Teresa Williams

ABAC Abraham Baldwin Agricultural College

A Unit of the University System of Georgia

CATALOG 1984-85



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ABAC STATION
Tifton, GA 31793-4401

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Chairperson, Division of Business Administration	Harold J. Loyd	386-3245
Chairperson, Department of Health, Physical Education, and Recreation	Wayne Cooper	386-3272
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Chairperson, Division of Science, Mathematics and Nursing	George W. Powell	386-3260
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Chairperson, Division of Developmental Studies	William T. Wheeler	386-3488
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Director of Residence Life	Dianne D. Cowart	386-3233
Assistant Dean of Student Affairs	Henry A. Miller	386-3233
Director of Counseling and Testing	Rosemary Johnson	386-3233

BULLETIN

ABRAHAM BALDWIN AGRICULTURAL COLLEGE

A UNIT OF THE UNIVERSITY
SYSTEM OF GEORGIA
ABAC STATION
TIFTON, GEORGIA

Volume L, No. 1 July 1, 1984

A comprehensive coeducational college
ABAC 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. ABAC has designated the Dean of Student Personnel Services and the Personnel 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, or national origin.

STUDENT RESPONSIBILITY

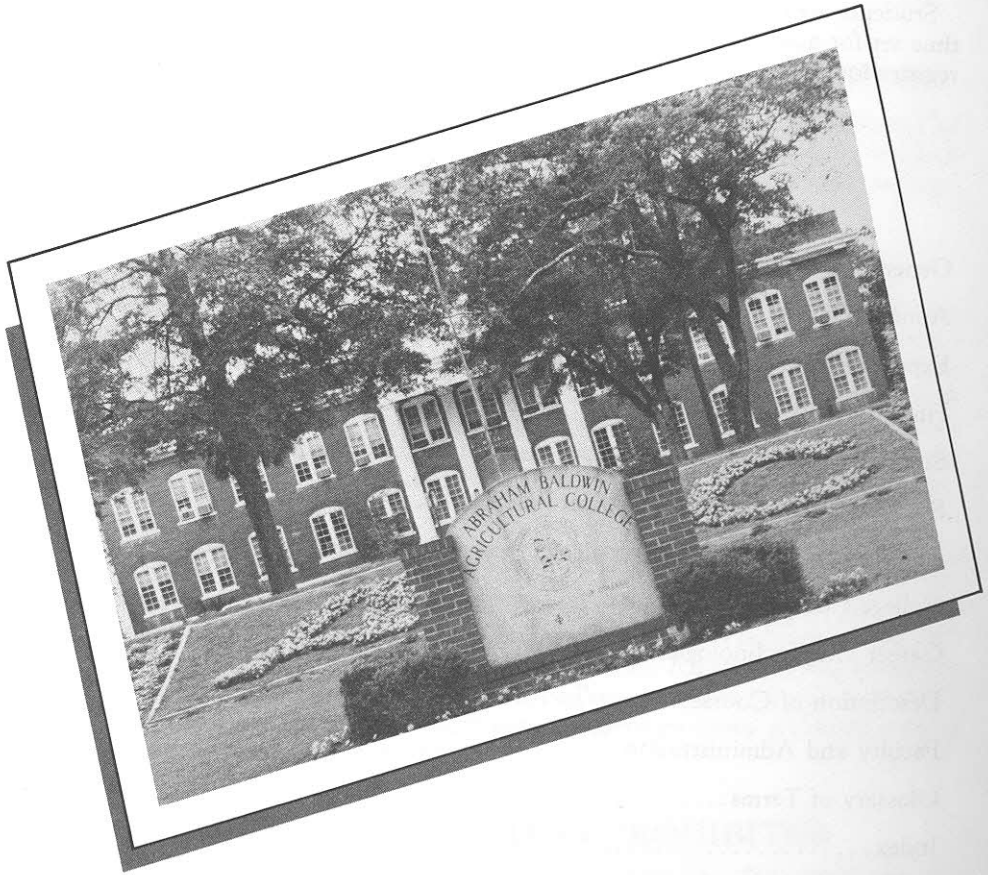
It is the responsibility of the students to read this catalog, official announcements, official bulletin boards, the Student's Handbook, and otherwise to inform himself completely in regard to his program of studies, credits, degree requirements, quality points, and other facts relating to life at the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



1984 CALENDAR

JANUARY

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1985 CALENDAR

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DECEMBER

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CALENDAR

SUMMER QUARTER 1984

May 31	Last day for filing application for admission
June 17-18	New student orientation
June 19	Registration
June 20	Classes begin
June 21	Last day for late registration
June 21	Last day for change of schedule
July 4	Independence Day Holiday
July 19	Withdrawal without penalty deadline (noon)
July 25	Mid-quarter reports due
August 20	Classes end
August 21-22	Final examinations
August 23	Grades due in the Registrar's Office

FALL QUARTER 1984

August 30	Last day for filing application for admission
September 12	New faculty members report
September 13-14	Fall Preview and Planning Conference
September 16-17	Final new student orientation
September 18	Registration for orientation students
September 19	Registration for all other students
September 20	Classes begin
September 21	Last day for late registration
September 24	Last day for change of schedule
October 24	Withdrawal without penalty deadline (noon)
October 30	Mid-quarter reports due
November 22-23	Thanksgiving Holidays
December 3	Classes end
December 4-6	Final examinations
December 7	Grades due in the Registrar's Office

WINTER QUARTER 1985

December 14	Last day for filing application for admission
January 2-3	New student orientation
January 3	Registration
January 4	Classes begin
January 7	Last day for late registration
January 8	Last day for change of schedule
February 6	Withdrawal without penalty deadline (noon)
February 12	Mid-quarter reports due
March 11	Classes end
March 12-14	Final examination
March 15	Grades due in the Registrar's Office

SPRING QUARTER 1985

March 6	Last day for filing application for admission
March 24-25	New student orientation
March 26	Registration
March 27	Classes begin
March 28	Last day for late registration
March 29	Last day for change of schedule
April 29	Withdrawal without penalty deadline (noon)
May 3	Mid-quarter reports due
May 30	Classes end
June 3-5	Final examinations
June 6	Grades due in the Registrar's Office
June 8	Graduation

SUMMER QUARTER 1985

May 30	Last day for filing application for admission
June 16-17	New student orientation
June 18	Registration
June 19	Classes begin
June 20	Last day for late registration
June 20	Last day for change of schedule
July 4	Independence Day holiday
July 18	Withdrawal without penalty deadline
July 24	Mid-quarter reports due
August 16	Classes end
August 19-20	Final examinations
August 21	Grades due in the Registrar's Office

FALL QUARTER 1985 (862)

August 30	Last day for filing application for admission
September 11	New faculty members report
September 12-13	Fall Preview and Planning Conference
September 16-17	New student orientation
September 18	Registration
September 19	Classes begin
September 20	Last day for late registration
September 23	Last day for change of schedule
October 24	Withdrawal without penalty deadline (noon)
October 30	Mid-quarter reports due
November 28-29	Thanksgiving holidays
December 3	Classes end
December 4-6	Final examinations
December 9	Grades due in the Registrar's Office

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 2,182 students enrolled in the fall quarter of 1983. 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 Agricultural College 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 Agricultural College is founded upon these beliefs and accepts as its unique responsibility the following statement of purpose:

Abraham Baldwin Agricultural College, a unit of the University System of Georgia, is a comprehensive, coeducational two-year college with a unique record of service. Its purpose is to meet the educational, vocational, intellectual, physical, and cultural needs of its students through a broadly based curriculum. The College is proud of its tradition of service to Georgia as the only community college offering courses in agriculture, forestry, and home economics. While the College continues to serve this function as its primary emphasis, the changing character of rural society has led the College to broaden its base through a full range of academic and career programs.

The College, a residential institution, draws its students from many areas of the country and abroad, while at the same time it serves the functions of a community college.

In all its programs, the College seeks to encourage academic excellence, to promote critical thinking, to develop appropriate skills, to instill in students an appreciation for their cultural heritage, to help students understand their roles as citizens, and to respond to the needs of society.

Abraham Baldwin Agricultural College is based solidly on the assumption that learning is a continuous process, and it carries out its purpose through 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 retain or upgrade their skills. The College also maintains a commitment to provide for these students a substantial base in general education, believing that the College has an obligation to provide more than skills training.
3. Developmental Programs. Recognizing 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 needing 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, and evening courses. The College has long been a leader in continuing education and possesses unusual opportunities for community service through its connections with the Rural Development Center and the Georgia Coastal Plain 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 ABAC 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, ABAC 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, ABAC's short course program has served more than 200,000 people.

Non-Credit Courses—ABAC'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 floral arrangement to guitar, from scuba diving to gourmet cooking, and from powder-puff mechanics 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 ABAC campus. It represents another aspect of the College's commitment to continual learning and public service by seeking to broaden the cultural perspective 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 Agricultural College 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 Agricultural College 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 ABAC 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, Home Economics, and Forestry and helps provide work experience for students in the areas of game and forest management.

ABAC ALUMNI ASSOCIATION

Graduates and other former students of the College have banded themselves together into an active alumni association. The purpose of the Association is to promote the welfare of the College and its alumni by stimulating the interest

of its members in the College and in each other. The annual meeting, held during homecoming each year on the campus, continues to grow in numbers and enthusiasm.

ABAC FOUNDATION

During the year 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 close identification with the College, the name of the association was changed to ABAC 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 ABAC Foundation are tax deductible.

LOCATION OF THE COLLEGE

Abraham Baldwin Agricultural College, known to its many friends and alumni throughout Georgia and the Southeast as ABAC, 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. ABAC 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 about 60,000 volumes and over 400 periodical titles. Students have direct access to the book collection, and two large reading rooms provide individual and group study tables, which seat more than 200 students. 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, which occupies 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.

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, Home Economics, and Forestry.

GAINES HALL — This building houses the Office of Public Relations, Office of Development, and the ABAC Alumni Association.

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.

GRIFFIN RURAL LIFE BUILDING — Reading labs for the Division of Developmental Studies and office space for the reading faculty, the Coastal Plain Regional Library, the Tifton Film Library, and the state vocational home economics and agricultural supervisors are located in this building.

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, is used for agricultural classes and also houses several faculty offices.

MOORE BUILDING — This structure houses the Nurse Education Program and contains both small and large group classroom areas, an audio-tutorial 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).

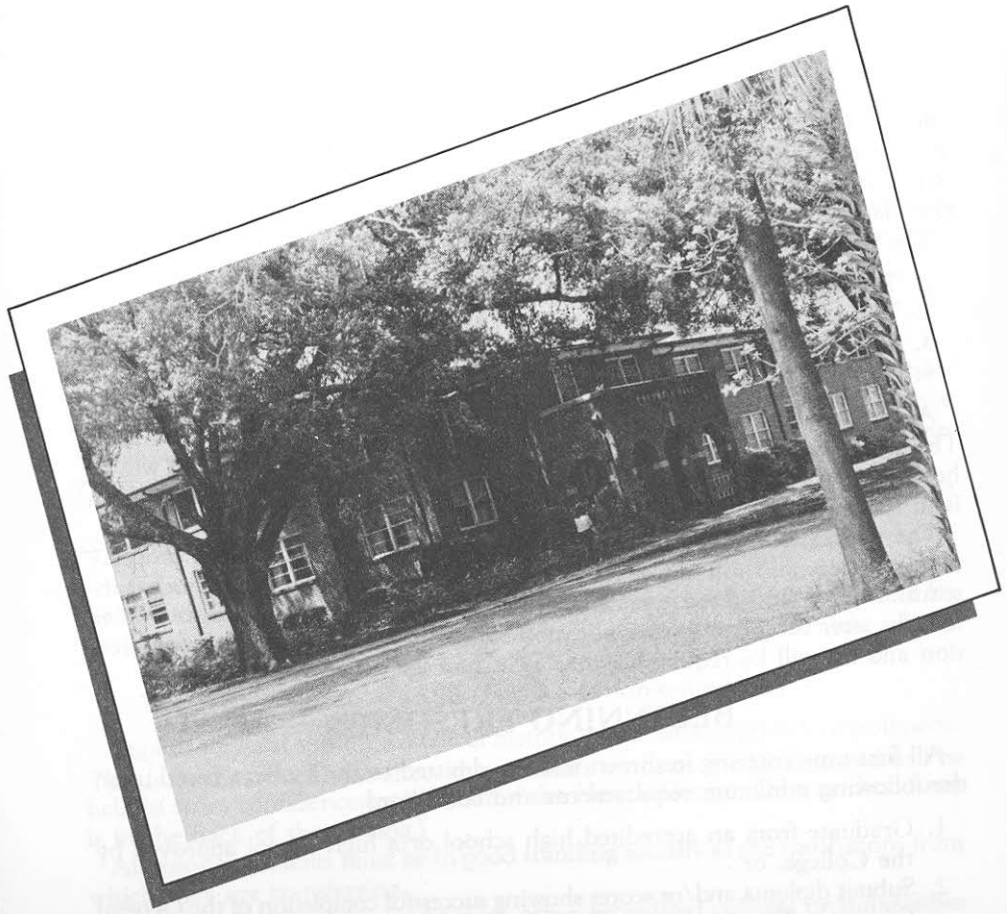
STUDENT CENTER — Located directly behind Tift Hall, the Student Center contains the administrative offices of Student Personnel Services and the student offices of the Student Government Association, Student Union, Student Judicial Council, and the Student Communications Media. The building also houses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

TIFT HALL-ADMINISTRATION — This building houses the administrative offices of the President, Academic Dean, Registrar, and Comptroller, as well as the Arts Experiment Station, the Television Studio, and the Division of Developmental Studies.

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 Safety and Security.

ADMISSIONS



GENERAL POLICIES AND PROCEDURES

The Admissions Office, located on the second floor of the Student Center, 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 Agricultural College 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).
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 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 score of 250 or a mathematical score of 280 or a high school average of 1.8).

All beginning freshmen 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) or the Veterinary Technology 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 these two programs; however, admission to the College does not in any way guarantee formal admission to either program.

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 Agricultural College 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 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 standing socially 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.

TRANSIENT STUDENTS

A transient student is one who is regularly enrolled at another institution but who seeks temporary registration at Abraham Baldwin Agricultural College 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 good standing from the dean or 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 the application form in the back of this catalog and paying all fees. The Scholastic Aptitude Test will not be required. 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 Agricultural College. 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 better.
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.
7. Achieve the minimum scores (or better) on the ABAC administered Basic Skills Examination for placement in college credit courses.

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 ABAC 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.

In addition to regular college courses, high school seniors may also take Developmental Studies Division courses. The student must have a high school average of 2.0 to take these courses but may enroll only if space is available. Developmental courses do not carry transfer credit but are useful in preparing for regular college-level courses.

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).
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.
6. Achieve the minimum scores (or better) on the ABAC placement tests for placement in college credit courses.

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 ABAC 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 ABAC 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:

1. An official English translation must accompany the transcript.
2. The applicant must deposit with the Comptroller $1,300.00* 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.

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

   b. Prior to registration all admitted students will take the Basic Skills Examination (BSE) 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 ABAC.
   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.
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 have a Social Security number.
9. The applicant is required to submit Scholastic Aptitude Test scores prior to or during his or her first quarter of enrollment.

PROVISIONAL ADMISSION

If for some good reason an applicant cannot meet all requirements for admis-

sion prior to the given deadline, he may be admitted by the Director of Admissions for one quarter on a provisional basis. Students accepted in this manner must complete all requirements for admission during the quarter and change their status to that of a regular student before any grades or credits can be released and before they can register for any subsequent quarter.

Applicants who have a minimum of eight years of post high school experience and who have not previously attended college may be admitted provisionally for thirty quarter hours without Scholastic Aptitude Test (SAT) scores. Students maintaining a 2.0 average may continue their enrollment as regular students. Students admitted in this provisional category are subject to standard diagnostic tests and remedial instruction if necessary. Degree seeking students, in this classification, who need remedial coursework will be required to complete such developmental coursework by the time they have completed thirty quarter hours credit.

IRREGULAR STUDENTS

An applicant with no degree objective may be admitted as an irregular student. Irregular students will be required to submit the application, together with a non-refundable application fee of $5.00. No student will be allowed to enroll for more than 15 quarter hours under this classification.

DIVISION OF DEVELOPMENTAL STUDIES

A beginning freshman whose high school grades and Scholastic Aptitude Test 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 ABAC 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.

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 fee schedules for each. Below is a schedule of costs by quarter.

Matriculation Fee (tuition):

Georgia Resident, Full-time	$215.00	
Georgia Resident, Part-time	$ 18.00	per quarter hour
Non-Resident, Full-time	$646.00	(includes $431.00 non-resident tuition)
Non-Resident, Part-time	$ 55.00	per quarter hour
Off-Campus Classes, Ga Resident	$ 24.00	per quarter hour
Off-Campus Classes, Non-Resident	$ 61.00	per quarter hour
*Student Activity Fee	$ 28.00	
*Clinical Fee	$ 25.00	

*Note: Students taking 5 or fewer hours are not required to pay the student activity 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 four 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.

Lewis Hall, Comer Hall		
7 day 3 meal plan	$525.00	per quarter
5 day 3 meal plan	$470.00	per quarter
7 day 2 meal plan	$445.00	per quarter
5 day 2 meal plan	$395.00	per quarter
Branch Hall, Chandler Hall, Creswell Hall, Mitchell Hall		
7 day 3 meal plan	$570.00	per quarter
5 day 3 meal plan	$515.00	per quarter
7 day 2 meal plan	$490.00	per quarter
5 day 2 meal plan	$440.00	per quarter
Fulwood Hall		
7 day 3 meal plan	$610.00	per quarter
5 day 3 meal plan	$555.00	per quarter
7 day 2 meal plan	$530.00	per quarter
5 day 2 meal plan	$480.00	per quarter
Weltner Hall, Private Rooms		
7 day 3 meal plan	$655.00	per quarter
5 day 3 meal plan	$600.00	per quarter
7 day 2 meal plan	$575.00	per quarter
5 day 2 meal plan	$525.00	per quarter

The estimated cost for books and supplies is $75.00 - $100.00 per quarter.

A student who formally withdraws from the College within four weeks following the registration 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.

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' REQUIREMENTS FOR RESIDENT STATUS

Students/applicants who are classified by Abraham Baldwin Agricultural College as non-residents but who later claim to qualify as legal residents must file a "Petition for Georgia Residence Classification" form with the Registrar. A student's residence status is not changed automatically, and the burden of proof that the student qualified as a legal resident under the regulations of the board of Regents of the University System of Georgia rests with the student.

1. (a) If a person is 18 years of age or older, he or she may register as a resident 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 person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee 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 a resident 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. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.
4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
5. Full-time teachers in the public schools of Georgia and their dependent

children may enroll as students in the University System institutions on the payment of resident fees.

6. All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
7. International students who attend institutions of the University System under financial sponsorship of civic or religious groups located in this State, may be enrolled upon the payment of resident fees, provided the number of such international students in any one institution does not exceed the quota approved by the board of Regents for that institution.
8. If the parents or legal guardian of a minor change 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 resident fees. After the expiration of the twelve month period the student may continue his registration only upon the payment of fees at the non-resident rate.
9. In the event that a legal resident of Georgia is appointed as a guardian of a non-resident minor, such minor will not be permitted to register as a resident until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fees.
10. 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, shall be entitled to enroll in University System institutions on payment of resident fees. This arrangement shall apply to those Consular Officers whose nations operate on the principle of educational reciprocity with the United States.
11. Military personnel, and their dependents, stationed in Georgia and on active duty, except military personnel assigned to System institutions for educational purposes, shall pay the same fees assessed residents of Georgia.
12. A non-resident student who is 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, shall pay the same fees assessed residents of Georgia; provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration.

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 $75.00 charge per quarter for air conditioned rooms and $50.00 charge per quarter for non air conditioned rooms 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 $25.00 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 in 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 $6.00 covers the cost of the diploma. A "one-tripper" cap and gown may be purchased at a charge of $12.00. 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.

ROOM RESERVATION/DAMAGE DEPOSIT

To secure housing at ABAC, all students who plan to live in a residence hall must submit a room reservation/damage of $50.00 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 by deadlines stated in the terms of agreement. 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 Housing Coordinator before August 1 for fall quarter and at least twenty days before the beginning of other quarters. 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 twenty day limit. Withdrawal from the residence hall during a quarter is not reason for a refund 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 stu-

dent'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.

