	Calculus for Management <i>or</i>		
MAT 200	Statistics	5
SPC 108	Fundamentals of Speech	5
	Physical Education as Required		
			—
		TOTAL	45
		GRAND TOTAL	95

Computer Information Systems Option

The associate degree provides instruction and training for persons wishing to enter the exciting world of Computer Information Systems. Today, employment opportunities abound for the person who possesses the creative energy, the problem-solving ability, and the technical knowledge and skills to provide information services in a wide variety of organizational settings. The graduate of this program can expect initial employment as a business applications' computer programmer or operator, and, with some experience, can move into such high-demanding occupations as programmer/analyst, information systems analyst, or information systems manager. All students majoring in this option are required to earn a grade of C or better in all CSC, CIS, ABA, and MAT courses. Students completing this coursework will receive the Associate in Applied Science in Computer Information Systems degree.

<i>Courses</i>	<i>Freshman Year</i>		<i>Hours</i>
ABA 220	Word Processing—WordPerfect <i>or</i>		
ABA 221	Word Processing—Displaywrite 3 <i>or</i>		
ABA 211	Microcomputer Spreadsheet Applications	3
BBA 110	Principles of Accounting I	5
CIS 100	Introduction to Business Information Systems	5
CIS 200	Microcomputer Office Automation	5
CIS 134	Assembly Language	5
ENG 101	Composition and Rhetoric	5
HIS 252	United States History II	5

IPR	100	Keyboarding	2
MAT	110	College Algebra	5
POL	201	American Government	5
SOC	105	Introduction to Sociology <i>or</i>	
PSY	101	Introduction to Psychology	5
		Physical Education as Required	
			—
		TOTAL	50

<i>Courses</i>		<i>Sophomore Year</i>	<i>Hours</i>
BBA	108	Business Communications <i>or</i>	
ENG	102	Composition and Literature	5
BBA	111	Principles of Accounting II	5
CIS	222	COBOL	5
CIS	224	Database Management	5
CIS	225	Introduction to Operating Systems and Systems Programming	5
CSC	140	Programming Principles I <i>or</i>	
CIS	228	RPG II Programming	5
CSC	142	File Processing	5
ECN	105	Macro-Economics <i>or</i>	
MAT	203	Calculus for Management <i>or</i>	
MAT	200	Statistics	5
SPC	108	Fundamentals of Speech	5

Choose five hours from the following:

ABA	200	Automated Accounting	2
ABA	211	Microcomputer Spreadsheet Applications	3
ABA	220	Word Processing—WordPerfect	3
ABA	221	Word Processing—DisplayWrite 3	3
CIS	120	Introduction to Microcomputer Programming	5
		Physical Education as Required	
			—
		TOTAL	50

GRAND TOTAL 100

Certificate in Computer Information Systems

Successful completion of this program enables the student to gain employment in a business data processing environment as a data entry operator or computer programmer/operator trainee. This option requires three quarters for completion. Students completing this course of study will receive the Certificate in Computer Information Systems. All students majoring in this option are required to make a C or better in all CIS, CSC, ABA, and MAT courses.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ABA 200	Automated Accounting	2
ABA 220	Word Processing — WordPerfect <i>or</i>	
ABA 221	Word Processing — Displaywrite 3	3
BBA 110	Principles of Accounting I	5
CIS 100	Introduction to Business Information Systems	5
CIS 134	Assembly Language <i>or</i>	
CIS 120	Introduction to Microcomputer Programming	5
CIS 222	COBOL	5
CIS 225	Introduction to Operating Systems and Systems Programming	5
CIS 142	File Processing <i>or</i>	
CIS 228	RPG II Programming	5
ENG 101	Composition and Rhetoric	5
IPR 100	Keyboarding	2
MAT 110	College Algebra	5
	Physical Education as Required	—
	TOTAL	47

Certificate in Microcomputer Systems

Successful completion of this program enables the student to gain employment in a business which uses microcomputers to perform its business operations as a data entry operator or microcomputer operator. This option requires three quarters for completion. Students completing this course of study will receive the Certificate in Microcomputer Systems. All students majoring in this option are required to make a C or better in all CIS, CSC, ABA, and MAT courses.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ABA 200	Automated Accounting	2
ABA 211	Microcomputer Spreadsheet Applications	3
ABA 212	Microcomputer Database Applications	2
ABA 220	Word Processing — WordPerfect <i>or</i>	
ABA 221	Word Processing — DisplayWrite 3	3
BBA 110	Principles of Accounting I	5
CIS 100	Introduction to Business Information Systems	5
CIS 134	Assembly Language <i>or</i>	
CIS 120	Introduction to Microcomputer Programming	5
CIS 200	Microcomputer Office Automation	5
CSC 140	Programming Principles I <i>or</i>	
ABA 222	Advanced Microcomputer Applications <i>or</i>	
CIS 224	Database Management	5
ENG 101	Composition and Rhetoric	5
IPR 100	Keyboarding	2
MAT 110	College Algebra	5
	Physical Education as Required	—
	TOTAL	47

GENERAL BUSINESS

The General Business Program is offered for students of widely varying abilities. Business has come to appreciate the importance of increasing opportunities for students who do not expect to attend the four-year institutions, or who expect to work while attaining their four year and graduate degrees. Students who complete this option will receive the Associate in Applied Science in General Business degree.

General Business Option

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ABA 205	Business Problems	5
BBA 110	Principles of Accounting I	5
CIS 100	Introduction to Business Information Systems	5
ECN 105	Macro-Economics	5
ENG 101	Composition and Rhetoric	5
HIS 252	United States History II	5
IPR 101	Beginning Typewriting.....	5
MAT 110	College Algebra <i>or</i>	
MAT 105	Basic Ideas of Mathematics	5
POL 201	American Government	5
PSY 101	Introduction to Psychology <i>or</i>	
SOC 105	Introduction to Sociology	5
	Physical Education as required	
	TOTAL	50

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
ABA 211	Microcomputer Spreadsheet Applications	3
ABA 212	Microcomputer Database Applications <i>or</i>	
ABA 200	Automated Accounting.....	2
ABA 230	Income Tax.....	5
BBA 111	Principles of Accounting II	5
BBA 270	Business Law	5
ECN 106	Micro-Economics.....	5
ENG 102	Composition and Rhetoric <i>or</i>	
BBA 108	Business Communications	5
MGT 202	Business Organization and Management <i>or</i>	
MGT 251	Fundamentals of Management <i>or</i>	
MGT 290	Personnel Management	5
MKT 171	Personal Selling	5
SPC 108	Fundamentals of Speech	5
	Physical Education as Required	
	TOTAL	45
	GRAND TOTAL	95

Accounting Option

Students who complete this option will receive the Associate in Applied Science in General Business degree. The curriculum is designed to prepare students with entry level job skills as junior accountants or account-trainees.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
ABA 211	Microcomputer Spreadsheet Applications	3
ABA 212	Microcomputer Database Applications	2
BBA 110	Principles of Accounting I	5
BBA 111	Principles of Accounting II	5
CIS 100	Introduction to Business Information Systems	5
ENG 101	Composition and Rhetoric	5
HIS 252	United States History II	5
POL 201	American Government	5
PSY 101	Introduction to Psychology <i>or</i>	
SOC 105	Introduction to Sociology	5
SPC 108	Fundamentals of Speech	5
	Physical Education as Required	—
	TOTAL	45

<i>Courses</i>	<i>Sophomore Year</i>	<i>Hours</i>
ABA 205	Business Problems	5
ABA 225	Intermediate Accounting I	5
ABA 226	Intermediate Accounting II	5
ABA 230	Income Tax	5
BBA 108	Business Communications <i>or</i>	
ENG 102	Composition and Literature	5
BBA 270	Business Law	5
ECN 105	Macro-Economics	5
ECN 106	Micro-Economics	5
MGT 202	Business Organization and Management <i>or</i>	
MGT 251	Fundamentals of Management <i>or</i>	
MGT 290	Personnel Management	5
MKT 171	Personal Selling	5
	Physical Education as Required	—
	TOTAL	50
	GRAND TOTAL	95

INFORMATION PROCESSING/OFFICE MANAGEMENT

The employment advertisements and current job availability figures from the Department of Labor reveal that office-related careers offer immediate employment. This program, formerly Secretarial Science, has evolved into a program which meets the needs of today's technologically advanced modern

office. Majoring in Information Processing/Office Management at Abraham Baldwin will provide the students with the required competencies for job success and advancement in business, industry, and civil service and state merit systems.

As computer-related skills increase, so do analytical and problem-solving skills. Employers are looking for individuals who have developed these skills as well as communication skills, interpersonal skills and initiative. Students in the program will learn to use microcomputer business applications software packages including word processing, automated accounting, spreadsheet, and database management programs. Having developed marketable skills through a well-rounded program of study, graduates of this program will find that employment opportunities abound in electronic offices.

Students who complete the requirements in one of the two-year Information Processing/Office Management programs will receive the Associate in Applied Science in Information Processing/Office Management degree.

Students who are majoring in Information Processing/Office Management and who have successfully completed all six parts of the Certified Professional Secretary (CPS) examination can receive credit for the following courses: BBA 110, BBA 108, IPR 207, IPR 209, and IPR 210.

Students majoring in the Business Administration program and who have successfully completed all six parts of the CPS exam can receive credit for the following courses: BBA 110, ECN 105, BBA 100, and BBA 108.

Information Processing/Office Management Option

This option is designed for those students wishing to develop stronger managerial skills so as to advance into office management positions. This option recognizes that the lines between secretarial and professional managerial work may blur as secretaries increase their ability to process information into decision-making reports.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 108	Business Communications <i>or</i>	
ENG 102	Composition and Rhetoric	5
BBA 110	Principles of Accounting I	5
CIS 100	Introduction to Business Information Systems	5
ENG 101	Composition and Rhetoric	5
IPR 101	Beginning Typewriting	5
IPR 102	Intermediate Typewriting	5
MAT 110	College Algebra <i>or</i>	
MAT 105	Basic Ideas of Mathematics	5
PSY 101	Introduction to Psychology <i>or</i>	
SOC 105	Introduction to Sociology	5
SPC 108	Fundamentals of Speech	5
	Physical Education as Required	

TOTAL 45

<i>Courses</i>	<i>Sophomore Year</i>		<i>Hours</i>
ABA 200	Automated Accounting		2
ABA 211	Microcomputer Spreadsheet Applications		3
ABA 212	Microcomputer Database Applications		2
ABA 220	Word Processing — WordPerfect		3
ABA 221	Word Processing — DisplayWrite 3		3
HIS 252	United States History II		5
POL 201	American Government		5
IPR 207	Administrative Office Management		5
IPR 208	Machine Transcription: Word Processing		5
IPR 209	Records Management		5
IPR 210	Advanced Automated Office Procedures		5
MGT 251	Fundamentals of Management		5
MGT 290	Personnel Management		5
	Physical Education as Required		
			—
			TOTAL 53
			GRAND TOTAL 98

Information Processing/Accounting Option

Employment trends for a graduate of a combined secretarial/accounting program are increasing as this graduate would serve two employment needs. Employers have expressed a desire to hire a graduate of this program who would be able to handle accounting responsibilities as well as the information processing aspects of a secretarial position. Jobs for this graduate exist in government, business and accounting offices, and Certified Public Accounting firms. Students completing the required courses will receive the Associate in Applied Science in Information Processing/Office Management degree.

<i>Courses</i>	<i>Freshman Year</i>		<i>Hours</i>
BBA 108	Business Communications <i>or</i>		
ENG 102	Composition and Literature		5
BBA 110	Principles of Accounting I		5
CIS 100	Introduction to Business Information Systems		5
ENG 101	Composition and Rhetoric		5
IPR 101	Beginning Typewriting		5
IPR 102	Intermediate Typewriting		5
MAT 110	College Algebra <i>or</i>		
MAT 105	Basic Ideas of Mathematics		5
PSY 101	Introduction to Psychology <i>or</i>		
SOC 105	Introduction to Sociology		5
SPC 108	Fundamentals of Speech		5
	Physical Education as Required		
			—
			TOTAL 45

<i>Courses</i>	<i>Sophomore Year</i>		<i>Hours</i>
ABA 200	Automated Accounting	2
ABA 211	Microcomputer Spreadsheet Applications	3
ABA 212	Microcomputer Database Applications	2
ABA 220	Word Processing — WordPerfect	3
ABA 221	Word Processing — DisplayWrite 3	3
ABA 230	Income Tax	5
BBA 111	Principles of Accounting II	5
HIS 252	United States History II	5
IPR 207	Administrative Office Management	5
IPR 208	Machine Transcription: Word Processing	5
IPR 209	Records Management	5
IPR 210	Advanced Automated Office Procedures	5
POL 201	American Government	5
	Physical Education as Required		—
			TOTAL 53
			GRAND TOTAL 98

Word Processing/Information Systems Option

The integration of computer technology with word processing technology means more challenging responsibilities for qualified individuals. The demand for individuals with the skills to process information using microcomputer software is increasing. This option provides further study into information systems to give graduates top marketing skills for automated office careers. Students completing the required courses will receive the Associate in Applied Science in Information Processing/Office Management degree.

<i>Courses</i>	<i>Freshman Year</i>		<i>Hours</i>
BBA 108	Business Communications	<i>or</i>	
ENG 102	Composition and Literature	5
BBA 110	Principles of Accounting I	5
CIS 100	Introduction to Business Information Systems	5
ENG 101	Composition and Rhetoric	5
IPR 101	Beginning Typewriting	5
IPR 102	Intermediate Typewriting	5
MAT 110	College Algebra	<i>or</i>	
MAT 105	Basic Ideas of Mathematics	5
PSY 101	Introduction to Psychology	<i>or</i>	
SOC 105	Introduction to Sociology	5
SPC 108	Fundamentals of Speech	5
	Physical Education as Required		—
			TOTAL 45

<i>Courses</i>	<i>Sophomore Year</i>		<i>Hours</i>
ABA 200	Automated Accounting		2
ABA 211	Microcomputer Spreadsheet Applications		3
ABA 212	Microcomputer Database Applications		2
ABA 220	Word Processing — WordPerfect		3
ABA 221	Word Processing — DisplayWrite 3		3
CIS 200	Microcomputer Software Applications		5
CIS 224	Database Management <i>or</i>		
CIS 222	COBOL		5
IPR 207	Administrative Office Management		5
IPR 208	Machine Transcription: Word Processing		5
IPR 209	Records Management		5
IPR 210	Advanced Automated Office Procedures		5
HIS 252	United States History II		5
POL 201	American Government		5
	Physical Education as Required		—
		TOTAL	53
		GRAND TOTAL	98

Certificate in Office Technology

Upon completion of the option listed below, the student will receive a Certificate in Information Processing/Office Management. The option requires three quarters for completion.

This office technology certificate option provides a practical study of business application software packages such as word processing, spreadsheets, and automated accounting. Students will also become familiar with such automated office concepts as telecommunications, electronic mail, desk-top publishing, and networking procedures. Upon graduation the student may secure employment in business, industry, or in civil service or state merit.

<i>Courses</i>	<i>Freshman Year</i>		<i>Hours</i>
ABA 200	Automated Accounting <i>or</i>		
ABA 212	Microcomputer Database Applications		2
ABA 211	Microcomputer Spreadsheet Applications		3
ABA 220	Word Processing — WordPerfect <i>or</i>		
ABA 221	Word Processing — DisplayWrite 3		3
BBA 108	Business Communications <i>or</i>		
ENG 102	Composition and Literature		5
BBA 110	Principles of Accounting I		5
CIS 200	Microcomputer Office Automation		5
ENG 101	Composition and Rhetoric		5
IPR 101	Beginning Typewriting		5
IPR 102	Intermediate Typewriting		5
IPR 208	Machine Transcription: Word Processing		5
IPR 210	Advanced Automated Office Procedures		5
	Physical Education as Required		—
		TOTAL	48

MARKETING

The Marketing Program at Abraham Baldwin College is a two-year career technical program designed to prepare the student for mid-management or junior executive positions in retail, wholesale, service, and business service firms, and also the marketing departments in manufacturing firms.

There are employment opportunities for marketing and management personnel in every industry. There is no doubt that more knowledge and expertise will be required for success in marketing and management today as well as in the future. Through the formal education on campus the student acquires those skills and theories in education in marketing and management that are necessary for advancement.

The local chapter of Delta Epsilon Chi is an integral part of the Marketing Program and is composed of all students studying Marketing at the College. The club activity is a vital element of the training of the Marketing student and is considered a co-curricular activity. Through active participation in club activities, the student develops a better understanding of the business world, consciousness of his civic obligations, and the development of social poise and leadership ability.

Students who complete the requirements in one of the two-year Marketing Program options will be awarded the Associate in Applied Science in Marketing degree.

Marketing-Management Option

This option will prepare the students who are interested in only a two-year degree with entry level job skills and abilities to enter a management training program. This option will also prepare students with the knowledge necessary to start their own business enterprise.

<i>Courses</i>	<i>Freshman Year</i>	<i>Hours</i>
BBA 110	Principles of Accounting I	5
BBA 270	Business Law	5
ENG 101	Composition and Rhetoric	5
HIS 252	United States History II	5
MAT 105	Basic Ideas of Mathematics <i>or</i>	
MAT 110	College Algebra	5
MKT 171	Personal Selling	5
MKT 205	Studies in Distribution	5
POL 201	American Government	5
PSY 101	Introduction to Psychology <i>or</i>	
SOC 105	Introduction to Sociology	5
SPC 108	Fundamentals of Speech	5
	Physical Education as Required	
		—
		TOTAL 50

<i>Courses</i>		<i>Sophomore Year</i>	<i>Hours</i>
ABA	230	Income Tax	5
BBA	108	Business Communications <i>or</i>	
ENG	102	Composition and Literature	5
CIS	100	Introduction to Business Information Systems	5
MGT	202	Small Business Management	5
MGT	251	Fundamentals of Management	5
MGT	290	Personnel Management	5
MKT	201	Principles of Marketing	5

Select ten hours from the following:

ABA	205	Business Problems
BBA	100	Introduction to Business
BBA	111	Principles of Accounting II
ECN	105	Macro-Economics
IPR	101	Beginning Typewriting
MKT	172	Sales Promotion
		Physical Education as Required

TOTAL 45

GRAND TOTAL 95

Merchandise Management Option

This option consists of organized subject matter and learning experiences related to a variety of sales and sales-supporting tasks performed by marketing employees and management personnel engaged primarily in selling various types of merchandise at retail or wholesale in department stores, variety stores, general merchandise stores, discount stores, catalog houses and wholesalers.

<i>Courses</i>		<i>Freshman Year</i>	<i>Hours</i>
ABA	205	Business Problems	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History II	5
MAT	105	Basic Ideas of Mathematics <i>or</i>	
MAT	110	College Algebra	5
MKT	171	Personal Selling	5
MKT	205	Studies in Distribution	5
MKT	172	Sales Promotion	5
POL	201	American Government	5
PSY	101	Introduction to Psychology <i>or</i>	
SOC	105	Introduction to Sociology	5
SPC	108	Fundamentals of Speech	5
		Physical Education as Required	

TOTAL 50

<i>Courses</i>		<i>Sophomore Year</i>	<i>Hours</i>
BBA	108	Business Communications <i>or</i>	
ENG	102	Composition and Literature	5
BBA	110	Principles of Accounting I	5
BBA	270	Business Law	5
MGT	202	Small Business Management	5
MGT	251	Fundamentals of Management	5
MGT	290	Personnel Management	5
MKT	201	Principles of Marketing	5

Select ten hours from the following:

ART	130	Art Structure	
BBA	100	Introduction to Business	
CIS	100	Introduction to Business Information Systems	
ECN	105	Macro-Economics	
IPR	101	Beginning Typewriting	
		Physical Education as Required	
			—
		TOTAL	45
		GRAND TOTAL	95

Fashion Merchandising Option

This option consists of organized subject matter and learning experiences related to the variety of sales, fashion coordination, and sales-supporting tasks performed by marketing employees and management personnel in retail or wholesale establishments primarily engaged in selling clothing of all kinds, related articles for personal wear and adornment, and/or home furnishings and decorations.

<i>Courses</i>		<i>Freshman Year</i>	<i>Hours</i>
BBA	108	Business Communications <i>or</i>	
ENG	102	Composition and Literature	5
ENG	101	Composition and Rhetoric	5
HCF	225	Etiquette	5
HEC	120	Clothing	5
HIS	252	United States History II	5
MKT	171	Personal Selling	5
MKT	172	Sales Promotion	5
MKT	205	Studies in Distribution	5
POL	201	American Government	5
PSY	101	Introduction to Psychology <i>or</i>	
SOC	105	Introduction to Sociology	5
		Physical Education as Required	
			—
		TOTAL	50

<i>Courses</i>		<i>Sophomore Year</i>	<i>Hours</i>
BBA	110	Principles of Accounting I	5
MKT	201	Principles of Marketing	5
MGT	202	Small Business Management	5
MGT	290	Personnel Management	5
HCT	101	Basic Fashions	5
HCT	214	Clothing Selection	5
HCT	224	Textiles	5
HEC	275	Home Furnishings	5
MAT	105	Basic Ideas of Mathematics <i>or</i>	
MAT	110	College Algebra	5
SPC	108	Fundamentals of Speech	5

Select five hours from the following:

ART	130	Art Structure	
BBA	100	Introduction to Business	
CIS	100	Introduction to Business Information Systems	
CWE	101	Cooperative Work Experience	
ECN	105	Macro-Economics	
IRP	101	Beginning Typewriting	
SOC	293	Family Relations	
		Physical Education as Required	—
			TOTAL 50
			GRAND TOTAL 105

Mid-Management Option

This option will prepare students who are interested in a two-year degree with entry level job skills and abilities to enter a management training program. The courses in this option are designed to provide a basis for additional training that will result in middle management positions.

