



## **STUDENT AFFAIRS AND SERVICES**

Dr. Kurt J. Keppler  
Vice President for Student Affairs

The Division of Student Affairs is charged with responsibility for student life outside the classroom and includes a number of areas: office of the Dean of Students, cooperative education, counseling, alcohol and other drug education, judicial affairs, financial aid, housing, health services, Access Office for Students with Disabilities, orientation, student employment, career services, Greek life, event services, campus recreation, student organizations, student publications, student government, the University Union, University Center, student life, and testing. It is the division's philosophy that students' non-academic experiences are important to both their formal education and their personal development.

The Vice President for Student Affairs coordinates the activities within the Division of Student Affairs. His office is available to serve the needs of students as well as parents, alumni, faculty, and staff with student concerns. The Office of the Vice President for Student Affairs is located in 1150 Nevins Hall. Telephone: 229-333-5359. Valdosta State University is committed to the idea that total education involves more than academic pursuit. More information is available at <[www.valdosta.edu/studentaffairs/](http://www.valdosta.edu/studentaffairs/)>.

### **OFFICE OF THE DEAN OF STUDENTS**

The Office of the Dean of Students is dedicated to student development both inside and outside the classroom. The departmental goal is to provide quality programs, services and facilities that will enhance the educational and personal experiences of the VSU students. The office is located on the first floor of the University Union.

The Dean of Students is responsible for the following departments within the Division of Student Affairs: Campus Recreation, Event Services, Judicial Affairs, Orientation and Leadership Development, and Student Life. Campus recreation provides year-round leisure opportunities and opened the new Student Recreation Center in the fall of 2002. All campus facilities that are not associated with academic classes are scheduled by Events Services. Judicial Affairs processes all student disciplinary issues and Code of Conduct violations. Orientation coordinates programs and services for all incoming first year students and transfer students. Leadership Development offers students a wide variety of opportunities to get involved as a campus leader through programs such as "Emerging, Existing, and Experienced Leaders" (EEE). Student Life provides campus-wide programs and activities such as Homecoming, Volunteer Services, and the Happening. Within the Office of Student Life is Greek Life, which is responsible for the supervision of 22 nationally recognized fraternities and sororities.

## **ACCESS OFFICE FOR STUDENTS WITH DISABILITIES**

The Access Office is responsible for coordination of services for students with disabilities. The primary objectives are to provide reasonable accommodations and assure that campus programs and activities are accessible to students with disabilities. Some of the services available to meet the needs of students include classroom and testing accommodations, textbooks in alternate formats, instruction in learning strategies, access to adaptive technology, and referral to other services.

Eligibility for provision of services requires students to provide current documentation of a disability that meets criteria established by the University System of Georgia Board of Regents. All of the services are provided at no charge. For more information, contact the Access Office, 1115 Nevins Hall. Telephone 229-245-2498 (voice), 229- 219-1348 (TTY).

## **CAREER SERVICES**

Valdosta State University understands the special needs that university students have in determining their career goals. The Career Services Office is available to assist VSU students in choosing their major programs of study and career objectives and in obtaining satisfactory employment upon graduation.

Individual career counseling is available for students who wish to explore how their abilities, values, and interests match particular career fields. Also, group workshops and seminars on career-related topics are offered each semester.

Students may utilize the varied resources that are in the Career Library: printed career materials, audio and video tape descriptions of occupational opportunities, and computer-assisted career exploration programs.

Various career-oriented workshops are offered each semester. Job vacancy listings of interest to seniors and graduate students are posted. On-campus interviews are scheduled with employers interested in interviewing students and alumni for professional employment. Seniors are encouraged to register with the office the first semester of their senior year so that the office can best assist in their employment search.

The Career Services Office is located on the second floor of Powell Hall-West. Telephone 229-333-5942 or 229-333-5414. <[www.valdosta.edu/career](http://www.valdosta.edu/career)>.

## **COOPERATIVE EDUCATION**

Valdosta State University offers students the opportunity to integrate their classroom instruction with practical work experience as part of their academic program. The Cooperative Education Office works with local, state, and national agencies and employers to give students an opportunity to complement their academic and vocational interests and to gain valuable experience in their chosen fields prior to graduation while also earning an income for their educational expenses. Students also develop professional work habits and can make valuable career contacts.

The co-op program is offered as an option for students. In order to be eligible, students must have completed a minimum of 12 semester hours and be in good academic standing. A minimum GPA of 2.0 is required. Students may work on a full-time basis during alternate semesters, a part-time continuous basis, or during a one- or two-semester internship. Opportunities exist to earn academic credit as part of the co-op program.

Interested students are encouraged to apply as early as possible in their university career to enhance the prospects of placement in the best possible position. The Co-op Office is located in Powell Hall West, first floor. Telephone 229-333-7172. The Web site is <<http://coop.valdosta.edu>>.