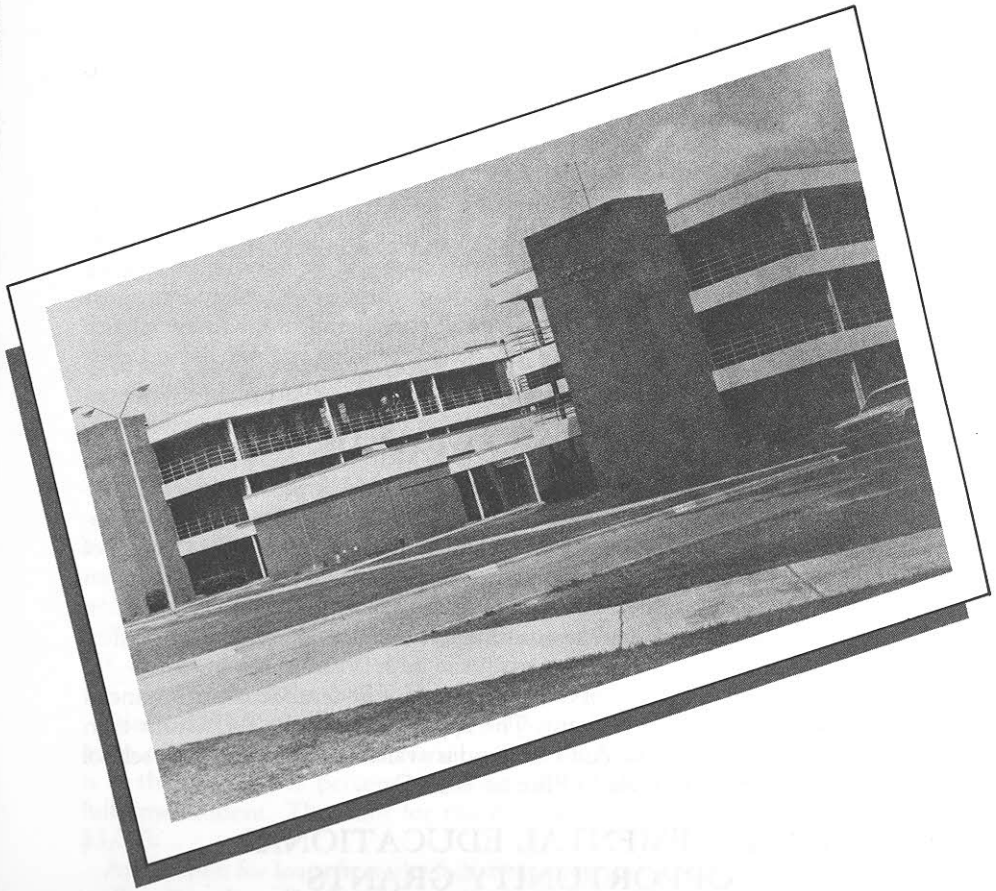
Students are also responsible for any damage they cause to other College property.

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 Agricultural College 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. Also, the Financial Aid Office has implemented a Standards of Academic Progress. More information pertaining to these requirements may be obtained from the Financial Aid Office at ABAC.

Applicants for financial aid are requested to have the results from the Financial Aid Forms in the ABAC Financial Aid Office by June 1, 1985, for Fall Quarter 1985. Applications received after this date will be considered as long as funds are available in the order of the date of completion. A student must be enrolled for at least 12 hours to receive full consideration for financial aid.

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

PELL (BASIC) GRANTS

This program is part of Federal Student Financial Aid. It provides for the payment of Pell Grant awards to students attending ABAC and other eligible institutions of higher learning. The Pell Grant is intended to be the "floor" of a student's total financial aid package. Other sources of federal aid may be given in addition to the Pell Grant. The amount of the expected family contribution is determined by a family contributions 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 in combination with the Financial Aid Form and is available either from high school counselors or the Financial Aid Office at ABAC.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

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. To be eligible, the student must also show academic or creative promise.

Eligible students who are accepted for enrollment on a full-time basis or who

are currently enrolled in good 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 ABAC's Institutional Application for Financial Aid, the FAF, and submitting both to the ABAC Financial Aid Office.

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 Agricultural College, Box 23, Tifton, GA 31793-4401.

State Direct Nursing Loan Programs: $1,200 loan assistance repayable by service available to nursing students.

Federal Nursing Loan: Up to $1,500 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 $2500 per academic year. The student will complete a guaranteed needs test which must accompany the guaranteed loan application. To be eligible for a loan, students from families with an adjusted gross income in excess of $30,000 will be required to demonstrate financial need in order to qualify. No payments are due until six months after termination of formal education.

General Student Loan Fund: Available to all students.

National Direct Student 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 loan while student is full-time student. The limit for the first two years of undergraduate study is $3,000.

Application for loans from the following funds should be directed to the Comptroller, Abraham Baldwin Agricultural 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 our country.

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, 1708 Wynnton Road, Columbus, Georgia. 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 Agricultural 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, or must be accepted for enrollment as a full-time student at the College.

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 ABAC, show financial need, and make satisfactory academic progress. Application is made by filling out ABAC'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 ABAC for tuition, room, rent, etc.)
2. Pell Grants
3. Loans (NDSL, Nursing Loan)
4. ABAC 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 ABAC 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.

SOCIAL SECURITY BENEFITS

Social Security educational benefits may be available to those students declared eligible by the Social Security Administration. Information concerning eligibility and application procedures may be obtained from the nearest Social Security Office.

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. The personnel in the office assist eligible students and prospective students to make application for and receive Veterans Educational Benefits. All Veterans and their dependents, 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 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 scholarship after withdrawal must be initiated by the student. Any deviation from this regulation requires written approval from the academic dean.

GENERAL

Atlanta Farmers Club Scholarship: Pays matriculation, clinical, and student activity fees for three quarters. Recipient must be a student who could not attend college without "outside" financial assistance, must major in Agriculture or Forestry, must have a 2.5 grade point average (GPA) from high school or college, and must earn a 2.5 or higher GPA each quarter in order to remain eligible. Qualified residents of Georgia will be given preference. 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 1.

The Britt Scholarships: Recipient(s) must be a student at ABAC who shows potential for success in their chosen academic field while also demonstrating a real need for financial assistance. The recipient must use the scholarship at ABAC 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 ABAC. 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 August 1.

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 August 1.

Agnes Davis Donaldson Scholarships: Each scholarship will cover matriculation, clinical, and student activity fees for three quarters at ABAC. The number of scholarships is dependent on the corpus earnings. The recipients must have attended ABAC 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 ABAC 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 16.

J. Clyde Driggers Memorial Scholarships: Six scholarships each year. Award is based primarily on scholarship.

Two scholarships ($1,000 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 August 1.

Two scholarships ($1,000 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 ABAC after the award.

Two scholarships ($1,000 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 16.

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 ABAC with a cumulative academic grade point average of 3.2 and plans to attend ABAC for three quarters the following year. Student must show evidence of leadership as demonstrated through extracurricular activities on the ABAC 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 16.

Larry W. (Buck) Wheeler Memorial Scholarship: An award of $1,000 awarded annually based primarily on scholarship. Recipient must be a rising sophomore who has attended ABAC at least two quarters, has a cumulative academic grade point average of 3.2 or higher and plans to complete the sophomore year at ABAC. 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 16.

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 ABAC. Closing date is four 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 Agricultural College. No closing date for application. Contact academic dean's office.

RESTRICTED TO CURRICULUM

ASSIST Scholarships: Matriculation, clinical, and student activity 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 1.

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 ABAC with a 2.0 or higher grade point average and plans to attend ABAC 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 16.

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 August 1. If application from a qualified person is not received by August 1, 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 ABAC. Student must have earned a 3.2 cumulative academic grade point average at ABAC; have attended ABAC two or more quarters; be a rising sophomore and attend ABAC 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 16.

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 ABAC's admissions office, and active participation in high school co-curricula activities which enhance leadership ability. Closing date — August 1. 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 ABAC. 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 16.

J. H. Dorminy Nursing Scholarships: Three scholarships, $1,000 each, awarded annually. Two scholarships are available to students entering the sophomore year in ABAC's nursing program who have a 3.0 or higher grade point average at ABAC. Closing date — April 16. One scholarship is available to an LPN entering the freshman class of ABAC'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 — August 1.

Federal Nursing Scholarship: Up to $1,500 per academic year may be awarded to full-time nursing students of exceptional financial need. Students receiving a scholarship must remain in good standing with the College. U.S. Citizenship required. Apply to the director of financial aid, Abraham Baldwin Agricultural College. Closing date for application — June 1.

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 ABAC; attended ABAC two or more quarters; be a rising sophomore; attend ABAC 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 16.

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 ABAC) with a 3.0 or higher grade point average and plans to attend ABAC for three additional quarters. Application forms may be obtained from the academic dean's office. Closing date for application — April 16.

GEOGRAPHICAL RESTRICTIONS

Louis Beard Nursing Scholarships: $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 EMC cooperative which covers portions of Berrien, Brooks, Colquitt, Cook, Lowndes, Tift and Worth counties. Students may be awarded scholarship one time only. Application forms may be obtained from the academic dean's office. Completed forms must be returned to the academic dean's office by August 1.

The 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. See application form for closing dates for each quarter. Completed forms must be returned to the academic dean's office.

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 high school counselor or the financial aid office at ABAC. Priority date for application is April 1.

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) scholastic ability, and (3) financial need. Apply to 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.

Farmers 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.

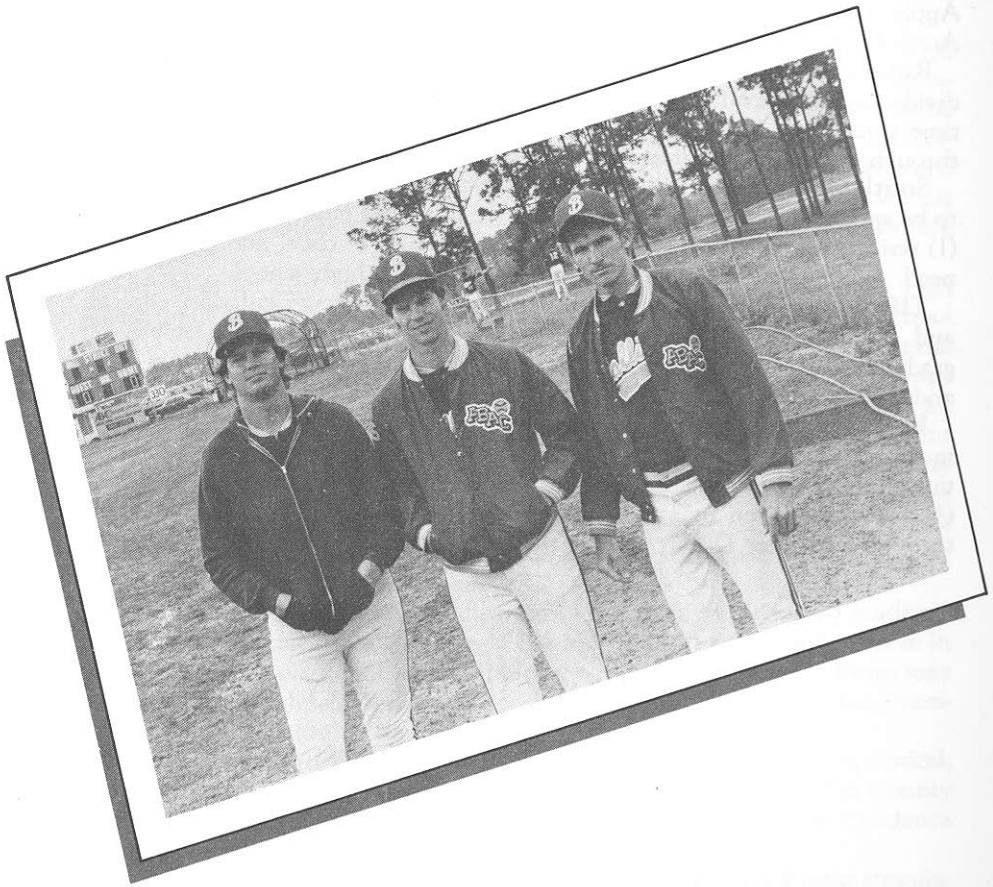
Rotary Club of Tifton Scholarships: Each scholarship pays $500 and is divided over three quarters. Qualifications: (1) resident of Tift County, (2) full-time student at ABAC, (3) scholastic ability, and (4) financial need. Apply through Guidance Department of the high school.

South Georgia Banking Company Scholarship: One $700 scholarship to be applied to tuition or other student 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 the high school.

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 three quarters. Qualifications: (1) full-time college student, (2) scholastic ability, (3) financial need, and (4) preference given to Tift County students, but others considered. Apply through Guidance Department of the high schools.

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) 386-3233.

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 a 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.

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 have a healthy student body. 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. 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.

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

Breakfast meals are served in the ABAC Snack Bar Monday through Friday.

STUDENT HOUSING

The Housing Office 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) 386-3233.

Approximately one-half of the student body 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 Housing Office 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 an ABAC residence hall, except those who are 1) married; 2) veterans of more than 365 consecutive days of active military duty; 3) living at home with parents or guardians. Other exceptions are made only if room is not available in a dormitory, 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 Housing Office 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 Housing office.

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 Housing Office 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.

VIOLATIONS

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 will also be informed of the charges against him and of his right to legal counsel. The Judiciary will hold a hearing and make its recommendation 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 receives the appropriate clearance. Under these circumstances, a student's ineligibility for readmission will become a part of his 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.
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> In recent years, a new and serious problem has appreared 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 or display of verbal or written obscenities involving indecent or disorderly conduct.
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> 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.
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> 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.
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> 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.
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> 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.
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> The Board reaffirms its belief that all segments of the academic com-

munity 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

ABAC 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, Ag Engineering, Alpha Beta Gamma, Baldwin Players, Band, BSU (Baptist Student Union), Chess Club, Circle K, Civitan Club, Compass Club, DECA (Distributive Education Clubs of America), FFA (Future Farmers of America), Forestry Wildlife, 4-H Club, Health, P.E., and Recreation Club, Home Economics Club, Mu Alpha Theta, Para-Vet, Pre-Vet Club, Phi Beta Lambda, Phi Theta Kappa, Rodeo Club, GANS-ABAC Chapter (Ga. Association of Nursing Students), Veterans Club, and Music Educators

National Conference (MENC). 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 ABAC'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 biannual literary magazine, ABAC's most recently established publication, 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 ABAC radio station, located at 107.5 on the FM dial, has studios located in the Student Center. The station began operation in January 1974 and broadcasts daily from 12:00 noon to midnight.

INTRAMURAL ACTIVITIES

Through a program of intramural sports, the Division 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 Division of Health, Physical Education and Recreation and the student activity program. The College participates in four intercollegiate sports — basketball, baseball, tennis, 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 Division of Health, Physical

Education and Recreation are the cheerleaders and golddusters. Full-time students are eligible to try out for these groups.

MUSICAL GROUPS

Musical groups on the Abraham Baldwin Agricultural College campus are open to all students and include the following groups: Jazz Ensemble, Concert Band, Blue Grass Band, Rock Band, College Chorus and Swing Choir. These groups perform at many on and off campus activities. Some touring is also done depending upon the proficiency of the group.

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 record. 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 recipient 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 similar 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 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 are maintained:

TYPE OF RECORD	*LOCATION*	*OFFICIAL RESPONSIBLE*
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 fall 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 identifiable information will be destroyed when no longer needed for the purposes for which the study was conducted.
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> To accrediting organizations in order to carry out their accrediting functions.
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> 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 determing 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

Students are expected to attend all class meetings scheduled in the courses for which they are registered. Absences, regardless of the reasons, do not excuse the student from full responsibility for class work or assignments missed. Allowance by the instructor to make up missed work or assignments is expected only if the instructor excuses the absence.

For courses which meet five days per week, after three (3) absences, regardless of the reasons for the absences, the student will be sent a warning notice. After three (3) unexcused absences beyond the first three (3) absences, the student shall be withdrawn from class with penalty (WF). The reason or reasons given by the student for absences will be evaluated by the instructor, and the instructor will determine whether the absence is excused. Absence policy from laboratory periods will be developed by the individual faculty or by agreement of the faculty in a specific discipline.

Classes which meet less than five (5) days per week will be subject to the following absence formula: six (6) percent of the total scheduled class meetings missed will result in a warning notice; the second six (6) percent, unexcused, will result in the student's being withdrawn with penalty (WF).

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. 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 ABAC officials, see Counseling and Advisement.

CHANGE OF SCHEDULE

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. 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 Committee 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 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 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 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. Applica-

tion 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 ABAC 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 Agricultural 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)

ABAC participates in the Advanced Placement (AP) Program of the College Entrance Examination Board. Through this program high school students who plan to enroll at ABAC 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 ABAC 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 ABAC's Office of Counseling and Testing.

COOPERATIVE EDUCATION

The philosophy of Cooperative Education at Abraham Baldwin Agricultural 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 strenghtening 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:

BBA	270	Business Law
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 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 deficiences 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 Committee 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 year 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.

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.

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 ABAC 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 ABAC 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 students 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.

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 ABAC with a 3.2 cumulative grade point average will be recognized as Honor Students.
2. Students completing 30-74 quarter hours at ABAC 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 ABAC 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 ABAC, 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 40 quarter credit hours at ABAC 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 completion average.
3. have completed the physical education requirements or have a specifically approved exemption on file with the Registrar.
4. have earned at ABAC 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 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 award *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 Agricultural College, contact the Office of the Academic Dean or the Office of Counseling and Testing.

COLLEGE-WIDE COURSE DESIGNATION ABBREVIATIONS

ABA	Associate Business Administration
AEC	Agricultural Economics
AEN	Agricultural Engineering
AGO	Agricultural Orientation
AGP	Agricultural Pests
AGR	Agriculture
AGY	Agronomy
AHY	Animal Husbandry
ART	Art
BBA	Bachelor Business Administration
BIO	Biology
CHM	Chemistry
CPT	Computer Programming Technology
CRJ	Criminal Justice
CWE	Cooperative Work Experience
DRA	Drama
ECN	Economics
EDU	Education
ENG	English
FOR	Forestry
GGY	Geography
HCF	Home Economics—Child and Family
HCT	Home Economics—Clothing and Textiles
HEC	Home Economics
HFN	Home Economics—Food and Nutrition
HID	Home Economics—Interior Design
HIS	History
HOR	Horticulture
HPE	Health and Physical Education
HUM	Humanities
IPR	Information Processing
JRN	Journalism
MAT	Math
MDE	Marketing and Distributive Education
MUS	Music
NUR	Nursing
PCS	Physics
PED	Physical Education
POL	Political Science
PSC	Physical Science
PSY	Psychology
RDG	Reading
REC	Recreation
REL	Religion
RTR	Regents' Test Review
SOC	Sociology
SPC	Speech
SPN	Spanish
SPS	Special Studies
SCI	Science, Mathematics and Nursing
SSC	Social Science
SSO	Social Science
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 area of concentration (major) 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 Division prepares the student who seeks to earn the Bachelor of Arts Degree in the elected major.

Regardless of the major 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, Home Economics, and Forestry
   a. Agriculture
   b. Agricultural Engineering
   c. Forestry
   d. Wildlife Management
   e. Home Economics
2. The Division of Business Administration
   a. Business Administration
   b. Marketing and Distributive Education
3. The Department of Health, Physical Education, and Recreation
   a. Physical Education
   b. Recreation
4. The Division of the Humanities
   a. Art
   b. Journalism
   c. English
   d. Music
   e. Speech-Drama
5. The Division of Science, Mathematics, and Nursing
   a. Biology
   b. Chemistry
   c. Pre-Dental Hygiene
   d. Pre-Dentistry
   e. Environmental Health
   f. Mathematics
   g. Pre-Medicine
   h. Pre-Nursing
   i. Pre-Pharmacy
   j. Pre-Veterinary Medicine
6. The Division of Social Science
   a. Elementary Education
      1. Early Elementary Education Option
   b. Junior High Education
   c. Special Education
   d. Secondary Education
   e. Sociology
      1. Option in Child Specialist
      2. Option in Criminal Justice
      3. Option in Social Work
   f. History
   g. Political Science
   h. Psychology

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: THE 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

And ten hours from the following:

HUM	221	Western World Literature	
HUM	222	Western World Literature	
SPC	108	Fundamentals of Speech *or*	
SPC	250	Public Speaking	
Foreign Language 101-102			

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. Behavioral science courses which include as part of their requirements a laboratory period or periods and which are so described in this catalog will satisfy requirements in this area.

The use of a behavioral science course here, however, does not alter the requirement of a ten-hour sequence of laboratory courses in the biological or physical sciences, or the requirement that mathematics be completed by all students. The following courses fulfill the requirement:

MAT 110 College Algebra, *or* other math (excluding MAT 102 or 104) ..... 5 hours

Laboratory Science:

Biology, Chemistry, Physics, or Physical Science ..... 10 hours

Laboratory Science or Mathematics (excluding MAT 104 and 102) or Behavioral Laboratory Science (SOC 295) ..... 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 *or*	
HIS	251-252	United States History I-II	10 hours
POL	201	American Government	5 hours
ECN	105	Macro-Economics *or*	
GGY	101	World Geography *or*	
PSY	101	Introduction to Psychology *or*	
SOC	105	Introduction to Sociology	5 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 major 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 major or whose major 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 major 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, HOME ECONOMICS AND FORESTRY

ASSOCIATE IN SCIENCE DEGREE

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 major in one of the following fields of interest:

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

Upon transfer to senior colleges no loss of time or credit should occur.

Students should choose a minimum of 30 quarter hours using the following guidelines:

Biological Sciences ..... 5-10 hours

Choice of the following:
accounting, agriculture, agricultural engineering, biological sciences, chemistry, economics, forestry, geography, geology, mathematics, physics, statistics ..... 20-25 hours

TOTAL 30 hours

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 expansion 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.

Biological Science ..... 5 hours
Mathematics to include calculus ..... 15 hours

Choice of the following:
agricultural engineering, agronomy,
biological sciences, physics ..... 10 hours
TOTAL 30 hours

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 ABAC 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.