<i>Course</i>		<i>Freshman Year</i>	<i>Hours</i>
BBA	108	Business Communications <i>or</i>	
ENG	102	Composition and Literature	5
BBA	110	Principles of Accounting I	5
CIS	100	Introduction to Business	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History II	5
MAT	105	Basic Ideas of Mathematics <i>or</i>	
MAT	110	College Algebra	5
MKT	171	Personal Selling	5
POL	201	American Government	5
PSY	101	Introduction to Psychology <i>or</i>	
SOC	105	Introduction to Sociology	5
SPC	108	Fundamentals of Speech	5
		Physical Education as Required	—
			TOTAL 50

<i>Course</i>		<i>Sophomore Year</i>	<i>Hours</i>
ABA	211	Microcomputer Spreadsheet Applications	3
ABA	212	Microcomputer Database Applications	2
BBA	111	Principles of Accounting II	5
BBA	270	Business Law	5
MGT	202	Small Business Management	5
MGT	251	Fundamentals of Management	5
MGT	290	Personnel Management	5
MKT	205	Studies in Distribution	5
		Physical Education as Required	

Select ten hours from the following:

ABA	205	Business Problems
BBA	100	Introduction to Business
ECN	105	Macro-Economics
IPR	101	Beginning Typewriting

TOTAL 45

GRAND TOTAL 95

Certificate in Marketing

The objective of the certificate option is to give the student the foundation needed for obtaining a sales or service position in a merchandising firm. Cooperative work experience will be required. Students who complete the requirements under this option will receive a Certificate in Marketing.

<i>Courses</i>		<i>Freshman Year</i>	<i>Hours</i>
ABA	205	Business Problems	5
BBA	108	Business Communications or	
ENG	102	Composition and Literature	5
BBA	100	Introduction to Business	5
BBA	270	Business Law	5
ENG	101	Composition and Rhetoric	5
MGT	202	Business Organization and Management	5
MKT	171	Personal Selling	5
MKT	172	Sales Promotion	5
MKT	201	Principles of Marketing	5
MKT	205	Studies in Distribution	3
		Physical Education as Required	

TOTAL 48

THE DIVISION OF SCIENCE, MATHEMATICS AND NURSING

NURSING EDUCATION

Associate Degree Program

The Nursing Education Program is an integral part of the college in the Division of Science, Mathematics and Nursing and offers educational opportunities to qualified individuals who seek a career in nursing. Students pursue a planned course of study which will help them develop intellectually, emotionally, and socially so that they will be able to practice in their chosen field of nursing and at the same time lead more satisfying lives.

The Associate Degree Nursing Program prepares individuals to provide safe, effective nursing care for clients in structured health care settings. The registered nurse (RN) functions as a member of the health care team in the promotion and restoration of optimal health.

Abraham Baldwin College provides an on-campus nursing program offered during daytime hours in Tifton and an off-campus nursing program at South Georgia Medical Center, Valdosta, Georgia offered during evening hours. The curriculum combines courses in both general education and nursing education.

Students must enroll in a planned course of general education prior to entry into the nursing sequence and/or the quarter between the freshmen and sophomore year. Nursing and science courses must be taken in sequential order.

The College offers many co-curricular activities which furnish training and leadership, diversion, and recreation, assisting in the development of the student. Nursing students are encouraged to be active in the Abraham Baldwin College Chapter of the Georgia Association of Nursing Students to and participate in other college related activities.

Upon graduation the student receives the Associate in Science in Nursing Degree and is eligible to take the examination for licensure as a registered nurse (RN) under the Georgia Board of Nursing. The nursing education program is accredited by the Georgia Board of Nursing and the National League for Nursing.

Objectives of the Program

The graduate of this program:

1. Utilizes the nursing process in structured settings to meet the physiological and psychosocial needs of clients with common dysfunctions.
2. Utilizes appropriate communication skills in communicating with clients, their families, and other members of the health care team.
3. Performs nursing skills safely and effectively in meeting individualized client needs.
4. Adheres to legal and ethical standards of nursing practice.

Admission Regulations for Nursing Education

To enter the nursing education program, students must be eligible for admission to the College. However, admission to the College does not guarantee admission into the nursing program. A separate letter from the director of nursing education will be sent upon acceptance into the program. Students are admitted to the nursing sequence of the on-campus nursing program (Tifton) in the fall quarter and into the nursing sequence of the off-campus program (Valdosta) in the spring quarter. The deadline for application to the on-campus program is May 1. Off-campus Nursing Applications are due November 1. Applications received after these dates will be considered only if vacancies remain.

Admission requirements are as follows:

1. A minimum composite SAT score of 700 or a composite ACT score of 14 or a 2.0 college cumulative academic grade point average on a minimum of 20 quarter hours. Ten of these 20 credits must be taken in the same quarter. Courses must be applicable to the nursing curriculum and 15 of the 20 credits must be in math-science courses.
2. Students who are not required to take the SAT or ACT by the College (students who have been out of high school for five years or more) may elect to take one of these tests in an effort to achieve the minimum score required for nursing or may elect to take the 20 quarter hours as described above.
3. Completion of a high school or college chemistry course with a C or better within the last five years.
4. Must achieve the minimal scores required to exempt developmental studies. If scores are not met, all developmental subjects must be successfully completed before the student is eligible for admission.
5. Current American Heart Association BCLS Certification.

Cost of the Program

College fees are itemized in the section on Expenses and Fees. In addition to the fees applicable to all College students approximate costs for nursing students include the following:

1. Books for the first nursing course — \$200.00.
2. Uniforms and accessories — \$150.00.
3. Transportation to clinical agencies — \$250.00.
4. National League for Nursing Tests — \$15.00.
5. Liability Insurance — \$30.00.
6. Graduate Nurse Pin (Optional) — \$85.00.

Optional expenses include membership into the student nurses organization and subscription to *The American Journal of Nursing*. Scholarships and loans are available to nursing students and are described in the section on Financial Aid.

Academic Regulations

1. Licensed practical nurses with one year of clinical experience may obtain credit for NUR 100 Fundamentals of Nursing by achieving a minimum score of 75 (C) on a challenge examination. This exam must be taken prior to the beginning of NUR 100 in the fall quarter (Tifton) and prior to the beginning of NUR 100 in the spring quarter (Valdosta).
2. Students must achieve a minimum grade of 75 (C) and perform satisfactorily in the clinical and nursing skills laboratories in each nursing course.
3. Students must attain a grade of 70 (C) or higher in BIO 211, BIO 212, BIO 250, MAT 104, PSY 101, PSY 221, and SOC 105.
4. A student who has been unsuccessful in the nursing program and wishes to be readmitted must apply to the director of nursing education for readmission at least one academic quarter before the anticipated return to the nursing sequence and must have at least cumulative academic grade point average of 2.0. Individual readmission will be based on date of application and availability of space.
5. The program must be completed within five years from the initial date of entry into the nursing sequence.
6. Students must have passed the Regents' Test prior to enrolling in NUR 204.

Curriculum for On-Campus Nursing Program

Freshman Year

<i>Courses</i>	<i>Fall Quarter</i>	<i>Hours</i>
NUR 100	Fundamentals of Nursing	7
BIO 211	Human Anatomy and Physiology	5
MAT 104	Mathematics for Health Professions	3
SCI 100	Science, Math & Nursing Orientation	1
PED	Physical Education	1

Winter Quarter

NUR 101	Medical-Surgical Nursing I	7
BIO 212	Human Anatomy and Physiology	5
PSY 101	Introduction to Psychology	5
PED	Physical Education	1

Spring Quarter

NUR 102	Psychiatric Nursing	7
NUR 250	Principles of Microbiology	5
ENG 101	Composition and Rhetoric	5
PED	Physical Education	1

Summer Quarter

ENG	102	Composition and Literature or	
BBA	108	Business Communication	5
SOC	105	Introduction to Sociology	5
SPC	108	Fundamentals of Speech	5
PED		Physical Education	1

Sophomore Year

<i>Courses</i>		<i>Fall Quarter</i>	<i>Hours</i>
NUR	201	Medical-Surgical Nursing II	10
PSY	221	Growth and Development	5
PED		Physical Education	1

Winter Quarter

NUR	202	Maternal-Child Nursing II	10
HIS	251	U.S. History I or	
HIS	252	U.S. History II	5
PED		Physical Education	1

Spring Quarter

NUR	204	Advanced Nursing	12
POL	201	American Government	5
			—
		TOTAL	44
		GRAND TOTAL	113

A curriculum plan for the off-campus program is available upon request.

THE DIVISION OF SOCIAL SCIENCE

CRIMINAL JUSTICE

The Criminal Justice Curriculum is designed to prepare students for careers in the criminal justice system. Courses taken in the two-year Associate Degree program have been designed to include courses in general education and to provide a minimum of 60 quarter hours in the specialized field of law enforcement. Loan and grant funds are available in the Law Enforcement Program for students interested in this field.

The student who completes the curriculum listed below will receive the Associate of Applied Science in Criminal Justice.

<i>Courses</i>		<i>Freshman Year</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric		5
MAT 105	Basic Ideas of Mathematics <i>or</i>		
MAT 110	College Algebra		5
ENG 102	Composition and Literature		5
SPC 108	Fundamentals of Speech		5
SOC 105	Introduction to Sociology <i>or</i>		
PSY 101	Introduction to Psychology		5
Five of the following electives			25
CRJ 100	Introduction to Law Enforcement (5)		
CRJ 110	Police Administration (5)		
CRJ 115	Introduction to Corrections (5)		
CRJ 120	Juvenile Delinquency (5)		
CRJ 125	Police Patrol and Services (5)		
CRJ 145	Traffic Crash Investigation (5)		
	Physical Education as Required		
			—
TOTAL			50

<i>Courses</i>		<i>Sophomore Year</i>	<i>Hours</i>
HIS 252	United States History II		5
CRJ 200	Criminal Law I		5
CRJ 215	Criminal Law II		5
POL 201	American Government		5
Twenty-five hours from the following:			25

CRJ 135	Police Field Services Program (5)		
CRJ 155	Criminal Evidence and Procedures (5)		
CRJ 210	Juvenile Procedures (5)		
CRJ 220	Criminal Investigation (5)		
CRJ 230	Police Role in Deviant Behavior (5)		
CRJ 225	Probation and Parole (5)		
CRJ 150	Narcotics and Dangerous Substances (5)		

CRJ	130	Firearms (2)
CRJ	140	Defense Techniques (3)
CRJ	160	Police Photography (2)
CRJ	165	Homicide Investigation (3)
SOC	260	Social Problems (5)
		Physical Education as Required

—
TOTAL 45

GRAND TOTAL 95

HUMAN SERVICES

General Option

The Human Services program is designed to serve the following objectives:

1. To contribute to the enrichment of general education by helping students know and understand social welfare needs, services, and issues.
2. To prepare students for immediate employment in social welfare positions not requiring the bachelor's degree or graduate work in Human Services.
3. To prepare students for immediate employment in one of the other human services occupations.

The Human Services curriculum is a seven quarter program with cooperative work experience being required as indicated. The student who completes the curriculum listed below will receive the Associate in Applied Science in Human Services degree.

<i>Courses</i>	<i>Title</i>	<i>Hours</i>
BIO 101	Principles of Biology	5
BIO 102	Principles of Biology	5
CWE 101-102-103	Cooperative Work Experience	15
ENG 101	Composition and Rhetoric	5
ENG 102	Composition and Literature	5
HUM 222	Western World Literature	5
HIS 211-212	Western Civilization I-II <i>or</i>	
HIS 251-252	United States History I-II	10
MAT 110	College Algebra <i>or</i>	
MAT 105	Basic Ideas of Mathematics	5
POL 201	American Government	5
PSY 101	Introduction to Psychology	5
PSY 201	Social and Personal Disorganization	5
SOC 105	Introduction to Sociology	5
SOC 115	Human Services and Social Policy	5
SOC 260	Social Problems	5
SOC 293	Family Relations	5
SOC 295	Behavioral Science Laboratory in Field Work	5
SPC 108	Fundamentals of Speech	5
	Physical Education as Required	—
	TOTAL	100

Child Specialist Option

This is a seven-quarter program preparing child care specialists for employment in kindergartens, day care centers, TMR centers, and as teacher aides. The student who completes this curriculum will receive the Associate of Applied Science in Human Services.

<i>Courses</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric5
ENG 102	Composition and Literature5
HUM 222	Western World Literature5
HIS 251-252	United States History III <i>or</i>
HIS 211-212	Western Civilization I-II10
POL 201	American Government5
PSY 101	Introduction to Psychology5
PSY 201	Social and Personal Disorganization5
PSY 221	Human Growth and Development5
SOC 105	Introduction to Sociology5
SOC 115	Human Services and Social Policy5
SOC 260	Social Problems5
SOC 293	Family Relations5
SOC 296	Behavioral Science Lab in Education5
MAT 105	Basic Ideas of Mathematics <i>or</i>
MAT 110	College Algebra5
BIO 101	Principles of Biology5
BIO 102	Principles of Biology5
SPC 108	Fundamentals of Speech5
EDU 204	Introduction to Education5
EDU 205	Introduction to Educational Media5
	Physical Education as Required

GRAND TOTAL 100

JOINT DEGREE PROGRAM ABRAHAM BALDWIN COLLEGE and BEN HILL-IRWIN TECHNICAL INSTITUTE

Accounting Program
Secretarial Program
Clerical Program
Computer Electronics Technology Program
Industrial Controls Technology Program
Drafting Program

Under a cooperative arrangement with the Ben Hill-Irwin Technical Institute, Abraham Baldwin offers a joint program leading to the Associate in Applied Science Degree in the eight areas listed above. These programs train students in areas leading to immediate employment.

The technical component of these joint programs is completed at Ben Hill-Irwin Tech's campus in Fitzgerald. These courses of study typically take from four to eight academic quarters of work, and range from 1248 to 2496 hours of classroom instruction. In addition, the following academic courses are taught at Ben Hill-Irwin Tech by regular Abraham Baldwin faculty. Students who complete one of the eight programs at Ben Hill-Irwin Tech listed above, the 45 hours listed below, and other graduation requirements listed elsewhere in this catalog will receive the Associate in Applied Science Degree from Abraham Baldwin.

<i>Courses</i>	<i>Title</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric	5
ENG 102	Composition and Literature <i>or</i>	
SPC 108	Fundamentals of Speech	5
MAT 105	Basic Ideas of Mathematics <i>or</i>	
MAT 110	College Algebra	5
HIS 252	United States History II	5
POL 201	American Government	5
PSY 101	Introduction to Psychology <i>or</i>	
SOC 105	Introduction to Sociology	5
PSC 101	Survey of Physics <i>or</i>	
PSC 102	Survey of Chemistry	5
	Electives	10
		—
	ABCC TOTAL	45

JOINT DEGREE PROGRAM ABRAHAM BALDWIN and MOULTRIE AREA TECHNICAL INSTITUTE

Office Technology
Accounting and Data Processing Technology
Practical Nursing
Industrial Equipment Technology
Electronics Technology
Drafting and Design Technology

Under a cooperative arrangement with the Moultrie Area Technical Institute, Abraham Baldwin offers a joint program leading to the Associate in Applied Science Degree in the six areas listed above. These programs train students in areas leading to immediate employment.

The technical component of these joint programs is completed at Moultrie Tech's campus in Moultrie. These courses of study typically take from four to eight academic quarters of work, and range from 1248 to 2496 hours of classroom instruction. In addition, the following academic courses are taught at Moultrie Tech by regular Abraham Baldwin College faculty. Students who complete one of the six programs at Moultrie Area Technical Institute listed above, the 45 hours listed below, and other graduation requirements listed elsewhere in this catalog will receive the Associate in Applied Science Degree from Abraham Baldwin.

<i>Courses</i>	<i>Title</i>	<i>Hours</i>
ENG 101	Composition and Rhetoric	5
ENG 102	Composition and Literature <i>or</i>	
SPC 108	Fundamentals of Speech	5
MAT 105	Basic Ideas of Mathematics <i>or</i>	
MAT 110	College Algebra	5
HIS 252	United States History II	5
POL 201	American Government	5
PSY 101	Introduction to Psychology <i>or</i>	
SOC 105	Introduction to Sociology	5
PSC 101	Survey of Physics <i>or</i>	
PSC 102	Survey of Chemistry	5
	Electives	10
		—
	TOTAL	45



DESCRIPTION OF COURSES

ABA 100 BUSINESS ORIENTATION: 1 hour. Designed for full time first quarter freshmen who are planning a major in some aspect of business or a related field. This course will enable students to become more active participants in academic and personal/social aspects of college life. Students will become familiar with various business careers. Particular attention will be placed on learning to study effectively, inter-personal skills, and how to get assistance from various college offices. Class will meet 10 times per quarter. As needed.

ABA 101 ENTREPRENEURSHIP: 2 hours. A course that is designed to acquaint students with the problems and procedures of starting a business venture. The course is also designed to assist someone already in business in solving some of their management problems. As needed.

ABA 200 AUTOMATED ACCOUNTING: 2 hours. Prerequisite: BBA 110 with a grade of "C" or better. A microcomputer user-oriented course that provides practical experience with automated accounting software covering the general ledger, accounts payable, accounts receivable, payroll, inventory control and related topics. As needed.

ABA 205 BUSINESS PROBLEMS: 5 hours. Prerequisite: A score of 60 or higher must be achieved on the Basic Skills Exam or MAT 098 will be required. The course covers the use of electronic calculators in solving business problems. Some of the topics covered are percents, percentages, interest, markup, bank reconciliation, payroll, taxes, commissions, proration, financial statement analysis, depreciation and depletion of assets. Winter.

ABA 211 MICROCOMPUTER SPREADSHEET APPLICATIONS: 3 hours. A "hands-on" microcomputer course that provides business applications using an integrated spreadsheet package. All basic commands will be covered; graphics, data tables, data management and macros will be introduced. As needed.

ABA 212 MICROCOMPUTER DATABASE APPLICATIONS: 2 hours. A "hands-on" microcomputer course covering the use of a database management software package and its use in business applications for purposes of file management and report generation. As needed.

ABA 220 WORD PROCESSING — WORD PERFECT: 3 hours. An introductory microcomputer course covering the creation, revision, storage and retrieval of letters, reports, and short tables. Word processing concepts of formatting, paginating, and merging will be covered. As needed.

ABA 221 WORD PROCESSING — DISPLAYWRITE 3: 3 hours. This course provides further and more detailed study of the word processing concepts covered in ABA 220. Emphasis will be on formatting multi-page reports, table layouts, and more detailed merging of form letters. As needed.

ABA 222 ADVANCED MICROCOMPUTER APPLICATIONS: 5 hours. Prerequisites: ABA 211, ABA 211, or CIS 224, and ABA 220 with a grade of "C" or better. An advanced microcomputer applications course using spreadsheet, database management systems, word processing, and other software packages and DOS. Transferability of data files between different software packages will be emphasized. As needed.

ABA 225 INTERMEDIATE ACCOUNTING I: 5 hours. Prerequisites: BBA 110, BBA 111 with a C grade or better. A problems course that provides a comprehensive review of the basic accounting sequence. Emphasis is on the preparation of financial statements and accounting of tangible assets, intangible assets, liabilities, capital stock, surplus, and an analysis of accounting statements. Winter.

ABA 226 INTERMEDIATE ACCOUNTING II: 5 hours. Prerequisite: ABA 225 with a grade of C or better. A continuation of ABA 225 with accounting theory and practices as applied to cash, receivables, investments, price level changes, funds, cash flow statements, and related concepts. Spring.

ABA 230 INCOME TAX: 5 hours. Interpretation of federal and state income tax with practice materials requiring application of these laws to the return of individuals and companies. Winter.

AEC 150 FARM ORGANIZATION AND MANAGEMENT: 5 hours. Five discussions. A study of farm management with major emphasis upon decision-making and efficient use of farm resources. Fall, & Winter.

AEC 210 AGRICULTURAL ECONOMICS: 5 hours. Five discussions. A study of the economic principles of Agricultural Economics and the application of these principles to the solution of agricultural and farm business problems. Fall, Winter, Spring and Summer.

AEC 260 AGRICULTURAL MARKETING: 5 hours. Five discussions. A technical course of marketing methods, practices and policies in agriculture. Practical management applications are emphasized. Spring.

AEN 106 ENGINEERING PROBLEMS: 5 hours. Five discussions. A basic study of elementary principles involved in simple engineering problems related to farm power and equipment with special emphasis on solving typical problems. Involves elements of algebra and plane geometry. Winter.

AEN 109 ENGINEERING GRAPHICS: 5 hours. Use of drawing instruments, lettering, detailing, orthographic and pictorial methods of presentation; and the representation of geometrical magnitudes by means of points, lines, planes and solids and their application in the solution of problems. Fall and Winter.

AEN 110 FARM MACHINERY AND EQUIPMENT: 5 hours. Three discussions and two laboratory periods. The study of basic farm machinery including the assembling, operating, repair and care of machinery used on the farms in the South. Actual field operation. Fall and Spring.

AEN 111 ENGINEERING MATERIALS AND MANUFACTURING PROCESSES: 2 hours. Two 2-hour lab periods. A study of the structure and characteristics of wood, metal, concrete, and plastics as engineering materials. Also covered will be the process principles and practices of creating products constructed from these materials. Fall.

AEN 112 GRAPHIC COMMUNICATION: 2 hours. Three laboratory periods. This course deals with skills rather than technical drafting proficiency. Although basic instruments are taught, the major emphasis is on sketching and plan reading. Fall.

AEN 113 POWER EQUIPMENT: 5 hours. Three discussions and two two-hour laboratory periods. This course involves the study of the selection, operation, and maintenance of powered machinery that is being used in the management of forests and wildlife in the southern United States. Fall, Winter, Spring.