## **COUNSELING CENTER**

In an effort to enhance personal growth and development, the Counseling Center offers a variety of services to all students, prospective students, staff, and faculty at VSU free of charge. Professionally trained counselors are available to assist with personal, social, or educational concerns. The Counseling Center offers an atmosphere in which individuals may discuss their problems with the assurance that all counseling information will remain confidential.

Individual counseling is available for those who wish to discuss and explore their thoughts, feelings, behaviors, and lifestyles. In addition, group counseling provides an opportunity for individuals to grow in their communication, social, and interpersonal skills with others who have similar goals and interests. The Center also provides consultation to staff and faculty in addition to offering outreach programs to various target groups on campus, in residence halls, and in the community.

The Counseling Center is accredited by the International Association of Counseling Services, Inc. It is located in Powell Hall East, and appointments may be made in person or by calling 229-333-5940. When necessary, referrals will be made on campus or in the community so that all available resources are utilized.

## **OFFICE OF ALCOHOL AND OTHER DRUG EDUCATION**

The Office of Alcohol and Other Drug Education began in the Fall of 1996. VSU acknowledges the fact that alcohol and other drugs can have a significant impact on the university community. We are taking a proactive stance in educating students on issues related to alcohol misuse and drug use, preventing students from developing substance abuse problems, and providing referrals for those who become chemically dependent. Through a variety of services, the Office of AOD Education is helping VSU affirm itself as an institution that provides a safe and healthy environment for students to receive a quality education. The following services are available:

**Assessment and Referral.** If you have a problem with alcohol or other drugs, you can obtain an assessment, at no cost, to determine the extent of the substance abuse problem. Upon completion of the assessment, a referral to an appropriate agency will be made. It is up to the individual to follow through on the referral. All phases of this process are voluntary. The Office of Alcohol and Other Drug Education is located in Powell Hall East, second floor. The telephone number is 229 259-5111, and the Web site is <[www.valdosta.edu/aode](http://www.valdosta.edu/aode)>.

## **OFFICE OF TESTING**

Numerous standardized tests are administered by the Office of Testing to assist students with their testing requirements. The Valdosta State University Office of Testing is responsible for administering many tests given in specific areas: to entering students for the purpose of admission and placement, to undergraduate students for proficiency,

to teacher education majors for certification, and to graduate students for admission to specialized programs. Testing programs designed for students to earn college credit hours by examinations are also available. As a designated national test center, the Testing Office administers testing programs for the Educational Testing Service, The Psychological Corporation, the Law School Admissions Council, The American College Testing Program, the Association of American Medical Colleges, the State of Georgia, and the University System of Georgia, as well as for other educational and governmental agencies.

The yearly testing calendar offers 20 testing programs with many general and specialized components. Beyond the regular group testing dates, individual test administrations are also given on a weekly or monthly basis. All tests are administered by the paper-and-pencil method except the CLEP and COMPASS, which are computerized.

Prospective registrants should check with the appropriate offices at VSU to determine the required tests needed for admission to a specific discipline and the deadline for test score submission.

The Office of Testing is located in Powell Hall-West, First Floor. Telephone 229-245-3878 or <[www.valdosta.edu/testing](http://www.valdosta.edu/testing)>.

Some tests available to entering students are the Scholastic Assessment Test (SAT I & II), American College Testing Program (ACT), and Computer-Adaptive Placement Assessment and Support System (COMPASS). Other tests for undergraduates include the Regents' Testing Program (RTP), the Professional Assessments for Beginning Teachers Series (PRAXIS), the College Level Examination Program (CLEP), eCore testing, and the Independent Study Program (ISE). Some tests, required for graduate admissions include the Graduate Record Examinations-Subject Area Only (GRE), the Miller Analogies Test (MAT), the Law School Admission Test (LSAT), the Medical College Admission Test (MCAT), and the Pharmacy College Admission Test (PCAT). Credentialing exams such as the American Nurses Credentialing Center (ANCC) examinations are available.

Assessment and certification examination are also administered for other educational and governmental institutions. Applications are available for the following testing programs: Graduate Management Admission Test (GMAT) and Test of English as a Foreign Language (TOEFL).

## **VETERANS AFFAIRS**

The Veterans Affairs Office is part of the Office Financial Aid. A full-time counselor assists all veterans in completing applications for benefits, making adjustments in payments, providing tutorial assistance, updating enrollment certifications, and with other services to assist veterans with their education. Veterans enrolled in physical education courses can be certified to the Veterans Administration for VA benefits when the courses will be credited toward the completion of their approved educational program. It must be documented that credit cannot be granted for the courses based upon prior military training or experience. Veterans should refer any problems to the Veterans Office for assistance. Telephone 229-333-5935.

