

# QUESTIONS Q&A & ANSWERS

# WHAT'S WHAT?

A transition support tool from Augusta State University



*The following is intended as a brief, introductory reference to terms and abbreviations utilized on campus, which may be unfamiliar to those new to our campus. The reader is referred to the current university catalog as the primary campus information source and guide for students.*

**ACADEMIC ADVISOR** - assists a student in pursuing his/her educational goals; students should take the initiative to establish a productive advising relationship.

**ADD/DROP** - during specific registration periods and the first three days of fall and spring terms, a student may add or drop courses with the approval of the student's Academic Advisor; the student may use ELROY or process an "Add/Drop" form during registration or add/drop.

**ADVISING DEPARTMENT** - a student's interest or special program need is matched to a department for advisement; specific advisors are assigned by the department; students are responsible for making regular contacts with their advising department.

**AH** - (Allgood Hall) houses the College of Business Administration academic dean and faculty and the Katherine Reese Pamplin College of Arts and Sciences academic dean and departments of History & Anthropology; Honors; Languages, Literature & Communications; Learning Support/University College; Mathematics & Computer Science; Political Science; and Sociology. Classrooms, computer labs, snack bar and student study areas available.

**ALTERNATE** - an additional course which the advisor approves for the student to substitute should a desired course be closed.

**ALTERNATE PIN** - See *TERM PIN*.

**ASU** - Augusta State University is a comprehensive senior unit of the University System of Georgia.

**ASU-ID JAGCARD** - all students on campus must have a validated ASU-ID JagCard; the ID is a permanent card which must be validated each term in the Student Activities Office or Reese Library; the initial ID card is free in your first term and there is a fee for ID card replacement. *Can also be used as campus debit card - See [jagcard.aug.edu](http://jagcard.aug.edu) for more information.*

**ASUO 1000** - course designed to help students prosper in college; topics include effective note-taking, preparing for tests, choosing a major, time management and motivation.

**ATHLETIC COMPLEX** - see *CFH*.

**ATHLETIC FEE** - a per term fee charged to each student to support the men's and women's varsity athletic programs.

**ATTENDANCE POLICY** - each professor should, at the beginning of the term, state his/her policies regarding absences; a student is subject to being dropped from the course after absences equalling 10% of total course time.

**AUDIT** - course taken for non-credit; grade awarded as V.

**BANNER** - ASU's student information system.

**BELL RINGER** - ASU student newspaper, published weekly during the term (WH, 2nd floor).

**BELLEVUE HALL** - houses Vice President of Academic Affairs and Vice President of Student Services.

**BENET HOUSE** - houses Office of Admissions.

**BOOKS** - books may be purchased at either the ASU Bookstore or ASU Book Exchange, both are located on the 1st floor of WH; take your printed class schedule to the bookstore before classes begin to find and purchase your books. Your professors will usually verify the books required on the 1st day of class; books may be resold on a consignment basis through the Book Exchange or on a buy back basis by publishers' representatives.

**BOYKIN WRIGHT HALL** - Counseling Services (1st floor); Career Center (2nd floor).

**CAMPUS PIPELINE** - (<http://pipeline.aug.edu>) ASU's web portal; provides official email, calendars, announcements, ELROY and campus information for students, faculty and staff.

**CATALOG** - primary information source and guide for ASU students; published annually and available free from Admissions (Benet House).

**CFH** - (George C. Christenberry Fieldhouse) located on Wrightsboro Rd.; houses Department of Kinesiology and Health Science, Athletics, weight room, activity rooms, classrooms, locker rooms, walk/jogging track and courts; available for general student use with ASU-ID at posted times.

**CHANGING MAJOR** - a student may change/declare majors through ELROY or by turning in a completed "Change of Major" form to Student Records; student should seek advisement in the new advising department; student should confirm transfer of advising records.

**CLASS TIMES** - indicated in the searchable course schedule on ELROY on Campus Pipeline.

**CLASSES BEGIN** - the first day of class is published on [www.aug.edu/registrar\\_va](http://www.aug.edu/registrar_va). (If a class/lab does not meet daily, then the first day for that class/lab might be on a day later than the first day of the term.)