AEN 114 TURFGRASS EQUIPMENT: 5 hours. Three discussions and two two-hour laboratory periods. A study of the operation and maintenance of power equipment used in golf course and recreational park construction and maintenance. Topics include assembling, operating, servicing, welding, hydraulics, lapping and grinding, and small engine management. Winter of even years.

AEN 115 RECREATIONAL EQUIPMENT: 5 hours. Three discussions and two, two-hour laboratory periods. This will be a continuation of the topics covered in AEN 114. Special emphasis will be given to scheduling operations and maintaining equipment. Attention will also be focused on other specialized equipment used in recreational environment.

AEN 120 PRINCIPLES OF ENGINES: 5 hours. Three discussions and two two-hour laboratory periods. Study of the construction, operation and servicing of compression ignition engines and power trains. Special emphasis is placed on horsepower rating, efficiency and power transmission and utilization. Laboratory work to include actual overhaul procedures of tractor engines and power trains. Fall.

AEN 121 ENGINEERING MEASUREMENTS: 3 hours. Three two-hour laboratory periods. Prerequisites: MAT 111 and AEN 109. Surveying methods, instruments and computations related to field problems in taping, leveling, directions, curves, and land surveying. Spring.

AEN 125 MACHINERY MANAGEMENT: 5 hours. Five discussions. A study of general problems involved in management of machinery operations. Will include purchasing, maintenance scheduling, and personnel management.

AEN 130 POWER UNIT TESTING AND DIAGNOSIS: 5 hours. Prerequisite: AEN 120. Two discussions and three laboratory periods. This course deals with malfunctions of power units and their interrelationship with other components and systems. Particular emphasis is placed on the use of a logical sequence of steps interpreting and diagnosing these malfunctions. Spring.

AEN 200 AGRICULTURAL EQUIPMENT PROJECTS: 5 hours. A conference and practical experience course directed toward the Agricultural Equipment Technology student. A project selected by the student and his advisor will form the basis of this course. Fall, Winter, Spring and Summer.

AEN 207 METAL TECHNOLOGY: 5 hours. Two discussions and three two-hour laboratory periods. Development of basic understanding and skill in metal work; selection, care, and use of materials, hand tools, and power equipment; cold and hot metal work; gas and arc welding; plumbing; soldering; surface finishing; and service centers. Fall and Winter.

AEN 210 SURVEYING: 5 hours. Five two-hour periods. Prerequisite: MAT 111. Surveying methods, instruments, and computations related to field problems in taping, leveling, directions, curves, and land surveying. Winter of odd years.

AEN 212 AGRICULTURAL ELECTRICAL EQUIPMENT: 5 hours. Prerequisite: AEN 120. Three discussions and two laboratory periods. Application of electricity to agricultural machinery. Includes starting, charging, and accessory systems. This course will also include electrical and electronic control of hydraulics.

AEN 213 PRINCIPLES OF HYDRAULICS: 5 hours. Prerequisite: AEN 120. Two discussions and three laboratory periods. A study of the basic principles of hydraulics and fluid power including graphical symbols, system components and system design. Spring.

AEN 214 HYDRAULIC TESTING: 5 hours. Prerequisite: AEN 213. Two discussions and three laboratory periods. Advanced fluid power system design, operation and maintenance. Special emphasis placed on power testing and repair procedures on agricultural tractors and light industrial equipment. Fall.

AEN 220 DRAINAGE, IRRIGATION AND EROSION CONTROL: 5 hours. Four lectures and one laboratory period. The course includes many of the practical aspects and field techniques of soil and water conservation with emphasis in those aspects important in Georgia. A study is made of the nature of the erosion processes and the needs for conservation practices. Design and construction of terraces, waterways, drainage systems, irrigating systems and farm ponds are covered. Spring.

AEN 230 DIESEL INJECTOR PUMPS: 5 hours. Prerequisite: AEN 120. Three discussions and two laboratory periods. Principles of the diesel engine with reference to design and construction of different types used in agricultural and light industrial application. Theory and principles of diesel pumps and injectors are studied under actual and practical conditions by rebuilding and calibrating. Spring of odd years.

AEN 269 INTERNSHIP: 15 hours. Prerequisite: AEN 130. For students in Agricultural Equipment Technology. As needed.

AEN 280 ELECTRIFICATION: 5 hours. Three discussions and two two-hour laboratory periods. Applications of electricity, wiring, shops and maintenance buildings, electrical equipment, selection and use of electric motors.

AGO 100 AGRICULTURAL ORIENTATION: 1 hour. Designed primarily for first quarter freshmen majoring in the division of Agriculture, Home Economics, and Forestry. The course objective is to assist students in becoming active participants in academic and personal/social aspects of the college experience. Particular emphasis will be placed upon such items as learning to study more effectively, acquiring effective inter-personal communications skills, knowing when to ask for specific kinds of assistance, becoming involved in extra-curricular activities, and exploring careers. Information relating to the various programs in the Agricultural Division will be presented to orient freshmen to agriculture, home economics, and forestry. Class will meet twice a week for five weeks. Fall, Winter and Spring.

AGP 125 PLANT PEST CONTROL: 5 hours. Four lectures and one two-hour laboratory period. A combined course embracing the principles of insect disease and weed control in the production of field and horticultural crops with special emphasis upon practical applications and methods of control. Winter and Spring.

AGP 201 INSECT CONTROL: 5 hours. Four discussions and one two-hour laboratory period. A basic course dealing with how economically important insects live, their structure, their function, how they feed, their life cycles, how they are classified and identified, and how they might be controlled. As needed.

AGP 221 PLANT DISEASE CONTROL: 5 hours. Four discussions and one two-hour laboratory period. A basic course dealing with some of the economically important plant diseases, their identification, their life cycles and structures, and how they might be controlled. As needed.

AGP 223 WEED CONTROL: 5 hours. Four discussions and one two-hour laboratory period. A basic course dealing with economically important weeds, their life cycles, their identification and how they might be controlled. As needed.

AGR 200 AGRICULTURAL PROJECTS: 5 hours. A conference and practical experience course directed toward the technology student. A project selected by the student and his advisor will form the basis of this course. Individual and group problems related to the projects will be discussed. Offered all quarters.

AGR 201 SPECIAL PROBLEMS IN AGRICULTURE: 3 hours. Course will be conducted in informal manner with no regularly scheduled classes. Assignments and work will depend upon project and staff member involved. A written report will be required. Objectives are to give the student an opportunity to become acquainted with research and problem solving in all areas of agriculture and to give an opportunity to broaden his education by working with outstanding researchers in his primary areas of interest. As needed.

AGR 202, 203, 204 INTERNSHIP: 5 hours each. For students in Agriculture and Horticulture Technology desiring to enroll for 5 hours credit in one quarter. As needed.

AGR 205 INTERNSHIP: 10 hours. For students in Agriculture and Horticulture Technology desiring to enroll for 10 hours credit in one quarter. As needed.

AGR 206 INTERNSHIP: 15 hours. For students in the Agribusiness Option of the Agricultural Technology program.

AGR 207 INTERNSHIP: 15 hours. For students in the Crop Production Option of the Agricultural Technology program.

AGR 208 INTERNSHIP: 15 hours. For students in the Livestock Production Option of the Agricultural Technology program.

AGY 110 FORAGE CROPS AND PASTURES: 5 hours. Four discussions and one two-hour laboratory period. Designed to study in greater detail those crops pertaining to livestock farming. Special emphasis to be given to grasses and grain crops emphasizing kinds of seed, fertilizer treatment, land preparation and expected returns. Fall.

AGY 201 PLANT SCIENCE: 5 hours. Prerequisite: BIO 101. Four discussions and one two-hour laboratory period. Basic introductory course designed to familiarize students interested in agriculture with some of the basic principles and theories involved in field crop production. Spring.

AGY 210 SOIL SCIENCE: 5 hours. Prerequisite: CHM 121. Four discussions and one two-hour laboratory period. Covers study of soils as natural units with their inherent characteristics, practical significance of chemical and physical properties of soils, relationships between soils and plants and principles involved in the use of soil management practices on soils of the Southeast. Spring.

AGY 220 FERTILIZERS AND SOILS: 5 hours. Four classroom presentation periods and one two-hour laboratory per week. Subject matter designed to complement and support course work in Agri-Science Technology, Agri-Business Technology, Agricultural and Industrial Equipment Technology, and Ornamental Horticulture Technology Programs. Special emphasis on the practical approach to soils properties and nutrient requirements relating to the growth of agricultural plants rather than the scientific considerations of chemical and physical aspects of soils necessary for transfer course credit to senior colleges and universities. Fall and Winter.

AGY 230 FIELD CROP PRODUCTION: 5 hours. Four discussions and one two-hour laboratory period. Basic course designed to familiarize students interested in agriculture with some of the basic principles and theories involved in field crop production. Study of major field crops of Georgia with special study on varieties, adaptation, fertilizer, rate of seeding, spacing; cultivation, disease and insect control, harvesting and marketing. Fall.

AHY 101 INTRODUCTION TO ANIMAL SCIENCE: 5 hours. Four discussions and one two-hour laboratory period. A study of basic principles of animal genetics, selection, nutrition, growth, reproduction and lactation. Fall, Winter, and Spring.

AHY 110 LIVESTOCK EVALUATION, SELECTION AND REPRODUCTION: 5 hours. Four discussions and one two-hour laboratory period. Evaluation of livestock for carcass

composition and selection for the breeding herd. A study of mating systems, breeding techniques (including artificial insemination), production testing, type classification and pedigree. Winter.

AHY 115 LIVESTOCK PRODUCTION: 5 hours. Introductory course in animal husbandry designed to acquaint the student with fundamental problems of livestock, its place in farming, emphasis on marketing requirements, marketing methods, processing, merchandising, feeding, management and breeding. Fall.

AHY 120 HERD HEALTH: 5 hours. An introductory study of the more common infectious and non-infectious diseases affecting farm livestock. Emphasis is upon the diseases, disease prevention, development of herd health programs, preconditioning and government regulations relating to drug residue, health certificates, certified herds, and disease eradication programs. Spring.

AHY 203 ELEMENTS OF DAIRYING: 5 hours. Four discussions and one laboratory period. An elementary course dealing with dairying and its relation to agriculture as well as problems and advantages of dairying in Georgia. A study of the types of dairy production and how this production fits into various farming types in Georgia. Spring even years.

AHY 205 BEEF CATTLE PRODUCTION: 5 hours. Four discussions and one two-hour laboratory period. A study in breeding, feeding, and management of beef cattle. Spring.

AHY 210 SWINE PRODUCTION: 5 hours. Four discussions and one two-hour laboratory period. A study in breeding, feeding, and management of swine. Fall.

AHY 215 FEEDING FARM ANIMALS: 5 hours. Four discussions and one laboratory period. General course in livestock feeding and management with emphasis on practical farm rations for swine, beef cattle, dairy cattle and the horse. Winter.

AHY 230 FUNDAMENTALS OF ANIMAL NUTRITION: 5 hours. Prerequisite: CHM 261. A study of the fundamental principles and requirements of animals in regard to nutrition. Spring odd years.

ART 120 ART STRUCTURE: 5 hours. Five periods each week involving audiovisual lectures and laboratory applications. An elementary (basic) course in drawing from still life, figure, landscape, as well as modeling in clay. Prerequisite to ART 216, 217. Fall and as needed.

ART 130 ART STRUCTURE: 5 hours. Five laboratory periods each week involving audiovisual lectures and laboratory applications. Problems with emphasis on lettering and layout design. Three-dimensional work in clay, plaster, and wood. For home economics, commercial art, and physical education and recreation majors. Fall and as needed.

ART 211 ART HISTORY SURVEY I: 5 hours. Five recitations each week. Formal characteristics of the painting, sculpture, architecture, and some of the minor arts will be analyzed in their stylistic and symbolic development which will be discussed in relation to the changing cultural backgrounds. Spring even years.

ART 213 ART APPRECIATION: 5 hours. Five recitations each week. Presented as an introduction to the basic knowledge necessary for the understanding and appreciation of the visual arts. A study of outstanding examples of painting, sculpture, and the related arts. Required of art majors but an elective for other students. Fall, Spring and Summer.

ART 216 DRAWING AND PAINTING: 3 hours. One lecture and four laboratory periods each week. Prerequisites: ART 120 and 130 or permission of the instructor. Beginning course in drawing and painting involving experimental studio problems based on the figure and natural forms. Various media including charcoal, pen and ink, Tempera and acrylics will be used. Winter.

ART 217 DRAWING AND PAINTING: 2 hours. Prerequisites: ART 120 and 130 or permission of the instructor. Five laboratory periods each week. Continuation of ART 216. Problems associated with abstract and non-representational art and experimental techniques. Winter.

ART 240 CERAMICS: 5 hours. An introduction to the materials and processes used in designing, constructing, glazing, and firing earthenware and stoneware clays. Emphasis will be placed upon hand-built rather than wheel-thrown pottery. Spring and as needed.

ART 241 CERAMICS II: 5 hours. Prerequisite: ART 240 with a C or better. Advanced study in ceramics. A continuation of ART 240. As needed.

- ART 242 CERAMICS III:** 5 hours. Prerequisite: ART 241 with a C or better. Advanced study in ceramics. A continuation of ART 241. As needed.
- BBA 100 INTRODUCTION TO BUSINESS:** 5 hours. Basic principles of management, ownership, accounting, marketing, transportation, personal finance, insurance, law and international trade, as they affect the operation of American business and industry. Fall, Winter, Spring.
- BBA 108 BUSINESS COMMUNICATIONS:** 5 hours. Prerequisite: ENG 101 with a grade of C or better. A study of effective oral and written communication in the business environment using the human relations approach. Includes the study of the fundamental principles and standard practices in effective business letters and reports, and the application of these principles to the creation of original letters and reports. Fall, Winter, and Spring.
- BBA 110 PRINCIPLES OF ACCOUNTING I:** 5 hours. An introduction to the fundamental principles of accounting; analysis of business transactions; completion of the accounting cycle; preparation of various business forms and statements; construction and interpretation of financial statements and reports; receivables, payables, and inventories; deferrals, accruals, and long-lived assets; accounting systems; accounting concepts of competition. Fall, Winter, Spring and Summer.
- BBA 111 PRINCIPLES OF ACCOUNTING II:** 5 hours. Prerequisite: BBA 110 with C grade or better. Applications of accounting principles to problems of business; partnerships and corporations; control accounting of departments and branches, manufacturing cost systems; standard cost systems, decision making in regard to taxes, cost and revenue relationships for management; funds statement and cash flow; financial statement analysis. Fall, Winter, Spring and Summer.
- BBA 210 THE LEGAL ENVIRONMENT OF BUSINESS:** 5 hours. A study of Constitutional Law, Administrative Law, Antitrust Law, Securities Regulation, the Law of Employment, Labor Law, Environmental Law, Consumer Protection, Jurisprudence, the legal process, regulation of competition. As needed.
- BBA 270 BUSINESS LAW:** 5 hours. A general study of law and its relationship to business. Special emphasis is upon the Law of Contracts as related to sales, property, negotiable instruments, and business organization. Fall, Spring.
- BIO 101 PRINCIPLES OF BIOLOGY:** 5 hours. Four lectures, one two-hour laboratory period and one one-hour laboratory. An integrated introduction to modern biology from atomic particles to ecology. General topics to be considered include chemical, molecular and cellular basis of life, photosynthesis, cell metabolism, energy and division, genetics. Fall, Winter, Spring and Summer.
- BIO 102 PRINCIPLES OF BIOLOGY:** 5 hours. Prerequisite: BIO 101. Four lectures, one two-hour laboratory and one one-hour laboratory. A continuation of BIO 101. General topics to be considered include evolution, reproduction, regulation of the internal environment, responsiveness and coordination and evolution. Fall, Winter, Spring and Summer.
- BIO 211 HUMAN ANATOMY AND PHYSIOLOGY:** 5 hours. Four lectures and one three-hour laboratory period. A detailed, integrated study of the structure and function of the human body including study of the cell; tissues; and the integumentary skeletal muscular, digestive and metabolism. Fall, Winter and Spring as needed.
- BIO 212 HUMAN ANATOMY AND PHYSIOLOGY:** 5 hours. Prerequisite: BIO 211. Four lectures and one three-hour laboratory period. A continuation of BIO 211 including study of the urinary, nervous, circulatory, respiratory, endocrine, and reproductive systems and the principles of embryology and heredity. Winter, Spring and Summer as needed.
- BIO 222 GENERAL BOTANY:** 5 hours. Prerequisite: BIO 102. Four lectures and one three-hour laboratory period. A detailed study of the algae, bacteria, fungi, Bryophytes and Tracheophytes. Anatomy, physiology, taxonomy and the physical and biological environment will be studied. The laboratory will consist of field trips which will occur during the laboratory period or on the weekend. Spring of even numbered years.
- BIO 226 VERTEBRATE ZOOLOGY:** 5 hours. Prerequisite: BIO 102 or 212 with a grade of C or better. Three lectures and two three-hour laboratory periods. A study of the classification, evolution, development, structure and function, and life histories of vertebrate animals. Spring of odd numbered years.

BIO 250 PRINCIPLES OF MICROBIOLOGY: 5 hours. Prerequisite: BIO 101 or BIO 211. Four lectures, one two-hour laboratory period and one one-hour laboratory. A study of the basic micro-organism including pathogens, culturing, methods of staining, disinfection, and disease. Spring and as needed.

CHM 121 INORGANIC CHEMISTRY: 5 hours. Four one-hour discussions and one three-hour laboratory period. A general course in the chemistry of non-metallic elements. Fall, Winter, Spring and Summer.

CHM 122 INORGANIC CHEMISTRY: 5 hours. Prerequisite: CHM 121. Four one-hour discussions and one three-hour laboratory period. Continuation of CHM 121, including a study of metallic elements. Fall, Winter, Spring and Summer.

CHM 223 QUALITATIVE INORGANIC ANALYSIS: 5 hours. Prerequisite: Chemistry 122. Two lectures and three three-laboratory periods. The fundamental theories of qualitative analysis and analysis of common cations and anions by semi-micro methods. Spring.

CHM 240 FUNDAMENTAL ORGANIC CHEMISTRY: 5 hours Prerequisite: CHM 122 with a grade of C or better. Four lecture periods and one three-hour laboratory period. This course is designed for pre-professional students who are required to take biochemistry in their professional curricula. Includes basic descriptive phases of both aliphatic and cyclic compounds. Fall, Winter if needed.

CHM 241 FUNDAMENTAL ORGANIC CHEMISTRY: 5 hours. Prerequisite: CHM 240 with a grade of C or better. This course is a continuation of CHM 240. Winter, Spring if needed.

CHM 261 ORGANIC CHEMISTRY: 5 hours. Prerequisite: CHM 121. Four one-hour discussions and one three-hour laboratory period. A brief terminal integrated discussion of introductory organic chemistry with materials of special interest to students of agriculture, home economics, forestry, and nursing. Spring; Winter if needed.

CIS 100 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS: 5 hours. An introduction to computing/data processing applications and information technology in a business environment, including: hardware, software (BASIC), spreadsheet (Lotus 1,2,3), word processing, and data base management systems applications. The course will also include a study of Management Information Systems (MIS) including systems theory, data and file processing, systems analysis and design, and computer privacy and security. Fall, Winter, Spring, and Summer.

CIS 101 INTRODUCTION TO MICROCOMPUTERS: 2 hours. Approximately one-third of the course will be devoted to developing the student's keyboarding technique, speed, and accuracy. The remaining portion of the course will provide an introduction to the use of microcomputers including frequently used operating system commands, word processing, and spreadsheet software packages. As needed.

CIS 105 INTRODUCTION TO MS-DOS: 2 hours. Prerequisite: A basic knowledge of computer applications. This course is designed for the student who has a very basic knowledge of computer applications yet needs to develop a more thorough understanding of operating system commands. IBM compatible computers will be used to provide instruction on topics such as subdirectories and batch files. As needed.

CIS 120 INTRODUCTION TO MICROCOMPUTER PROGRAMMING: 5 hours. Prerequisite: CIS 100 or consent of instructor. A programming course using the BASIC language will be taught on the microcomputer. Emphasis will be on the logic of programming to include structured programming concepts and modular program design. BASIC language concepts included will be input/output operations, control statements, looping, decisions, functions, arrays, and file processing. Winter quarter odd years and as needed.

CIS 134 ASSEMBLY LANGUAGE: 5 hours. Prerequisites: CIS 100 and consent of instructor. Computer structure and organization, machine and assembly language programming. Spring quarter even years.