Thirty hours are required from the following list of courses:

CHM	261	Organic Chemistry	5 hours
CPT	221	Fortran I	5 hours

Two of the following three Science sequences ..... 20 hours

BIO	101-102	Principles of Biology
CHM	121-122	Inorganic Chemistry
PCS	227-228	Mechanics — Heat, Sound and Light

TOTAL 30 hours

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

Thirty hours are required from the following list of courses:

Behavioral Sciences: (5-10 hours)

ECN	105	Macro-Economics	5 hours
SOC	293	Family Relations	5 hours
PSY	221	Human Growth and Development	5 hours

Physical Sciences: (0-15 hours)

PSC	101	Survey of Physics	5 hours
CHM	121-122	Inorganic Chemistry	10 hours
CHM	261	Organic Chemistry	5 hours

Humanities: (5-10 hours)

ART	120	Art Structure	5 hours
ART	130	Art Structure	5 hours
ART	213	Art Appreciation	5 hours
SPC	108	Fundamentals of Speech	5 hours

Home Economics: (15 hours)

HEC	115	Food	5 hours
HEC	120	Clothing	5 hours
HEC	275	Home Furnishings	5 hours

TOTAL 30 hours

THE DIVISION OF BUSINESS ADMINISTRATION

ASSOCIATE IN SCIENCE DEGREE

The major part of the program for the freshman and sophomore years consists of courses that provide a sound foundation in the humanities, natural and behavioral sciences and mathematics and basic courses in Business. The junior and senior years would consist of an intensive study in a selected business area. 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 in the program that he has in mind.

Business Administration:

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

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

Thirty hours are required from the following list of courses:

BBA	110-111	Principles of Accounting I and II	10 hours
ECN	105-106	Macro and Micro-Economics	10 hours

Select two courses from the following: ..... 10 hours

BBA	100	Introduction to Business
BBA	108	Business Communications
CPT	100	Introduction to Business Data Processing
ECN	133	Economic Development of the U.S.
BBA	210	Legal Environment of Business

TOTAL 30 hours

Marketing and Distributive Education:

This program is designed for the student who plans to transfer to the University of Georgia for the bachelor's degree in Distributive Education and who plans a career in teaching Distributive Education in high school or area vocational-technical school. A student enrolled in this program should possess an interest in personnel management, marketing, and merchandising.

Thirty hours are required from the courses listed below:

ECN	105-106	Macro and Micro-Economics	10 hours
EDU	204	Introduction to Education	5 hours
MDE	150	Principles of Distribution	5 hours

Two courses from the following: ..... 10 hours

CWE	101	Cooperative Work Experience
MDE	171	Salesmanship
MDE	172	Sales Promotion
MDE	201	Principles of Marketing
MDE	202	Business Organization and Management
MDE	290	Personnel Management

TOTAL 30 hours

THE DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND RECREATION

ASSOCIATE IN SCIENCE DEGREE

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

Physical Education:

The courses required for a major in Physical Education are listed below.

BIO	211	Human Anatomy and Physiology	5 hours
EDU	204	Introduction to Education	5 hours

From the following courses: ..... 10 hours

HPE	238	Officiating Major Sports (3 hours)
HPE	250	Introduction to Health, Physical Education and Recreation (5 hours)
HPE	255	General Safety Education and First Aid (5 hours)
REC	127	Introduction to Recreation (2 hours)
REC	132	Recreation Leadership (3 hours)
REC	231	Camping and Outdoor Recreation (3 hours)
REC	232	Social Recreation (3 hours)

From the following courses: ..... 5 hours

PSY	101	Introduction to Psychology
PSY	201	Social and Personal Disorganization
PSY	221	Human Growth and Development
SOC	105	Introduction to Sociology
SOC	260	Social Problems
SOC	293	Family Relations

From the following courses: ..... 5 hours

ART	120	Art Structure
ART	130	Art Structure
ART	211	Introduction to the History of Art
ART	213	Art Appreciation
DRA	102	Beginning Acting
DRA	103	Stagecraft
DRA	200	Introduction to Theatre
DRA	203	Advanced Acting
DRA	222	Theatre History
MUS	101	Music Appreciation

SPC	108	Fundamentals of Speech
SPC	250	Public Speaking

TOTAL 30 hours

Recreation:

The courses required for a major in Recreation are listed below:

REC	127	Introduction to Recreation	2 hours
REC	132	Recreation Leadership	3 hours

From the following courses: ..... 10 hours

ART	120	Art Structure
ART	130	Art Structure
ART	211	Art History Survey I
ART	213	Art Appreciation
DRA	102	Beginning Acting
DRA	103	Stagecraft
DRA	200	Introduction to Theatre
MUS	101	Music Appreciation

From the following courses: ..... 5 hours

PSY	101	Introduction to Psychology
PSY	201	Social and Personal Disorganization
PSY	221	Human Growth and Development
SOC	105	Introduction to Sociology
SOC	260	Social Problems
SOC	293	Family Relations

From the following courses: ..... 10 hours

HPE	238	Officiating Major Sports (3 hours)
HPE	250	Introduction to Health, Physical Education and Recreation (5 hours)
HPE	255	General Safety Education and First Aid (5 hours)
REC	231	Camping and Outdoor Recreation (3 hours)
REC	232	Social Recreation (3 hours)
REC	233	Recreational Fishing (1 hour)

TOTAL 30 hours

THE DIVISION OF THE HUMANITIES

ASSOCIATE IN ARTS DEGREE

The Division of the Humanities offers curricula leading to the Associate in Arts Degree. The degree parallel curricula in art, English, journalism, music, and speech-drama, as well as the general core curriculum in the humanities, are particularly suited to students who plan to study for the Bachelor of Arts Degree.

The two-year program in art, music, and speech-drama, as well as any program with a heavy concentration of liberal arts courses provided in the Division of the Humanities, are planned to provide the required general education courses as well as the necessary professional courses to graduate from the junior college. Students planning to transfer to any senior institution which is not a unit of the University System of Georgia should consult carefully with their advisors and with the Division Chairman.

A minimum of thirty hours are required from the courses listed under the elected major:

Art:

Twenty hours from the following:

ART	120	Art Structure	5 hours
ART	130	Art Structure	5 hours
ART	211	Art History Survey I	5 hours
ART	216	Drawing and Painting	3 hours
ART	217	Drawing and Painting	2 hours
ART	240	Ceramics	5 hours

Ten hours from the following:

Foreign Language 103-104			10 hours
MUS	101	Music Appreciation	5 hours
DRA	200	Introduction to Theatre	5 hours
JRN	101	Introduction to Journalism	5 hours
ART	213	Art Appreciation	5 hours
HUM	221	Western World Literature	5 hours
HUM	222	Western World Literature	5 hours
		TOTAL	30 hours

Journalism:

Select two courses from the following: ..... 10 hours

JRN	101	Introduction to Journalism
JRN	215	Radio-Television Announcing
JRN	260	News Writing and Reporting

Foreign Language through 104 ..... 15 hours

Select one course from the following ..... 5 hours

ART	213	Art Appreciation
DRA	200	Introduction to Theatre
MUS	101	Music Appreciation

SOC	105	Introduction to Sociology
SOC	260	Social Problems
HUM	221	Western World Literature
HUM	222	Western World Literature
SPC	108	Fundamentals of Speech
ECN	105	Macro-Economics
ECN	106	Micro-Economics

TOTAL 30 hours

English:

Either Foreign Language 103-104
or Humanities 221-222 ..... 10 hours

Four courses from the following: ..... 20 hours

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

Foreign Language 103-104

SPC	108	Fundamental of Speech
SPC	250	Public Speaking
HIS	211	Western Civilization I
HIS	212	Western Civilization II
JRN	260	News Writing and Reporting

TOTAL 30 hours

Music:

MUS	134,* 135, 136	Elementary Music Theory	9 hours
MUS	234, 235, 236	Advanced Music Theory	9 hours

12 hours from the following: ..... 12 hours

MUS	181, 281, 182,**, 282**	Applied Music
MUS	122	Introduction to Music Literature
MUS	187, 287	Madrigal Singers
MUS	188, 288	College Chorale
MUS	189, 289	Concert Band
MUS	190, 290	Jazz Ensemble
MUS	191, 291	Small Group Ensembles

TOTAL 30 hours

Speech-Drama:

Foreign Language 103-104 ..... 10 hours

Two courses from the following: ..... 10 hours

DRA	103	Stagecraft
DRA	200	Introduction to Theatre
SPC	108	Fundamentals of Speech
SPC	250	Public Speaking

*MUS 100 is a prerequisite for these courses. It may be taken concurrently with MUS 134.
**Required as part of the 12 remaining hours.

Two courses from the following:			10 hours
ART	213	Art Appreciation	
HUM	221	Western World Literature	
HUM	222	Western World Literature	
JRN	101	Introduction to Journalism	
JRN	215	Radio and TV Announcing	
MUS	101	Music Appreciation	
		TOTAL	30 hours

THE DIVISION OF SCIENCE, MATHEMATICS AND NURSING

ASSOCIATE IN SCIENCE DEGREE

Students completing the college-wide core curriculum along with thirty additional hours from one of the major areas listed below will be granted an Associate in Science Degree in their elected major area of study. 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 ten major areas listed below.

Biology:

BIO	101-102	Principles of Biology	10 hours
BIO	226	Vertebrate Zoology	5 hours
PCS	227	Mechanics	5 hours
PCS	228	Heat, Sound and Light	5 hours
Choice of one of the following			5 hours
BIO	222	General Botany	
BIO	250	Principles of Microbiology	
MAT	253	Analytical Geometry and Calculus I	
		TOTAL	30 hours

Chemistry:

CHM	121-222	Inorganic Chemistry	10 hours
CHM	223	Qualitative Inorganic Analysis	5 hours
Three of the following courses			15 hours
MAT	253	Analytical Geometry and Calculus I	
MAT	254	Calculus II	
MAT	255	Calculus III	
MAT	256	Calculus IV	
PCS	227	Mechanics	
PCS	228	Heat, Sound, and Light	
PCS	237	Mechanics (Calculus Based)	
PCS	238	Heat, Sound and Light (Calculus Based)	
		TOTAL	30 hours

Dental Hygiene—Pre:

BIO	101-102	Principles of Biology *or*	
BIO	211-212	Human Anatomy & Physiology	10 hours
CHM	121-122	Inorganic Chemistry *or*	
CHM	240-241	Fundamental Organic Chemistry	10 hours
*SPC	108	Fundamentals of Speech	5 hours
PSY	101	Introduction to Psychology *or*	
PSY	201	Social and Personal Disorganization *or*	

*If speech is taken as a part of Area I, select a second course from the restricted electives listed.

PSY	221	Human Growth and Development *or*	
SOC	105	Introduction to Sociology	5 hours
		TOTAL	30 hours

Dentistry-Pre:

BIO	101-102	Principles of Biology	10 hours
CHM	240-241	Fundamental Organic Chemistry	10 hours
PCS	227	Mechanics	5 hours
PCS	228	Heat, Sound and Light	5 hours
		TOTAL	30 hours

Environmental Health:

BIO	101-102	Principles of Biology	10 hours
CHM	240	Fundamental Organic Chemistry *or*	
CHM	261	Organic Chemistry	5 hours
PCS	227	Mechanics *or*	
PSC	101	Survey of Physics	5 hours
MAT	200	Statistics	5 hours
Choice of one of the following:			5 hours
AEN	109	Engineering Graphics	
CHM	223	Qualitative Inorganic Analysis	
CHM	241	Fundamental Organic Chemistry	
MAT	253	Analytic Geometry and Calculus I	
		TOTAL	30 hours

Mathematics:

MAT	253	Analytical Geometry and Calculus I	5 hours
MAT	254	Calculus II	5 hours
MAT	255	Calculus III	5 hours
MAT	256	Calculus IV	5 hours
Two courses from the following			10 hours
PCS	227-228	Mechanics and Heat, Sound, Light *or*	
PCS	237-238	Mechanics and Heat, Sound, Light (Calculus Based) *or*	
CPT	221	Fortran I	
MAT	200	Statistics	
Foreign Language (French, German, or Russian)			
		TOTAL	30 hours

Medicine-Pre:

BIO	101-102	Principles of Biology	10 hours
BIO	226	Vertebrate Zoology	5 hours
CHM	223	Qualitative Inorganic Analysis	5 hours
PCS	227	Mechanics	5 hours
PCS	228	Heat, Sound, and Light	5 hours
		TOTAL	30 hours

*Nursing-Pre:**

BIO	250	Principles of Microbiology	5 hours
BIO	211-212	Human Anatomy and Physiology	10 hours
Choice of the following**			5-15 hours
BIO	101-102	Principles of Biology	
CHM	121-122	Inorganic Chemistry	
Maximum of two from the following:			0-10 hours
PSY	101	Introduction to Psychology	
PSY	201	Social and Personal Disorganization	
PSY	221	Human Growth & Development	
SOC	105	Introduction to Sociology	
		TOTAL	30 hours

Pharmacy-Pre:

BIO	101-102	Principles of Biology	10 hours
ECN	105	Macro-Economics	5 hours
PCS	227	Mechanics	5 hours
CHM	223	Qualitative Inorganic Analysis *and*	
PCS	228	Heat, Sound and Light *or*	
CHM	240-241	Fundamental Organic Chemistry	10 hours
		TOTAL	30 hours

Veterinary Medicine-Pre:

BIO	101-102	Principles of Biology	10 hours
BIO	222	General Botany *or*	
BIO	226	Vertebrate Zoology	5 hours
PCS	227	Mechanics	5 hours
PCS	228	Heat, Sound and Light	5 hours
AHY	101	Introduction to Animal Science *or*	
CHM	223	Qualitative Inorganic Analysis *or*	
AHY	203	Elements of Dairying	5 hours
		TOTAL	30 hours

NOTE: For all health profession majors not listed here, such as medical records administration, optometry, podiatry, etc., students should plan their programs with an advisor assigned by the chairperson of the Division of Science, Mathematics and Nursing.

*Should not be confused with the two-year career associate degree program in nursing described on page 129.

**In combination with Area II, 15 hours must be in Chemistry, Biology, or Physical Science.

THE DIVISION OF SOCIAL SCIENCE
ASSOCIATE IN SCIENCE DEGREE

Elementary Education and/or Secondary 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.

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.

Thirty hours chosen from the list of courses under the major area will meet the requirements in Area IV for graduation. Students who complete any of these curricula will receive the Associate in Science degree.

Elementary, Junior High, and Special Education:

EDU	204	Introduction to Education	5 hours
MUS	101	Music Appreciation *or*	
ART	213	Art Appreciation	5 hours
PSY	101	Introduction to Psychology *or*	
SOC	105	Introduction to Sociology	5 hours

Electives from the following list: ..... 15 hours

ART	213	Art Appreciation
ECN	105-106	Macro and Micro-Economics
ECN	133	Economic Development of the U.S.
GGY	101	World Geography
HIS	211-212	Western Civilization I-II
HIS	251-252	United States History I-II
HIS	271	Problems in American History
MUS	101	Music Appreciation
POL	111, 112, 113	Current Affairs (one hour each)
POL	211, 212, 213	Current Affairs (one hour each)
POL	202	State and Local Government
PSY	101	Introduction to Psychology
SPC	108	Fundamentals of Speech
SOC	105	Introduction to Sociology
SOC	260	Social Problems
SOC	293	Family Relations
SSC	201	Afro-American Culture

TOTAL 30 hours

Elementary Education: Early Elementary Education Option

EDU	204	Introduction to Education	5 hours
MUS	101	Music Appreciation *or*	
ART	213	Art Appreciation	5 hours
PSY	101	Introduction to Psychology *or*	
SOC	105	Introduction to Sociology	5 hours
PSY	201	Social and Personal Disorganization	5 hours
PSY	221	Human Growth and Development	5 hours
SOC	115	Introduction to Social Welfare	5 hours

TOTAL 30 hours

Secondary Education:

ART	213	Art Appreciation *or*	
MUS	101	Music Appreciation	5 hours
EDU	204	Introduction to Education	5 hours
SOC	105	Introduction to Sociology *or*	
PSY	101	Introduction to Psychology	5 hours

Plus 15 hours from one of the following fields of concentration:

ART: ART 120, ART 130, ART 211, ART 213, ART 216-217, HUM 222, FOR. LANG. (10 hours), SPC 108.

BIOLOGY: BIO 101-102, BIO 222, BIO 226, CHM 121-122.

BUS. EDU.: BBA 108, BBA 110-111, ECN 105-106, IPR 102-103, IPR 104-105-106, IPR 205, 207, 208, 209, 210.

CHEMISTRY: BIO 101-102, CHM 121-122, CHM 223, CHM 240-241, CHM 261.

ENGLISH: ART 213, DRA 200, HUM 221-222, JRN 101, JRN 260, MUS 101, SPC 108.

FOREIGN LANGUAGE: FOR. LANG. 101, 102, 103, 104, HUM 221-222, SPC 108.

HISTORY: (Same as Social Science).

INDUSTRIAL ARTS: AEN 207 plus two courses from AEN 109, AEN 120, AEN 213, AEN 214, AEN 280.

MATH: MAT 110, MAT 111, MAT 116, MAT 253-254-255-256, PSC 101, PCS 227-228.

MUSIC: FOR. LANG. (10 hours), HUM 221-222, MUS 101, MUS 122, MUS 134-135-136, MUS 181-182, MUS 234, 235, 236, MUS 281-282, SPC 108.

PHY EDU: HPE 238, HPE 250, HPE 255, REC 132, REC 231, REC 232.

PHYSICS: CHM 121-122, MAT 110, MAT 111, MAT 116, MAT 253, PSC 101, PCS 227-228.

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

SOCIAL SCIENCE: ECN 105-106, ECN 133, GGY 101, HIS 211-212, HIS 251-252, HIS 271, PSY 101, PSY 221, POL 111, 112, 113, 202, 211, 212, 213, REL 101, SOC 105, SOC 260, SOC 293, SSC 201.

SPEECH: DRA 102, DRA 103, DRA 200, HUM 221-222, MUS 101, SPC 108, SPC 250.

Sociology: Option in Child-Specialist

Six of the following electives: ..... 30 hours

PSY	101	Introduction to Psychology
PSY	201	Social and Personal Disorganization
PSY	221	Human Growth and Development
SOC	105	Introduction to Sociology
SOC	115	Introduction to Social Welfare
SOC	260	Social Problems
SOC	293	Family Relations
SOC	296	Behavioral Science Lab in Education
MAT	105	Basic Ideas of Mathematics
BIO	101	Survey of Biology
BIO	102	Survey of Biology
SPC	108	Fundamentals of Speech
EDU	204	Introduction to Education
EDU	205	Introduction to Educational Media
SEC	101	Typewriting

TOTAL 30 hours

Sociology: Option in Criminal Justice

CRJ	200	Criminal Law I	5 hours
CRJ	215	Criminal Law II	5 hours

Four of the following electives: ..... 20 hours

CRJ	100	Introduction to Law Enforcement
CRJ	110	Police Administration
CRJ	115	Introduction to Corrections
CRJ	120	Juvenile Delinquency
CRJ	125	Police Patrol Services
CRJ	135	Police Field Services Program
CRJ	145	Traffic Crash Investigation
CRJ	150	Narcotics and Dangerous Substances
CRJ	155	Criminal Evidence and Procedure
CRJ	210	Juvenile Procedures
CRJ	220	Criminal Investigation
CRJ	225	Probation Parole
CRJ	230	Police Role in Deviant Behavior

TOTAL 30 hours

Sociology: Option in Social Work

PSY	101	Introduction to Psychology	5 hours
SOC	115	Introduction to Social Welfare	5 hours
SOC	260	Social Problems	5 hours
PSY	201	Social and Personal Disorganization	5 hours
SOC	293	Family Relations	5 hours
SOC	295	Behavioral Science Laboratory in Field Work	5 hours

TOTAL 30 hours

ASSOCIATE IN ARTS DEGREE

Students desiring to pursue a curriculum leading to a Bachelor of Arts degree with a major in the following areas may do so by selecting thirty hours from the courses listed under the elected major. Students who complete any of these curricula will receive the Associate in Arts degree.

History:

Thirty hours from the following courses, ten hours of which must be in history.