**CLASSIFICATION** - based on how many credit hours a student has earned, *not* how many years the student has been in school: Freshman=0-29 hours; Sophomore=30-59; Junior=60-89; Senior=90 or more semester hours earned.

**CLUBS & ORGANIZATIONS** - chartered through Student Activities; informational postings in WH lobby; mailboxes in WH 2nd floor hallway.

**COLLEGE** - the academic departments are divided among three schools within the Division of Academic Affairs: College of Arts & Sciences, College of Business Administration and College of Education.

**COMPUTER LAB** - located in Allgood Hall, Library, University Hall, Washington Hall; available for general student use except for class times (see postings); ASU-ID required.

**CO-OP** - (Cooperative Education) special program combining practical work experience with academic course work in a student's chosen field (Boykin Wright Hall).

**CORE CURRICULUM** - ASU's basic course of study required for a bachelor's degree.

**COREQUISITE** - a course required to be taken during the same term as another course; usually indicated in the catalog course description.

**COUNSELING SERVICES** - provided free to ASU students - call 706-737-1471 for information.

**COURSE SCHEDULE** - per term listing of course offerings; available prior to priority registration on ELROY in Campus Pipeline.

**COURSE SYLLABUS** - a summary containing an instructor's plan for the course of study; usually details text book(s), grading system, attendance policy, other course requirements.

**CPC** - (College Preparatory Curriculum) minimum curricula requirements for college bound students specified by the State Board of Education; any CPC deficiency must be remediated within the first 30 hours of credit; student must earn C or better to remove deficiency.

**CREDIT HOUR** - (Semester Hour) the unit of credit in any course; one credit hour usually represents one 50 minute period a week during fall and spring semesters.

**CRSC** - (Ceramics & Sculpture) houses Ceramics and Sculpture studios and storage.

**DEAN, ACADEMIC** - the dean of each college is responsible for all academic programs within that school and reports to the Vice President of Academic Affairs.

**DEAN'S LIST** - per term undergraduate academic honor. See "*Q&A: What's Academic Standing?*"

**DECLARING MAJOR** - see *CHANGING MAJOR*.

**DEPARTMENT CHAIR** - person responsible for all academic programs within that department; reports to the academic dean of his/her college.

**DROP/ADD** - see *ADD/DROP*.

**ELROY** - (ELectronic Resources Online for You) - student info system in Campus Pipeline; used for registration, fee payment, schedule information, viewing grades etc. See [pipeline.aug.edu](http://pipeline.aug.edu)

**EMERGENCIES** - contact Public Safety (1401 on a campus phone - 706-737-1401 on other phones); give name, location and nature of assistance needed. Emergency call boxes are located around campus.

**FAC** - (Fine Arts Center) houses Department of Fine Arts, Art Gallery, studios, and classrooms.

**FANNING HALL** - houses Business Office, Procurement Office, Personnel Office and Vice President for Business and Student Services. (Elevator)

**FREE PHONES** - provided by SGA; located in WH, UH, AH, Library, Fine Arts Center, etc; restricted to local calls only (calling cards not accepted).

**FRESHMAN** - undergraduate who has earned 0-29 semester hours.

**FULL LOAD** - 12-18 credit hours per term is considered a full course load for an undergraduate.

**G** - (Galloway Hall) houses Continuing Education, Military Science, and meeting rooms.

**GPA** - (Grade Point Average) computed by dividing the number of hours attempted into the number of grade points earned on those hours. See "*Q&A: What's Academic Standing?*" for explanations of the different GPA's.

**GRADES** - available on ELROY on Campus Pipeline following the end of each term.

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**HONORS** - classes designated with "XX" in the course schedule; requires permission; contact the Honors Program Coordinator (AH, 706-729-2083) for information on ASU's Honors Program.

**INSTITUTIONAL GPA** - the grade point average used for graduation requirements, suspension, and probation; allows an undergraduate to repeat most courses taken at ASU. The grades earned (except for W or Audit) in repeated courses replace previous grades in the computation of the institutional GPA.