CIS 200 MICROCOMPUTER OFFICE AUTOMATION: 5 hours. Prerequisites: CIS 100 or consent of the instructor. A user-oriented course that provides an introduction to telecommunications, presentation graphics, electronic mail, desktop publishing, and local area networks. The course will provide practical experience in performing various business

- applications which require the use of telecommunications software, presentation graphics software, electronic mail, and desktop publishing software. Fall quarter even years.
- CIS 221 FORTRAN:** 5 hours. Prerequisites: CIS 100 and consent of instructor or MAT 253 and consent of instructor. An introduction to the FORTRAN programming language, including solving problems using FORTRAN programming. As needed.
- CIS 222 COBOL:** 5 hours. Prerequisites: CIS 100 and consent of instructor. An introduction to the COBOL programming language, including solving a wide variety of business problems using COBOL programming. Winter quarter even years.
- CIS 224 DATA BASE MANAGEMENT:** 5 hours. Prerequisites: CIS 100 and consent of instructor. Data storage media, file organization and manipulation techniques using sequential, indexed, and direct files. Use of a query language. Winter quarter odd years.
- CIS 225 INTRODUCTION TO OPERATING SYSTEMS AND SYSTEMS PROGRAMMING:** 5 hours. Prerequisites: CIS 100 and consent of instructor. A basic study of operating systems, job control, I/O, procedure implementation, and memory management. Fall quarter odd years.
- CIS 228 RPG II PROGRAMMING:** 5 hours. Prerequisites: CIS 100 and consent of instructor. An introduction to the RPG II and RPG III programming languages, including solving problems using the RPG II programming language. Winter quarter odd years as needed.
- CRJ 100 INTRODUCTION TO LAW ENFORCEMENT:** 5 hours. An introduction to the philosophical and historical background; agencies and processes; purposes and functions. An evaluation of law enforcement today. Fall.
- CRJ 101 BASIC LAW ENFORCEMENT:** 5 hours institutional credit. Prerequisite: Approval by a recognized law enforcement agency. A basic law enforcement course designed for all peace officers. The course is 240 hours of classroom instruction and consists of the following topics as prescribed by the Georgia Peace Officers Standards and Training Council for the Recruit Minimum Curriculum: Introduction to Law Enforcement; Criminal Law; Evidence; Criminal Investigation; Patrol Procedures; Juvenile Procedures; Firearms; Accident Investigation; Community Relations; and First Aid.
- CRJ 110 POLICE ADMINISTRATION:** 5 hours. An examination of the principles of organization, administration and functions of police departments. An evaluation of correctional facilities and programs; survey of career opportunities. Winter.
- CRJ 115 INTRODUCTION TO CORRECTIONS:** 5 hours. Philosophical and historical background of corrections; European antecedents and the American evolution of correctional facilities and programs; survey of career opportunities. Winter.
- CRJ 120 JUVENILE DELINQUENCY:** 5 hours. The development of delinquent and criminal behavior; initial handling and proper referrals, preventive police techniques, and special police problems with juveniles. Spring.
- CRJ 125 POLICE PATROL AND SERVICES:** 5 hours. Organization, administration, and supervision of the patrol function. Responsibilities, techniques, and methods of police patrol. Various services and public assistance offered by police organizations. Spring.
- CRJ 130 FIREARMS:** 2 hours. An introduction to the rules of safety and operation of the handgun. A joining of classroom lecture and range firing to instruct the student in the fundamentals of basic marksmanship. Open to all students. Required for Criminal Justice students under the Career Program. On demand.
- CRJ 135 POLICE FIELD SERVICES PROGRAM:** 5 hours. Prerequisites: CRJ 100, CRJ 115. Closed to in-service police officers. Provides supervised observation and participation in uniform patrol duty, investigation, communications, records, correction, or crime laboratory work. This course, which bridges the gap between theory and practice, requires twenty-four (24) hours of field work experience and a two hour seminar per week. As needed.
- CRJ 140 DEFENSE TECHNIQUES:** 3 hours. Designed to acquaint the in-service and pre-service Criminal Justice students with the necessary defensive and offensive physical processes needed in their protection and fulfilling an arrest. Open to all students on demand.

CRJ 145 TRAFFIC CRASH INVESTIGATION: 5 hours. This is a study of the principles of traffic safety and design. It is also an indepth study of traffic crash investigation regarding techniques and methods, reconstruction, witness interviewing, photography, obtaining evidence for prosecution, and follow-up enforcement.

CRJ 150 NARCOTICS AND DANGEROUS SUBSTANCES: 5 hours. This is an introduction into the characteristics, effects, and history of selected narcotics and drugs. This course will examine the drug abuse problem as well as drug identification and abuse prevention.

CRJ 155 CRIMINAL EVIDENCE AND PROCEDURE: 5 hours. It will offer constitutional procedural considerations affecting arrest, search and seizure, post conviction treatment, origin, development, philosophy, constitutional basis of evidence, kinds and degrees of evidence, rules governing admissibility, judicial decisions, and interpreting individual rights and case studies.

CRJ 160 POLICE PHOTOGRAPHY: 2 hours. The course will include an introduction into the photographic processes an their use in the police and fire service and instruction concerning basic camera usage as well as specific crime detection techniques.

CRJ 165 HOMICIDE INVESTIGATION: 3 hours. The student will examine techniques and methods used in the mediolgal investigation of death due to specific causes. The course will explore such topics as death by asphyxiation, gunshot wounds, poisoning and others.

CRJ 170 THE LAYMAN AND THE LAW: 2 hours. This is a study into the application of selected criminal and civil laws as they apply to the private citizen. The course is designed to acquaint the student/layman with the criminal and civil laws with which he may come into daily contact. The elements of commonly committed crimes and the victim's liabilities and responsibilities will be examined. (Open to all students.)

CRJ 200 CRIMINAL LAW I: 5 hours. A study of the definition and classification of crimes. The course gives consideration to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth; defenses to criminal acts are considered. Fall.

CRJ 210 JUVENILE PROCEDURES: 5 hours. A course in organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; case disposition; and juvenile status and court procedures. Fall.

CRJ 215 CRIMINAL LAW II: 5 hours. Laws of arrest, search and seizure, confessions, and signed statements, trial and courtroom procedures. Winter.

CRJ 220 CRIMINAL INVESTIGATION: 5 hours. Fundamentals of criminal investigation, crime scene search and recording, collection and preservation of evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, follow-up and case presentation. Winter.

CRJ 225 PROBATION AND PAROLE: 5 hours. History and philosophy of probation and parole; function and operation of parole boards; modern trends; examination of pre-sentence investigation, selection, supervision of probationers and parolee. Spring.

CRJ 230 POLICE ROLE IN DEVIANT BEHAVIOR: 5 hours. The development of criminal behavior will be studied to provide an insight into casual factors, precipitating factors and opportunities for the commission of criminal or delinquent acts. The techniques, responsibilities and capabilities of police organizations in the area of prevention will be developed. Spring.

CSC 140 PRINCIPLES OF COMPUTER PROGRAMMING I: 5 hours. Prerequisites: MAT 110 and CIS 100 or MAT 253. This course must be completed with a C or higher grade. Problem solving, algorithm design, and structured problem solving using the Pascal programming language. Topics include data representation, computer system organization, simple data types, control structures, procedures, functions, arrays, records, files, sets and pointer data types. Spring quarter odd years or as needed.

CSC 141 PRINCIPLES OF COMPUTER PROGRAMMING II: 5 hours. Prerequisite: CSC 140. This course must be completed with a C or higher grade. A continuation of CSC 140 with an emphasis on advanced data types: arrays, records, files, linked lists, trees. Winter and as needed.

CSC 142 FILE PROCESSING: 5 hours. Prerequisites: CIS 222 or CSC 140 or consent of instructor. This course must be completed with a C or higher grade. File processing techniques will be taught using the syntax of the COBOL programming language. Topics to be covered will include record and file organization, data representation and validation, error detection and reporting techniques, sorting, report preparation techniques, including control breaking and tables, sequential file processing and random-access files processing. Spring quarter

CWE 101, 102, 103 COOPERATIVE WORK EXPERIENCE: 5 hours each. A student placed in a work situation selected by his academic advisor in cooperation with the Director of Cooperative Education and properly registered with the College will receive academic credits. These credits may or may not be applicable to graduation requirements depending on the particular curriculum pursued. The advisor must have outlined the educational objectives to be acquired by the student and have the co-op employer agree to provide the opportunity for the student to meet these objectives. Final grades will be assigned by the advisor as needed.

CWE 104 COOPERATIVE WORK EXPERIENCE: 10 hours. For students desiring to enroll for 10 hours in one quarter. As needed.

CWE 105 COOPERATIVE WORK EXPERIENCE: 15 hours. For students desiring to enroll for 15 hours in one quarter. As needed.

CWE 111-115 COOPERATIVE WORK EXPERIENCE: 1-5 hours. For students desiring to enroll for 1 to 5 hours in one quarter. As needed.

CWE 201, 202, 203 COOPERATIVE WORK EXPERIENCE: 5 hours each. Continuation of CWE 101, 102, 103. As needed.

CWE 204 COOPERATIVE WORK EXPERIENCE: 10 hours. For students desiring to enroll for 10 hours in one quarter. As needed.

CWE 205 COOPERATIVE WORK EXPERIENCE: 15 hours. For students desiring to enroll for 15 hours in one quarter. As needed.

DRA 101 DRAMA WORKSHOP: 3 hours. Practical application of techniques of acting and scene design and construction in the preparation of the Baldwin Players' dramatic productions. Open to all students, regardless of major area of study. Fall, Winter, Spring.

DRA 103 STAGECRAFT: 5 hours. A broad study of technical theatre, with emphasis on scene construction and painting, lighting methods, set design, and sound systems. Required participation in the productions of the Baldwin Players. As needed.

DRA 200 INTRODUCTION TO THEATRE: 5 hours. Introduction to the art of the theatre emphasizing its historical development. Survey of the basic elements and theories of theatrical production with special consideration of theatre as an artistic experience. Winter.

ECN 105 MACRO-ECONOMICS: 5 hours. An introductory course in principles of economics with major emphasis upon macro-economic features of our economics system. Course covers the basic foundations of capitalism to include demand, supply and price determination, alternative economic systems, measurement of aggregate economic output, and fiscal and monetary policy. Fall, Winter, Spring and Summer.

ECN 106 MICRO-ECONOMICS: 5 hours. An introductory course in principles of economics with major emphasis upon micro-economics features of the market system. Special emphasis upon supply and demand theory as applied to competition and cost and revenue analysis as applied to the different forms of competition for business firms. Fall, Winter, Spring and Summer.

EDU 204 INTRODUCTION TO EDUCATION: 5 hours. An introduction to the historical, philosophical and sociological foundations of education with emphasis on the current organization and scope of American education. Practical experience in a school setting is an integral part of the course and has the objective of providing sufficient understanding of teaching as a profession so that students may make a wise vocational choice, and better plan their subsequent preparation for teaching. Fall and Spring. Two hour lab — two days per week.

EDU 205 INTRODUCTION TO EDUCATIONAL MEDIA: 5 hours. Prerequisite: EDU 204. An introduction to the field of Instructional Technology, with emphasis on the uses and application of instructional media in education, learning resources, the school library/media

center, communication and learning theory, and instructional development and production. Open to all students but required of students in Social Work Education, Child Specialist Option. Winter.

ENG 094 ORIENTATION FOR INTERNATIONAL STUDENTS: 2 hours institutional credit. Two class meetings per week. Assistance and advice in adapting to laws, mores, customs, procedures, and manner of communication unique to the United States, Georgia, and Abraham Baldwin. Required for each international student enrolled at Abraham Baldwin. Students may enroll in this course a maximum of six quarters.

ENG 095 INTERNATIONAL ENGLISH: 5 hours institutional credit. Designed to alleviate the language barrier which exists for foreign students who will use English as a second language. The basic skills of reading, writing, and speaking will be stressed. Fall and as needed.

ENG 096 REGENTS' ESSAY REVIEW: 5 hours institutional credit. Intensive classroom instruction and individualized conferences in English composition skills and strategies designed for those students who fail to meet the essay requirements of the University System Regents' Test. Fall, Winter, Spring and Summer.

ENG 098 DEVELOPMENTAL ENGLISH: 5 hours institutional credit. Five recitations each week. Work outside class in computer grammar lab required. For students who exhibit marked deficiencies in the basic skills of written communication and grammar. The course will concentrate on fundamental sentence elements and paragraphing strategies to provide students with an adequate background for creating successful compositions. The final grade will be determined by completion of all assigned course work and lab work, culminating in a final exam testing both grammar and composition skills. Students will go from English 098 to English 099. Fall, Winter, Spring. Summer as needed.

ENG 099 DEVELOPMENTAL ENGLISH: 5 hours institutional credit. Prerequisite: C or better in English 098 or placement through Basic Skills Examination and writing sample. Five recitations each week. Work outside class in computer grammar lab required. For students whose writing deficiencies require work with paragraph and essay structure and development, as well as a grammar review. To exit English 099 a student must complete all assigned course work and lab work and receive a passing grade on the essay written for the divisional Writing Proficiency Exam. Students earning an A, B, or C in the course are cleared to take the BSE or equivalent test. Passing this test exits students from the remedial English program. Fall, Winter, Spring, Summer.

ENG 101 COMPOSITION AND RHETORIC: 5 hours. Prerequisite: Placement through Collegiate Placement Examination or grade of C or better in ENG 099. Five recitations per week, in addition to grammar laboratory. Classes are devoted to the study of composition, and the laboratory, to a review of grammar, usage, and mechanics. A minimum of six essays is required; a departmental essay and usage test must be completed successfully. Fall, Winter, Spring, and Summer.

ENG 102 COMPOSITION AND LITERATURE: 5 hours. Prerequisite: ENG 101 with a grade of C or better or exemption of ENG 101 by examination. Five recitations per week. Designed to refine the communication skills learned in ENG 101 and to develop a basic analytical knowledge of the literary genres of poetry, drama, the short story, and the novel. As a whole, the essays written by the student will be of an analytical nature in relation to these literary types. Fall, Winter, Spring and Summer.

FOR 120 FOREST ECOLOGY: 5 hours. Four lectures and one three-hour laboratory period. This course includes the basic concepts of forest ecology: classification of vegetation, tree variability and diversity, environmental factors of site and soil, weather and climatic influences, environmental impacts, and the relation of trees to other organisms. Fall and Spring.

FOR 140 FOREST MEASUREMENTS I: 3 hours. Two lectures and one two-hour laboratory period. Provides a basic understanding of the following areas: the reasons for measuring forest resources, measuring standing trees, log scaling practices, forest product measurements, cruising and inventory techniques, log rules and volume tables, and growth measurement. Fall, Winter, and Spring.

FOR 145 INTRODUCTION TO MAPPING: 2 hours. One lecture and one two-hour laboratory period. This course is designed to provide the student with a basic understanding of map reading, the use of map symbols, basic drafting and plotting techniques, as well as provide experience in freehand lettering and mapping of forestry and wildlife areas for acreage determination. Fall, Winter, and Spring.

FOR 160 FOREST SURVEYING I: 5 hours. Prerequisite: MAT 102 or equivalent. Three lectures and two two-hour laboratory periods. An introduction to surveying which includes a discussion of survey methods, units and methods of linear and area measurement, leveling, and major surveying systems. Equipment familiarization includes use of compasses, steel tapes, transits and leveling instruments. Fall, Winter, and Spring.

FOR 170 DENDROLOGY: 5 hours. Three lectures and two three-hour laboratory periods. An introduction to the plant kingdom, identification, and taxonomic processes. Specific diagnostic features of major forest species will be discussed with an emphasis on field identification. Fall and Spring.

FOR 180 AERIAL PHOTOGRAPHY AND MAPPING: 5 hours. Prerequisites: FOR 145 and MAT 102. Two lectures and three two-hour laboratory periods. Interpretation of aerial photographs and their uses in forestry, including applications to map construction. Emphasis will be placed on use of drafting instruments and techniques for acreage determination. Fall, Winter, and Spring.

FOR 190 NATURAL RESOURCE CONSERVATION: 5 hours. Five lectures per week dealing with renewable natural resources and basic concepts of their management and recreational use. Soil, water, range, forests, wildlife, and fisheries will be emphasized. Fall, Winter, and Spring.

FOR 192 FOREST WILDLIFE MANAGEMENT: 5 hours. An introduction to the basic ecological principles which govern the management of wild animal populations. Emphasis will be placed on those concepts which have given rise to present day management principles. The relationships between wildlife species and other natural forest resources will be presented. Winter and Spring.

FOR 210 FOREST INDUSTRIES: 3 hours. Prerequisites: FOR 140 and FOR 145. One lecture and one two-hour laboratory period. A survey of forest industries, including tours of woodlands operations and manufacturing facilities. Summer.

FOR 220 FOREST HARVESTING: 3 hours. Prerequisites: FOR 140 and FOR 145. One lecture and two two-hour laboratory periods. A study of timber harvesting techniques and equipment. Summer.

FOR 230 FOREST SURVEYING II: 5 hours. Prerequisite: FOR 160. Three lectures and two two-hour laboratory periods. A practical field application of basic concepts and methods. Special attention is given to boundary descriptions, legal terms, deed search, traversing, and topographic work. Summer.

FOR 240 FOREST MEASUREMENTS II: 5 hours. Prerequisites: FOR 140 and FOR 145. Study and implementation of procedures for estimating standing timber volumes, including sampling statistics, field techniques and computational methods. (Five 8-hour days for two weeks.) Summer.

FOR 246 FOREST SAFETY: 1 hour. One hour discussion and demonstration. This course will provide the student with a general competency in basic first aid, with an understanding of safety guidelines for equipment use and field work, and provide information on the proper handling of hazardous chemicals. Summer.

FOR 250 FOREST SOILS: 3 hours. Prerequisite: FOR 120 or FOR 192. Two lectures and one two-hour laboratory period. A study of basic soil properties and their effects on timber growth and wildlife habitat. Soil classification and use of soil surveys are included. Fall, Winter, and Spring.

FOR 255 MICROCOMPUTERS IN FOREST RESOURCES: 2 hours. Prerequisite: MAT 102. One lecture and one two-hour laboratory period. An introduction to the use of microcomputers for data computations in forestry and wildlife management. The course will include elementary programming techniques as well as use of prepared software. Fall, Winter, and Spring.

FOR 260 CONSERVATION LAW ENFORCEMENT: 5 hours. Prerequisite: FOR 192. A summer program designed to acquaint the student with the modern techniques of game and fish law enforcement. Procedures concerned with the prosecution of game and fish law violations will be covered. Field techniques, gun safety, jurisdiction and legal authority will be included. Summer.

FOR 261 FOREST GAME MANAGEMENT: 5 hours. Prerequisite: FOR 192. Three one-hour lectures and two three-hour laboratory periods. Classroom and field instruction in game management, to include life histories, diseases, and study of natural habitats and their management throughout Georgia. Summer.

FOR 262 AQUATIC RESOURCE MANAGEMENT: 5 hours. Three one-hour lectures and two three-hour laboratory periods. Classroom instruction plus field work under actual working conditions. This includes taking water temperature, O₂ samples, hardness readings, fish samples, working nets, seining, operating work boats, and fertilization of ponds. Summer.

FOR 263 ADVANCED WILDLIFE TECHNOLOGY: 5 hours. Prerequisites: FOR 192; BIO 101 suggested. Three one-hour lectures and two three-hour laboratory periods. Designed to give the student knowledge pertaining to the practical application of techniques necessary for the management of wild game populations. Use of wildlife literature, basic physiology, necropsy, sex and age determination, etc. will be incorporated. Fall and Winter.

FOR 264 WILDLIFE SEMINAR: 1 hour. Prerequisite: FOR 263. One hour of discussion and demonstration for second-year Wildlife Technology students pertaining to current wildlife management techniques, research, policy, etc. Winter and Spring.

FOR 265 SILVICULTURE: 5 hours. Prerequisite: FOR 120 or FOR 192. Four lectures and one two-hour laboratory period. An introduction to the basic concepts of silvicultural methods and systems which includes all phases of stand management from nursery work to harvest/regeneration systems. Fall, Winter, and Spring.

FOR 270 FOREST PROTECTION: 3 hours. Two lectures and one two-hour laboratory period. This course encompasses fire control and use, as well as identification and control of forest insects and diseases. Winter and Spring.

FOR 275 PRINCIPLES OF SUPERVISION: 2 hours. One discussion and one two-hour laboratory period. This course is designed to provide the student with the basic concepts of supervision and human relations: motivation, leadership, planning, decision-making, and evaluation. Winter and Spring.

FOR 280 TIMBER MANAGEMENT: 5 hours. Four lectures and one three-hour laboratory period. Prerequisites: FOR 140, 145, 250, 255, and 265. A course in basic forestry management principles and techniques, including measurement of site productivity, determination of forest growth and yield, valuation of forest land and timber stands, and forest investment analysis. Winter and Spring.

FOR 294 FARM FORESTRY: 5 hours. Four discussions and one laboratory period. General forestry, silviculture, forest products, measurements and volumes, treatment and uses of woods, environment, growth, utilization and management are all treated from the standpoint of theory and practice. Course is dealt with on farm basis throughout. Spring and as needed.

FRN 101 ELEMENTARY FRENCH: 5 hours. Five recitations and two laboratory periods each week. Non-credit for students presenting two or more high school units in French earned within the past three years. Work includes drill in fundamentals of grammar. Time is devoted to practice in hearing and speaking French. As needed.

FRN 102 ELEMENTARY FRENCH: 5 hours. Prerequisite: FRN 101 or the equivalent with a C or better. Five recitations and two laboratory periods each week. A continuation of FRN 101. As needed.

FRN 103 INTERMEDIATE FRENCH: 5 hours. Prerequisite: FRN 102 or the equivalent with a C or better. Five recitations and two laboratory periods each week. A continuation of FRN 101 and 102. Spring odd years.

FRN 104 INTERMEDIATE FRENCH: Prerequisite: FRN 103 or the equivalent with a C or better. Translation of French literature. Composition based on readings. As needed.

GGY 101 WORLD GEOGRAPHY: 5 hours. A world survey emphasizing population characteristics, environmental factors, geopolitical problems, and economic activity within the major geographical regions. As needed.

HCF 103 CHILD CARE: 5 hours. Five discussions. A study of the development and needs of the infant and pre-school child and how these needs may be met by the various members of the family and child care workers. Fall even years.

HCF 211 GROUP CARE OF YOUNG CHILDREN: 5 hours. Five discussions with additional out of class observation periods. Planning experiences appropriate to age, interest, and background of the young child. Includes increasing responsibility for guiding groups of children in preschool situations. Winter even years.

HCF 212 NURSERY SCHOOL AND DAY CARE MANAGEMENT: 5 hours. Instruction and observation in the basic principles of group management of infants and preschoolers, guidance in selection of equipment and play materials, time and space management and business management with special emphasis on health and safety, licensing, staffing, program development and general organization. Spring even years.