ECN	105-106	Macro and Micro-Economics	10 hours
ECN	133	Economic Development of the U.S.	5 hours
GGY	101	World Geography	5 hours
HIS	211-212	Western Civilization	10 hours
HIS	251-252	United States History	10 hours
HIS	271	Problems in American History	5 hours
POL	111, 112, 113 (one hour each)		3 hours
POL	211, 212, 213 (one hour each)		3 hours
POL	202	State and Local Government	5 hours
POL	203	International Relations	5 hours
PSY	101	Introduction to Psychology	5 hours
SOC	105	Introduction to Sociology	5 hours
SSC	201	Afro-American Culture	5 hours
Foreign Language			10 hours

TOTAL 30 hours

Political Science:

Foreign Language or Statistics, Computer Science ..... 10 hours

Courses from the following list: ..... 20 hours

ECN	105-106	Macro and Micro-Economics
ECN	133	Economic Development of the U.S.
GGY	101	World Geography
HIS	211-212	Western Civilization
HIS	251-252	United States History
HIS	271	Problems in American History
POL	111, 112, 113	Current Affairs (one hour each)
POL	211, 212, 213	Current Affairs (one hour each)
POL	202	State and Local Government
POL	203	International Relations
PSY	101	Introduction to Psychology

PSY	201	Social and Personal Disorganization
PSY	221	Human Growth and Development
SOC	105	Introduction to Sociology
SOC	260	Social Problems
SSC	201	Afro-American Culture

TOTAL 30 hours

Psychology:

PSY	101	Introduction to Psychology ..... 5 hours

Five courses from the following: .....25 hours

BIO	101-102	Principles of Biology
CHM	121-122	Inorganic Chemistry
ECN	105-106	Macro and Micro-Economics
GGY	101	World Geography
HIS	211-212	Western Civilization
HIS	251-252	United States History
MAT	111	Trigonometry
MAT	116	Pre-calculus Mathematics
PSC	101-102	Survey of Physics and Chemistry
PSY	201	Social and Personal Disorganization
PSY	221	Human Growth and Development
MAT	200	Statistics
SOC	105	Introduction to Sociology
SOC	260	Social Problems
SOC	293	Family Relations

TOTAL 30 hours

Sociology:

SOC	105	Introduction to Sociology..... 5 hours

From the following courses: .....5-15 hours

ECN	105-106	Macro and Micro-Economics
POL	202	State and Local Government
POL	203	International Relations
PSY	101	Introduction to Psychology
PSY	201	Social and Personal Disorganization
PSY	221	Human Growth and Development

From the following courses: .....5-15 hours

MAT	110	College Algebra
MAT	111	Trigonometry
MAT	105	Basic Ideas of Mathematics
MAT	200	Statistics

From the following courses: .....5-15 hours

SOC	260	Social Problems
SOC	293	Family Relations
SSC	201	Afro-American Culture

TOTAL 30 hours

THE DIVISION OF DEVELOPMENTAL STUDIES

The Division of Developmental Studies offers courses in English, reading, mathematics, and study skills; provides multi-media materials in a number of subjects through the Independent Learning Center; provides tutors for students needing individual assistance with their college work; provides counseling for developmental students; and provides special services for students from low income families meeting the criteria of the Special Services Project.

All entering freshmen must take placement tests in English, reading, and mathematics as a part of their orientation process at ABAC. These test scores, SAT scores, and high school records are used in determining 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. Faculty in the Division will assist students and work with faculty advisors to ensure correct placement of entering freshmen.

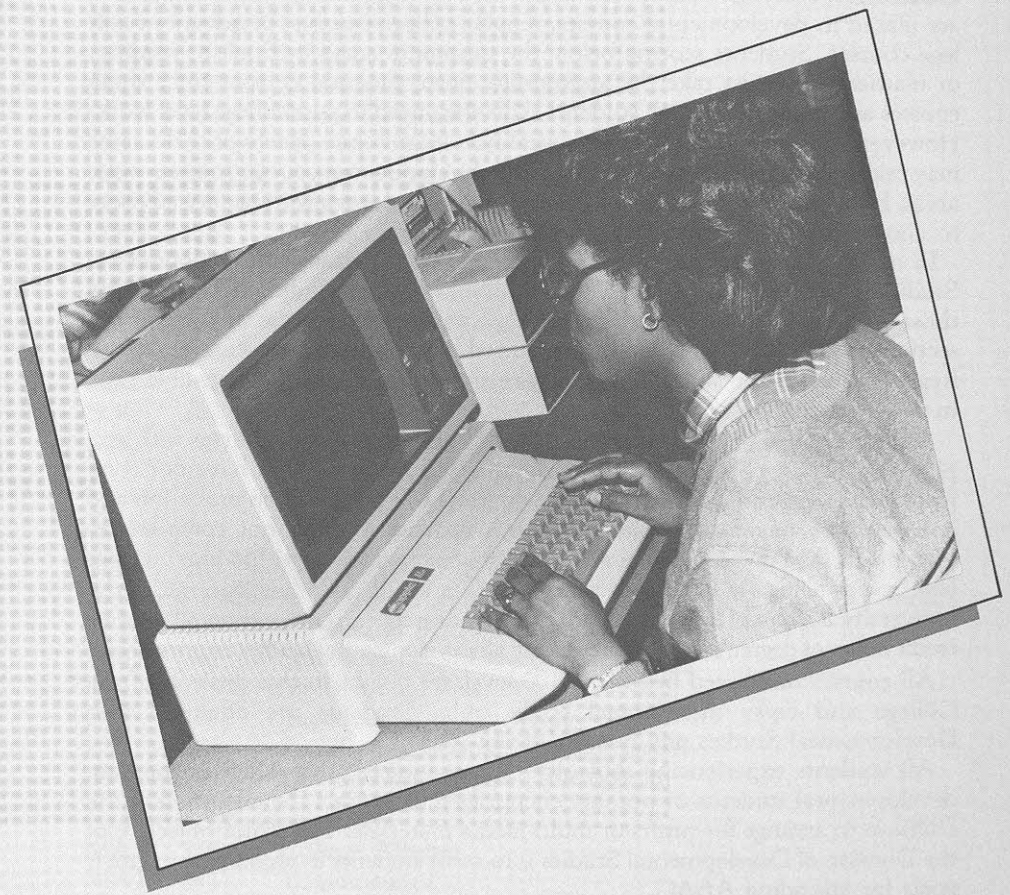
In addition to first time entering students, the Division of Developmental Studies has remedial courses in English (ENG 096) and reading (RDG 096) for those students who take the Regents' Test and fail either one or both of the sections of the test. Remediation is required before the student can retake the Regents' 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. Students who have not completed developmental courses after two quarters will be placed on probation and counseled by members of the Division. Students who do not complete requirements for a developmental area (English, reading, math) within four quarters will be academically excluded from ABAC and all other institutions of the University System of Georgia. Also, no student may earn more than 30 quarter credit hours of degree credit before exiting all developmental studies requirements.

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 students experiencing difficulty in any subject area, whether they are developmental students or not, are encouraged to contact the chairman of the Division to arrange for tutors or multi-media materials. The major objective of the Division of Developmental Studies is to assist students in accomplishing their goals for attending ABAC.

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 sections 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, Home Economics and Forestry
   - a. Agri-Business Technology
   - b. Agri-Science Technology
     1. Plant option
     2. Livestock option
   - c. Agricultural and Industrial Equipment Technology
   - d. Forest Technology
   - e. Wildlife Technology
   - f. Veterinary Technology Program
   - g. Home Economics Technology
     1. General option
     2. Food Management option
   - h. Ornamental Horticulture Technology
     1. Flowershop and Greenhouse Management option
     2. Landscape Management option
     3. Turfgrass Management option
2. The Division of Business Administration
   - a. Computer Programming Technology
     1. One-year Certificate
     2. Computer Programming/Data Processing Option
     3. Data Processing/Accounting Option
   - b. General Business
     1. General Business option
     2. Accounting option
   - c. Information Processing/Office Management
     1. Accounting option
     2. Administrative Specialist option
     3. Correspondence Specialist option
     4. Data Entry/Word Processor option
     5. Stenographer-Typist option (one year)
     6. Clerical option (one year)
   - d. Marketing and Distributive Education
     1. Marketing-Management option
     2. Merchandise Management option
     3. Fashion Merchandising option
     4. Certificate in Merchandising option
3. The Division of Science, Mathematics and Nursing
   - a. Nursing Education
4. The Division of Social Science
   - a. Criminal Justice
   - b. Social Work

Each course of study is rather specialized; therefore, each program with its special requirements, degree earned, and prescribed courses is described below:

THE DIVISION OF AGRICULTURE, HOME ECONOMICS AND FORESTRY

AGRI-BUSINESS TECHNOLOGY
AGRI-SCIENCE TECHNOLOGY

Students majoring in the Technology Programs above must take the General Education group of courses listed below during their Freshman Year.

Courses			*Hours*
ENG	101	Composition & Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
*AEC	210	Agricultural Economics	5
	or		
SOC	293	Family Relations	
MAT	110	College Algebra	5
	or		
MAT	102	Technical Mathematics	
			25

*AGRI-BUSINESS majors must take AEC 210.

AGRI-BUSINESS TECHNOLOGY

The Agri-Business program trains students in both agriculture and business. The course of study is designed to prepare students for employment in occupations requiring more than high school training, but not necessarily a senior college degree. Upon completion of the course of study, the student will receive an Associate in Agriculture Degree.

Courses		*Freshman Year*	*Hours*
General Education Core			25
AGO	100	Agricultural Orientation	1
AEC	150	Farm Organization and Management	5
AGP	125	Survey of Weeds, Insects and Diseases	5
AHY	115	Livestock Production	5
BBA	110	Principles of Accounting I	5
Physical Education as required			
		Freshman Year Total	46

Courses		*Sophomore Year*	*Hours*
*AGR	206	Internship	15
AGY	230	Field Crop Production	5
BBA	270	Business Law	5

*Student must successfully complete 45 hours of course work or have permission of the Division Chairman before taking Internship.

FOR	294	Farm Forestry	5
AEC	260	Agricultural Marketing	5
AGY	220	Fertilizers and Soils	5
**Electives			20
Physical Education as required			
		Sophomore Year Total	60
		GRAND TOTAL	**106**

**Suggested Electives:

ABA	230	Income Tax	AHY	205	Beef Cattle Production
AEN	106	Engineering Problems	AHY	210	Swine Production
AEN	110	Farm Machinery and Equipment	AHY	215	Feeding Farm Animals
			AHY	203	Elements of Dairying
AEN	120	Agricultural Power I	BBA	111	Principles of Accounting II
AEN	130	Power Unit Testing and Diagnosis	BIO	101	Principles of Biology
			CPT	100	Introduction to Business Data Processing
AGY	110	Forage Crops and Pastures	MDE	171	Salesmanship
AHY	110	Livestock Evaluation Selection and Reproduction	HOR	201	Principles of Horticulture

AGRI-SCIENCE TECHNOLOGY
With options in Plant and Livestock Technology

Students not planning a four-year degree course are offered Agri-Science Technology which affords training in agricultural principles and procedures. This training will be of immediate value on the farm and in agri-related fields.

The basic core program is given in a general nature with options which can be selected in Plant and Livestock Technology. Upon completion of the courses listed, the student will receive an Associate in Agriculture Degree.

Students may choose electives from General Agriculture, related Science and Social Science.

Courses		*Freshman Year*	*Hours*
General Education Core			25
AGO	100	Agricultural Orientation	1
AEC	150	Farm Organization and Management	5
AEN	110	Farm Machinery and Equipment	5
AHY	101	Introduction to Animal Science	5
**Elective			5
Physical Education as required			
		Freshman Year Total	46

Courses		*Sophomore Year*	*Hours*
*AGR	206	Internship	15
AGY	220	Fertilizers and Soils	5
AGY	230	Field Crop Production	5
FOR	294	Farm Forestry	5
**Electives (5 hours must be outside the Div. of Agriculture)			30
Physical Education as required			
		Sophomore Year Total	60
		GRAND TOTAL	**106**

*Student must successfully complete 45 hours of course work or have permission of the Division Chairman before taking Internship.

**Suggested Electives:

ABA 230 Income Tax
AEC 210 Agricultural Economics
AEN 106 Engineering Problems
AEN 207 Metal Technology
AEN 220 Drainage, Irrigation and Erosion Control
AEN 280 Farm Electrification
AGP 101 Pesticides, Use & Safety
AGP 201 Insect Control
AGP 221 Plant Disease Control
AGP 223 Weed Control
AGY 110 Forage Crops and Pastures
AGY 201 Plant Science
AHY 110 Livestock Evaluation, Selection & Reproduction
AHY 115 Livestock Production
AHY 120 Herd Health
AHY 203 Elements of Dairying
AHY 205 Beef Cattle Production
AHY 210 Swine Production
AHY 215 Feeding Farm Animals
BBA 110 Principles of Accounting I
BBA 270 Business Law
BIO 101 Principles of Biology
CPT 100 Introduction to Business Data Processing
SOC 293 Family Relations

AGRICULTURAL AND INDUSTRIAL EQUIPMENT TECHNOLOGY

An academic and technical program especially designed to train young men in the repair, service, use and marketing of agricultural and industrial equipment. Upon completion of this program, a student is eligible to receive the Associate Degree in Agricultural Equipment Technology.

ACADEMIC RULES AND REGULATIONS

A grade of less than "C" indicates a level of knowledge unacceptable in a professional field. Therefore, students are expected to maintain C's or better in *all* AET courses for the duration of the program.

Courses		*Freshman Year*	*Hours*
AEN	106	Engineering Problems	5
AEN	110	Farm Machinery and Equipment	5
AEN	112	Graphic Communication	2

AEN	120	Agricultural Power I	5
AEN	125	Agricultural Machinery Business	5
AEN	130	Power Unit Testing and Diagnosis	5
*Electives (restricted)			5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
SPC	108	Speech	5
		TOTAL	52

Physical Education as required

Summer

AEN	269	Internship	15

Courses		*Sophomore Year*	*Hours*
AEN	207	Metal Technology	5
AEN	212	Agricultural Electrical Equipment	5
AEN	213	Hydraulics I	5
AEN	214	Hydraulics II	5
AEN	215	Electro-Hydraulics	5
AEN	230	Agricultural Power II	5
ECN	105	Macro-Economics *or*	
AEC	210	Agricultural Economics	5
*Electives			10

Physical Education as required

	TOTAL	45
	GRAND TOTAL	**112**

FOREST TECHNOLOGY

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 in Forest Technology degree, a student must complete the following courses.

Courses		*Freshman Year*	*Hours*
FOR	120	Forest Botany	5
AEN	113	Power Equipment	5
BBA	110	Principles of Accounting	5
FOR	191	Orientation	5
FOR	193	Forest Mapping	5
MAT	102	Technical Mathematics	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5

*Must be selected from Agriculture, Business, Science-Math or Social Science.

SPC	108	Speech	5

Physical Education as required

TOTAL 50

Summer

FOR	241	Forest Protection	5
FOR	242	Forest Harvesting	3
FOR	243	Forest Industries	2
FOR	244	Forest Mensuration	5
FOR	246	Forest Safety	1

TOTAL 16

Courses		*Sophomore Year*	*Hours*
BBA	108	Business Communications	5
BBA	270	Business Law	5
FOR	192	Forest Wildlife Management	5
FOR	204	Plant Identification	5
FOR	205	Aerial Photo Interpretation	5
FOR	207	Silviculture	5
FOR	222	Forest Surveying	5
FOR	245	Timber Management	5
FOR	255	Forest Recreation	5

Physical Education as required

TOTAL 45

GRAND TOTAL 111

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. The Associate in Wildlife Technology Degree will be awarded to students completing the course prescribed below.

Courses		*Freshman Year*	*Hours*
AEN	113	Power Equipment	5
BIO	101	Principles of Biology	5
FOR	120	Forest Botany	5
FOR	190	Concepts of Natural Resource Conservation	5
FOR	191	Orientation	5
FOR	192	Forest Wildlife Management	5
MAT	102	Technical Mathematics	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
SPC	108	Speech	5

Physical Education as required TOTAL 55

Summer

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

Courses		*Sophomore Year*	*Hours*
BBA	108	Business Communications	5
BBA	270	Principles of Biology	5
BIO	102	Survey of Biology	5
CRJ	200	Criminal Law I	5
FOR	204	Plant Identification	5
FOR	207	Silviculture	5
FOR	222	Forest Surveying	5
FOR	263	Advanced Wildlife Biology	5
FOR	255	Forest Recreation	5

Physical Education as required

TOTAL 45

GRAND TOTAL 116

HOME ECONOMICS TECHNOLOGY
General Option

The two year Home Economics program offers six programs of study. Five of these are designed to prepare students for employment in Home Economics related businesses and the sixth is a general program designed to prepare the student to be a full-time homemaker.

Students completing one of the six concentrations will receive the Associate in Home Economics Degree.

Concentration in Child and Family

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

Courses		*Freshman Year*	*Hours*
HEC	100	Home Economics Orientation	1
HCF	103	Child Care *or*	
PSY	221	Human Growth and Development	5
HCF	225	Etiquette	5
HFN	151	Principles of Nutrition	5
HID	115	Housing	5
HID	116	Crafts	5
PSY	101	Introduction to Psychology	5
ENG	101	Composition and Rhetoric	5

HIS	252	United States History	5
POL	201	American Government	5

Physical Education as required

TOTAL 46

Summer

HEC	209	Internship	15

Courses		*Sophomore Year*	*Hours*
HEC	211	Group Care of Young Children	5
HCF	212	Nursery School and Day Care Management	5
HCF	220	Personal and Family Finance	5
HCT	214	Clothing Selection	5
HFN	245	Quantity Food Production	5
MAT	110	College Algebra *or*	
MAT	105	Basic Ideas of Mathematics	5
SOC	293	Family Relations	5
*Electives			10

Physical Education as required

TOTAL

GRAND TOTAL

*Select electives from this list or other approved by advisor.

ART	130	Art Structure
BBA	110	Principles of Accounting I
BBA	270	Business Law
BIO	101	Principles of Biology
BIO	102	Principles of Biology
MUS	101	Music Appreciation
SPC	108	Fundamentals of Speech
SOC	293	Family Relations

Assoc. in Home Ec

Concentration in Clothing and Textiles

This curriculum is appropriate for persons wishing to prepare for work as representatives (demonstrators, consumer specialists, home economists) for companies providing products related to clothing or textiles, clothing or fabrics buyer, bridal consultant, sewing instructor, or seamstress.

Courses		*Freshman Year*	*Hours*
HEC	100	Home Economics Orientation	1
HCT	101	Basic Fashion	5
HCT	110	Elements of Clothing Construction	5
HCF	225	Etiquette	5
ART	130	Art Structure	5
MAT	110	College Algebra *or*	
MAT	105	Basic Ideas of Mathematics	5
PSY	101	Introduction to Psychology	5
ENG	101	Composition and Rhetoric	5

HIS	252	United States History	5
POL	201	American Government	5

Physical Education as required

TOTAL 46

Summer

HEC	209	Internship	15

Courses		*Sophomore Year*	*Hours*
HCT	214	Clothing Selection	5
HCT	224	Textiles	5
HCT	230	Clothing—Special Problems	5
HCF	220	Personal and Family Finance	5
HID	116	Crafts	5
HEC	275	Home Furnishings	5
*Electives			15

Physical Education as required

TOTAL 45

GRAND TOTAL 106

*Select electives from this list or other approved by advisor.

ART	120	Art Structure
ART	216	Drawing
ART	217	Drawing
BBA	110	Principles of Accounting I
BBA	270	Business Law
MDE	171	Salesmanship
MDE	172	Sales Promotion
MDE	290	Personnel Management

Assoc. in Home Ec

Concentration in Foods and Nutrition

This curriculum is appropriate for persons wishing to prepare for work as a food consultant, food company representative, demonstrator for food products and foods equipment, food service worker or to work in a government position related to foods and nutrition.

Courses		*Freshman Year*	*Hours*
HEC	100	Home Economics Orientation	1
HFN	151	Principles of Nutrition	5
HID	161	Household Equipment	5
HCF	225	Etiquette	5
MAT	110	College Algebra *or*	
MAT	105	Basic Ideas of Mathematics	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
*Electives			10

Physical Education as required

TOTAL 46

Summer

HEC	209	Internship	15

Courses		*Sophomore Year*	*Hours*
HCF	220	Personal and Family Finance	5
HEC	115	Foods	5
HEN	245	Quantity Food Production	5
HFN	250	Foods for Special Occasions	5
*Electives			25

Physical Education as required

TOTAL 45

GRAND TOTAL 106

*Select electives from this list or others approved by advisor.

BBA	110	Principles of Accounting I
BBA	270	Business Law
BIO	101	Principles of Biology
BIO	102	Principles of Biology
BIO	250	Principles of Microbiology
MDE	201	Principles of Marketing
MDE	290	Personnel Management
HCF	103	Child Care
JRN	101	Introduction to Journalism
PSY	101	Introduction to Psychology *or*
SOC	105	Introduction to Sociology
SPC	108	Fundamentals of Speech

Assoc. in Home Ec

Concentration in Housing, Furnishing and Interiors

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.

Courses		*Freshman Year*	*Hours*
HEC	100	Home Economics Orientation	1
HID	115	Housing	5
HID	116	Crafts	5
HID	161	Household Equipment	5
HCF	225	Etiquette	5
ART	120	Art Structure *or*	
ART	130	Art Structure	5
MAT	110	College Algebra *or*	
MAT	105	Basic Ideas of Mathematics	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5

Physical Education as required

TOTAL 46

Summer

HEC	209	Internship	15

Courses		*Sophomore Year*	*Hours*
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
PSY	101	Introduction to Psychology	5
HCT	110	Elements of Clothing Construction	5
*Electives			10

Physical Education as required

TOTAL 45

GRAND TOTAL 106

*Select 10 hours of electives from this list or others approved by advisor.

BBA	110	Principles of Accounting I
BBA	270	Business Law
MDE	171	Salesmanship
MDE	172	Sales Promotion
MDE	290	Personnel Management
HOR	215	Basic Garden Planning

Assoc. in Home Ec.

Concentration in Home Economics in Business

This curriculum is appropriate for persons wishing to prepare for work as home economists in private businesses providing products or services for the home, the owner or operator of a home economics related business, in consumer relations, or government positions related to the home. The electives taken by the student in this curriculum will be those that will be best suited for his or her career objectives.