**JAGCARD** - your ASU-ID can serve as a campus debit card; see <http://jagcard.aug.edu> for information.

**JOBS** - The Financial Aid office lists available on-campus jobs. Career Center provides current off-campus part-time and full-time job postings.

**JUNIOR** - undergraduate who has earned 60-89 semester hours.

**LAB** - laboratory portion of a course.

**LEARNING SUPPORT** - supports students through developmental courses in english, math and reading. Students admitted into the Learning Support program are advised in that department and must follow specific guidelines until they successfully exit the program.

**LIBRARY CARD** - student's valid ASU-ID serves as your library card at ASU's Reese Library.

**LOST & FOUND** - located in Public Safety Office (706-737-1401).

**MAP** - (Minority Advising Program) peer support program for minority students; contact Dr. Seretha Williams (706-667-4173) for more information.

**MATH LAB** - free help available per posted hours for ASU students. *Ask your math instructor for details.*

**MAXWELL ALUMNI HOUSE** - houses Alumni Affairs.

**MIDTERM** - marks the mid-point in the term; course withdrawals made by this date are without grade penalty (grade awarded as W); term also used for tests given by some instructors near midterm.

**MINOR** - in addition to major course work, most (but not all) bachelor's degree programs require 15-18 hours of course work, including some 3000-4000 level work in a minor area of study.

**MUSIC FEE** - additional fee charged for certain music courses.

**OARS** - (Orientation+Advising+Registration+Special Programs) series of transitional support programs for students new to campus; staffed by student leaders who volunteer on an annual basis; sponsored by the *START UP* Center.

**OVERLOAD** - 19 semester hours or more is considered an overload; requires that special conditions be met (consult your academic advisor).

**PARKING FEE** - annual fee for ASU student parking permit (valid through summer); required for parking on campus; available from Public Safety.

**PAT** - (Maxwell Performing Arts Theatre) campus theatre; primary site for theatrical and musical productions on campus; also houses PAT gallery.

**PAYNE HALL** - houses Registrar's Office, Student Records Office, and Veterans' Affairs Office; Financial Aid Office (2nd floor).

**PHOENIX** - student magazine format publication (WH, 2nd floor).

**POOL** - located adjacent to NSB; ASU-ID required for free-swim (see posted hours).

**POST BAC.** - (post-baccalaureate) a student with a baccalaureate degree seeking additional instruction in a non-degree category.

**POST GRAD.** - (post-graduate) a student with a graduate degree seeking additional instruction in a non-degree category.

**PRIORITY REGISTRATION** - shortly after midterm, eligible students may register for the next term; look for campus postings and on the web at [www.aug.edu/startup](http://www.aug.edu/startup) for dates and instructions.

**PREREQUISITE** - a course required to prepare a student for another course; usually indicated in the catalog course description.

**PROBATION** - (Academic Probation) since you must have at least a C average to graduate from ASU, undergraduate students who earn an institutional grade point average of less than 2.00 will be placed on academic probation; students may continue in attendance provided they meet minimum requirements based on credit level; registrations restrictions may apply. *See "Q&A: What's Academic Standing?"*

**PUBLIC SAFETY** - ASU's Police Department; provides emergency services and sells parking permits.

**RAINS HALL** - houses President's Office (1st floor); Public Information Office and Institutional Advancement (2nd floor).

**REESE LIBRARY** - Augusta State University's campus library; provides quiet study areas, study rooms, an education curriculum laboratory, photocopiers, CD-ROM databases, online databases, Internet access, and computer laboratories. Call 706-737-1744 for information.

**REGENTS GPA** - a cumulative grade point average computed by dividing the number of all hours attempted at Augusta State University 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.

**REGISTRATION HOLDS** - holds placed by ASU offices and services to prevent a student from registering until satisfied and cleared on-line. Students can view holds on ELROY on Campus Pipeline.

**REGISTRATION WORKSHEET** - (Student Schedule Sheet) form used to register courses; completed by student and approved by Advisor.