HCF 220 PERSONAL AND FAMILY FINANCE: 5 hours. Five discussions. Management of personal income in relation to individual needs and desires; investigation of consumer information sources, current financial aid consumer credit problems which the individual or family may have to face. Spring odd years.

HCF 225 ETIQUETTE: 5 hours. Five discussions. This course is designed to equip the student with contemporary etiquette appropriate for business and social situations. Fall odd years.

HCT 101 BASIC FASHIONS: 5 hours. A study of fashions as a social, economic, and merchandising force; designers, markets, fashion cycles. Spring even years.

HCT 105 COLOR ANALYSIS: 1 hour. The study of color as it relates to the individual. Open to majors and non-majors. As needed.

HCT 214 CLOTHING SELECTION: 5 hours. A study of the selection of clothing and accessories during various life stages based on aesthetic, economic, psychological, and sociological aspects. Includes personal grooming, clothing care, repair and storage. Winter odd years.

HCT 224 TEXTILES: 5 hours. Four discussions and one two-hour laboratory period. A study of textile fibers, yarns, and fabrics; their properties and identification. Selection and care of textiles including their use in home furnishings and wearing apparel. Fall even years.

HEC 100 HOME ECONOMICS CAREER EXPLORATION: 1 hour. One period per week. A study of the various fields of Home Economics designed to orient freshmen in the opportunities, preparation and personal qualities important for the various fields of Home Economics. Required for all Home Economics majors in technology programs, and recommended for parallel majors. Fall. Course is limited to Home Economics majors.

HEC 115 FOODS: 5 hours. Two discussions and three two-hour laboratory periods. Basic principles of food preparation, meal management and meal service for family groups. Spring.

HEC 120 CLOTHING: 5 hours. Two discussions and three two-hour laboratory periods. A course teaching the fundamentals of clothing based on wardrobe planning, purchase and use of fabrics as well as garment construction. Emphasis upon intellectual reasoning, problem-solving, managing, communication, and manual dexterity. Fall, Winter and Spring.

HEC 206 INTERNSHIP: 5 hours. For students in Home Economics Technology. Fall, Winter, Spring, Summer.

HEC 207 INTERNSHIP: 5 hours. For students in Home Economics Technology. Fall, Winter, Spring, Summer.

HEC 208 INTERNSHIP: 5 hours. For students in Home Economics Technology. Fall, Winter, Spring, Summer.

HEC 209 INTERNSHIP: 15 hours. For students in Home Economics Technology. Fall, Winter, Spring, Summer.

HEC 275 HOME FURNISHINGS: 5 hours. Three discussions and two laboratory periods. The planning, selection and placing of household furnishings in the home from the artistic, economic and practical viewpoints. Planning and evaluating electrical wiring systems in relation to the furnishings used in the home. Winter.

HEC 293 FAMILY RELATIONS: 5 hours. Five discussion periods. Open to men and women. A study of the problems and adjustments confronting young people, both before and after marriage. Same as SOC 293. Fall, Winter and Spring.

HFN 151 PRINCIPLES OF NUTRITION: 5 hours. Five discussions. A study of the basic principles of nutrition and selection of foods to maintain health at various stages of the life cycle. As needed.

HID 115 HOUSING: 5 hours. Five discussions. A basic course in housing focusing on family housing needs in relation to the selection of types of dwellings and the planning of the interior environment. Winter even years.

HID 161 HOUSEHOLD EQUIPMENT: 5 hours. Five discussions. A study of the selection, care and efficient use of small household equipment and large appliances. Developing and understanding of the different types of fuel used for operation of equipment and heating of homes. As needed.

HID 207 INTERIOR ENVIRONMENTS: 5 hours. Five discussions. An in-depth study of the principles of design applied to different types of interior environments and the furnishings and accessories used in them. The course also includes the adaptation of period and modern furnishings to contemporary interiors. As needed.

HID 279 SPECIAL PROBLEMS IN HOME FURNISHINGS: 5 hours. Two discussions and three two-hour laboratory periods. Individualized projects in the construction of specific household furnishings, including draperies and slipcovers, furniture reupholstery, and other household accessories. As needed.

HIS 211 WESTERN CIVILIZATION I: 5 hours. A survey of the development of man's social, economic, and political institutions to 1660, to include the progress of man, the early invasions, the dark ages, the Renaissance, and the religious and political wars of the 16th and 17th centuries. Fall and Summer.

HIS 212 WESTERN CIVILIZATION II: 5 hours. A survey of the development of Western Civilization from 1660 to the present. The rise of government, emergence of democracy, totalitarianism and nationalism, internationalism, and analysis of the principal social institutions with the factors and forces influencing them, and the economic aspects of society during this period. Winter and Spring.

HIS 251 UNITED STATES HISTORY I, 1492-1865: 5 hours. A study of the exploration and settlement of the English colonies in North America and the development of colonial life through a blending of European backgrounds and American environment. The Revolution, the Constitutional period, the rise of nationalism, westward expansion, and the political, economic, and social issues which led to the Civil War are included. Fall, Winter, Spring and Summer.

HIS 252 UNITED STATES HISTORY II, 1865-Present: 5 hours. Beginning with the era of Reconstruction, the rise of big business, and the ideas of imperialism, this study includes Progressivism, United States entry into World War I, the failure of the peace settlement, the Twenties, the Great Depression, New Deal reforms, and America's role in World War II. Also discussed are the Cold War, the Civil Rights Movement, and a survey of contemporary developments and the role of the nation as a world power. Fall, Winter, Spring and Summer.

HIS 255 INTRODUCTION TO GEORGIA AND LOCAL HISTORY: 5 hours. An examination of Georgia History from colonial times to the present. By concentrated study of selected issues in state development, the course attempts to develop critical thinking and deeper appreciation of the historical process at the state and local level. Recommended for Social Science and Liberal Arts majors. On demand.

HOR 102 GROUNDS MAINTENANCE EQUIPMENT: 5 hours. Four discussions and one two-hour laboratory period. A study in the selection, operation, and maintenance of power equipment used in various grounds maintenance programs. This course will acquaint students with the various types of mechanized equipment used in maintenance, production, and planting operations and to teach respect for power while learning how to operate and use the equipment safely and to the best advantage. Cost analysis of equipment will be emphasized. Spring.

HOR 110 ORNAMENTAL PLANT IDENTIFICATION: 5 hours. Two discussions and one two-hour laboratory period. A study of the cultural practices and landscape values of ornamental woody and herbaceous plant materials. Laboratory practices will include identification of plants commonly used in landscape plantings. Spring.

HOR 201 PRINCIPLES OF HORTICULTURE: 5 hours. Four discussions and one two-hour laboratory period. Basic botany and principles of plant growth will be discussed. Plant

responses to varying climatic, environmental, and plant factors applicable to fruits, vegetables, and ornamentals will be emphasized. Transfer credit for senior colleges. Fall.

HOR 205 SPECIAL PROBLEMS IN FLOWERSHOP: 5 hours. A conference and practical experience course directed toward the flowershop student. Projects selected by the student and his advisor will form the basis of this course. Individual and group problems related to the projects will be discussed. Fall, Winter, and Spring.

HOR 206 SPECIAL PROBLEMS IN GREENHOUSE: 5 hours. A conference and practical experience course directed toward the greenhouse student. Projects selected by the student and his advisor will form the basis of this course. Individual and group problems related to the projects will be discussed. Fall, Winter, and Spring.

HOR 207 SPECIAL PROBLEMS IN LANDSCAPING: 5 hours. A conference and practical experience course directed toward the landscape student. Projects selected by the student and his advisor will form the basis of this course. Individual and group problems related to the projects will be discussed. Fall, winter, and Spring.

HOR 208 SPECIAL PROBLEMS IN TURFGRASS: 5 hours. A conference and practical experience course directed toward the turfgrass student. Projects selected by the student and his advisor will form the basis of this course. Individual and group problems related to the projects will be discussed. Fall, Winter, and Spring.

HOR 210 INTERNSHIP: 15 hours. On job training for students in Ornamental Horticulture Technology. Fall, Winter, Spring, and Summer.

HOR 211 FLORAL DESIGN: 5 hours. Three discussions and two two-hour laboratory periods. A study of the basic principles and development of the fundamental skills of floral design and arrangements used in flower shops. Laboratory practices in arranging flowers for homes, banquets, holidays, weddings, funerals including novelties and gifts will be discussed. Fall.

HOR 212 FLOWERSHOP MANAGEMENT: 5 hours. Four discussions and one two-hour laboratory period. A study of the principles involved in locating, managing and operating a flowershop. Advertising, buying, selling and other business practices are discussed. Laboratory practices include shop analyses, layout critiques, lighting and supply control and labor management. Winter.

HOR 215 LANDSCAPE DESIGN ELEMENTS: 5 hours. Three discussions and two three-hour laboratory periods. This course is an introduction to the principles of landscape design as applied to residential properties. Emphasis is placed on the theory and principles of design and planning so that students are able to make effective use of plant materials to make a building more attractive and its surroundings more useful. Skills in on-the-job sketching and plan presentation will be stressed. Fall.

HOR 216 LANDSCAPE DESIGN CRITIQUES: 5 hours. Three discussions and two three-hour laboratory periods. This course is a further application of landscape design with special emphasis on plant selection and site analysis. Formal gardens, blueprinting and plan critique procedures will be discussed. Winter.

HOR 218 INTERIOR PLANTSCAPES: 5 hours. Three discussions and two two-hour laboratory periods. Principles and practices of design; installation and maintenance of foliage plants in homes and commercial buildings. Interior planting plans will be developed showing the plants and their value to the decorating scheme. Identification and cultural requirements of the most commonly used foliage plants will be studied. Winter.

HOR 221 GREENHOUSE STRUCTURES: 5 hours. Four discussions and one two-hour laboratory period. The status of the flower growing industry is discussed with emphasis on the locations, plans, structures, and markets which are of importance to the commercial flower producer. The economics and practices of greenhouse operation are discussed including the effects of light, temperature, water humidity, and soil effects on growth of flower crops. Fall.

HOR 222 BEDDING PLANT PRODUCTION: 5 hours. Four discussions and one two-hour laboratory period. The production of bedding plants (annuals and perennials) will be discussed with special emphasis on seed orders, scheduling seeding dates, transplanting, and marketing dates. Programs will be studied for watering, fertilization and pest control. Winter.

HOR 223 GREENHOUSE MANAGEMENT: 5 hours. Four discussions and one two-hour laboratory period. All primary and secondary cultural practices will be discussed in proper

greenhouse management. Different maintenance programs will be evaluated to determine specific needs under established production goals. A calendar schedule for production will be emphasized for maximum efficiency. Spring.

HOR 231 TURFGRASS IDENTIFICATION: 5 hours. Four discussions and one two-hour laboratory period. Turfgrass cultivar and seed identification, selection, and establishment will be discussed. The primary and secondary cultural practices will be identified and studied. Fall.

HOR 232 TURFGRASS MANAGEMENT: 5 hours. Four discussions and one two-hour laboratory period. Elements of planning, construction and maintenance of turfgrasses will be discussed. Weed, insect, disease, and nematode management will be emphasized. Winter.

HOR 233 GOLF COURSE DESIGN AND MANAGEMENT: 5 hours. Four discussions and one two-hour lab. Principles and practices in design, development and management of a golf course will be emphasized. Selection and utilization of turfgrass materials, development of specifications for their nutritional, chemical and mechanical maintenance. Equipment, labor management, and public relations will be discussed. Spring.

HOR 241 LANDSCAPE MANAGEMENT: 5 hours. Four discussions and one two-hour laboratory period. Principles in selection, establishment, and maintenance of ornamental trees, shrubs, groundcovers, lawns and flower areas will be emphasized. Planting procedures, pruning, mulching, irrigation, fertilization, pest management, bracing, cabling, and bark and cavity repair will be discussed. Winter.

HOR 242 LANDSCAPE CONTRACTING: 5 hours. Four discussions and one two-hour laboratory period. Principles and practices of landscape contracting and maintenance will be discussed. Specific contract formats will be identified with specific maintenance specification sheets for the individual areas of the landscape. Spring.

HOR 245 PLANT PROPAGATION: 5 hours. Four discussions and one two-hour laboratory. Sexual and asexual propagation of ornamental plants will be emphasized. Propagation methods, equipment and related subjects will be discussed from both theoretical and applied points of view. Spring.

HOR 251 GARDEN CENTER MANAGEMENT: 5 hours. Five discussions. Planning, establishment, and operation of an ornamental horticultural business will be emphasized. Display arrangements; lighting control; organization of plant materials, supplies and garden equipment; and common business practices will be discussed. Fall.

HOR 261 NURSERY CROP PRODUCTION: 5 hours. Four discussions and one two-hour laboratory period. Production, labor and sales management, retail and wholesale nurseries, locations, layout, culture, equipment and facilities will be discussed. Winter.

HPE 190 HPER ORIENTATION: 1 hour. Required every quarter for all HPER division majors. A course covering preparation for professional experiences normally lying outside the formal classroom, i.e.; professional societies, their use and function; current research; clubs; rules; legislation; extracurricular activities; sports officiating; etc. Fall, Winter and Spring.

HPE 209 PRACTITIONING: 1 hour. A course designed specifically for physical education majors. Each student is assigned as a practitioner to a regularly scheduled activity course. He works directly under the supervision of the instructor in charge of the course. MEN and WOMEN. Fall, Winter, Spring and Summer.

HPE 238 OFFICIATING MAJOR SPORTS: 3 hours. Designed to give complete knowledge of the rules, their application, and correct procedure of officiating and conducting major sports. This course is to consist of lecture and lab periods. Winter.

HPE 250 INTRODUCTION TO HEALTH, PHYSICAL EDUCATION AND RECREATION: 5 hours. Introduction to the field of health, physical education and recreation. Emphasis is placed on abilities and personal characteristics, professional qualifications, and employment situations. Fall.

HPE 255 GENERAL SAFETY EDUCATION AND FIRST AID: 5 hours. Designed to present facts and information concerning the cost in money and human suffering of accidents in home, industry, school, traffic on farms and ranches, and during recreational activity. Included is the establishment of knowledge and background conducive to the development of personal activities, a practice which reduces accidents. The First Aid phase is the Instructor's American Red Cross Course. Winter.

HPE 290 HPER ORIENTATION: 1 hour. Continuation of HPE 190. Required every quarter of all HPER division majors. Fall, Winter and Spring.

HUM 100 ORIENTATION TO THE HUMANITIES: 1 hour. Designed primarily for freshman Humanities majors, HUM 100 aims at assisting students to become active in academic and co-curricular aspects of their college experience, especially in the language, fine, and performing arts. Particular emphasis is given to such items as learning to study effectively, acquiring effective inter-personal communication skills, knowing whom to ask for specific kinds of assistance, becoming involved in extra-curricular activities, and exploring careers. Fall, Winter, Spring and Summer.

HUM 221 WESTERN WORLD LITERATURE: 5 hours. Prerequisite: ENG 102 or permission of division chairman. Five recitations each week. Designed to develop in the student some knowledge and appreciation of literature, music, painting, sculpture, and architecture in the following art periods: Greek, Roman, early Christian, Romanesque, Gothic, and Renaissance. Fall, Winter, Spring.

HUM 222 WESTERN WORLD LITERATURE: 5 hours. Prerequisites: ENG 102 or permission of division chairman. Five recitations each week. Designed to develop in the student some knowledge and appreciation of literature, music, painting, sculpture, and architecture in the following art periods: Baroque, Rococo, Classic, Romantic, and Twentieth Century. Fall, Winter, Spring and Summer.

IPR 100 KEYBOARDING: 2 hours. Emphasis on developing basic touch keyboarding skill in a minimum amount of time. Objectives are to input alphabetic, numeric, and symbol information on a keyboard; input numbers on a separate 10 key pad; keyboard quickly and accurately; and understand some of the basic vocabulary and concepts used in keyboarding operations for inputting and retrieving information. Not open to students who have successfully completed IPR 101 Typing with a "C" or better. As needed.

IPR 101 BEGINNING TYPEWRITING: 5 hours. Beginning typewriting. An introductory course with emphasis on developing facility in operating techniques and a basic skill with speed and accuracy. Fall, Winter.

IPR 102 INTERMEDIATE TYPEWRITING: 5 hours. Prerequisite: IPR 101 with a grade of C or better. Intermediate typewriting. The application of the basic skill and techniques to letter writing and other business writing. Winter.

IPR 103 ADVANCED TYPEWRITING: 5 hours. Prerequisite: IPR 102 with a grade of C or better. Advanced typewriting. The application of correct typing techniques to practical office problems. As needed.

IPR 104 BEGINNING SHORTHAND: 3 hours. Gregg shorthand, Series 90; theory, emphasis on accuracy in reading and writing shorthand; development of dictation and pre-transcription abilities. Training in accurate writing and transcribing of shorthand from new-matter dictation at a minimum rate of 50 words per minute for 3 minutes. This course requires a one-hour lab per day. As needed.

IPR 105 SHORTHAND DICTATION: 3 hours. Prerequisite: A grade of C or better in IPR 104. Review of theory in Gregg Shorthand, Series 90. Training in accurate writing of shorthand from new-matter dictation at a minimum rate of 70 words per minute for 3 minutes. This course requires a one-hour lab per day. As needed.

IPR 106 ADVANCED SHORTHAND: 3 hours. Prerequisite: IPR 105 with a grade of C or better. Development of high levels of skills in dictation and transcription with emphasis on production of mailable business letters. Continued development of a broad general vocabulary and of speed and accuracy on new matter dictation at a minimum rate of 90 words per minute for three minutes. This course requires a one-hour lab per day. As needed.

IPR 207 ADMINISTRATIVE OFFICE MANAGEMENT: 5 hours. Principles of scientific management and the responsibilities of office management; office equipment; office records and reports; filing; supervision, selection and training; office methods and procedure. Fall.

IPR 208 MACHINE TRANSCRIPTION: WORD PROCESSING: 5 hours. Mastery of typewritten assignments from a transcribing machine or by verbal dictation with accuracy and speed. Work to be covered will parallel that required of a correspondence specialist in a general

business office or word processing center. Emphasis on spelling, punctuation, capitalization, typing format, proofreading, and vocabulary. Spring.

IPR 209 RECORDS MANAGEMENT: 5 hours. Offers up-to-date information on the following areas: how records are created, classified, stored, retrieved, purged or retained, transferred, and archived; the impact of automated equipment; the continuing necessity and value of manual filing; the filing of microrecords, as well as paper; how records management fits into the mainstream of business activities; what records managers do; principles for the selection of records personnel, equipment, and supplies; the differences between records management programs in large and small companies. Winter.

IPR 210 ADVANCED AUTOMATED OFFICE PROCEDURES: 5 hours. Prerequisites: ABA 220 or ABA 221, ABA 211, and ABA 212. A capstone course in which students sharpen microcomputer training and secretarial skills involved in keyboarding, composing correspondence, setting priorities, and decision making. Emphasis is placed on inbasket stimulations for transmitting mail, maintaining electronic calendars, creating forms, maintaining files, preparing business reports, and handling legal and financial responsibilities. Spring.

JRN 100 JOURNALISM WORKSHOP (PRINT MEDIA OR BROADCASTING): 1 hour. Practical application of journalistic techniques in (1) the operation of ABAC's student publications or (2) the operation of WABR-FM and the preparation of special programs at ABAC's TV facilities. Open to all students regardless of major area of study. Fall, Winter, Spring and Summer.

JRN 101 INTRODUCTORY JOURNALISM: 5 hours. A survey of contemporary mass media focused on journalism history and current trends, particularly in the area of news gathering. Students are encouraged to gain practical experience by involvement in one or more of the student media on campus; off-campus media employment would also provide practical experience during the quarter. Fall.

JRN 215 RADIO-TELEVISION ANNOUNCING: 5 hours. Non-dramatic performance before microphone and camera. Application of techniques of delivery in the interpretation of radio-television copy (news, feature scripts, continuity, and commercials). Students will study ad-lib and interviewing techniques. Spring, odd years.

JRN 260 NEWS WRITING AND REPORTING: 5 hours. A study and practical application of basic news reporting, writing, and editing. Involvement in and contribution to one or more of various communications media on campus required. Winter.

MAT 098 DEVELOPMENTAL MATHEMATICS: 5 hours institutional credit. This course is designed to imbue the student with an understanding of the fundamental processes with whole numbers, fractions, and decimals. The course will also increase the students' knowledge and competency in computational arithmetic and fundamental manipulations related to numbers. Throughout this course the student will encounter informal proofs and logic strengthening his grasp of the mathematical concepts and further developing his reliance in intuition. Summer, Fall and Winter.

MAT 099 DEVELOPMENTAL ALGEBRA: 5 hours institutional credit. Emphasis on the fundamentals of elementary algebra. Required of those students whose backgrounds need strengthening for college mathematics. Fall, Winter, Spring and Summer.

MAT 102 TECHNICAL MATHEMATICS: 5 hours. Prerequisite: Set by math placement test. A study of the basic mathematical processes and concepts, metric conversion, simple geometry and trigonometry with applications, percent, ratio and proportion and simple algebraic operations. Fall, Winter, Spring, and as needed.

MAT 104 MATHEMATICS FOR HEALTH PROFESSIONS: 3 hours. Prerequisite: Set by math placement test. Designed for students in agricultural and medical programs. Emphasizes development of the number system as well as the explanation of all laws in the field. Major emphasis: Metric and U.S. systems of measurement, ratio and proportion, percentages, mixtures and solutions, and elementary equations in algebra. The application of such topics is impressed upon the student. Fall, Spring and Summer.

MAT 105 BASIC IDEAS OF MATHEMATICS: 5 hours. Prerequisite: Set by math placement test. A study of the basic logic underlying mathematical processes, and the principles and terminology of the new approach to mathematical education. Emphasis on mathematical

systems, theory of set, real number system and cartesian coordinate system. Fall, Winter, Spring and Summer.