## **JUDICIAL AFFAIRS**

The primary responsibility of the Judicial Affairs Office (JAO) is to oversee and conduct the student disciplinary process on campus. JAO deals mostly with individual violators but is also called on to assist with groups that violate the Code of Conduct. JAO is located on the first floor of the University Union in the Office of the Dean of Students. JAO assists students, staff, and faculty in the determination of the appropriate response needed relative to alleged violations of the Student Handbook's Student Code of Conduct. JAO's primary mission is to get students back on track regarding the completion of their degree program. For more in-depth JAO information, please call 229-333-5941 or visit JAO's webpage at <http://www.valdosta.edu/judicial/>.

## **HEALTH SERVICE**

The objective of the Student Health Service is to maintain a state of optimum health, both physical and emotional, among the student body and to educate each student to proper attitudes and habits regarding personal and community health.

The Farber Health Center provides routine health care, along with some emergency care, for all students who have satisfied the health fee requirement. Health care is provided by a physician, a nurse practitioner, a pharmacist, a medical technologist, registered nurses, and office staff. Farber Health Center is located north of Palms Dining Hall on North Oak Street. A VSU ID card is required. Although the Farber Health Center is equipped to handle most illnesses, major illnesses and surgical treatment usually require the student to be returned home or, in the case of an emergency, to be taken to South Georgia Medical Center, located a few blocks from the campus. Medical care outside of the Health center will be at the student's expenses.

It is necessary for all students to complete a medical history and immunization questionnaire. These health forms become a part of Farber Health Center records. Any other pertinent information should be furnished by the student's family physician.

All new students are required to provide evidence of inoculation for mumps, measles, and rubella. The Health Center recommends these additional inoculations prior to enrollment: diphtheria/tetanus, influenza, meningitis and chicken pox. To find out more about Farber Student Health Center visit <http://services.valdosta.edu/health.html>.

## **REGULATIONS**

### **General Expectations**

Inasmuch as Valdosta State University is an institution committed to the quest for knowledge, truth, and wisdom, all students are expected:

- to examine critically and otherwise to evaluate themselves, their knowledge, and their society;
- to commit themselves to genuine enlightenment rather than to inflexible adherence to limited knowledge;
- to respect the regulation and order of the university community, which must exist for real learning to take place;
- to respect and obey the laws of the State of Georgia and the United States;

to respect and obey the Code of Ethics as set forth by the Student Government Association in the University Handbook;  
to assume full responsibility for their individual and collective actions;  
to participate seriously and purposefully in campus life as both student and person;  
to make mistakes because they are “students,” but to profit from these mistakes by maturing eventually into fully-participating, responsible, educated leaders in whatever careers they select.

## **DRUGS**

Valdosta State University, as a regional university within the University System of Georgia and recipient of federal funds, supports and complies with the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989, and the Drug Free Postsecondary Education Act of 1990.

Faculty, staff, and students of Valdosta State University are advised that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited, and violations of this policy will result in appropriate disciplinary action, to include suspension or termination.

Faculty, staff, and students are expected to adhere to the policies of the institution, observe the basic rules of good conduct, and observe all local, state, and federal regulations relative to illegal drugs and alcohol. Violations of such regulations, including misdemeanor or felony convictions during the course of one’s employment or enrollment, will result in appropriate disciplinary action.

This policy is subject to modifications, and said changes will be publicized. Questions regarding this matter may be directed to the Office of Personnel or the Office of the Vice President for Student Affairs.

## **STUDENT DISSENT**

Valdosta State University will not permit any demonstrations or protests which would disrupt any academic or regularly scheduled non-academic pursuits. Dissent which is voiced in a constructive way and is manifested in an orderly and peaceful manner is acceptable. Threats, demands, and coercion are not acceptable. All students affiliated with Valdosta State University are expected to abide by the Student Code of Ethics.



## **AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act, Public Law 101-336, extends the prohibition against discrimination on the basis of disability in Section 504 to all programs, activities, and services provided or made available by state and local governments, regardless of whether those entities receive federal financial assistance. Section 504 of the Rehabilitation Act of 1973 states that no otherwise qualified disabled individual can be denied access to or participation in any federally funded activity or program solely on the basis of disability.

### **Equal Opportunity Statement**

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or handicap of the individual. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973.

### **Equal Opportunity Programs and Multicultural Affairs**

Students who feel they have been discriminated against on the basis of their sex, race, religion, color, national origin or handicap, should contact the Office of Equal Opportunity Programs and Multicultural Affairs. Through the use of due process procedures appropriate action will be taken to address instances of discrimination and sexual harassment. For more information, contact the Office of Equal Opportunity Programs/Multicultural Affairs Office, 1208 North Patterson Street. Telephone 229-333-5463.