**REVIEW** - a mandatory class meeting for reviewing materials covered.

**RTP** - (Regents' Testing Program) undergraduates must pass this reading and writing exam as a graduation requirement; students are notified of test dates by postcard mailing from Student Records. *See the Testing Services, Quadrangle, 737-1469, for more information.*

**SCI** - (Science Building) houses Biology, Psychology, and Chemistry & Physics Departments and labs.

**SEMESTER** - academic term of 15 weeks of class plus exams.

**SENIOR** - undergraduate who has earned 90 or more semester hours.

**SGA** - (Student Government Association) represents student voice on campus; consists of the Student Senate, Jaguar Activities Board, Judicial Cabinet and Executive Branch.

**SMOKING POLICY** - smoking is banned in campus buildings and near building entrances.

**SOPHOMORE** - undergraduate who has earned 30-59 semester hours.

**STUDENT ACADEMIC SUMMARY** - an internal transcript of a student's academic progress; may be printed individually from Banner by any department.

**STUDENT ACTIVITIES FEE** - (Student Services Fee) a per-term fee charged to each student to support student programs; see *Here's Where The Money Goes* brochure for details.

**STUDENT HANDBOOK** - (The Jaguar) contains vital information and guidelines for students along with an academic planning calendar; free annual publication of Student Activities.

**SUSPENSION** - (Academic Suspension) students who are on academic probation and fail to meet the minimum requirements will be suspended a minimum of one term and must appeal to their academic dean for reinstatement. *See "Q&A: What's Academic Standing?"*

**TBA** - (To Be Announced or To Be Arranged) indicates information about course site to be supplied later. Check with ELROY and/or the department offering the course for current information.

**TECHNOLOGY FEE** - per term fee charged to each student providing technology resources for student use.

**TERM GPA** - grade point average computed by dividing the number of hours attempted for a given term into the number of grade points earned on those hours.

**TERM PIN** - (Alternate PIN) extra PIN which may be required by your advising department for registration; if required, a new one is issued every semester (see your advisor).

**TRANSFER** - a student who has previously attended a regionally accredited institution of higher education who plans to permanently attend ASU; to receive a bachelor's degree from ASU, a student must complete 30 semester hours of upper-division courses at ASU.

**TRANSFER CREDIT EVALUATION** - an evaluation of transferable credits made by the Registrar's Office after all complete and official transcripts have been received for each college previously attended.

**TRANSIENT** - a degree candidate at another institution who is granted the privilege of temporary registration at ASU for up to 2 terms of consecutive enrollment. Also, ASU students can be transient at another institution; transient permission forms are available from the Student Records Office, Payne Hall and must be signed by the student's academic advisor with courses approved by departments.

**TRANSPORTATION FEE** - a per term fee charged to each student to provide free Augusta Public Transit bus service for ASU students (show ASU-ID JagCard).

**TUITION FEE** - cost per credit hour at rates for Georgia residents or non-residents.

**TUTORS** - contact the department offering the course for which academic assistance is needed; fees vary; arrangements should be made early in the term for best results. *Also, see Math Lab and Writing Center.*

**UNIVERSITY COLLEGE** - a two-year unit to help students meet ASU admissions requirements. Students admitted into the University College program must get an advisor's signature before each registration and follow specific guidelines until they successfully exit the program including being limited to a maximum of 12 hours/term with classes numbered less than 3000. To exit University College, a student must have an Overall GPA of 2.0 or better and complete ASUO1000, Core Area A, 30 hours of Areas A-E, and any CPC and/or Learning Support requirements.

**UH** - (University Hall) houses Information Technology Services, Media Services, Writing Center, departments of Nursing, Teacher Development and Clinical & Professional Studies as well as the College of Education. Also has student lounges, study areas and a computer lab.

**WH** - (Washington Hall) houses Bookstore, Book Exchange, Cafeteria, Internet Cafe, and vending machines (1st floor); Student Activities, TV lounge, computer lab, SGA, Bell Ringer, Phoenix, Gameroom and meeting rooms (2nd floor); *START UP* Center (3rd floor); Towers (4th floor). (Elevator)

**WITHDRAWAL** - a student is responsible for withdrawal from a course after consulting with the instructor and academic advisor; forms are available in Student Records. *See MIDTERM.*

**WRITING CENTER** - located in University Hall room 235; available for student use except during class times (see postings for free tutorial hours).