MAT 110 COLLEGE ALGEBRA: 5 hours. Prerequisite: Set by the mathematics placement test. Set theory, the real numbers, basic operations on algebraic expressions and algebraic fractions, functions and relations, theory of equations, system of equations, ratio and proportion, variation, exponents and radicals, complex numbers, inequalities, logarithmic and exponential functions, matrices, and determinants. Fall, Winter, Spring and Summer.

MAT 111 TRIGONOMETRY: 5 hours. Prerequisite: MAT 110 or exemption by examination from college algebra. A study of the trigonometric functions and their inverses, further study of complex numbers. Fall, Winter, Spring and Summer.

MAT 116 PRE-CALCULUS MATHEMATICS: 5 hours. Prerequisite: Exemption by examination from college algebra. This course is taken in lieu of MAT 111. A study of the concept of functions, trigonometric functions, polynomials, exponential and logarithmic functions. As needed.

MAT 200 STATISTICS: 5 hours. Five lectures per week. Prerequisite: MAT 110 or its equivalent. A basic course in elementary statistics dealing with fundamentals, frequency distributions, means, deviations, variances, analysis of variance, correlations and interpretations of statistical findings. Spring.

MAT 203 CALCULUS FOR MANAGEMENT: 5 hours. Prerequisite: MAT 110 with a grade of C or better or exemption from college algebra. An overview of analytical geometry and an introduction to calculus with application to problems in business, economics, and social sciences. Among topics included are graphs of straight lines, slopes, introductory differentiation, matrix algebra, and exponential and logarithmic functions. The course is designed for business majors and is not acceptable for science or mathematics majors. Fall, Winter, Spring, and as needed.

MAT 253 ANALYTIC GEOMETRY AND CALCULUS: 5 hours. Prerequisite: A grade of C or better (or exemption) in trigonometry or pre-calculus. A study of the graphs of the straight line, the circle, conic sections, limits, continuity, introductory differentiation and applications. Winter, Spring and Summer.

MAT 254 CALCULUS II: 5 hours. Prerequisite: A grade of C or better in MAT 253. Further study of applications of derivative, integral calculus, transcendental functions, and applications of integrals. Fall and Spring.

MAT 255 CALCULUS III: 5 hours. Prerequisite: A grade of C or better in MAT 254. Polar coordinates, vector calculus, three-dimensional analytic geometry, partial differentiation, and infinite series. Winter.

MAT 256 CALCULUS IV: 5 hours. Prerequisite: A grade of C or better in MAT 255. A study of linear algebra, vector spaces, multiple integration and applications. Spring.

MGT 202 SMALL BUSINESS MANAGEMENT: 5 hours. A study of various small business patterns designed to acquaint students with the problems and procedures of starting a business venture. Strong emphasis will be placed on entrepreneurial opportunities and new venture processes, as well as coverage of managerial activities needed for successful operation of small firms. Fall.

MGT 251 FUNDAMENTALS OF MANAGEMENT: 5 hours. This course is designed to give a student the knowledge of the applied management techniques, practices, and principles that are universally accepted in contemporary business. Emphasis is placed on the decision-making process and to solve management problems of planning, organizing, staffing, directing, and controlling. Winter.

MGT 290 PERSONNEL MANAGEMENT: 5 hours. This course is designed to introduce a workable pattern for dealing with personnel problems and human relations problems, to help the student develop high ethical standards and develop leadership qualities and techniques he will need as a supervisor. It includes techniques of (1) supervision, (2) training, (3) interviewing, (4) work organization, and (5) testing techniques. Spring.

MKT 171 PERSONAL SELLING: 5 hours. Designed to develop persuasive oral communication skills and their practical application to the basic principles of selling. The study of product information and its presentation, determination of customer needs, buying motives, customer analysis, opportunities in selling and personality requirements of salespeople. Fall.

MKT 172 SALES PROMOTION: 5 hours. Designed to acquaint the student with all phases of sales promotion; advertising, display, direct mail, radio, and TV. Actual practice in developing material in accordance with modern techniques. Winter.

MKT 201 PRINCIPLES OF MARKETING: 5 hours. Principles and methods involved in the movement of goods and services from producer to consumer. Market institutions and functions are discussed. Special attention to problem encountered in managing the Market Mix. Spring.

MKT 205 STUDIES IN DISTRIBUTION: 1 hour. This course is an investigation and study of the factors necessary for maximum efficiency in marketing and distribution. The studies are made practical through a variety of competency-based activities students can participate in on local, state, and national levels. Course is limited to majors in Marketing Education. Fall, Winter, and Spring.

MUS 100 BEGINNING KEYBOARDS: 2 hours. Basic instruction in keyboard instruments. All students who plan to enroll in applied music and MUS 134 must pass the course with a grade of C or better, or they must exempt MUS 100. Music majors only, or permission of the Chairman of the Division of the Humanities. Fall, Winter, and Spring.

MUS 101 MUSIC APPRECIATION: 5 hours. Five recitations each week. A presentation and study of basic techniques and information for the intelligent appreciation of music as well as a study of the duties and obligations of the listener. Some depth of study provided the composition representing the important periods, composers, and types of music. Winter and Summer.

MUS 122 INTRODUCTION TO MUSIC LITERATURE: 3 hours. An introductory survey of the music in the standard repertory of today. Spring odd years.

MUS 134 ELEMENTARY MUSIC THEORY: 3 hours. Prerequisite: Grade of C or better in MUS 100 or exemption by examination. Part-writing of triads, sight-singing, dictation, and keyboard harmony. Some creative work. Fall.

MUS 135 ELEMENTARY MUSIC THEORY: 3 hours. Prerequisites: MUS 100 and MUS 134. Triads in inversions, dominant seventh chord, sight-singing, dictation, and keyboard harmony. Continuation of creative work. Winter.

MUS 136 ELEMENTARY MUSIC THEORY: 3 hours. Prerequisites: MUS 100, MUS 134, MUS 135. Secondary seventh chords and inversions, sight-singing, dictation, and keyboard harmony. Continuation of creative work. Spring.

MUS 181 (a,b,c)—MUS 281 (a,b,c) APPLIED MUSIC: 1 hour. (3 hours per year). Prerequisite: MUS 100 or exemption by examination. One 30-minute lesson a week in piano, organ, other instrument or voice. Designed for music majors taking a second applied principal or a secondary applied. In order to enroll in this course, the student must also be enrolled in Music 182-282. A lab fee of \$30 per quarter is charged. As needed.

MUS 182 (a,b,c)—MUS 282 (a,b,c) APPLIED MUSIC: 2 hours. (6 hours per year). Prerequisite: MUS 100 or exemption by examination. One 50 minute lesson a week in piano, organ, other instrument, or voice. For music majors only. A laboratory fee of \$30 per quarter is charged. Fall, Winter and Spring.

MUS 187 (a,b,c)—MUS 287 (a,b,c) SHOW CHOIR: 1 hour (3 hours per year). A total of 6 hours credit may be earned. Open to all students who are members of the chorus and who can qualify. Fall, Winter and Spring.

MUS 188 (a,b,c)—MUS 288 (a,b,c) COLLEGE CHORALE: 1 hour (3 hours per year). A total of 6 hours credit may be earned. Open to all students who can qualify. Fall, Winter and Spring.

MUS 189 (a,b,c)—MUS 289 (a,b,c) CONCERT BAND: 1 hour (3 hours per year). A total of 6 hours credit may be earned. Open to all students who can qualify. Fall, Winter and Spring.

MUS 190 (a,b,c)—MUS 290 (a,b,c) JAZZ ENSEMBLE: 1 hour (3 hours per year). A total of 6 hours credit may be earned. Open to all students who can suitably play a musical instrument. Gives students the opportunity to experience all types of jazz musical styles (blues, swing, rock, and improvisation) through the actual playing of instruments in a small combo group. Fall, Winter and Spring. As needed.

MUS 191 (a,b,c)—MUS 291 (a,b,c) SMALL GROUP ENSEMBLES (Pep Band, Rock Band, Bluegrass Band, Flag Corps, Brass and Woodwind Ensembles): 1 hour (3 hours per year). A total of 6 hours credit may be earned. Open to all students who can suitably play a musical instrument in the groups listed above or who have had experience in corps marching. As needed.

MUS 234 ADVANCED MUSIC THEORY: 3 hours. Prerequisite: MUS 136. Secondary dominants, modulation, melodic and harmonic material, analysis of small forms (binary and ternary), eartraining, keyboard harmony, and analyzation. Continuation of creative work. Fall.

MUS 235 ADVANCED MUSIC THEORY: 3 hours. Prerequisite: MUS 234. Neopolitan and augmented chords, chromatic chord forms (chromatic mediant, altered dominants, and borrowed chords), advanced modulation, sightsinging, eartraining, keyboard harmony, and analyzation. Continuation of creative work. Winter.

MUS 236 ADVANCED MUSIC THEORY: 3 hours. Prerequisite: MUS 235. Advanced form (rondo and sonata-allegro), contemporary techniques, including extended chords, quartal and secondal harmony, twelve-tone techniques, synthetic and exotic scales, modes and rhythmic devices, sightsinging, eartraining, keyboard harmony, and contemporary analyzation. Continuation of creative work. Spring.

NUR 100 FUNDAMENTALS OF NURSING: 7 hours. Four lecture hours, six clinical laboratory hours, and three nursing skills laboratory hours. This course is a study of the concepts which provide the foundation for nursing theory and practice. A major focus is on the utilization of the nursing process to care for clients from young adulthood through later maturity who require minimal assistance in meeting basic needs. Fall (Tifton), Spring (Valdosta).

NUR 101 MEDICAL-SURGICAL NURSING I: 7 hours. Prerequisites: Grade of C or better in NUR 100 and BIO 211, and MAT 104. Four lecture hours, six clinical laboratory hours, and three nursing skills laboratory hours. Major focus of the course is on the utilization of the nursing process to care for adult clients experiencing common gastrointestinal, musculoskeletal, and neurological dysfunctions. Winter (Tifton) Summer (Valdosta).

NUR 102 PSYCHIATRIC NURSING: 7 hours. Prerequisites: Grade of C or better in NUR 101, BIO 212, and PSY 101. Five lecture hours and six clinical laboratory hours. Major focus of the course is on the utilization of the nursing process to care for adult clients experiencing common mental dysfunctions. Spring (Tifton), Fall (Valdosta).

NUR 201 MEDICAL-SURGICAL NURSING II: 10 hours. Prerequisites: Grade of C or better in NUR 102, BIO 250 and SOC 105. Six lecture hours, and three nursing skills laboratory hours. Major focus of the course is on the utilization of the nursing process to care for adult clients experiencing common renal, cardiovascular, respiratory, and endocrine dysfunctions. Fall (Tifton), Spring (Valdosta).

NUR 202 MATERNAL-CHILD NURSING: 10 hours. Prerequisites: Grade of C or better in NUR 201 and PSY 221. Seven lecture hours and eight clinical laboratory hours. Major focus of the course is on the utilization of the nursing process to care for maternity clients and newborn infants without dysfunctions and for maternity and pediatric clients experiencing common dysfunctions. Winter (Tifton), Summer (Valdosta).

NUR 204 ADVANCED NURSING: 12 hours. Prerequisites: Grade of C or better in NUR 202 and successful completion of the Regents' Test. Six lecture hours and sixteen clinical laboratory hours. Major focus of the course is on the utilization of the nursing process to care for pediatric and adult clients experiencing complex and/or multiple dysfunctions. Spring (Tifton), Fall (Valdosta).

PCS 227 MECHANICS: 5 hours. Prerequisite: Math 111 or 116. Four recitations and one two-hour laboratory period. Introductory course dealing with the fundamental laws of mechanics. Fall, Winter, and as needed.

PCS 228 HEAT, SOUND, AND LIGHT: 5 hours. Prerequisite: PCS 227. Four recitations and one two-hour laboratory period. Introductory course dealing with the fundamental laws of heat, sound, and light. Winter and Spring and as needed.

PCS 237 MECHANICS: 5 hours. Prerequisite: MAT 253; corequisite: MAT 254. Four lectures and one two-hour laboratory period. Introductory course dealing with fundamental laws of mechanics. Fall.

PCS 238 HEAT, SOUND, AND LIGHT: 5 hours. Prerequisite: PCS 237. Four lectures and one two-hour laboratory period. Introductory course dealing with the fundamental laws of heat, sound, and light. Winter.

PCS 239 ELECTRICITY, MAGNETISM, AND MODERN PHYSICS: 5 hours. Prerequisite: PCS 238. Four lectures and one three-hour laboratory period. Fundamental laws of electricity and magnetism. Some of the newest developments in the general field of physics are discussed. Spring.

PED 100 HEALTH AND FIRST AID: 3 hours. Three class meetings per week. Designed to provide the student with knowledge of current health problems including physical fitness, nutrition, first aid, drugs, pollution and major diseases, and to encourage application of this knowledge for healthful living. MEN and WOMEN. Winter.

PED 101 TUMBLING: 1 hour. Designed to provide vigorous physical activity for the student. The purpose of the course is to offer challenging activity to each student at every level of skill. MEN and WOMEN. Fall and Winter.

PED 102 TOUCH FOOTBALL: 1 hour. Designed to present the rules and fundamental procedures in touch football. Major emphasis will be placed on physical fitness and self-confidence, with added emphasis on the rules, so that one may enjoy the game as a spectator as well as a participant. MEN. Fall.

PED 103 BEGINNING SWIMMING: 1 hour. Limited to the non-swimmer, course provides instruction in basic swimming skills and water safety. Included are breathing, floating, gliding, and front crawl and elementary water safety. Spring.

PED 104 BASKETBALL I: 1 hour. Designed to promote basic knowledge of rules and fundamentals, so that one can enjoy the game of basketball both as a participant and spectator. Emphasis will be on developing physical fitness and self-confidence. Breakdown of fundamental skills taught will be: dribbling, passing, shooting, ball handling and rebound. MEN and WOMEN. Fall and Winter.

PED 105 SOFTBALL: 1 hour. Designed to offer comprehensive coverage of the history, strategy, rules and skill of the activity. Meeting outdoors seventy percent of the time, this course will include lectures, written examinations and skill tests. Fundamentals and techniques will include: catching, throwing, pitching, hitting, field and baserunning. MEN and WOMEN. Spring.

PED 106 VOLLEYBALL: 1 hour. Designed to teach the basic skills, strategy and rules. Skills include the different volleys, serving, spiking and blocking. MEN and WOMEN. Fall, Winter, and Spring.

PED 107 INTERNATIONAL FOLK AND SQUARE DANCING: 1 hour. Designed to impart knowledge and skill in American folk and square dancing. Classes cover values, history, terminology and the movements used in modern Western folk and square dancing as promulgated by Callerlab International and the American Square Dance Society. MEN and WOMEN. Fall, Winter and Spring.

PED 109M VARSITY BASKETBALL: 1 hour. Freshman varsity basketball restricted to men varsity athletes. Winter.

PED 110 VARSITY BASEBALL: 1 hour. Freshman varsity baseball restricted to varsity athletes. Spring.

PED 111M VARSITY TENNIS: 1 hour. Freshman varsity tennis restricted to men varsity athletes. Spring.

PED 112 VARSITY GOLF: 1 hour. Freshman varsity golf restricted to varsity athletes. Winter.

PED 113W VARSITY BASKETBALL: 1 hour. Restricted to freshman women varsity athletes. Winter.

PED 114W VARSITY TENNIS: 1 hour. Restricted to freshman women varsity athletes. Spring.

PED 115W ADVANCED RHYTHMS: 1 hour. (Golddusters) Prerequisite: Consent of the instructor. Tryouts are held the first two weeks of the quarter every fall. The class consists of practices and performances in and out-of-town. WOMEN. Fall and Winter.

- PED 116 ADVANCED RHYTHMS II:** 1 hour. Prerequisite: Consent of instructor and/or PED 115. A continuation of 115. Golddusters. WOMEN. Fall and Winter.
- PED 119W VARSITY SOFTBALL:** 1 hour. Freshman varsity softball restricted to women varsity athletes. Spring.
- PED 121 CONDITIONING I:** 1 hour. Designed for male students who are particularly interested in gaining an understanding of physical fitness and improving their personal physical condition. Included is a program of body exercise designed to develop muscular tone, coordination, and endurance as well as strength. Men. Fall and Winter.
- PED 123 WEIGHT LIFTING:** 1 hour. A course designed for students interested in improving strength, power, and physical fitness by the use of the weight machines. MEN and WOMEN. Fall and Winter.
- PED 125 JOGGING:** 1 hour. An activity course designed to introduce the student to the lifetime benefits of jogging. The class will include warm-up and flexibility exercises, injury prevention and care, proper running technique, and how to develop a personal jogging program. Major emphasis will be placed on running for fitness and enjoyment. Fall, Winter and Spring.
- PED 128W AEROBICS FOR MATURE LADIES:** 1 hour. Light exercise for the older student. A course designed for mature women who want to increase their level of fitness. The course involves graded calisthenics and aerobic dancing and will aim at developing increased flexibility, balance, coordination, body control, rhythm, and endurance. For women over thirty, or with special consent of the instructor. Winter.
- PED 129W AQUATICIZE:** 1 hour. Designed to improve cardiovascular fitness, flexibility, and strength through swimming and water calisthenics. Students must be able to swim the length of the pool the first day of class. Women only.
- PED 131W CONDITIONING:** 1 hour. Designed for female students who are particularly interested in gaining an understanding of physical fitness and improving their personal physical condition. Included is a program of body exercise designed to develop muscular tone, coordination, and endurance as well as strength. Women. Fall and Winter.
- PED 132 PHYSICAL FITNESS TO MUSIC:** 1 hour. A course for college women involving several types of physical expression through aerobics, dancercise, and calisthenics. Fall, Winter and Spring.
- PED 141 GOLF I:** 1 hour. A course which covers basic fundamental skills in golf. Its purpose is to provide each student with a working knowledge of the game. Lecture classes will cover terminology, rules and etiquette. Practical classes will include driving, chipping and putting. MEN and WOMEN. Fall, Spring and Summer.
- PED 154 BEGINNING TAP DANCE:** 1 hour. An introductory course for the beginning student which offers basic techniques in tap and soft shoe, and waltz clog. Tap shoes are preferred but not required. Winter.
- PED 155 BEGINNING BALLET:** 1 hour. A course for the beginner which teaches the fundamental exercises in leg and arm movements of ballet which are used to perform dance routines to various styles of music. Winter.
- PED 156 JAZZ DANCING:** 1 hour. The dynamic study of modern jazz techniques and styles, using a comprehensive range and variety of musical and rhythmical patterns. Spring.
- PED 160 BEGINNING BOWLING:** 1 hour. A course designed for students interested in developing the basic fundamentals of bowling. Skill instruction will cover approach and delivery, strikes, and spares. Classroom instruction will cover scoring, rules, and history. MEN and WOMEN. Fall, Winter and Spring. Additional fee required.
- PED 200 ARCHERY:** 1 hour. The purpose of this course is to give basic knowledge and skill of archery as a sport to the student for personal use. This course may be used by the participant to advance techniques and skills in recreational archery. It may also be used by students interested in the growing sport of bow-hunting. MEN and WOMEN. Fall, Spring and Summer.
- PED 201 BADMINTON:** 1 hour. Two class meetings per week. A beginning course which is designed to teach the basic fundamentals and techniques which will include grips, wristwork, footwork, body control and strokes. Rules and strategy will be emphasized. MEN and WOMEN. The student will be required to furnish his/her own racquet. Fall, Winter, Spring and Summer.

PED 202 TENNIS: 1 hour. Two class meetings per week. This course emphasizes the basic skills; forehand drive, backhand drive, service, and the techniques involved in executing these fundamental skills. MEN and WOMEN. The student will be required to furnish his/her own racquet. Fall, Spring and Summer.

PED 208 ADVANCED LIFESAVING: 1 hour. Prerequisite: An above average skill level in swimming. A course designed to provide the individual with the knowledge and skills to save his own life, or the life of another in the event of an emergency. The skills taught include the nine styles of swimming, five releases, six carries and three methods of approaching victims. The course will require a minimum of 20 class hours for lifesaving certification. MEN and WOMEN. Spring.

PED 210 VARSITY BASKETBALL: 1 hour. Sophomore varsity basketball restricted to men varsity athletes. Winter.

PED 211 VARSITY BASEBALL: 1 hour. Sophomore varsity baseball restricted to varsity athletes. Spring.

PED 212 VARSITY TENNIS: 1 hour. Sophomore varsity tennis. This course is restricted to varsity athletes. Spring.

PED 213 VARSITY GOLF: 1 hour. Sophomore varsity golf. This course is restricted to varsity athletes. Spring.

PED 215W VARSITY BASKETBALL: 1 hour. Restricted to sophomore women varsity athletes. Winter.

PED 216W VARSITY TENNIS: 1 hour. Restricted to sophomore women varsity athletes. Spring.

PED 219W VARSITY SOFTBALL: 1 hour. Sophomore varsity softball restricted to women varsity athletes. Spring.

PED 221 TENNIS II: 1 hour. Prerequisite: A grade of B or better in PED 202. A continuation of Tennis I, offering the advanced player more practice in skills, strategy and techniques. MEN and WOMEN. The student will be required to furnish his/her own racquet. Spring and Summer.

PED 224 BASKETBALL II: 1 hour. Prerequisite: A grade of C or better in PED 104. A continuation of Basketball I where skilled participants practice advanced team strategy and finesse, including modern up-to-date offense and defense. MEN. Winter.

PED 232 INTERMEDIATE SWIMMING: 1 hour. This class encompasses instruction in the crawls, side strokes, elementary back stroke, breast stroke, and basic safety and rescue skills. This course is not designed for the non-swimmer. Spring and Summer.