Courses		*Freshman Year*	*Hours*
HEC	100	Home Economics Orientation	1
HCF	225	Etiquette	5
HFN	151	Principles of Nutrition	5
HID	115	Housing	5
HID	161	Housing Equipment	5
MAT	110	College Algebra *or*	
MAT	105	Basic Ideas of Mathematics	5
PSY	101	Introduction to Psychology	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5

Physical Education as required

TOTAL 46

Summer

HEC	209	Internship	15

Courses		*Sophomore Year*	*Hours*
HCF	220	Personal and Family Finance	5
HCT	214	Clothing Selection	5
HFN	250	Foods for Special Occasions	5
BBA	270	Business Law	5
SPC	108	Fundamentals of Speech	5
*Electives			20

Physical Education as required

TOTAL 45

GRAND TOTAL 106

*Select electives from this list or others approved by advisor.

BBA	108	Business Communications
BBA	110	Principles of Accounting I
MDE	171	Salesmanship
MDE	172	Sales Promotion
MDE	201	Principles of Marketing
MDE	290	Personnel Management
ECN	105	Macro-Economics
HCF	103	Child Care
HCT	224	Textiles
HEC	115	Foods
HEC	275	Home Furnishings
HID	116	Crafts
JRN	101	Introduction to Journalism

Assoc. in Home Ec

Concentration in General Home Economics

This curriculum is appropriate for persons wishing to become a homemaker, able to manage family resources and provide a pleasant home environment.

Courses		*Freshman Year*	*Hours*
HEC	100	Home Economics Orientation	1
HCF	103	Child Care *or*	
PSY	221	Human Growth and Development	5
HCT	110	Elements of Clothing Construction	5
HFN	151	Principles of Nutrition	5
HID	115	Housing	5
MAT	110	College Algebra *or*	
MAT	105	Basic Ideas of Mathematics	5
PSY	101	Introduction to Psychology *or*	
SOC	105	Introduction to Sociology	5
ENG	101	Composition and Rhetoric	5
POL	201	American Government	5
HIS	252	United States History	5

Physical Education as required

TOTAL 46

Courses		*Sophomore Year*	*Hours*
HID	161	Household Equipment	5
HCF	225	Etiquette	5
HID	116	Crafts	5
HCF	220	Personal and Family Finance	5
HCT	214	Clothing Selection	5
HCT	224	Textiles	5
HEC	115	Foods	5
HFN	250	Foods for Special Occasions	5
HEC	275	Home Furnishings	5
SOC	293	Family Relations	5
*Electives			10

Physical Education as required

TOTAL 60

GRAND TOTAL 106

*Select electives from this list or those approved by advisor.

ART	130	Art Structure
BIO	101	Principles of Biology
HOR	215	Basic Garden Planning
MUS	101	Music Appreciation
ECN	105	Principles of Economics
SSC	201	Afro-American Culture

Assoc. in Home Ec

Food Management Option

This area of study offers training for students interested in mid-management, management, and public relations positions in the food franchise industries, hotel-motel industries, as well as other areas of commercial fields of food science and hospitality related industries. Conference between student and advisor is suggested to meet individual professional interests. Students who complete this curriculum will receive the Associate in Home Economics degree.

Courses		*Freshman Year*	*Hours*
HEC	100	Home Economics Orientation	1
BBA	108	Business Communications	5
HEC	117	Foods and Nutrition *or*	
HEC	115	Foods	5
HEC	200	Food Service Equipment	5
ENG	101	Composition and Rhetoric	5
POL	201	American Government	5
HIS	252	United States History	5
MAT	102	Technical Mathematics	5
PSY	101	Introduction to Psychology *or*	
SOC	105	Introduction to Sociology	5
SPC	108	Fundamentals of Speech	5

Physical Education as required

TOTAL 46

Summer

**HEC	209	Internship 15

**To be taken the summer following freshman year—required for graduation.

Courses		*Sophomore Year*	*Hours*
BBA	110	Principles of Accounting	5
HEC	118	Food Production Service for Groups	5
HEC	127	Commercial Foods Management	5
HEC	131	Food Purchasing	5
HEC	245	Supervision	5
HEC	251	Nutrition	5
HEC	257	Food and Labor Cost Control	5
*Electives			10

Physical Education as required

TOTAL 45

GRAND TOTAL 106

*Select electives from this list or others approved by advisor.

BBA	270	Business Law
MDE	290	Personnel Management
HEC	132	Quantity Food Protection
HED	255	Catering
HEC	256	Merchandising for Food Service
HEC	268	Restaurant Management
SOC	260	Social Problems

ORNAMENTAL HORTICULTURE TECHNOLOGY

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

Ornamental Horticulture Technology offers training in the specialized areas of Flowershop and 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 the commercial ornamental horticulturalists. Students trained in this program will find employment with garden centers, flowershops, golf courses, athletic and recreational areas, schools, colleges, nurseries, lawn maintenance and landscape companies, and other agribusiness occupations. To be eligible to receive the Associate Degree in Ornamental Horticulture, each student must complete the required courses of one specific option.

Flowershop and Greenhouse Management Option

Course		*Title*	*Hours*
AGP	125	Survey of Weeds, Insects, and Diseases	5
AGY	220	Soils and Fertilizers	5
BBA	110	Principles of Accounting I	5
BBA	270	Business Law	5
MDE	172	Sales Promotion	5
HOR	102	Grounds Maintenance Equipment	5
HOR	110	Ornamental Plant Identification	5
HOR	201	Principles of Horticulture	5
HOR	210	Internship	15
HOR	211	Floral Design	5
HOR	212	Flowershop Management	5
HOR	218	Interior Plantscapes	5
HOR	221	Greenhouse Management I	5
HOR	222	Greenhouse Management II	5
HOR	223	Greenhouse Management III	5
HOR	241	Landscape Management I	5
MAT	105	Basic Ideas of Math *or*	
MAT	102	Technical Mathematics	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
SPC	108	Fundamentals of Speech	5
*Elective			5

Physical Education as required

GRAND TOTAL 120

*Select elective from this list or those approved by advisor.

HOR	245	Plant Propagation
HOR	251	Garden Center Management
HOR	261	Nursery Crop Production

Landscape Management Option

Course		*Title*	*Hours*
AEN	210	Surveying	5
AEN	220	Drainage, Irrigation, and Erosion Control	3
AGO	125	Survey of Weeds, Insects, and Diseases	5
AGY	220	Soils and Fertilizers	5
BBA	110	Principles of Accounting I	5
HOR	102	Grounds Maintenance Equipment	5
HOR	110	Ornamental Plant Identification	5
HOR	201	Principles of Horticulture	5
HOR	210	Internship	15
HOR	215	Landscape Design I	5

HOR	216	Landscape Design II	5
HOR	231	Turfgrass Management I	5
HOR	241	Landscape Management I	5
HOR	242	Landscape Management II	5
HOR	251	Garden Center Management	5
MAT	110	College Algebra	5
MAT	111	Trigonometry *or*	
MAT	116	Pre-Calculus	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
SPC	108	Fundamentals of Speech	5
*Elective			5

Physical Education as required

GRAND TOTAL 118

*Select elective from this list or those approved by advisor.

HOR	218	Interior Plantscapes
HOR	245	Plant Propagation
HOR	261	Nursery Crop Production

Assoc. in Ornamental Horticulture

Turfgrass Management Option

Course		*Title*	*Hours*
AEN	114	Turfgrass Equipment	5
AEN	220	Drainage, Irrigation and Erosion Control	3
AGP	125	Survey of Weeds, Insects and Diseases	5
AGY	220	Soils and Fertilizers	5
BBA	110	Principles of Accounting I	5
BBA	270	Business Law	5
HOR	102	Grounds Maintenance Equipment	5
HOR	110	Ornamental Plant Identification	5
HOR	201	Principles of Horticulture	5
HOR	210	Internship	15
HOR	215	Landscape Design I	5
HOR	231	Turfgrass Management I	5
HOR	232	Turfgrass Management II	5
HOR	233	Golf Course Design and Management	5
HOR	241	Landscape Management I	5
HOR	251	Garden Center Management	5
MAT	105	Basic Ideas of Math *or*	
MAT	102	Technical Mathematics	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
SPC	108	Fundamentals of Speech	5

*Elective			5

Physical Education as required

GRAND TOTAL 118

*Select electives from this list or those approved by advisor.

HOR	245	Plant Propagation
HOR	261	Nursery Crop Production

VETERINARY TECHNOLOGY

The Veterinary Technology Program provides training for young men and women who wish to become veterinary technicians. Upon completion of the prescribed 7 quarter course of study, the individual will be awarded the Associate 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

The student will spend four quarters studying on the campus of Abraham Baldwin Agricultural College and 6 months training at the College of Veterinary Medicine, Athens, Georgia, for which the student receives two quarters of academic credit. In addition, a one quarter work experience practicum is spent with a private veterinarian. The curriculum consists of 101 quarter hours of technical courses with 28 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

The following are the criteria for admission into the program:

1. A minimum of 350 verbal and 350 math for a combined minimum score of 700 on the SAT, or a 2.00 college accumulative grade point average (CGP), on a minimum of ten quarter hours of college level courses.
2. An applicant must achieve scores above the developmental level on the ABAC administered tests in mathematics, reading and English.

Additional Information

1. Students may start the Veterinary Technology Program only Fall Quarter of each year. However, they may if they wish, take English, history, American Government, psychology, and physical education courses prior to beginning 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 VTP 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. To enter the Veterinary Technology Program a student must be eligible for admission to the College. However, admission to ABAC does not in any way quarantee admission into the VT Program.
5. Students entering VTP are expected to conduct themselves in a highly ethical and professional manner while at ABAC and the College of Veterinary Medicine, University of Georgia. Failing to do so may result in explusion from the Program.
6. Students entering VTP should read and be familiar with the academic rules and regulations as apply to ABAC and the VT 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 insure the graduation of technicians who will be a credit to both the Veterinary Technology profession and ABAC.

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 re-accepted, 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 re-accepted one time only.

Curriculum

Freshman Year

Courses		*Fall Quarter*	*Hours*
VTP	100	Principles of Surgery	3
VTP	102	Medical Terminology	3
ENG	101	Composition and Rhetoric	5
MAT	104	Mathematics for Health Professions	3
VTP	133	Anatomy and Physiology	5
Physical Education			1
		Winter Quarter	
VTP	107	Hematology	4
VTP	118	Parasitology	3
VTP	125	Clinics	2
VTP	134	Anatomy and Physiology	5
HIS	252	United States History	5
Physical Education			1
		Spring Quarter	
VTP	108	Principles of Pharmacology	5
VTP	109	Radiographic Techniques	2
VTP	126	Clinics	2
POL	201	American Government	5
PSY	101	Introduction to Psychology *or*	
SOC	293	Family Relations	5
Physical Education			1
		TOTAL	60

*Sophomore Year**

GROUP I

Summer and Fall Quarters

Rotate through the following courses taught in the teaching hospital, College of Veterinary Medicine, University of Georgia:

Courses			*Hours*
VTP	228-U	Small Animal Surgery	7
VTP	229-U	Small Animal Medicine	7
VTP	231-U	Anesthesia Techniques	6
VTP	238-U	Bovine Medicine and Surgery	5
VTP	239-U	Equine Medicine and Surgery	5
VTP	240-U	Radiographic Techniques	5
VTP	241-U	Clinical Applications	5

Winter Quarter

VTP	208	Externship	15

Spring Quarter

VTP	203	Preventative Medicine and Immunology	5
VTP	206	Ethics and Office Procedures	2
VTP	212	Nutrition	2
VTP	227	Clinics	2
VTP	218	Clinical Pathology	2
**Electives			3-5
Physical Education			1

GROUP II

Summer Quarter

VTP	208	Externship	15

Fall Quarter

VTP	203	Preventative Medicine and Immunology	5
VTP	206	Ethics and Office Procedures	2
VTP	212	Nutrition	2
VTP	227	Clinics	2
VTP	218	Clinical Pathology	2
**Electives			3-5
Physical Education			1

*The class will be divided into two approximately equal groups for the sophomore year.
**Electives must be chosen rrom general education courses. Substitution of other courses upon approval of the division chairman.

Winter and Spring Quarters

Rotate through the following courses taught in the teaching hospital, College of Veterinary Medicine, University of Georgia:

Courses			*Hours*
VTP	228-U	Small Animal Surgery	7
VTP	229-U	Small Animal Medicine	7
VTP	231-U	Anesthesia Techniques	6
VTP	238-U	Bovine Medicine and Surgery	5
VTP	239-U	Equine Medicine and Surgery	5
VTP	240-U	Radiographic Techniques	5
VTP	241-U	Clinical Application	5
		TOTAL	70/72
		GRAND TOTAL	**130/132**

THE DIVISION OF BUSINESS ADMINISTRATION

COMPUTER PROGRAMMING TECHNOLOGY

One-year Certificate Program

Successful completion of this program enables the student to attain success as key punch and peripheral equipment operator or a programmer trainee. Students completing this course of study will receive the Certificate in Computer Programming Technology. All computer programming majors are required to earn a grade of C or better in all CPT courses.

Courses		*Freshman Year*	*Hours*
CPT	100	Introduction to Business Data Processing	5
CPT	120	Systems Analysis and File Management	5
CPT	134	Assembler I	5
Choose one of the following 10 hours sequences			
CPT	135	RPG I	
CPT	235	RPG II	
CPT	222	COBOL I	
CPT	232	COBOL II	10
CWE	101	Cooperative Work Experience	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
MAT	110	College Albegra	5
Physical Education as required			
		TOTAL	50

Computer Programming/Data Processing Option

The Associate in Computer Programming Technology Degree is designed to offer the student an intensive program of training in computer programming technology with an emphasis on business-applications programming. Upon successful completion of the program, the student will be prepared for employment as a junior programmer/analyst in a business data processing operation. All computer programming majors are required to earn a grade of C or better in all CPT courses.

Courses		*Freshman Year*	*Hours*
CPT	100	Introduction to Business Data Processing	5
CPT	120	Systems Analysis and File Management	5
BBA	100	Introduction to Business	5
CPT	134	Assembler I	5
CPT	221	FORTRAN I	5
IPR	101	Typewriting	5
MAT	110	College Algebra	5
MAT	203	Decision Mathematics	5

ENG	101	Composition and Rhetoric	5
SOC	105	Introduction to Sociology *or*	
PSY	101	Introduction to Psychology	5
Physical Education as required			
		TOTAL	50

Courses		*Sophomore Year*	*Hours*
BBA	110	Principles of Accounting I	5
BBA	111	Principles of Accounting II	5
CPT	223	PASCAL I	5
CPT	222	COBOL I	5
CPT	135	RPG I	5
CPT	232	COBOL II	5
CPT	235	RPG II	5
CWE	101	Cooperative Work Experience	5
POL	201	American Government	5
HIS	252	United States History	5
Physical Education as required			
		TOTAL	50
		GRAND TOTAL	**100**

Data Processing / Accounting Option

The Associate in Computer Programming Technology degree with this option is designed to offer the student a diversified program in data processing and accounting. The employment market is demanding graduates who know how to apply basic application of data processing to their business needs in accounting. This option seeks to combine the best of the data processing program with the best of the accounting program. All computer programming majors are required to earn a grade of C or better in all CPT courses.

Courses		*Freshman Year*	*Hours*
BBA	100	Introduction to Business	5
CPT	100	Introduction to Business Data Processing	5
BBA	110	Principles of Accounting I	5
BBA	111	Principles of Accounting II	5
CPT	120	Systems Analysis and File Management	5
CPT	135	RPG I	5
MAT	110	College Algebra	5
ENG	101	Composition and Rhetoric	5
POL	201	American Government	5
HIS	252	United States History	5
SOC	105	Introduction to Sociology *or*	
PSY	101	Introduction to Psychology	5
Physical Education as required			
		TOTAL	55

Courses		Sophomore Year	Hours
CPT	134	Assembler L	5
CPT	222	COBOL I	5
ABA	225	Intermediate Accounting	5
ABA	226	Intermediate Accounting	5
ABA	230	Income Tax	5
MAT	203	Decision Mathematics	5
CPT	235	RPG II	5
CPT	232	COBOL II	5
IPR	101	Typewriting	5

Physical Education as required

TOTAL 45

GRAND TOTAL 100

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.

Assoc. in General Business

General Business Option

Courses		Freshman Year	Hours
ABA	205	Business Problems	5
BBA	100	Introduction to Business	5
CPT	100	Introduction to Business Data Processing	5
IPR	101	Beginning Typewriting	5
ECN	105	Macro-Economics	5
MAT	110	College Algebra *or*	
MAT	105	Basic Ideas of Mathematics	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
SOC	105	Introduction to Sociology *or*	
PSY	101	Introduction to Psychology	5

Physical Education as required

TOTAL 50

Courses		Sophomore Year	Hours
BBA	110	Principles of Accounting I	5
BBA	111	Principles of Accounting II	5
BBA	270	Business Law	5
ABA	230	Income Tax	5
BBA	108	Business Communications	5
CPT	120	Systems Analysis and File Management	5
MDE	202	Business Organization and Management	5
MDE	290	Personnel Management	5
ECN	106	Micro-Economics	5

Physical Education as required

TOTAL 45

GRAND TOTAL 95

Accounting Option

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

Courses		Freshman Year	Hours
BBA	100	Introduction to Business	5
BBA	110	Principles of Accounting I	5
BBA	111	Principles of Accounting II	5
CPT	100	Introduction to Business Data Processing	5
CPT	120	Systems Analysis and File Management	5
MAT	110	College Algebra	5
ENG	101	Composition and Rhetoric	5
SOC	105	Introduction to Sociology *or*	
PSY	101	Introduction to Psychology	5
POL	201	American Government	5
HIS	252	United States History	5

TOTAL 50

Courses		Sophomore Year	Hours
ABA	205	Business Problems	5
ABA	225	Intermediate Accounting	5
ABA	226	Intermediate Accounting	5
ABA	230	Income Tax	5
BBA	108	Business Communications	5
BBA	270	Business Law	5
ECN	105	Macro-Economics	5
MDE	290	Personnel Management	5
ECN	106	Micro-Economics	5

Physical Education as required

TOTAL 45

GRAND TOTAL 95

INFORMATION PROCESSING/OFFICE MANAGEMENT

The employment want ads and the current job availability figures from the Department of Labor reveal that the office-related field offers immediate employ-

ment. This program was formerly referred to as our Secretarial Science Program. However, as the modern office has evolved so have our programs in this area. An Information Processing/Office Management major at ABAC will equip the student with the required competencies for job success and advancement in business, industry, and civil service and state merit systems.

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

Accounting Option

Employment trends for a graduate of 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.

Courses		*Freshman Year*	*Hours*
ECN	105	Macro-Economics	5
ABA	205	Business Problems	5
IPR	101	Beginning Typewriting	5
IPR	102	Intermediate Typewriting	5
IPR	103	Advanced Typewriting	5
BBA	110	Principles of Accounting I	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
PSY	101	Introduction to Psychology *or*	
SOC	105	Introduction to Sociology	5

Physical Education as required

TOTAL 40

Courses		*Sophomore Year*	*Hours*
BBA	111	Principles of Accounting II	5
CPT	100	Introduction to Business Data Processing	5
ABA	230	Income Tax	5
ABA	215	Microcomputer Application for Business	5
BBA	108	Business Communications	5
IPR	207	Office Management	5
IPR	208	Word Processing	5
IPR	209	Records Management	5
IPR	210	Secretarial Procedures	5
IPR	200	Professional Development	5

Physical Education as required

TOTAL 40

GRAND TOTAL 97

Administrative Specialist Option

Employment opportunities are endless for the student who successfully completes this program of study. This course of study is for the student who expects to secure a position in business and industry or in civil service or state merit.

Courses		*Freshman Year*	*Hours*
BBA	110	Principles of Accounting I	5
CPT	100	Introduction to Business Data Processing	5
IPR	101	Typewriting	5
IPR	102	Typewriting	5
IPR	103	Typewriting	5
IPR	200	Professional Development	2
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
PSY	101	Introduction to Psychology *or*	
SOC	105	Introduction to Sociology	5
Choose one of the following:			
BBA	100	Introduction to Business	
BBA	270	Business Law	
ECN	105	Macro-Economics	5

Physical Education as required

TOTAL 52

Courses		*Sophomore Year*	*Hours*
ABA	205	Business Problems	5
BBA	108	Business Communication	5
IPR	104	Shorthand	5
IPR	105	Shorthand Dictation	5
IPR	106	Shorthand	5
IPR	207	Administrative Office Management	5
IPR	208	Word Processing	5
IPR	209	Records Management	5
IPR	210	Secretarial Procedures	5

Physical Education as required

TOTAL 45

GRAND TOTAL 97

Assoc. in Information Processing/Office Management

Correspondence Specialist Option

This option is designed for those students interested in transcription and keyboarding responsibilities. Word processing and management-related courses have been substituted for shorthand courses. There are vast employment opportunities in the areas of business, industry, and government for majors in this option.