PED 233 POWER VOLLEYBALL: 1 hour. Prerequisites: A grade of B or better in PED 106 plus permission of instructor. A continuation of Volleyball (PED 106) in which skilled players acquire the fundamentals of competitive team strategy through the game of power volley. Spring.

PED 241C GOLF II: 1 hour. Intermediate Golf. Prerequisite: A grade of B or better in PED 141C or a 15 or less handicap. A course designed to help students apply the basic skills learned in Beginning Golf for successful scoring and enjoyment of the game. Further concentration in understanding rules and etiquette will be emphasized. Fall, Winter, Spring and Summer.

PED 251 BADMINTON II: 1 hour. Prerequisite: A grade of B or better in PED 201. A course designed to apply the basic fundamentals learned in Beginning Badminton. This class will include advanced strategies in singles and doubles competition. MEN and WOMEN. Winter.

POL 201 AMERICAN GOVERNMENT: 5 hours. The object of this course is to acquaint the student with the origins, constitutional background, development, organization, and practices of our national and state governments. Fall, Winter, Spring and Summer.

POL 202 STATE AND LOCAL GOVERNMENT: 5 hours. A survey of the forms of government existing in the different states with particular inquiry as to the place of states with reference to both national and local governments. Problems posed by the growing complexities of the present period are considered. Emphasis is given to state and local government in Georgia. On demand.

POL 203 INTERNATIONAL RELATIONS: 5 hours. Prerequisite: HIS 212 or 252 with at least the grade of C for transfer students. Analytical introduction in international relations;

nationalism, imperialism; racial, population, and economic factors; war, settlement of international disputes by methods other than war; foreign policies of the major powers.

PSC 101 SURVEY OF PHYSICS: 5 hours. Four discussions and one two-hour laboratory period. A survey course dealing with elementary fundamentals of physics, with some study of the simpler applications. Fall, Spring, and as needed.

PSC 102 SURVEY OF CHEMISTRY: 5 hours. Four discussions and one two-hour laboratory period. A survey course dealing with elementary fundamentals of chemistry. Fall, Spring, Summer and as needed.

PSY 101 INTRODUCTION TO PSYCHOLOGY: 5 hours. Five discussions or recitations. A course for the beginning student in psychology and is designed to give an adequate foundation in the fundamental problems, the techniques, and the vocabulary of psychology. Fall, Winter, Spring and Summer.

PSY 201 SOCIAL AND PERSONAL DISORGANIZATION: 5 hours. Prerequisite: PSY 101. Concepts and theories of social and personal organization and disorganization. The person-society relationship. Winter.

PSY 221 HUMAN GROWTH AND DEVELOPMENT: 5 hours. Prerequisite: PSY 101. A study of the prenatal development of the child and the origins and principles of behavior in infancy and childhood; physical, intellectual, social, emotional, and language development in the normal child; influences of school, home and other environment behavior; behavior patterns and problems of adolescents, adults, and the aging. Fall, Winter, and Spring.

RDG 096 REGENTS READING REVIEW: 5 hours institutional credit. This course is required of those students who fail the reading portion of the University System Regents Test. The course consists of intensive individualized instruction in vocabulary building and reading comprehension. The student must pass this course or have the permission of the instructor before retaking the Regents Test. Fall, Winter, Spring and Summer.

RDG 098 BUILDING READING SKILLS I: 5 hours institutional credit. This course is required of those students who do not score above the minimum score on the placement test given to entering freshmen. The course is taught through individualized instruction techniques with three major goals: (1) increased reading comprehension, (2) improved vocabulary, and (3) faster rate of reading. Fall, Winter, Spring and Summer.

RDG 099 BUILDING READING SKILLS II: 5 hours institutional credit. This course is designed for those students who have taken RDG 098 and did not make above the minimum score to exit the course. RDG 099 may be repeated until the student exits reading. Fall, Winter, Spring and Summer.

RDG 220 RATE EFFICIENCY: 2 hours. For those students who have not experienced academic difficulty due to a reading deficiency. Emphasis is on the development of vocabulary and speed with adequate comprehension. Phrase reading, skimming, and scanning. As needed.

REC 127 INTRODUCTION TO RECREATION: 2 hours. Designed to introduce the student to the basic concepts of recreation. Includes history of the recreation movement, theories of play and leisure, and philosophies of recreation. The economic importance of reaction and the social institutions providing recreation are emphasized. Fall.

REC 132 RECREATIONAL LEADERSHIP: 3 hours. Deals with the philosophy of recreation program building, the development of leadership skills, and procedures in conducting the program. Fall.

REC 231 CAMPING AND OUTDOOR RECREATION: 3 hours. Designed to train camp leaders, counselors, and park personnel in the techniques of outdoor activities related to camping. Includes camp craft, nature and wood lore, basic nature study, rainy day activities, and special occasion programs. Overnight camping trips will be a required part of this course. Spring.

REC 232 SOCIAL RECREATION: 3 hours. A course of study devoted to planning and executing recreation programs and activities for groups and organizations whose primary objectives are not necessarily recreational in nature and scope. Winter.

REC 233 RECREATIONAL FISHING: 1 hour. Two class meetings per week. Designed to familiarize the individual with the aspects of fishing for recreation. This includes types of

equipment, types of fish, good fishing locations, fish and game laws, and preparation of fish for consumption. Students will furnish some of their own equipment. MEN and WOMEN. Spring.

SCI 100 SCIENCE, MATHEMATICS AND NURSING ORIENTATION: 1 hour. Designed primarily for first-quarter majoring in the Division of Science-Mathematics, the course aims to assist students to become active participants in academic and personal/social aspects of their college experience. Particular emphasis will be placed upon such items as learning to study effectively, acquiring effective inter-personal communication skills, knowing whom to ask for specific kinds of assistance, becoming involved in extra-curricular activities, and exploring careers. Other information relating to the Science-Mathematics Division will also be presented. Class will meet once a week for ten weeks. Fall, Winter, Spring and Summer.

SCI 101 INTRODUCTION TO COMPUTERS IN SCIENCE AND MATHEMATICS: 2 hours. Prerequisite: MAT 100 with a C or better. Introduction to the use of computers in the science and mathematics. The focus of the course will be on programming in BASIC. Intended for students in the sciences and mathematics. Fall, Winter and Spring.

SCI 103 MEDICAL TERMINOLOGY: 2 hours. Designed to teach the meaning of 300 Latin and Greek roots, suffixes, and prefixes. With the knowledge of these 300 elements, the student should be able to interpret and understand more than 10,000 complex medical terms. Fall, Winter, Spring and Summer.

SOC 105 INTRODUCTION TO SOCIOLOGY: 5 hours. An introduction to the scientific study of man's social life. The course is designed to provide insights into the principles and concepts which enables the beginning student to have an understanding of human group behavior. Fall, Winter, Spring and Summer.

SOC 115 HUMAN SERVICES AND SOCIAL POLICY: 5 hours. Prerequisite: SOC 105 with a grade of C or better. An introduction to the problems of social policy and human services professions. The course will include a study of various settings which offer social services; development of knowledge, values, and skills relevant to human services; and examination of the problems encountered in social delivery systems. This course is designed to contribute to the enrichment of general education for all students as well as those in the Human Services Program. Spring, alternate years.

SOC 260 SOCIAL PROBLEMS: 5 hours. Five discussion periods. A study of both general and special contemporary social problems in our times. The problems are considered in the social and cultural setting in which they occur. The emphasis is upon the people and their behavior. Fall and Spring.

SOC 293 FAMILY RELATIONS: 5 hours. Five discussion periods. Open to men and women. A study of the problems and adjustments confronting young people, both before and after marriage. Same as HEC 293. Winter and Spring.

SOC 295 BEHAVIORAL SCIENCE LABORATORY IN FIELD WORK: 5 hours. Prerequisite: SOC 115 with a grade of C or better. Field experience supervised by faculty in a community setting which provides an opportunity for the student to integrate and apply knowledge, theory, and understanding derived from classroom learning. This opportunity to let the student learn by doing aids in the further development of the techniques and skills common to practice in the social welfare field, such as observation, data collection and organization, interviewing, and reporting and evaluating impressions. Fall and Summer.

SOC 296 BEHAVIORAL SCIENCE LABORATORY IN EDUCATION: 5 hours. Prerequisites: EDU 204 and SOC 115 with grades of C or better. Field experience supervised by faculty in an educational setting. Students will be assigned to an environment primarily devoted to the training and the education of pre-school and kindergarten children. As needed.

SPC 108 FUNDAMENTALS OF SPEECH: 5 hours. Prerequisite: ENG 101 with a grade of C or better, or permission of Division Chairman. Designed to develop techniques in research, organization and delivery of different types of speeches; to develop communication skills including the clear, concise, effective oral presentation of ideas; and to develop an acceptable speaking voice. Fall, Winter, Spring and Summer.

SPC 250 PUBLIC SPEAKING: 5 hours. Prerequisite: SPC 108 or special permission. A study of various forms of public address; practice in the preparation and delivery of several types of speeches. Designed for students interested in doing advanced work in speech research and organization. As needed.

SPN 101 ELEMENTARY SPANISH: 5 hours. Five recitations and two laboratory periods each week. Non-credit for students presenting two or more high school units in Spanish earned within the past three years. Work includes drill in fundamentals of grammar. Time is devoted to practice in hearing and speaking Spanish. Fall and as needed.

SPN 102 ELEMENTARY SPANISH: 5 hours. Prerequisite: SPN 101 or the equivalent with a C or better. Five recitations and two laboratory periods each week. A continuation of SPN 101. Winter and as needed.

SPN 103 INTERMEDIATE SPANISH: 5 hours. Prerequisite: SPN 102 or the equivalent with a C or better. A continuation of SPN 101 and 102. Spring and as needed.

SPN 104 INTERMEDIATE SPANISH: 5 hours. Prerequisite: SPN 103 or the equivalent with a C or better. Translation of Spanish and/or Spanish-American literature. Composition based on readings. Spring and as needed.

SPS 099 STUDY SKILLS: 3 hours institutional credit. A course designed for those students placed on probation or who are in Special Studies for the second quarter and have failed to exit either English or Reading. The purpose of the course is to provide the student with the information necessary to make a successful adjustment to college life, work, and activities. The course offers group and individual study skills assistance, career guidance, personal counseling, and tutorial services. Fall, Winter, Spring and Summer.

SSC 098 ORIENTATION: 3 hours institutional credit. The purpose of this course is to provide the entering student with the information necessary for successful adjustment to college life, work and activities. Attention is given to study habits, vocational choice, social usage, courtship and marriage, and the development of a well-rounded philosophy of life. Fall, Winter, Spring and Summer.

SSC 099 DEVELOPMENTAL SOCIAL SCIENCE: 5 hours institutional credit. A general introduction to the problems of man in society. This course is designed to enrich the student's appreciation of basic historical, political and social problems and institutions. The course involves students in activities which measure and enhance their understanding of concerns in American life. Fall, Winter, Spring and Summer.

SSC 201 AFRO-AMERICAN CULTURE: 5 hours. An interdisciplinary survey of the history, sociology, politics, and culture of Afro-Americans and their contributions to American society. This course is open to all students and is designed to provide a basis upon which students can develop a better understanding of all the factors which have contributed to the development of the United States. On demand.

SSO 100 SOCIAL SCIENCE ORIENTATION: 1 hour. Designed primarily for first-quarter freshmen majoring in the division of Social Sciences, the course aims to assist students to become active participants in academic and personal/social aspects of their college experience. Particular emphasis will be placed upon such items as learning to study effectively, acquiring effective interpersonal communication skills, knowing whom to ask for specific kinds of assistance, becoming involved in extra-curricular activities, and exploring careers. Other information will be presented that relates to the Social Sciences and the Social Science Division. Class will meet once a week for ten (10) weeks. Fall, Winter, Spring and Summer.

UDM 100 ORIENTATION FOR UNDECLARED MAJORS: 1 hour. Designed primarily for first-quarter freshmen who have not declared a major, the course aims to assist students to become active participants in academic and personal/social aspects of their college experience. Particular emphasis will be placed upon such items as learning to study effectively, acquiring effective interpersonal communication skills, knowing whom to ask for specific kinds of assistance, becoming involved in extra-curricular activities, and exploring careers. Class will meet once a week for ten weeks or twice a week for five weeks. Fall, Winter, Spring and Summer.

VTP 100 PRINCIPLES OF SURGERY: 2 hours. Discussion will cover history of surgery, asepsis, pre- and post-operative patient care, methods of sterilization, wound healing, infections, surgical techniques, instrumentation, suturing, and anesthesia. Fall.

VTP 102 MEDICAL TERMINOLOGY: 3 hours. A combined course embracing a study of medical terminology including prefixes, suffixes and root words, their meaning and pronunciation. Also a study of various breeds of animals, their use, husbandry, and restraint techniques. Fall.

VTP 108 PRINCIPLES OF PHARMACOLOGY: 4 hours. Prerequisite: A grade of C or better in all previous VTP courses. Three lectures and one three-hour laboratory period. A discussion of the drugs used in veterinary medicine will be included. This course will cover pharmacology dynamics, chemotherapeutic agents, and anesthetic agents, and anesthesia techniques. Spring.

VTP 109 RADIOGRAPHIC TECHNIQUES: 2 hours. One lecture period and one two-hour laboratory period. Prerequisite: A grade of C or better in all previous VTP courses. Course covers principles of radiology and radiation safety as it applies to the veterinary technician. Spring.

VTP 118 PARASITOLOGY: 3 hours. Two lectures and one two-hour laboratory period. Prerequisite: A grade of C or better in all previous VTP courses. A study of parasitology of domestic animals. Winter.

VTP 125 CLINICS: 2 hours. Two three-hour laboratory periods. Prerequisite: A grade of C or better in all previous VTP courses. This is a multi-discipline course covering clinical laboratory medicine, surgical assistance, anesthesia, radiology, methods of treatment, restraint in large and small animals and veterinary nursing. Winter.

VTP 126 CLINICS: 2 hours. Two three-hour laboratory periods. Prerequisite: A grade of C or better in all previous VTP courses. A continuation of VTP 125. Spring.

VTP 133 GROSS ANATOMY: 2 hours. Two two-hour laboratory periods of study of gross anatomy of domestic animals with emphasis on the dog. Fall.

VTP 134 ANIMAL AND PHYSIOLOGY: 5 hours. Five one-hour lectures covering animal physiology and nutrition. Prerequisite: A grade of C or better in all previous VTP courses. Winter.

VTP 203 PREVENTIVE MEDICINE AND IMMUNOLOGY: 5 hours. Five one-hour lecture periods. Prerequisite: A grade of C or better in all previous VTP courses. Discussions of disease prevention utilizing sound management methods for domestic animals. Immunological response and vaccination programs will be presented. Basic microbiology and virology and its use in diagnostic procedures. Fall, Winter.

VTP 206 ETHICS AND OFFICE PROCEDURES: 2 hours. Two one-hour lecture periods. Prerequisite: A grade of C or better in all previous VTP courses. A discussion of veterinary ethics as they apply to the technician. Veterinary office procedures and record keeping. Fall, Winter.

VTP 218 CLINICAL PATHOLOGY: 5 hours. There will be three one-hour lecture periods and two two-hour laboratory periods. This course consists of a study of clinical pathology and its application to veterinary medicine including hematology, clinical chemistry, and urinalysis. Prerequisites: A grade of C or better in all previous VPT courses. Fall, Winter.

VTP 227 CLINICS: 2 hours. Two three-hour laboratory periods. Prerequisite: A grade of C or better in all previous VTP courses. A continuation of VTP 126. Fall, Winter.

VTP 228-U SMALL ANIMAL SURGERY: 5 hours. Prerequisite: A grade of C or better in all previous VTP courses. Application of skills in Veterinary Technology. Courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves rotation in small animal surgery and medicine sections with emphasis on basic techniques in surgical assisting and animal nursing. Fall, Winter, Spring and Summer.

VTP 229-U SMALL ANIMAL RECEIVING: 5 hours. Prerequisite: A grade of C or better in all previous VTP courses. Application of skills in Veterinary Technology. Courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves a rotation in the receiving area of the small animal medicine section and in central supply. Fall, Winter, Spring and Summer.

VTP 231-U ANESTHESIA TECHNIQUES: 5 hours. Prerequisite: A grade of C or better in all previous VTP courses. Application of skills in Veterinary Technology. Courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves a rotation in anesthesiology with emphasis on basic anesthesia techniques and monitoring of small and large animal patients. Fall, Winter, Spring and Summer.

VTP 238-U BOVINE MEDICINE AND SURGERY: 5 hours. Prerequisite: A grade of C or better in all previous VTP courses. Application of skills in Veterinary Technology. Courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves a rotation in the food animal section of the large animal clinic. Emphasis on care, medication, and handling of various food animals. Fall, Winter, Spring and Summer.

VTP 239-U EQUINE MEDICINE AND SURGERY: 5 hours. Prerequisite: A grade of C or better in all previous VTP courses. Application of skills in Veterinary Technology. Courses will be taken at the College of Veterinary medicine, University of Georgia, Athens. Emphasis is placed on handling, medication and care of horses and large animal anesthetic techniques. Fall, Winter, Spring and Summer.

VTP 240-U RADIOGRAPHIC TECHNIQUES: 5 hours. Prerequisite: A grade of C or better in all previous VTP courses. Application of skills in Veterinary Technology. Courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves a rotation in the radiological section, with emphasis on technique, safety and positioning of both large and small animal patients. Fall, Winter, Spring and Summer.

VTP 241-U CLINICAL APPLICATIONS: 5 hours. Prerequisite: A grade of C or better in all previous VTP courses. Applications of skills in Veterinary Technology. Courses will be taken at the College of Veterinary Medicine, University of Georgia, Athens. Involves a rotation through 3 different areas; intensive care, laboratory animal and parasitology section of the College. Fall, Winter, Spring and Summer.



FACULTY AND ADMINISTRATION

THE UNIVERSITY SYSTEM OF GEORGIA

The University System of Georgia includes all state-operated institutions of higher education in Georgia — 4 universities, 14 senior colleges, 16 junior colleges. These 34 public institutions are located throughout the state.

A 15-member constitutional Board of Regents governs the University System, which has been in operation since 1932. Appointments of board members are made by the Governor, subject to confirmation by the State Senate. The regular term of Board members is seven years.

The Chairperson, the Vice Chairperson, and other officers of the board are elected by the members of the Board. The Chancellor, who is not a member of the Board, is the chief executive officer of the Board and the chief administrative officer of the University System.

The overall programs and services of the University System are offered through three major components: Instruction; Public Service/Continuing Education; Research.

INSTRUCTION consists of programs of study leading toward degrees, ranging from the associate (two-year) level to the doctoral level, and certificates.

Requirements for admission of students to instructional programs at each institution are determined, pursuant to policies of the Board of Regents, by the institution. The Board establishes minimum academic standards and leaves to each institution the prerogative to establish higher standards. Applications for admission should be addressed in all cases to the institutions.

PUBLIC SERVICE/CONTINUING EDUCATION consists of non-degree activities, primarily, and special types of college-degree-credit courses.

The non-degree activities are of several types, including such as short courses, seminars, conferences, lectures, and consultative and advisory services, in a large number of areas of interest. These activities, typically of short duration, are designed by each institution to meet special educational, informational, and cultural needs of the people of the service area of that institution.

Typical college-degree-credit public service/continuing education courses are those offered through extension center programs and teacher education consortiums.

RESEARCH encompasses investigations conducted primarily for discovery and application of knowledge. These investigations, conducted on campuses and at many off-campus locations, cover a large number and a large variety of matters related to the educational objectives of the institutions and to general societal needs.

Most of the research is conducted through the universities; however, some of it is conducted through several of the senior colleges.

The policies of the Board of Regents for the government, management, and control of the University System and the administrative actions of the Chancellor provide autonomy of high degree for each institution. The executive head of each institution is the President, whose election is recommended by the Chancellor and approved by the Board.

State appropriations for the University System are requested by, made to, and allocated by the Board of Regents. The largest share of the state appropriations—approximately 52 percent—is allocated by the Board for Instruction. The percentages of funds derived from all sources for Instruction in the 1980-81 fiscal year were: 77 percent from state appropriations, 20 percent from student fees, 3 percent from other internal income of institutions.

INSTITUTIONS OF THE UNIVERSITY SYSTEM OF GEORGIA

h—On-Campus Student Housing Facilities
Degrees Awarded: A—Associate; B—Bachelor's; J—Juris Doctor;
M—Master's; S—Specialist in Education; D—Doctor's
cD—Doctor's, offered in cooperation with a University System university,
with degree awarded by the university

Universities

- | | |
|--|---------------------------------------|
| Athens 30602 | Atlanta 30303 |
| University of Georgia—h; B,J,M,S,D | Georgia State University—A,B,J,M,S,D |
| Atlanta 30332 | Aususta 30912 |
| Georgia Institute of Technology—h; B,M,D | Medical College of Georgia—h, A,B,M,D |

Senior Colleges

- | | |
|---|--|
| Albany 31705 | Marietta 30061 |
| Albany State College—h; B,M | Kennesaw College—A,B |
| Americus 31709 | Marietta 30060 |
| Georgia Southwestern College—h, A,B,M,S | Southern College of Technology—h, A,B |
| Augusta 30910 | Milledgeville 31061 |
| Augusta College—A,B,M,S | Georgia College—h, A,B,M,S |
| Carrollton 30118 | Morrow 30260 |
| West Georgia College—h, A,B,M,S | Clayton State College—A |
| Columbus 31993 | Savannah 31406 |
| Columbus College—A,B,M,S | Armstrong State College—A,B,M |
| Dahlonega 30597 | Savannah 31404 |
| North Georgia College—h; A,B,M | Savannah State College—h; A,B,M |
| Fort Valley 31030 | Statesboro 30460 |
| Fort Valley State College—h; A,B,M | Georgia Southern College—h; A,B,M,S,cD |
| | Valdosta 31698 |
| | Valdosta State College—h; A,B,M,S,cD |

Junior Colleges

- | | |
|--------------------------------|------------------------------------|
| Albany 31707 | Douglas 31533 |
| Darton College—A | South Georgia College—h; A |
| Atlanta 30310 | Gainesville 30503 |
| Atlanta Metropolitan College—A | Gainesville College—A |
| Bainbridge 31717 | Macon 31297 |
| Bainbridge College—A | Macon College—A |
| Barnesville 30204 | Rome 30163 |
| Gordon College—h; A | Floyd College—A |
| Brunswick 31523 | Swainsboro 30401 |
| Brunswick College—A | East Georgia College |
| Cochran 31014 | Tifton 31793 |
| Middle Georgia College—h; A | Abraham Baldwin Agri. College—h; A |
| Dalton 30720 | Waycross 31501 |
| Dalton College—A | Waycross College—A |
| Decatur 30334 | |
| Dekalb College—A | |

University System of Georgia
244 Washington Street, S.W.
Atlanta, Georgia 30334

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CONSULTING FACULTY

LYNN CHESNUT, Consulting College Pharmacist. B.S. (Pharmacy), University of Georgia.

DON T. SMITH, Consulting College Physician. M.D., Medical College of Georgia.

FACULTY EMERITI

DR. STANLEY R. ANDERSON	President Emeritus
MR. JESSE G. CHAMBLISS	Professor Emeritus of Agricultural Engineering Dean Emeritus
MR. TOM M. CORDELL	Associate Professor Emeritus of Physics
MR. O. GERALD FLETCHER	Professor Emeritus of Agronomy and Registrar Emeritus
MR. PAUL GAINES	Associate Professor Emeritus of Agricultural Engineering
MR. NOLAN R. GIBBONS	Professor & Chairperson Emerita of Business Administration
DR. MARY LEMAR	Associate Professor Emerita of Home Economics
MRS. VIRGINIA S. LINDSKOG	Chairperson Emeritus, Division of Agriculture, Forestry, & Home Economics and Professor Emeritus of Agriculture
DR. FRANCIS S. McCAIN	Professor & Chairperson Emeritus of Social Science
DR. THOMAS R. MILAM	Associate Professor Emerita of Business Administration
MRS. MARY LEE VITANGE PAYNE	Associate Professor Emeritus of Agriculture
MR. MARTIN M. SIBBET	Associate Professor Emeritus of Business Administration
Mr. LESTER T. SIMPSON	Associate Professor Emeritus of Business Administration
MR. J. SIDNEY SMITH	Associate Professor Emeritus of Chemistry
DR. FRANK H. THOMAS	Academic Dean and Professor Emeritus
MR. J. TALMADGE WEBB	Comptroller Emeritus

PRESIDENTS

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W. G. Acree, Second District A&M School	1909-10
S. L. Lewis, Second District A&M School	1910-12
J. E. Hart, Second District A&M School	1912-14
S. L. Lewis, Second District A&M School	1914-25
S. L. Lewis, South Georgia A and M College	1925-29
F. G. Branch, Georgia State College for Men	1929-33
J. G. Woodroof, Abraham Baldwin Agricultural College	1933-34
George H. King, Abraham Baldwin Agricultural College	1934-47
George P. Donaldson, Abraham Baldwin Agricultural College	1947-61
J. Wilson Comer, Abraham Baldwin Agricultural College	1961-63
J. Clyde Driggers, Abraham Baldwin Agricultural College	1964-75
Stanley R. Anderson, Abraham Baldwin Agricultural College	1975-85
Wayne C. Curtis, Abraham Baldwin Agricultural College	1986-88



GLOSSARY

ACADEMIC ADVISOR—A faculty member, usually in the student's major area of study. Each student is assigned to an advisor. The advisor helps the student plan his course of study, aids in registration each quarter, assists in changes of schedule, and provides advice and help when a student has problems or concerns.

ACADEMIC OVERLOAD—When students enroll in more than the normal course load of fifteen credit hours plus physical education. Usually seventeen or more hours represents an overload.

ACCREDITATION—Approval of a college or university's programs and operations by an accrediting agency (such as the Southern Association of Colleges and Schools). An accredited college is one which has met certain minimum requirements and has been judged to be academically sound.

ADMISSION—Acceptance of a student into the College, based on his previous academic record and Scholastic Aptitude Test (SAT) scores.

CAREER AND TECHNOLOGICAL PROGRAMS—Those areas of study which terminate with the two-year associate degree. For students who want a two-year, but not a four-year, program of study.

COLLEGE PARALLEL PROGRAMS—Those areas of study which, when completed, transfer to a senior college and eventually lead to a bachelor's degree. Basically the first two years of a four-year degree.

CORE CURRICULUM—A basic course of study required of all college parallel students. It is divided into four areas: humanities, mathematics and the natural sciences, social science, and academic major area.

COURSE LOAD—The number of credit hours a student carries each quarter. The normal course load is fifteen hours plus physical education.

CREDIT BY EXAMINATION—Credit for courses earned by divisional examination or through College Level Examination Program (CLEP). If successfully passed, these examinations offer proof of a student's knowledge of a particular subject, and credit for that subject is awarded.

DEAN'S HONOR LIST—Recognizes students who have distinguished themselves scholastically. A list published each quarter with the names of those who achieved a 3.3 grade point average or higher with fifteen or more hours of regular college credit.

DEVELOPMENTAL STUDIES—A program of studies in such subjects as English, reading, and mathematics. Entering students who are shown through testing to be deficient in certain areas are enrolled in one or more developmental studies courses. These courses do not count toward graduation, but must be successfully completed before a student can take regular college-level work. Students with SAT scores less than 330 verbal and 330 math are automatically assigned to Developmental Studies.

DIVISION—An academic unit of the College which is presided over by a chairperson. ABAC has seven academic divisions, and all courses offered for regular credit are organized within them, e.g., Division of Business Administration.

DROP AND ADD (CHANGE OF SCHEDULE)—A period of three days at the beginning of each quarter when a student may change his class schedule by dropping one class and adding another in its place. The student who must change his schedule sees his advisor to begin the process. While a student may drop and add only during the first three days of class each quarter, he may drop a course without adding any other course in its place up to the mid-point of the quarter. Again, however, he must see his advisor first.

ELECTIVE—A course within the student's curriculum that is chosen with a degree of freedom, as opposed to a required course. The elective is accepted toward the completion of a degree, but the student has the opportunity of choosing it from among several alternatives.

EXCLUSION—When a student is barred from enrolling in the College. This may be due to lack of academic performance or violation of the College code of conduct.

FRESHMAN—The student who has earned fewer than forty-five hours of credit.

FULL-TIME STUDENT (FOR FEE PAYMENT ONLY)—A student who is enrolled for twelve or more credit hours.

GRADE POINT AVERAGE (ACADEMIC)—Computer numerically by dividing the number of grade points earned by the number of hours of course work attempted over any given period. Only those courses numbered 100 or higher (regular college-level courses) are counted.

GRADE POINT AVERAGE (INSTITUTIONAL)—Computed the same way as the academic grade point average, except that all courses attempted, including those numbered below 100 (developmental studies courses) are counted. The student must keep his institutional grade point average at 1.5 or higher to avoid academic probation.

GRADE POINT AVERAGE (GRADUATION)—Computed by dividing the hours of credit presented for graduation into the grade points earned in courses presented for graduation.

GRADE POINTS—Points given for attainment of a certain letter grade (A=4, B=3, C=2, D=1, F=0). Used in determining the grade point average.

HONORS DAY—Designed to recognize publicly those students who have distinguished themselves academically. An Honors Day program each spring quarter includes the announcement of awards to superior students and other forms of reward and recognition.

ID CARD—A card issued to each student identifying him as a student of the College. It also provides admission to various college functions and is required to cash checks and to check out books from the Library. It is also required to obtain transcripts and academic information from the Registrar's Office. ID cards are validated during registration each quarter.

MAJOR—The academic area in which a student specializes. New students are encouraged to declare a major when they first enroll, but may be classified "undeclared" if they wish.

MATRICULATION—Enrollment in the College.

MID-TERM—The mid-point of the quarter. The last day students may withdraw from a course or courses without penalty. Consult the College calendar for mid-term dates.

ORIENTATION—Designed to help a new student become familiar with the College. It is also a period of testing, the results of which provide the faculty with information needed to better advise the student and help plan his course of study.

PART-TIME STUDENT—A student who is enrolled for eleven or fewer credit hours.

PREREQUISITE—A course which must be completed before another can be taken. Some of the College's courses are prerequisites for following courses, i.e., English 101 is a prerequisite for English 102. See the "Description of Courses" section of this catalog for course prerequisites.

PROBATION (ACADEMIC)—A result of unsatisfactory scholarship. A student who has attended the College for two quarters or more and who has less than a 1.5 institutional grade point average is placed on probation.

QUARTER CREDIT HOURS—A unit of academic credit. Each course offered by the College carries such credit. The number of hours earned in a given quarter is the measure of that student's academic load. The normal load is fifteen quarter hours plus physical education.

QUARTER SYSTEM—The scheduling of four periods of academic study within a fiscal year. Summer, fall, winter, and spring quarters constitute the fiscal year.

REGENTS' TEST—A competency test in reading and writing. It is required of all students enrolled in the College and throughout the University System of Georgia. It must be passed before the student can graduate from ABAC, and is normally taken during the sophomore year. See the "Regents' Testing Program" section of this catalog.

SOPHOMORE—The student who has completed forty-five or more credit hours.



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Abraham Baldwin

AGRICULTURAL COLLEGE
TIFTON, GEORGIA

A Two-Year Unit of the University System of Georgia

DO NOT WRITE
IN THIS SPACE

SSN _____
Alpha Code _____
Date Entered _____

Ret./New _____

Ret. YQ _____

Home Co. _____

St. Origin _____

Nation _____

Citizenship _____

Parent Type _____

Birth YMD _____

Sex _____

Race _____

Marital Status _____

Fin. Aid _____

Vet. Status _____

Class _____

N. Data _____

Cur. Adv. _____

CEEB _____

H.S. Avg. _____

H.S. Grd. YM _____

CPC E _____

CPC M _____

CPC S _____

CPC SS _____

CPC FL _____

HEGIS _____

Verbal _____

Math _____

ACT E _____

ACT M _____

ACT S _____

ACT N _____

ACT C _____

TOEFL _____

Trans. Col. Cd. _____

Trans. Hrs. Earned _____

Trans. Cum. Ave. _____

Trans. Hrs. Acc. _____

Trans. Hrs. Acc. All Schools _____

No. Qtrs. Dev. Wk. _____

Fed Pd. _____

INSTRUCTIONS:

1. Your fully completed application should be forwarded to the Office of Admissions at least 20 days prior to the quarter for which you wish to enroll.
2. The application can not be processed until you fill our completely and submit a \$5 non-refundable application fee. The fee is valid for 12 months and transferable upon request.
3. Ask your counselor to forward your official transcript and S.A.T. or A.C.T. scores to the Office of Admissions. Your final transcript should be sent immediately after completing graduation requirements.
4. TRANSFER STUDENTS Must submit transcripts from each institution previously attended.
5. The attached medical history questionnaire must be submitted prior to initial enrollment. This information will not affect the students' status at the College and will be held in strict confidence by the staff of the Health Center.

Name (please print) _____ (Last) _____ (First) _____ (Middle) _____ (Maiden)

Address _____ (Street or Route) _____ (City) _____ (State) _____ (Zip Code) _____ (A/C) (Phone No.)

*Date of Birth _____ Place of Birth _____ Sex (Required by DOED) _____

Social Security Number _____ Race (Required by DOED) _____

Are you a legal resident of Georgia? _____ If so, how long? _____ County _____

Are you a veteran? _____ Will you receive educational benefits from VA? _____

*Marital Status: (Circle one) Single Married

Have you taken the SAT or ACT? Yes No. If not, when do you plan to take either exam? _____

Last High School Attended _____ Address _____ Month/Year of Graduation _____

Colleges Attended _____ Dates Attended _____

Are you attending college now? _____ If so, where? _____

Have you applied to ABAC before? _____ If so, when? _____ Did you enroll? _____

Will you need financial assistance in order to attend ABAC? Yes No Undecided

Date you wish to enroll _____ (Month) _____ (Year) _____ Day Student Night Student
On Campus Off Campus

Please indicate your intended enrollment status: (See back of application for explanation)

- Full Time; Part Time; Transfer; Transient; Early Admission;
 Joint Enrollment; Non-degree; Auditor; College Graduate; Provisional

Course of study you plan to pursue (See Major Fields on back of this form): _____

Major Field _____ Transfer Career (See Over)

Parents, guardian or spouse (Circle one) _____ (Name)

(Street or Route) _____ (City) _____ (State) _____ (Zip Code) _____ (A/C) (Phone No.)

Will you receive financial support from the above named person? Yes No

Applicant's Signature _____

APPLICANT MUST NOT WRITE BELOW THIS LINE — FOR USE BY COLLEGE ONLY

On the basis of all information available, I recommend that the applicant be accepted as a student.

Name _____ Director of Admissions. Date _____

Date physical received _____ Date application fee paid _____

SATV _____ SATM _____ SATT _____ ACTE _____ ACTM _____ ACTS _____ ACTN _____

ACTC _____ TWSE _____ HSA _____ OED _____

Aud. College Grad. E. Adm. Non-degree Jr. Enr. Reg. Provisional

CPC Conditional Dev. Studies Transfer Transient Sen. Cr. Provisional

MAJOR FIELDS OF STUDY

COLLEGE PARALLEL TRANSFER PROGRAMS:

(These are transfer programs to Senior Colleges.)

Agricultural Engineering	Foreign Language	Physical Education
Agriculture	Forestry	Psychology
Art	History	Political Science
Biology	Home Economics	Recreation
Business Administration	Journalism	Secondary Education
Chemistry	Liberal Arts	Social Work
Computer Science	Marketing	Sociology
Criminal Justice	Mathematics	Special Education
Dental Hygiene	Medicine	Speech
Dentistry	Middle Grades Education	Veterinary Medicine
Drama	Music	Wildlife Management
Elementary Education	Nursing	Undeclared
English	Pharmacy	

CAREER TECHNOLOGICAL PROGRAMS:

(These are career terminal programs.)

Agricultural Equipment Technology	Human Services	Marketing
Agricultural & Industrial Equipment Option	General Option	Marketing Management Option
Turfgrass Equipment Management Option	Child Specialist Option	Merchandising Management Option
Agricultural Management	Information Processing/Office Management	Fashion Merchandising Option
Agricultural Marketing	Information Processing/Office Management	Mild-Management
Agricultural Technology	Information Processing/Accounting Option	Certificate in Marketing
Animal Science Option	Word Processing/Information Systems Option	Nursing Education
Plant Science Option	Certificate in Office Technology	Ornamental Horticulture
Computer Information Systems Technology	General Business	Flowership Management Option
Microcomputer Systems Option	Accounting Option	Greenhouse Management Option
Computer Information Systems Option	Home Economics	Landscape Management Option
Certificate in Computer Information Systems	Child & Family Services Option	Turfgrass Management Option
Certificate in Microcomputer Systems	Interior Design Option	Veterinary Technology
Criminal Justice	Fashion Merchandising Option	Wildlife Technology
Forestry		

ENROLLMENT STATUS:

- Full Time Student** — one who intends to take 12 or more hours.
- Part Time Student** — one who intends to take less than 12 hours.
- Transfer** — one who is transferring from another institution having earned the equivalent of 20 or more quarter credit hours. (Transfer students who have not successfully completed the first course in English composition and college algebra will be expected to take the ABAC administered placements tests.)
- Transient Students** — one enrolled at another institution who plans to attend ABAC for one quarter. (A letter of transient permission is needed in lieu of a transcript.)
- Early Admissions** — one who intends to enroll upon completion of the junior year of high school.
- Joint Enrollment** — one who intends to take college-level courses while still enrolled in high school.
- Non-degree** — one who intends to take a limited number of courses for special reasons (job related, self-improvement, etc.) without degree objectives.
- Auditor** — one who intends to take college level courses without credit.
- College Graduate** — one who has earned a bachelor's degree from a college or university.
- Provisional** — one who has had a minimum of 5 years of post high school experience (excluding college) and is eligible to waive the SAT/ACT requirement.

OFFICE OF ADMISSIONS
ABAC STATION, BOX 4
TIFTON, GA. 31793-4401

Mail or deliver this form to the Office of Admissions, Abraham Baldwin Agricultural College, Box 4, ABAC Station, Tifton, GA 31793-4401. This form must be submitted prior to initial enrollment.

Physical Education
Psychology
Political Science
Recreation
Secondary Education
Social Work

Foreign Language
Forestry
History
Home Economics
Journalism
Liberal Arts

Agricultural Engineering
Agriculture
Art
Biology
Business Administration
Chemistry

MAJOR FIELDS OF STUDY
COLLEGE PARALLEL TRANSFER PROGRAMS:
(These are transfer programs to Senior Colleges.)

MEDICAL HISTORY QUESTIONNAIRE

OFFICE OF ADMISSIONS
ABAC STATION
LITTON, GA. 31793

DIRECTIONS: Please complete this form completely and carefully. It is not necessary to consult a physician for this history. Answer all questions. Also complete the reverse side. Information supplied will become a part of your Health Record at ABAC. It will be held in strictest confidence, and it will not influence your standing at the College. (Please also notice: Certain immunizations and skin tests are necessary for admission to ABAC. See below.)

Name _____ last _____ first _____ middle/maiden _____ Expected date of enrollment _____ Quarter/Year _____
 NAME YOU PREFER TO BE CALLED _____ SOCIAL SECURITY NO. _____
 HOME ADDRESS _____
 CITY, STATE, ZIP _____ TELEPHONE (_____) _____
 SEX male female BIRTHDATE _____ MARITAL STATUS M S W D
 CLASS fresh. soph. other MILITARY VETERAN yes no
 HOME PHYSICIAN _____ CITY, STATE _____

FAMILY HISTORY
 Father: Living Dead. If so, cause of death: _____
 Mother: Living Dead. If so, cause of death: _____
 Brothers and Sisters: Number: _____ If any have died, cause(s) of death(s): _____

Have any of your relatives had any of the following (check appropriate box): Diabetes Tuberculosis
 Cancer Kidney disease Heart disease/high blood pressure.

HAVE YOU EVER HAD or do you now have any of the following (check appropriate box):

<input type="checkbox"/> Shortness of breath	<input type="checkbox"/> Mumps	<input type="checkbox"/> Scarlet fever	<input type="checkbox"/> Head injury
<input type="checkbox"/> Recurrent back pain	<input type="checkbox"/> Jaundice	<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Rheumatic fever
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Diabetes Mellitus	<input type="checkbox"/> Chronic cough	<input type="checkbox"/> Bleeding/Hemophilia
<input type="checkbox"/> Hay fever	<input type="checkbox"/> Asthma	<input type="checkbox"/> Epilepsy or convulsions	<input type="checkbox"/> Periods of unconsciousness
<input type="checkbox"/> Ear, nose or throat trouble	<input type="checkbox"/> Stomach, liver or intestinal trouble	<input type="checkbox"/> Paralysis or weakness	<input type="checkbox"/> Kidney stones or blood in urine
<input type="checkbox"/> Infectious mononucleosis	<input type="checkbox"/> High or low blood pressure		

Other, please specify: _____

Have you received treatment or counseling for emotional problems within 5 years? yes no
 (If yes, attach explanation.)

Do you know any reason why you should not participate in physical activities? yes no
 (If yes, attach explanation.)

Have you ever been rejected or discharged from the military because of physical, emotional or other reasons?
 yes no

Have you ever had an allergic reaction to the following (check only appropriate boxes, if any):
 Penicillin Sulfas Eggs or chicken Other, please specify: _____

Have you ever had an operation such as the following (check only appropriate boxes, if any):
 Hemia Appendectomy Tonsillectomy Other, please specify: _____

Do you take any medication on a regular basis prescribed by your physician? yes no (If yes, list below:)

OVER, PLEASE

MEDICAL HISTORY QUESTIONNAIRE
Page Two

REQUIRED TESTS OF IMMUNIZATIONS*

1. Tuberculin Skin Test. Required within 1 year of registration at ABAC. If positive, a chest x-ray is required also.
Date of last test: _____ Results: positive negative
If positive, date of chest x-ray: _____ Results: positive negative
2. Diphtheria and Tetanus. Booster required within last 10 years. yes no Date of last booster: _____
3. Polio. Adequate oral protection required. yes no

PERMISSION FOR DIAGNOSTIC AND TREATMENT PROCEDURES

If you are under 18 years of age, you as well as your parents or guardians must sign below in the space designated. If you are 18 years or older, your signature alone will suffice.

I hereby authorize the physician of the ABAC Health Center, his agents or consultants, to perform diagnostic and treatment procedures on the student named below, which may become necessary while he or she is a student at ABAC. I waive all claim to prior notification. If, in the judgment of the professional staff, the student's parents or guardians should be notified, this will be done. Certainly, in all serious matters, the parents, guardians, or spouse will be consulted.

Signatures

Student _____ Date _____
Parent/Guardian 1. _____ Date _____
2. _____ Date _____

PERSONS TO NOTIFY IN EMERGENCY SITUATION

List below two relatives or other persons who may be notified in the event of an emergency situation.

1. Name _____ Relationship _____
Address _____ Telephone () _____
2. Name _____ Relationship _____
Address _____ Telephone () _____

If there is additional information which is pertinent to your medical history, please attach such information to this form.

Mail or deliver this form to the Office of Admissions, Abraham Baldwin Agricultural College, ABAC Station, Tifton, GA 31793.
This form must be submitted prior to initial enrollment.