Courses		*Freshman Year*	*Hours*
ABA	205	Business Problems	5
BBA	100	Introduction to Business	5
IPR	101	Typewriting	5
IPR	102	Typewriting	5
IPR	103	Typewriting	5
BBA	108	Business Communication	5
BBA	110	Principles of Accounting I	5
CPT	100	Introduction to Business Data Processing	5
MDE	290	Personnel Management	5
IPR	200	Professional Development	2

Physical Education as required

TOTAL 47

Courses		*Sophomore Year*	*Hours*
BBA	270	Business Law	5
ECN	105	Macro-Economics	5
IPR	207	Administrative Office Management	5
IPR	208	Word Processing	5
IPR	209	Records Management	5
IPR	210	Secretarial Procedures	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
PSY	101	Introduction to Psychology *or*	
SOC	105	Introduction to Sociology	5

TOTAL 50

GRAND TOTAL 97

Data Entry/Word Processor Option

The integration of computer technology with word processing technology means broader, more challenging responsibilities for qualified individuals. As vast amounts of word processing and data processing equipment enters the marketplace, the demand for skilled persons to operate this equipment will continue to increase. A student majoring in this option must make a C or better in all CPT courses.

Courses		*Freshman Year*	*Hours*
BBA	110	Principles of Accounting I	5
IPR	101	Typewriting	5
IPR	102	Typewriting	5
IPR	200	Professional Development	2
CPT	100	Introduction to Business Data Processing	5
MAT	110	College Algebra	5
ABA	205	Business Problems	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
PSY	101	Introduction to Psychology	5

Physical Education as required

TOTAL 52

Courses		*Sophomore Year*	*Hours*
BBA	108	Business Communications	5
CPT	120	Systems Analysis and File Management	5
IPR	207	Administrative Office Management	5
ABA	215	Microcomputer Applications for Business	5
BBA	100	Introduction to Business	5
IPR	209	Records Management	5
ABA	216	Microcomputer Word Processing	5
IPR	208	Word Processing	5
IPR	210	Secretarial Procedures	5

Physical Education as required

TOTAL 45

GRAND TOTAL 97

One-Year (4 quarters) Programs

Upon completion of either option listed below the student will receive a Certificate in Information Processing/Office Management. These options may require 4 quarters for completion.

Stenographer-Typist Option

This option teaches specific skills in a manner which prepares students for immediate employment in many kinds of business offices, in civil service and in state merit positions as stenographer-typists.

Courses		*Freshman Year*	*Hours*
ABA	205	Business Problems	5
BBA	100	Introduction to Business	5
IPR	101	Typewriting	5

IPR	102	Typewriting	5
IPR	104	Shorthand	5
IPR	105	Shorthand Dictation	5
IPR	106	Shorthand	5
IPR	208	Word Processing	5
IPR	209	Records Management	5
IPR	210	Secretarial Procedures	5
IPR	200	Professional Development	2
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5

Physical Education as required

TOTAL 67

Clerical Option

This option provides a well-rounded general background and it does not require shorthand. Upon graduation the student is qualified to do general clerical work.

Courses		*Freshman Year*	*Hours*
ABA	205	Business Problems	5
BBA	100	Introduction to Business	5
BBA	108	Business Communications	5
CPT	100	Introduction to Business Data Processing	5
IPR	101	Typewriting	5
IPR	102	Typewriting	5
IPR	103	Typewriting	5
IPR	208	Word Processing	5
IPR	209	Records Management	5
IPR	210	Secretarial Procedures	5
IPR	200	Professional Development	2
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5

Physical Education as required

TOTAL 67

MARKETING AND DISTRIBUTIVE EDUCATION

The purpose of this program is 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.

The cooperative plan provides learning activities in two types of situations: (1) formal classes in school, and (2) supervised work experience in selected distributive business establishments. The occupational experience, coordinated by the instructor, constitutes the laboratory experience in a cooperative program.

The occupational experience will take place during the summer quarter of the freshman year and the winter quarter of the sophomore year, with the formal study on campus. While on the job, the student will follow a schedule of planned work experience as quickly as his abilities and ambitions will permit. Through his formal education on campus he will acquire those skills and theories in marketing and distribution that are necessary for his advancement.

Students who complete the requirements in one of the two-year Marketing and Distributive Education Program options will be awarded the Associate in Marketing and Distributive Education Degree.

Marketing-Management Option

This option will prepare 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. Students who complete this option will be awarded the Associate in Marketing and Distributive Education Degree.

Courses		*Freshman Year*	*Hours*
BBA	110	Principles of Accounting I	5
BBA	270	Business Law	5
ECN	105	Macro-Economics	5
MAT	110	College Algebra *or*	
MAT	105	Basic Ideas of Mathematics	5
SPC	108	Fundamentals of Speech	5
MDE	205	Studies in Distribution	5
ENG	101	Composition and Rhetoric	5
SOC	105	Introduction to Sociology *or*	
PSY	101	Introduction to Psychology	5
POL	201	American Government	5
HIS	252	United States History	5

Physical Education as required

TOTAL 50

Courses		*Sophomore Year*	*Hours*
ABA	230	Income Tax	5
BBA	111	Principles of Accounting II	5
CPT	100	Introduction to Business Data Processing	5
MDE	201	Principles of Marketing	5
MDE	202	Business Organization and Management	5

MDE	251	Fundamentals of Management	5
MDE	290	Personnel Management	5
MDE	171	Salesmanship	5
IPR	200	Professional Development	2

Select 10 hours from the following: 10

BBA	100	Introduction to Business *or*	
MDE	150	Principles of Distribution	
BBA	108	Business Communications	
IPR	101	Typewriting	
IPR	207	Administrative Office Management	
ABA	205	Business Problems	
MDE	172	Sales Promotion	

Physical Education as required

Assoc. in Marketing and Distributive Education

TOTAL 52

GRAND TOTAL 102

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.

Course		*Freshman Year*	*Hours*
ART	130	Art Structure	5
MDE	150	Principles of Distribution	5
MDE	171	Salesmanship	5
MDE	172	Sales Promotion	5
CWE	101-102	Cooperative Work Experience	10
MDE	205	Studies in Distribution	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
SOC	105	Introduction to Sociology *or*	
PSY	101	Introduction to Psychology	5

Physical Education as required

TOTAL 55

Courses		*Sophomore Year*	*Hours*
ABA	205	Business Problems	5
BBA	110	Principles of Accounting I	5
BBA	270	Business Law	5
ECN	105	Macro-Economics	5
MDE	201	Principles of Marketing	5
MDE	202	Business Organization and Management	5

MDE	290	Personnel Management	5
MDE	251	Fundamentals of Management	5
SPC	108	Fundamentals of Speech	5
IPR	200	Professional Development	2

Physical Education as required

TOTAL 47

GRAND TOTAL 102

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 distributive 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.

Courses		*Freshman Year*	*Hours*
ART	130	Art Structure	5
MDE	150	Principles of Distribution	5
MDE	171	Salesmanship	5
MDE	172	Sales Promotion	5
HCT	110	Elements of Clothing Construction	5
CWE	101-102	Cooperative Work Experience	10
MDE	205	Studies in Distribution	5
ENG	101	Composition and Rhetoric	5
HIS	252	United States History	5
POL	201	American Government	5
PSY	101	Introduction to Psychology *or*	
SOC	105	Introduction to Sociology	5

Physical Education as required

TOTAL 60

Courses		*Sophomore Year*	*Hours*
MDE	201	Principles of Marketing	5
MDE	202	Business Organization and Management	5
MDE	290	Personnel Management	5
HCT	101	Basic Fashions	5
HCT	214	Clothing Selection	5
HCT	224	Textiles	5
HEC	275	Home Furnishings	5
SPC	108	Fundamentals of Speech	5
Elective in Science-Math			5

IPR	200	Professional Development	2

Physical Education as required

TOTAL 47

GRAND TOTAL 107

Certificate in Merchandise Option

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 and Distributive Education.

Courses		*Freshman Year*	*Hours*
ABA	205	Business Problems	5
BBA	270	Business Law	5
MDE	150	Principles of Distribution	5
MDE	171	Salesmanship	5
MDE	172	Sales Promotion	5
MDE	201	Principles of Marketing	5
MDE	202	Business Organization and Operations	5
CWE	101	Cooperative Work Experience	5
IPR	200	Professional Development	2
MDE	205	Studies in Distribution	4
ENG	101	Composition and Rhetoric	5
POL	201	American Government	5
HIS	252	United States History	5

Physical Education as required

TOTAL 61

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 Program in Nursing contributes to meeting the overall health needs of the people by preparing nurses for beginning competence to practice, under supervision, in hospitals and other health agencies. The registered nurse (RN) functions as a member of the health team in preventive, curative, and rehabilitative health care wherever needed.

The seven quarter curriculum combines courses in general education and in nursing education. Individuals must enroll in a planned course of general education study the summer prior to entry into the nursing sequence or the summer between the freshman and sophomore years. Both nursing and science courses must be taken in sequential order. Laboratory nursing practice is planned to provide a variety of nursing experiences utilizing a variety of health agencies including hospitals, public health agencies, nursing homes, clinics, and physicians' offices. Students must provide for their own transportation to and from clinical agencies.

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 subject to the same rules and regulations as other students enrolled in the college. They are expected to be active in the Student Nurses Club and are encouraged to participate in other activities of interest to them.

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 to meet the physiological, psychosocial, and developmental needs of individuals with common, recurring dysfunctions.
2. Implements standardized nursing measures and delegated medical measures utilizing underlying scientific principles.
3. Communicates effectively with individuals, their families and members of the health team.
4. Performs competently in settings in which nursing services are established and structured.

5. Supervises nursing assistants in the basic aspects of nursing care.
6. Utilizes resources and opportunities which will promote continuing growth in nursing.

Admission Regulations for Nursing Education

To enter the Nursing Education Program, students must be eligible for admission to the College. However, admission to ABAC does not in any way guarantee formal admission into the nursing program. A separate letter from Nursing Education will be sent upon your acceptance into the program. Students are admitted to the nursing sequence only in the fall quarter of each year. The deadline for completed applications for the Fall Quarter of each year is May 1. An application received after this date will be considered only if a vacancy remains. An interview with the Nursing Director is strongly recommended for all applicants prior to May 1. This interview will be used to acquaint the prospective student with expectations of the program and anticipated expenses.

Licensed Practical Nurses (LPN's) with one year of clinical experience may obtain credit for Nursing 100 (first nursing course) by challenge examination. Class size will be determined each year by availability of clinical facilities. The basic requirements are:

1. A minimum combined verbal and mathematics score of 700 or a 2.0 college cumulative academic grade point average on a minimum of 20 quarter hours taken within the last five years. Ten of these credits must be taken in the same quarter. Courses must be applicable to ABAC nursing curriculum and 15 of the 20 hours must be in math-science courses.
2. Applicant with a GPA below 2.0 on credits earned more than five years ago may elect to take the 20 quarter hours as described in No. 1 in order to become eligible for admission.
3. Students who are not required to take the SAT by the college (students who have been out of school for 8 years or more) may elect to take the SAT in an effort to achieve the 700 required for nursing or may elect to take the 20 quarter hours as described in No. 1 above.
4. Completion of a high school or college chemistry course with a C or better within the last 5 years.
5. Must achieve the minimal scores required to exempt developmental studies on ABAC administered mathematics reading and English basic skills examinations. If cutoff scores are not met, all developmental subjects must be successfully completed before the student will be eligible for admission. All required placement tests should be taken on or before announced test dates in May.
6. The student must be physically and emotionally able to meet the demands of the program.

Students who do not meet the criteria may enroll in general studies courses and be advised as to the necessary requirements they must meet in order to be eligible for admission into the nursing sequence. Admission to the general studies courses does not automatically admit students into the associate degree Nursing Education Program nor give priority for admission over first time applicants.

Cost of the Program

College fees are itemized under the schedule of expenses. Books for the first quarter in nursing sequence will cost approximately $150 and less for subsequent quarters. In addition, nursing students will need to purchase approved student uniforms and accessory items (approximately $150) before entering the program. During the two-year period students in nursing will incur further expenses: transportation to clinical experience, National League for Nursing tests, liability insurance, Student Nurse Club and subscription to the official periodical, *The American Journal of Nursing*, and the graduate nurse pin. These should approximate $250. Scholarships and loans are available and are described under the section on Financial Aid.

Academic Regulations

1. Students must attain grades of C or higher in nursing and required math-science courses. Satisfactory performance in the clinical nursing laboratory and in the nursing skills laboratory is required.
2. Any student who drops the nursing sequence during the academic year must apply to the Director of Nursing Education for re-admission at least one academic quarter before the anticipated return to the nursing sequence and must have a cumulative grade point average of 2.0 or better to be eligible for re-admission.
3. A student is allowed to repeat only one nursing course in order to achieve a grade of C or above. If a student wishes to re-enter the program he/she must do so within 3 years.
4. Students must have passed the Regents' Test prior to enrolling in NUR 204.
5. Curriculum changes are made when necessary to keep the learning experiences up-to-date in this rapidly changing field. Students will be expected to subscribe to these changes whenever they can do so without increasing the number of hours required for completion of the degree.

Curriculum

Freshman Year

Courses		*Fall Quarter*	*Hours*
NUR	100	Fundamentals of Nursing	7
BIO	211	Anatomy and Physiology	5
MAT	104	Mathematics for Health Professions	3
		Winter Quarter	
NUR	101	Medical-Surgical Nursing I	6
BIO	212	Anatomy and Physiology	5
PSY	101	Introduction to Psychology	5

Spring Quarter

NUR	102	Psychiatric Nursing	7
BIO	250	Microbiology	5
ENG	101	Composition and Rhetoric	5

Summer Quarter

SOC	105	Introduction to Sociology	5
POL	201	American Government	5

Physical Education as required

TOTAL 58

Sophomore Year

Courses		*Fall Quarter*	*Hours*
NUR	201	Medical-Surgical Nursing II	10
PSY	221	Growth and Development	5

Winter Quarter

NUR	202	Maternal-Child Nursing	10
HIS	252	U.S. History	5

Spring Quarter

NUR	204	Advanced Nursing	15

Physical Education as required

TOTAL 45

GRAND TOTAL 103

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 in Criminal Justice Degree.

Courses		*Freshman Year*	*Hours*
ENG	101	Composition and Rhetoric	5
POL	201	American Government	5
MAT	105	Basic Ideas of Mathematics	5
PSY	101	Introduction to Psychology *or*	
SOC	105	Introduction to Sociology	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 45

Courses		*Sophomore Year*	*Hours*
HIS	252	United States History II	5
SOC	260	Social Problems	5
CRJ	200	Criminal Law I	5
CRJ	215	Criminal Law II	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)	
Physical Education as required			
		TOTAL	45
		GRAND TOTAL	**90**

SOCIAL WORK EDUCATION

The Social Work Education 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 further study leading to the baccalaureate degree in Social Work Education.
3. To prepare students for immediate employment in social welfare positions not requiring the Bachelor's degree or graduate work in Social Work Education.
4. To prepare students for immediate employment in one of the other human service occupations.

The Social Work 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 Social Work Degree.

Courses			*Hours*
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 *or*	
HIS	251-252	U.S. History I-11	10
MAT	110	College Algebra *or*	
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	Introduction to Social Welfare	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

GRAND 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 in Social Work degree.

Courses			*Hours*
ENG	101	Composition and Rhetoric	5
ENG	102	Composition and Literature	5
HUM	222	Western World Literature	5
HIS	251	United States History I *or*	
HIS	211	Western Civilization I	5
HIS	252	United States History II *or*	
HIS	212	Western Civilization II	5
POL	201	American Government	5
PSY	101	Introduction to Psychology	5
PSY	201	Social and Personal Disorganization	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
SOC	293	Family Relations	5
SOC	296	Behavioral Science Lab in Education	5
MAT	105	Basic Ideas of Mathematics	5
BIO	101	Principles of Biology	5
BIO	102	Principles of Biology	5
SPC	108	Fundamentals of Speech	5
EDU	204	Introduction to Education	5
EDU	205	Introduction to Educational Media	5

Physical Education as required

GRAND TOTAL 100

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 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. Fall, Winter, Spring and Summer.

ABA 210 PARLIAMENTARY LAW: 2 hours. An introductory course in parliamentary law including a study of the purpose, class, rank, form, when in order, vote required, debate, application, limitation of privileged, subsidiary, incidental and main motions. As needed.

ABA 215 MICROCOMPUTER APPLICATIONS FOR BUSINESS: 5 hours. Prerequisites: CPT 100, BBA 110, ABA 205 or MAT 110. A user-oriented course that provides practical experience with a variety of software packages. Topics such as the general ledger, accounts payable, accounts receivable, inventory control, and related topics will be presented. Fall and as needed.

ABA 216 MICROCOMPUTER WORD PROCESSING: 5 hours. Prerequisites: A grade of C or better in ABA 215 and IPR 208. A user-oriented course that provides practical experience with a variety of word processing software packages. Winter.

ABA 225 INTERMEDIATE ACCOUNTING: 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: 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, Spring.

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. As needed.

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. Fall and Winter.

AEN 108 DRAFTING AND PROJECTIONS: 5 hours. Five 2-hour laboratory periods per week. Principles of orthographic projection, isometric drawing, and use of perspective in presentation drawing. Emphasis on lettering and working drawings. As required.

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 Spring.

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, Spring and Summer.

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 and Spring.

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.

AEN 120 AGRICULTURAL POWER I: 5 hours. Three discussions and two laboratory periods. Study of the construction, operation and servicing of spark and compression engines. Special emphasis is placed on horsepower rating, care and repair of hydraulic systems, diesel injectors, ignition systems and general repairs. Laboratory work to include actual field operation and overhaul procedures of tractors. Fall, Winter and Summer.

AEN 125 AGRICULTURAL MACHINERY BUSINESS: 5 hours. Five discussions. A study of general problems involved in operation and management of farm equipment retailing stores including their purchase, sale stocking, servicing and financing merchandise. Winter and Spring.

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. Fall, Winter and 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. Five 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, Winter, Spring, Summer.

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. Spring.

AEN 211 SURVEYING: 3 hours. Three two-hour laboratory periods. Prerequisite: MAT 111 and AEN 109. Surveying methods, instruments and computations related to field problems in taping, leveling, directions, curves, and land surveying. Fall.

AEN 212 AGRICULTURAL ELECTRICAL EQUIPMENT: 5 hours. Prerequisite: AEN 120. Three discussions and two laboratory periods. Application of electricity to agricultural machinery. Includes electric motors, electrical control equipment and ignition systems. Fall and Spring.

AEN 213 HYDRAULICS I: 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. Fall and Winter.

AEN 214 HYDRAULICS II: 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. Winter and Spring.

AEN 215 ELECTRO-HYDRAULICS: 5 hours. Prerequisite: AEN 213. Three discussions and two laboratory periods. The application of electronic control of hydraulic components to the agricultural equipment hydraulic circuit. Includes a survey of the types of electronic test instruments used by the hydraulic technician with practical exercises in their use. Fall and Spring.

AEN 220 DRAINAGE, IRRIGATION AND EROSION CONTROL: 3 hours. Two discussions 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 AGRICULTURAL POWER II: 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. Fall, Winter, Spring.

AEN 269 INTERNSHIP: 15 hours. Prerequisite: AEN 130. For students in Agricultural Equipment Technology. As needed.

AEN 280 FARM ELECTRIFICATION: 3 hours. Two discussions and one laboratory period. Applications of electricity to agriculture, wiring farm buildings, electrical equipment and its use, use of control equipment, and electric motors and their use. As required.

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 101 PESTICIDES, USE AND SAFETY: 5 hours. Four discussions and one two-hour laboratory period. A basic course dealing with the composition, formulation, correct usage and correct application of pesticides. Also includes water, air and food pollution through use of pesticides. This course also involves the demonstration and use of pest control equipment. As needed.

AGP 125 SURVEY OF WEEDS, INSECTS AND DISEASES: 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. Fall, Spring and Summer.

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 Agri-Science and Agri-Business Technology. As needed.

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. Winter, Spring.

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. Fall, Spring and Winter.

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. Fall, Winter, 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, Winter, Spring, Summer as needed.

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 and Summer.

AHY 101 INTRODUCTION TO ANIMAL SCIENCE: 5 hours. Four discussions and one two-hour laboratory period. Introductory course in animal science designed to acquaint the student with fundamental problems of livestock production. Includes kinds of livestock, its place in farming, emphasis on marketing methods, processing, merchandising, feeding, management and breeding. Fall, Winter, 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. Four discussions and one two-hour laboratory period. 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. Winter.

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 poultry. Winter.

AHY 230 FUNDAMENTALS OF ANIMAL NUTRITION: 5 hours. Prerequisite: CHM 122. 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, 218. 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. 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 and Spring.

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. Spring.

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. 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 and Summer.

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, Spring and Summer.

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 and Spring.

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. Fall, Winter and Spring.

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, Winter, Spring and Summer.

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, and ecology. Fall, Winter, Spring and Summer.

BIO 102 PRINCIPLES OF BIOLOGY: 5 hours. Prerequisite: BIO 101. Four lectures, one two-hour laboratory. A continuation of BIO 101. General topics to be considered include genetics, 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 urinary systems. Fall and Winter.

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 nervous, circulatory, respiratory, endocrine, and reproductive systems and the principles of embryology and heredity. Winter and Spring.

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, Bryophythes 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.

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. Winter.

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. Winter and Spring.

CPT 100 INTRODUCTION TO BUSINESS DATA PROCESSING: 5 hours. Approximately one-half of the course will include an introduction to data preparation equipment, a survey of the structure and functions of computer systems, an introduction to systems analysis and flowcharting, and an introduction to computer programming languages. The remaining half of this course will include an introduction to computer programming in the BASIC programming language. Fall, Winter, Spring, and Summer.

CPT 101 INTRODUCTION TO MICROCOMPUTERS: 2 hours. An introduction into the use and selection of microcomputers for the home and business. Approximately one half of the course will consist of the process of selecting a microcomputer.

CPT 120 SYSTEMS ANALYSIS AND FILE MANAGEMENT: 5 hours. Prerequisite: CPT 100. An intensive study of systems theory, to include systems analysis, design, development, and implementation of a computerized business system. Sequential, indexed sequential, relative, and direct access file creation, processing and maintenance will also be presented. Fall, Winter, Spring and Summer.

CPT 134 ASSEMBLER I: 5 hours. Prerequisite: CPT 120. Computer structure; machine and assembler language techniques; a detailed description and analysis of the MIX computer. Spring.

CPT 135 RPG I: 5 hours. Prerequisite: CPT 120 or CPT 221. An introduction to the RPG programming language, including translation of problem situations to RPG coding. Winter.

CPT 221 FORTRAN I: 5 hours. Prerequisite: CPT 100 and CPT 120 or consent of instructor. An introduction to the FORTRAN programming language, including translation of problem situations to FORTRAN coding. Spring.

CPT 222 COBOL I: 5 hours. Prerequisite: CPT 120 or CPT 221. An introduction to the COBOL programming language, including translation of business-oriented problem situations to COBOL coding. Fall.

CPT 223 PASCAL I: 5 hours. Prerequisite: CPT 120. An introduction to the PASCAL programming language, including translation of business-oriented problem situations to PASCAL coding and implementation of PASCAL on a micro-processor. Fall and as needed.

CPT 232 COBOL II: 5 hours. Prerequisite: CPT 222 with a grade of C or better. An intensive study of the COBOL programming language with emphasis on business-oriented case studies. Winter.

CPT 235 RPG II: 5 hours. Prerequisite: CPT 135 with a grade of C or better. An advanced study of the RPG programming language with emphasis on applications programming. Spring.

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 and 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 mediolegal 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 parolees. Spring.

CRJ 230 POLICE ROLE IN DEVIANT BEHAVIOR: 5 hours. The development of criminal behavior will be studied to provide an insight into causal 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.

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 and Summer.

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. As needed.

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.

ECN 133 ECONOMIC DEVELOPMENT OF THE UNITED STATES: 5 hours. American economic development from the colonial period to the present; economic factors involved in industrial growth and the resulting economic problems. As needed.

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 ABAC. Required for each international student enrolled at ABAC. 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 individualized instruction in English writing and composition. For students who have special writing problems that cannot be solved using traditional classroom teaching methods, and for students who fail to meet the requirements of the University System's Regents' Test. Fall, Winter, Spring and Summer.

ENG 098 DEVELOPMENTAL ENGLISH: 5 hours institutional credit. Five recitations each week. For students who exhibit marked deficiencies in the basic skills of written communication and grammar. The course will concentrate on fundamental sentence elements to provide students with an adequate background for successful composition. The final grade will be determined by the Basic Skills Examination and a writing sample. Students will go from ENG 098 into ENG 099. Fall, Winter, Spring and Summer.

ENG 099 DEVELOPMENTAL ENGLISH: 5 hours institutional credit. Five recitations each week. For students whose writing deficiencies require work with the paragraph, essay techniques, and grammar review. Adequate scores on the Basic Skills Examination will be necessary for a student to enter LST 101. To exit English 099 into English 101, a student will have to pass the Basic Skills Examination and a writing sample. Fall, Winter, Spring and Summer.

ENG 101 COMPOSITION AND RHETORIC: 5 hours. Prerequisite: Placement through Basic Skills Examination or grades of C or better in ENG 098 or ENG 099. Five recitations per week. Review of grammatical structure alternating with the study of composition. A minimum of 6 themes are written; a departmental essay and a usage test must be passed. Analysis of prose models is done to aid the student in understanding organization as a vital rather than a mechanical function in written communication. 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 BOTANY: 5 hours. Four discussions and one laboratory period. Plant structure with special emphasis on seed plantings and functions of the various organs. Plant life and its relation to forestry. Fall, Winter and Spring.

FOR 190 CONCEPTS OF NATURAL RESOURCE CONSERVATION: 5 hours. Five lectures per week dealing with renewable natural resources and basic concepts of their use and management. Soil, water, range, forest, wildlife and fisheries will be emphasized. Winter and Spring.

FOR 191 ORIENTATION: 5 hours. Four lectures and one laboratory period. Forestry orientation as it pertains to various fields of the professions; forestry development in the United States; and basic rules pertaining to volume determining and computations. 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. Fall, Winter and Spring.

FOR 193 FOREST MAPPING: 5 hours. Three lectures and two laboratory periods. Practice in the use of drafting instruments and freehand lettering in the preparation of maps for acreage determination and forest management. Fall, Winter and Spring.

FOR 204 PLANT IDENTIFICATION: 5 hours. Three discussions and two laboratory periods. A brief survey of the plant kingdom, followed by the study of the trees of the United States with particular reference given those of commercial importance. Fall and Spring.

FOR 205 AERIAL PHOTOGRAPHY INTERPRETATION: 5 hours. Four discussions and one two-hour laboratory period. A study of aerial photo interpretation techniques and photogrammetric calculations used in forestry for timber type mapping and area determination. Fall, Winter and Spring.

FOR 207 SILVICULTURE: 5 hours. Three discussions and two laboratory periods. A study of the primary silvicultural systems on an ecological basis, including the basics of nursery practices and reforestation. Fall, Winter and Spring.

FOR 222 FOREST SURVEYING: 5 hours. Three lectures and two laboratory periods. A practical course in land surveying which includes discussion of survey methods, leveling, legal terms, deed descriptions, and computations associated with surveying work. Laboratory exercises involve the use of such equipment as the staff compass, steel tape, transit and engineer's level. Fall, Winter, and Spring.

FOR 241 FOREST PROTECTION: 5 hours. Three discussions and two laboratory periods. Prerequisite: FOR 191. The protection of forest from fires, insects and disease with special emphasis on fire prevention and control (includes use and care of equipment). Summer.

FOR 242 FOREST HARVESTING: 3 hours. One lecture and two laboratory periods. Prerequisite: FOR 191. A study of timber harvesting systems including techniques, problems and equipment. Summer.

FOR 243 FOREST INDUSTRIES: 2 hours. Prerequisite: FOR 191. A survey of forest industries with field trips to local plants. Laboratory: Summer.

FOR 244 FOREST MENSURATION: 5 hours. Prerequisite: FOR 191. Volume estimation of standing timber, including statistical analysis of timber cruise data. (Five 8-hour days for two weeks.) Summer.

FOR 245 TIMBER MANAGEMENT: 5 hours. Four discussions and one two-hour laboratory period. Prerequisite: FOR 191. A course in application of business and technical forestry principles to the management of forest land. Includes growth projection, site quality determination, interest rate calculations and forest investment analysis. Use of microcomputers to aid in selection of management alternatives is emphasized. Winter and Spring.

FOR 246 FOREST SAFETY: 1 hour. One hour discussion and demonstration. Prerequisite: FOR 191. Elementary first aid. Proper use of tools and safety equipment. Government safety regulations. Summer.

FOR 255 FOREST RECREATION: 5 hours. Four lectures and one two-hour laboratory period. Lectures and practical work on the organization and development of forest properties for recreational use. 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. 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. Classroom instruction plus field work under actual working conditions. This includes taking water temperature, O_2 samples, hardness readings, fish samples, working nets, seining, operating work boats, and fertilization of ponds. Summer.

FOR 263 ADVANCED WILDLIFE TECHNOLOGY: 5 hours. Four lectures and one laboratory period. Prerequisites: FOR 192; BIO 101 suggested. 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 294 FARM FORESTRY: 5 hours. Four discussions and one laboratory period. General forestry, siviculture, 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. Fall, Winter and Spring.

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. Winter odd years.

HCT 101 BASIC FASHIONS: 5 hours. A study of fashion as a social, economic, and merchandising force; designers, markets, fashion cycles. Fall odd years.

HCT 110 ELEMENTS OF CLOTHING CONSTRUCTION: 5 hours. Two hours of discussion and three two-hour laboratory periods. The course will include the selection of design and fabric, the construction, techniques and the use of equipment. Winter.

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. Fall even 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. Winter odd years.

HCT 230 CLOTHING: Special Problems: 5 hours. Two discussions and three two-hour laboratory periods. Fabric selection and clothing construction with emphasis placed upon fitting problems. The handling of special fabrics and tailoring techniques. Spring odd years.

HEC 100 HOME ECONOMICS ORIENTATION: 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.

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. Fall and Winter.

HEC 117 FOODS AND NUTRITION: 5 hours. Three discussion periods and two two-hour laboratory periods. Designed to present the principles of nutrition as related to methods of preparation and service of the basic food groups. As needed.

HEC 118 FOOD PRODUCTION AND SERVING: 5 hours. Three discussions and two laboratory periods. Planning, purchasing and preparation of food groups. A study of management, record keeping, layout equipment, sanitation and safety in the kitchen. As needed.

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 and Spring.

HEC 127 COMMERCIAL FOODS MANAGEMENT: 5 hours. Three discussions and two two-hour laboratory periods. Introduction to volume feeding. Principles of menu making. The menu as master schedule. Portion control, costing and pricing. Use and care of kits, tools and power equipment. Work methods for preparation and presentation of food in quantity. Preparation of food in quantity with emphasis upon application of principles of food science to quantity methods. Experience with additional food materials and menu items. Introduction to cafeteria and banquet food service. As needed.

HEC 131 FOOD PURCHASING: 5 hours. Four discussions and one two-hour laboratory period. Identification of foods and selection for various uses. Grades, specifications, packaging; the market system, methods of purchasing, ethics; receiving storage conditions and layout, requisitioning and issuing. Field trips. As needed.

HEC 132 QUANTITY FOOD PRODUCTION: 5 hours. One discussion and two six-hour laboratory periods. Quantity food preparation, production planning, scheduling and evaluation. Use and development of program for standardized recipes; yield studies; coordination of preparation and service; cafeteria menu making and costing; laboratory experience in each department of the dining hall of the College. As needed.

HEC 200 FOOD SERVICE EQUIPMENT: 5 hours. Five discussions. A study of the selection, care and use of institutional equipment for instructional purposes. Special emphasis on audio and visual aids equipment. Learning demonstration techniques. As needed.

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 245 SUPERVISION: 5 hours. Three discussions and two two-hour laboratory periods. Work methods and programs of work improvement; time and sequence scheduling of work; development of work sheets; training programs and methods; induction, job instruction, interviews, employee meetings, workshops and conferences; motivation; leadership communication; human relations; case studies, student demonstrations, reports. As needed.

HEC 255 CATERING: 5 hours. Two discussions and two four-hour laboratory periods. Meals for special occasions at various cost levels; planning, production, sales, service and evaluation of receptions, restaurant style table service, buffets and banquets; regional food patterns. As needed.

HEC 256 MERCHANDISING FOR FOOD SERVICE: 5 hours. Three discussions. Sales promotion and methods used to obtain public recognition and good will; styling the menu; use and pronunciation of foreign menu terms. As needed.

HEC 257 FOOD AND LABOR COST CONTROL: 5 hours. Five discussions. Record keeping and analysis. Storeroom controls and purchasing records; food costing; relation of the food cost system to data processing; labor laws and payroll; profit and loss statements and analysis of reports; budget planning and control. As needed.

HEC 268 RESTAURANT MANAGEMENT: 5 hours. Four discussions. Functions of planning, organizing, directing, coordinating and controlling in food services; systems analysis and management objectives; problems of staffing including job specifications, job descriptions, selection and hiring. As needed.

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. Fall 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. Fall odd years.

HFN 245 QUANTITY FOOD PRODUCTION: 5 hours. Three discussions and two two-hour laboratory periods. Quantity food production planning, scheduling, purchasing, and preparation. Sanitation and safety in the quantity foods kitchen. Spring even years.

HFN 250 FOODS FOR SPECIAL OCCASIONS: 5 hours. Three discussions and two three-hour laboratory periods. The planning, preparation, and serving of foods for a variety of special functions or occasions including teas, receptions, parties, buffets, brunches and other special occasions. Spring odd years.

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 116 CRAFTS: 5 hours. A survey of varied crafts for the family and home with in-depth projects in the crafts which are especially related to the student's career objectives. Fall.

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. Spring even years.

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. Spring odd years.

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. Winter.

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, Winter 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 democrary, 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. Fall and Winter.

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 271 PROBLEMS IN AMERICAN HISTORY: 5 hours. An examination of basic problems in American historical writing, with emphasis on interpretation, evaluation of evidence, and basic historical method. By concentrated study of selected issues in American History and differing interpretations of them by historians, the course attempts to develop critical thinking and deeper appreciation of the problems involved in the historical process. Directed reading, small group discussion, classroom discussion, classroom reporting, and independent writing are emphasized. 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. Spring.

HOR 110 ORNAMENTAL PLANT IDENTIFICATION: 5 hours. Three discussions and two two-hour laboratory periods. 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 per week. Principles of plant growth are stressed with emphasis concerning plant responses to varying climatic, environmental, and plant factors as mainly applied to fruits, vegetables, and ornamentals. Transfer credit for senior colleges. Spring and Summer as needed.

HOR 210 INTERNSHIP: 15 hours. On job training for students in Ornamental Horticulture Technology. As needed.

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 FLOWER SHOP MANAGEMENT: 5 hours. Four discussions and one two-hour laboratory period. A study of the principles involved in locating, managing and operating a flower shop. 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 I: 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 II: 5 hours. Three discussions and two three-hour laboratory periods. This course is a further application of Landscape Design I 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 MANAGEMENT I: 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. Cultural and technical requirements of specific commercial cut flower crops are discussed. Fall.

HOR 222 GREENHOUSE MANAGEMENT II: 5 hours. Four discussions and one two-hour laboratory period. A continuation of Greenhouse Management I with emphasis on pot plant culture, bedding plant culture, grading and standards of flower crops, planning cut flower and pot plant crop rotations and specific insect and diagnosis and control. Winter.

HOR 223 GREENHOUSE MANAGEMENT III: 5 hours. Four discussions and one two-hour laboratory period. A continuation of Greenhouse Management II with emphasis on bedding plant culture and hanging baskets with demonstration plots established on campus. Spring.

HOR 231 TURFGRASS MANAGEMENT I: 5 hours. Four discussions and one two-hour laboratory period. Cultivar selection, identification and establishment; practical turfgrass manangement; basic fertility programs; mowing and irrigation practices; thatch control will be discussed in detail. Fall.

HOR 232 TURFGRASS MANAGEMENT II: 5 hours. Four discussions and one two-hour laboratory period. Prerequisite: HOR 231. Elements of planning, construction, and maintenance of turfgrass for residences, industrial grounds, parks, and roadsides will be discussed. Weed, insect, disease, and nematode identification and controls will be emphasized. Winter.

HOR 233 GOLF COURSE DESIGN AND MANAGEMENT: 5 hours. Four discussions and one two-hour lab. Prerequisites: HOR 215 and 231. Principles and practices in design, development and management of a golf course will be emphasized. Selection and utilization of turfgrass varieties and other landscape materials; development of specifications for their nutritional, chemical and mechanical maintenance. Financing, equipment, labor management, and public relations will be discussed. Spring.

HOR 241 LANDSCAPE MANAGEMENT I: 5 hours. Four discussions and one two-hour laboratory period. Basic botany and principles in the selection, establishment and maintenance of ornamental trees, shrubs, ground covers, lawns and flower areas. Planting procedures, pruning, mulching, watering, fertilization, pest control and maintenance specifications will be discussed. Winter.

HOR 242 LANDSCAPE MANAGEMENT II: 5 hours. Four discussions and one two-hour laboratory period. Advanced practice in the establishment and maintenance of landscape plants including bracing, cabling, bark and cavity repair and diagnostic analyses. Principles and practices of landscape contracting and maintenance specifications will be discussed. Spring.

HOR 245 PLANT PROPAGATION: 5 hours. Four discussions and one two-hour lab. Sexual and asexual propagation of ornamental plants, and 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 lab. Production, labor and sales management, retail and wholesale nurseries, locations, layout, culture, equipment and facilities will be discussed. Fall.

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 and Summer.

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 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 and Spring.

IPR 102 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 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. Spring.

IPR 104 BEGINNING SHORTHAND: 5 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. Fall.

IPR 105 SHORTHAND DICTATION: 5 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. Winter.

IPR 106 ADVANCED SHORTHAND: 5 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. Spring.

IPR 200 PROFESSIONAL DEVELOPMENT: 2 hours. Business manners for men and women, effective human relations, animation and conversation, social and business etiquette, conversational do's and don'ts essential to all areas of life, basic visual poise, figure control, basic makeup, wardrobe, and styling. Winter and Spring.

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 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. Fall and Winter.

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 SECRETARIAL PROCEDURES: 5 hours. An analysis of the secretarial professional with emphasis on the personal qualities that are needed for success. It provides an opportunity for self-analysis and personality development. It includes a sharpening of secretarial skills involved in typewriting, taking and transcribing dictation, and composing and reproducing communications. Emphasis is placed on specialized secretarial duties in the form of in-basket simulations for transmitting mail, shipments, telephone and telegraph messages, preparing business reports, and handling financial and legal responsibilities. Winter and 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. As needed.

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. As needed.

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. As needed.

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 DECISION MATHEMATICS: 5 hours. Prerequisite: MAT 110 with a grade of C or better or exemption by examination 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 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 anaylytic 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.

MDE 150 PRINCIPLES OF DISTRIBUTION: 5 hours. This course is designed to develop elementary concepts concerning the history and development of distributive education, its purpose and operation. The student is introduced to the careers in distribution, the types of distributive businesses, how distributive businesses function, and the relationship of distribution and government. The course should assist the student in making an intelligent career choice in distribution or education. Designed for Marketing and Distributive Education majors. Fall and as needed.

MDE 171 SALESMANSHIP: 5 hours. Basic principles of selling and their practical application, product information and its presentation, determination of customer needs, buying motives, customer analysis, opportunities in selling and personality requirements of salesmen. Fall.

MDE 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.

MDE 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 problems encountered in managing the Market Mix. Winter.

MDE 202 BUSINESS ORGANIZATION AND MANAGEMENT: 5 hours. A study of various small business organization patterns with emphasis on the functions and responsibilities of the divisions, location, layout, lines of promotion and authority and problems of organization and expansion. Spring.

MDE 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 and Distributive Education. Fall, Winter, and Spring.

MDE 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. Spring and as needed.

MDE 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. Fall, Summer, and as needed.

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. As needed.

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 and as needed.

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. Prerequisite: 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 25 minute lesson a week in piano, organ, other instrument, or voice. Primarily for music majors, but a limited number of non-majors may be accepted when schedules permit. A laboratory fee of $15 per quarter is charged for each 25 minute lesson weekly. Fall, Winter and Spring.

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. Two 25 minute lessons 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. Two rehearsals per week. 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. Three rehearsals weekly. 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. Three rehearsals weekly. 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. Three rehearsals per week. 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.

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. Three rehearsals per week. Open to all students who can suitably play a musical instrument in the groups listed above or who have had experience in corps marching.

MUS 234 ADVANCED MUSIC THEORY: 3 hours. Prerequisite: MUS 136. Borrowed chords, secondary dominants, modulation to related keys, and analysis of small forms. Fall.

MUS 235 ADVANCED MUSIC THEORY: 3 hours. Prerequisite: MUS 234. Neapolitan and augmented sixth chords, chromatic chord forms, and advanced modulation. Winter.

MUS 236 ADVANCED MUSIC THEORY: 3 hours. Prerequisite: MUS 235. Contemporary techniques, including quartal harmony, modes, synthetic and exotic scales, rhythmic devices and form. Spring.

NUR 100 FUNDAMENTALS OF NURSING: 7 hours. Four lecture hours, six hospital hours, and three campus laboratory hours a week. This course introduces the student to concepts which provide a basis for nursing theory and practice. Concepts included in the course are related to: the development, goals, and functions of nursing; the goals of the health team; the physiological and developmental needs of the well individual; stress and its effects upon the individual; the nurse-patient relationship; legal and ethical implications for nursing practice; cultural and religious factors related to nursing practice; the nursing process; and basic nursing measures and skills. Principles of normal nutrition are integrated throughout the course. Fall.

NUR 101 MEDICAL-SURGICAL NURSING I: 6 hours. Prerequisite: Grade of C or better in NUR 100 and BIO 211. Three hours of lecture, six hospital hours and three campus laboratory hours a week. This course is a study of the nursing care of adult individuals with common recurring dysfunctions which interfere with physiological, psychosocial, and developmental needs. The ma-

jor focus of the course is on the utilization of the nursing process to assist in meeting the needs of individuals with gastrointestinal and musculo-skeletal dysfunctions. The nurse's role in the prevention of further dysfunction for the individual is discussed. Pre- and post-operative nursing care is included as well as nursing interventions related to commonly prescribed medications and diagnostic procedures. Principles of therapeutic nutrition are integrated throughout the course. Winter.

NUR 102 PSYCHIATRIC NURSING: 7 hours. Prerequisite: Grade of C or better in NUR 101 and BIO 212. Prerequisite or corequisite: ENG 101. This basic course in psychiatric nursing progresses from basic concepts of psychodynamics of behavior in health and illness to the study of the nursing care of the individual who, due to mental illness, is unable to meet his own needs. Utilizes the nursing progress and a therapeutic relationship to provide care for individuals with uncommon recurring dysfunctions which interfere with psychosocial development, physiological needs, and higher needs.

NUR 150 CAREER DEVELOPMENT IN NURSING: 2 hours. Designed to provide the nursing student with opportunities to participate both in health-related community activities and in the professional organization at the local, state, and national level. The student will initiate, plan, and implement selected activities with consultation from the instructor. In addition, the student will gain information about career opportunities and develop skills related to group cooperation, organization, and leadership. Limited to students in the nursing sequence. Fall, Winter and Spring.

NUR 201 MEDICAL-SURGICAL NURSING II: 10 hours. Prerequisite: Grade C or better in NUR 102, BIO 105 and SOC 105. Six lecture hours, nine hospital hours and three campus laboratory hours a week. This course is a continuation of Medical-Surgical Nursing I. The course comprises study of the technical nursing care of the adult who, due to illness, is unable to meet his own needs. The student is assisted in utilizing the nursing process to provide care for patients with problems resulting from stress due to: neurological, endocrine, cardiovascular, respiratory and renal dysfunctions. This course includes concepts related to independent nursing functions and medically delegated responsibilities. The student is expected to utilize knowledge of pertinent scientific principles in each step of the nursing process. Fall.

NUR 202 MATERNAL-CHILD NURSING: 10 hours. Prerequisite: A grade of C or better in PSY 221 and NUR 201. Seven lecture hours and nine hospital laboratory hours. Focuses on the needs of the individual and the family during the childbearing process. The student is assisted in augmenting previously acquired concepts and skills with those which relate to the obstetric and pediatric patient. Winter.

NUR 204 ADVANCED NURSING: 15 hours. Prerequisite: Grade C or better in NUR 202 and must have passed Regents' Test. Six lecture hours and eighteen hospital laboratory hours. This course comprises study and laboratory experience in caring for the patient with complex needs resulting from dysfunctions involving proliferation and maturation of cells, burns, neurological problems and care of the geriatric patient. The course includes planning and implementing nursing care utilizing principles relating to primary and team nursing care concepts. A study of current trends in nursing practice and the relationships, opportunities and responsibilities of the Registered Nurse will be included. Spring.

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 and Summer.

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 and Summer.

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 FOLK AND SQUARE DANCING I: 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. Spring.

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 115 ADVANCED RHYTHMS I: 1 hour. Prerequisites: Consent of instructor plus experience in rhythmic activity. Simple analysis and exploration of the technical aspects of patterns of movement with emphasis on muscular control, anatomical structure and rhythmic application. Golddusters. WOMEN. Fall and Winter.

PED 116 ADVANCED RHYTHMS II: 1 hour. Prerequisite: Consent of instructor and/or PED 115. A continuation of 115 which will involve deeper and more comprehensive penetration into the theory of movement and body control. Golddusters. WOMEN. Fall and Winter.

PED 117 SOCCER: 1 hour. Covers the skills and techniques of beginning kick and half-volley kick. Includes the passes, the traps, dribbling, heading, tackling and charging. MEN. Fall and Spring.

PED 118 FOLK AND SQUARE DANCING II: 1 hour. Prerequisite: PED 107 with a grade of C or better. This course will build on the materials of PED 107. Further exploration of American

folk dancing will take place and more intricate movement patterns will be explored. MEN and WOMEN. Fall, Winter, and Spring.

PED 121C 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. This is done by classroom instruction and by a program of body exercise designed to develop muscular tone, coordination, and endurance as well as strength. MEN And WOMEN. Fall and Winter.

PED 122 CONDITIONING II: 1 hour. Prerequisite: PED 121. A continuation of PED 121 in which increasing emphasis is placed on coordination, on fitness, and endurance. MEN. Winter and Spring.

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 machine. MEN and WOMEN. 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. Spring.

PED 128W AEROBICS: 1 hour. Light aerobics for the mature woman. A course designed for mature women who want to increase their level of fitness. The course will involve graded calisthenics and aerobic dancing and will aim at developing increased flexibility, balance, coordination, body control, rhythm, and endurance. Permission of instructor required to enroll in this class. Fall, Winter, Spring and Summer.

PED 131W CONDITIONING: 1 hour. This course is designed for female students to gain an understanding of fitness, including physical fitness, figure improvement, nutrition, weight control, care of the feet and back, menstrual health, and relaxation. WOMEN. Winter.

PED 132 PHYSICAL FITNESS TO MUSIC: 1 hour. A course for college women involving several types of physical expression such as dancing (modern, jazz, ballet, folk) in various methods of exercise. Included in these methods are calisthenics and rhythmical rope jumping. 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 151 INTERNATIONAL FOLK DANCE: 1 hour. An introduction to traditional folk dances of the world, especially those which have served to perpetuate major ethnic cultures. The course is coeducational and will involve active participation in both dance and background study of each dance. Fall.

PED 152 SOCIAL DANCE: 1 hour. A study of the development of ballroom dancing from past to present, especially those movements which are performed to popular music of today. The class is coeducational and in addition to contemporary dance will offer the cha-cha, tango, twist, hully-gully and jitterbug. Fall.

PED 154 TAP DANCE: 1 hour. An introductory course offering basic techniques in tap and soft shoe dancing. Winter.

PED 155 BALLET: 1 hour. A course of fundamental exercises in the 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 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. 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. Fall, Spring and Summer.

PED 208 SENIOR 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 221 TENNIS II: 1 hour. Prerequisite: A grade of C or better in PED 202. A continuation of Tennis I, offering the advanced player more practice in skills, strategy and techniques. MEN and WOMEN. 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 and WOMEN. Winter.

PED 225 FOLK AND SQUARE DANCE III: 1 hour. Prerequisite: A grade of C or better in PED 118. A continuation of Folk and Square Dance II in which emphasis is placed on perfecting performance skills. MEN and WOMEN. Fall, Winter and Spring.

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. Spring and Summer.

PED 233 POWER VOLLEYBALL: 1 hour. Prerequisite: 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 235 FOLK AND SQUARE DANCE IV: 1 hour. Prerequisite: A grade of C or better in PED 225. A continuation of Folk and Square Dance III with emphasis on perfecting performance skills with more intricate movements. Winter and Spring.

PED 241C GOLF II: 1 hour. Intermediate Golf. Prerequisite: Successful completion of Beginning Golf 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.

POL 111, 112, 113, 211, 212, 213 CURRENT AFFAIRS: 1 hour. Meet one hour a week. A study of events of the world today based on current periodicals, radio, and television. Emphasis is on development of informed judgments about public affairs by the student. (Open to all students). On demand.

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 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.

REL 101 WORLD'S GREAT RELIGIONS: 5 hours. A brief introduction to the field of religion and religions, followed by a systematic comparative survey, historical and critical, of the religions of the world. On demand.

SCI 100 SCIENCE, MATHEMATICS AND NURSING ORIENTATION: 1 hour. Designed primarily for first-quarter freshmen 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 sciences 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 INTRODUCTION TO SOCIAL WELFARE: 5 hours. Prerequisite: SOC 105 with a grade of C or better. To provide the student with an understanding of social welfare as an institution and social work as a profession. The course will include a study of various settings which offer social welfare services; development of knowledge, values, and skills relevant to social work and other human services; and examination of the problems and gaps encountered in service delivery systems. This course is designed to contribute to the enrichment of general education for all students as well as those in the Social Work Education Program. Winter.

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. 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 odd numbered years 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 even numbered years 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 even numbered years 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 even numbered years 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. Fall, Winter, Spring and Summer.

VTP 100 PRINCIPLES OF SURGERY: 3 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 107 HEMATOLOGY: 4 hours. Three one-hour lectures and one two-hour laboratory period. Prerequisite: A grade of C or better in all previous VTP courses. This course is designed to instruct the student in the performance of laboratory diagnostic procedures, hematology and urinalysis. Winter.

VTP 108 PRINCIPLES OF PHARMACOLOGY: 5 hours. Prerequisite: A grade of C or better in all previous VTP courses. Four 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. Spring.

VTP 109 RADIOGRAPHIC TECHNIQUES: 2 hours. Two lecture periods. 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 ANATOMY AND PHYSIOLOGY: 5 hours. Three lectures and two two-hour laboratory periods. A study of anatomy and physiology of domestic animals. Fall.

VTP 134 ANATOMY AND PHYSIOLOGY: 5 hours. Three lectures and two two-hour laboratory periods. Prerequisite: A grade of C or better in all previous VTP courses. A continuation of VTP 133. 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 viralogy and its use in diagnostic procedures. Fall, Spring.

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, Spring.

VTP 208 EXTERNSHIP: 15 hours. Prerequisite: A grade of C or better in all previous VTP courses. A practicum under a licensed veterinarian. Summer, Winter.

VTP 212 NUTRITION: 2 hours. Two one-hour lectures. Prerequisite: A grade of C or better in all previous VTP courses. A study of the nutritional requirements of both normal and diseased domestic animals. Fall, Spring.

VTP 218 CLINICAL PATHOLOGY: 2 hours. Prerequisite: A grade of C or better in all previous VTP courses. A discussion of clinical pathology and its application to Veterinary Medicine. Fall, Spring.

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, Spring.

VTP 228-U SMALL ANIMAL SURGERY: 7 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 section with emphasis on basic techniques in patient preparation, pack preparation, and assistance. Fall, Winter, Spring and Summer.

VTP 229-U SMALL ANIMAL MEDICINE: 7 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 small animal medicine section with emphasis on basic techniques in small animal care and medication. Fall, Winter, Spring and Summer.

VTP 231-U ANESTHESIA TECHNIQUES: 6 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. Involves rotation in the equine section of the large animal clinic. Emphasis is placed on handling, medication and care of horses. 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, 15 junior colleges. These 33 public institutions are located through 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

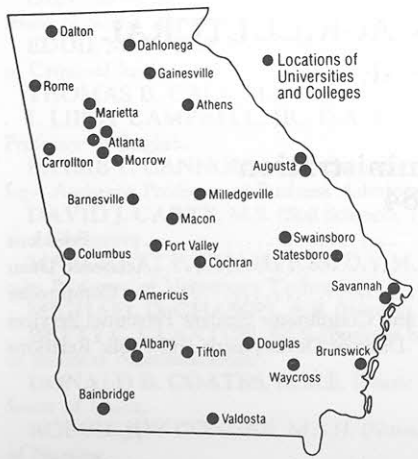
Athens 30602
University of Georgia—h; B,J,M,S,D
Atlanta 30303
Georgia State University—A,B,J,M,S,D
Atlanta 30332
Georgia Institute of Technology—h; B,M,D
Augusta 30912
Medical College of Georgia—h, A,B,M,D

Senior Colleges

Albany 31705
Albany State College—h; B,M
Americus 31709
Georgia Southwestern College—h, A,B,M,S
Augusta 30910
Augusta College—A,B,M,S
Carrollton 30118
West Georgia College—h, A,B,M,S
Columbus 31993
Columbus College—A,B,M,S
Dahlonega 30597
North Georgia College—h; A,B,M
Fort Valley 31030
Fort Valley State College—h; A,B,M
Marietta 30061
Kennesaw College—A,B
Marietta 30060
Southern Technical Institute—h, A,B
Milledgeville 31061
Georgia College—h, A,B,M,S
Savannah 31406
Armstrong State College—A,B,M
Savannah 31404
Savannah State College—h; A,B,M
Statesboro 30460
Georgia Southern College—h; A,B,M,S,cD
Valdosta 31698
Valdosta State College—h; A,B,M,S,cD

Junior Colleges

Albany 31707
Albany Junior College—A
Atlanta 30310
Atlanta Junior College—A
Bainbridge 31717
Bainbridge Junior College—A
Barnesville 30204
Gordon Junior College—h; A
Brunswick 31523
Brunswick Junior College—A
Cochran 31014
Middle Georgia College—h; A
Dalton 30720
Dalton Junior College—A
Douglas 31533
South Georgia College—h; A
Gainesville 30503
Gainesville Junior College—A
Macon 31297
Macon Junior College—A
Morrow 30260
Clayton Junior College—A
Rome 30163
Floyd Junior College—A
Swainsboro 30401
Emanuel County Junior College—A
Tifton 31793
Abraham Baldwin Agri. College—h; A
Waycross 31501
Waycross Junior College—A



University System of Georgia
244 Washington Street, S.W.
Atlanta, Georgia 30334

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244 Washington Street, S.W., Fourth Floor—Atlanta, Georgia 30334

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W. Worth Bridges, Jr. ..... Dean and Coordinator Student Personnel Services
Melvin L. Merrill ..... Director Development and Public Relations

FACULTY 1983-84

LEW S. AKIN, Ph.D. (Drama), University of Georgia; Professor of Speech and Drama and Chairman of Division of Humanities.

STANLEY R. ANDERSON, Ph.D. (Agronomy-Economic Botany), Iowa State University; President.

MERLE M. BAKER, M.Ed. (Education), Mercer University; Associate Professor of Social Science.

WILIAM R. BAKER, B.S.T.M. (Technology of Management), The American University; Temporary Part-time Instructor in Business Administration.

PATRICIA S. BARBER, M.S.N. (Nursing), Medical College of Georgia; Assistant Professor of Nursing.

RAY N. BARBER, M.S. (Physiology), Auburn University; Assistant Professor of Biology.

J. KEITH BARR, M.Ed. (Health and Physical Education), Georgia Southern College; Instructor in Health, Physical Education, and Recreation, Women's Basketball Coach, and Intramural Coordinator.

A. FLORENCE BAXTER, M.Ed. (English Education), University of Georgia; Associate Professor of English.

LEON W. BENEFIELD, JR., Ed.D. (Science Education), University of Georgia; Associate Professor of Biology.

EARL M. BENNETT, M.Ed. (Secondary Education/Math Education), Valdosta State College; Assistant Professor of Mathematics.

DON A. BERKOWITZ, Ph.D. (Chemistry), University of Georgia; Temporary Assistant Professor of Chemistry.

JAMES R. BRADLEY, M.M. (Choral Conducting), University of Tennessee; Temporary Instructor in Music.

ANNE P. BRASHEAR, M.Ed. (Counselor Education), University of Virginia; Adjunct Instructor.

W. WORTH BRIDGES, JR., Ed.D. (Counseling), University of Georgia; Dean and Coordinator of Student Personnel Services and Associate Professor of Social Science.

WILLIAM T. BRIGHTWELL, Ph.D. (Horticulture), Ohio State University; Temporary Part-time Coordinator of Agricultural Short Courses.

RODNEY W. BROWN, Ph.D. (Forest Resources), University of Georgia; Assistant Professor of Forestry.

JAMES A. BURRAN, Ph.D. (History), University of Tennessee; Registrar and Assistant Academic Dean and Associate Professor of History.

JAMES M. BURT, JR., M.F.A. (Drama), University of Georgia; Associate Professor of Speech and Drama.

DENNIS O. BUSH, JR., M.Ed. (Secondary Education), West Georgia College; Assistant Professor of Social Science.

EDDIE M. BYERS, M.S. (Criminal Justice), Eastern Kentucky University; Assistant Professor of Criminal Justice.

THOMAS B. CALL, M.S. (Agronomy), University of Georgia; Instructor in Crop Science.

J. LIBBY CAMPBELL, JR., D.A. (English), Middle Tennessee State University; Associate Professor of English.

PATSIE T. CANNON, M.Ed. (Secondary Education/Business Education), Valdosta State College; Assistant Professor of Business Administration.

DAVID J. CARTY, M.S. (Soil Science), Texas A & M University; Assistant Professor of Soils and Chemistry.

MARGARET F. CHAMPION, D.V.M. (Veterinary Medicine), University of Florida; Assistant Professor of Veterinary Technology.

MICHAEL D. CHASON, A.B. (History), Valdosta State College; Director of Public Relations.

BETTY C. CLAXTON, Ed.S. (Business Education), University of Georgia; Associate Professor of Business Administration.

DONALD B. COATES, M.M.E. (Music Education), Florida State University; Assistant Professor of Music.

ROBBIE JOY CONGER, M.S.N. (Nursing), Medical College of Georgia; Assistant Professor of Nursing.

J. DANIEL CONOLY, Director of the Computing Center. (Retired 1/31/84)

WAYNE L. COOPER, M.Ed. (Physical Education), University of Georgia; Assistant Professor of Physical Education and Chairman of Department of Health, Physical Education, and Recreation.

DAN L. CORRIE, M.A. (English), Longwood College; Instructor in Developmental Studies English.

DIANNE D. COWART, M.Ed. (Guidance and Counseling), University of Georgia; Director of Residence Life.

J. DAVID COWART, M.Ed. (Mathematics), Valdosta State College; Instructor in Developmental Studies Mathematics.

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George P. Donaldson, Abraham Baldwin Agricultural College 1947-61
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J. Clyde Driggers, Abraham Baldwin Agricultural College 1964-75
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GLOSSARY OF TERMS



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)—Computed 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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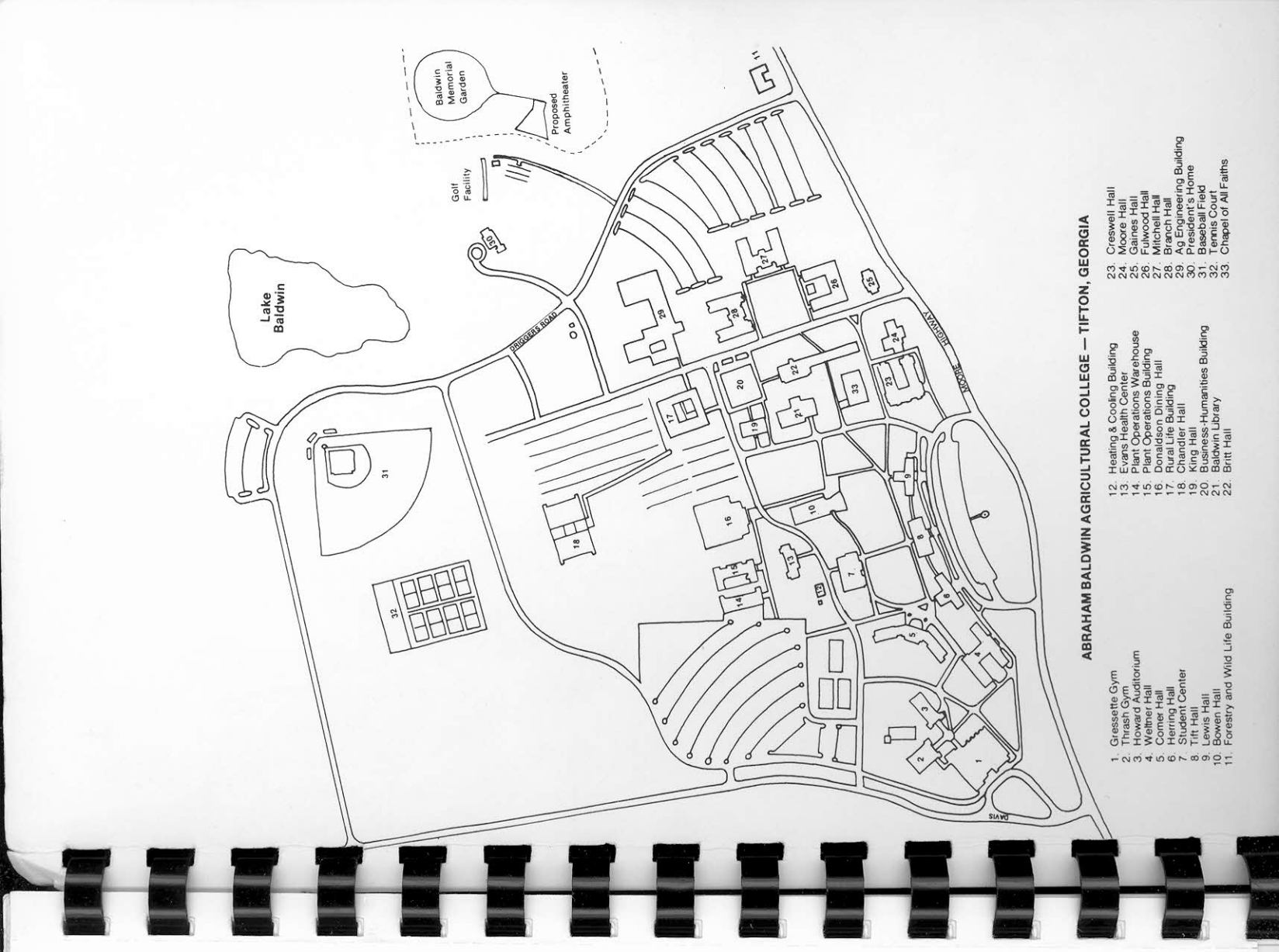
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MEDICAL HISTORY QUESTIONNAIRE
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*REQUIRED TESTS OR IMMUNIZATIONS**

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 both 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_____

ABRAHAM BALDWIN
AGRICULTURAL COLLEGE

A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

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