

# *Student Services*

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## **New Student Orientation**

A student orientation program is held before each academic quarter to acquaint new students with the staff, faculty, services, and facilities of Georgia Military College. Registration, academic advisement, health services, student activities, college rules and procedures, and academic affairs are discussed during Orientation. Orientation is also held at each of the Campuses.

## **Registration Process**

Registration for new GMC students begins with Enrollment Coaches. GMC must accept new students for the current quarter to be eligible to register. “Accepted” means the student has submitted a completed application for admission, a nonrefundable application fee, and all required official transcripts. Students must also meet all placement testing if required. Once registered, the student should then attend orientation.

At the Main Campus in Milledgeville, parking decals and photo identification cards are made in the atrium area of Boylan Hall during orientation sessions or Bough Barracks anytime during the school year. At other campuses, ID cards are processed during Orientation/Registration. The Registration process is complete when a student has met with all offices listed. Failure to stop at each station may result in an incomplete registration. In Milledgeville, Financial Aid in Boylan Hall Atrium is the final station.

## **The “Drop/Add” Option**

Each quarter there is a designated time for students to change their schedules. This period is known as Drop/Add. Students can add or drop courses during the scheduled Drop/Add period. A student also may add courses only during the scheduled drop/add period. Your Graduation Coach can explain the process to you. Adding a course during the drop/add period may result in a fee.

## **Withdrawing from Courses**

Students may withdraw from a class following the procedures described in the College [Catalog](#).

## **Academic Advisement**

Academic advisement aims to facilitate the selection of courses appropriate to individual student needs and goals. The advisement sessions provide the student with professional assistance in evaluating, selecting, and accomplishing the educational program that meets the student's academic, professional, and personal goals.

Each student attending GMC is assigned a Graduation Coach to assist them in developing and managing the course selection process according to the student's degree plan. The Graduation Coach is a staff member with expertise in selecting and planning enrollment. A Graduation Coach must approve all course registrations as part of the registration process.

Each quarter there will be an opportunity for the student to meet with the Graduation Coach for registration for the coming academic year. Registration will generally be for the next two terms allowing students to pre-plan their academic schedule and develop the best program of courses. Advisement is a cooperative effort that requires the guidance of the Graduation Coach and the student's acceptance to achieve a schedule for completing the education program best suited to the student's goals. Academic enrollment and timely changes to registration are the responsibility of the student. The Graduation Coach is bound by the academic regulations

of the college and is not authorized to approve registration in violation of those academic regulations. The student's responsibility is to comply with the degree requirements and degree completion policies.

## **Advisement Rules**

- Know your Graduation Coach; find out their name. If you don't know, ask and find out!
- Discuss your goals and plans with your Graduation Coach so that the Graduation Coach may advise you on coursework that supports such goals. If you plan to attend a specific senior college and know your intended major, the information is vital to your Graduation Coach.
- Inform your Graduation Coach of any change in your program or degree plans. Let the Graduation Coach know if you choose your major or concentration plans.
- Plan with your Graduation Coach the registration for the next quarter and possible registrations for future quarters.
- If you find yourself in academic trouble, discuss the situation with your Graduation Coach.
- Correct any registration errors/changes quickly before the drop/add period ends.
- Let your Graduation Coach know your progress.
- If you are having difficulty with your Graduation Coach, discuss the matter with the appropriate Campus Director or Senior Department Chair.
- Keep a record of your advisement and registrations. Utilize the Student Planning feature in the GMC Portal.
- Be on time for your advisement appointment.
- Discuss the difficulty level of the courses with your Graduation Coach and plan a registration that realistically fits your time, work schedule, and abilities.
- Don't be shy about what you don't know; ask questions and get answers.
- Discuss any academic trouble you have with the appropriate professor, your Graduation Coach, the Department Chairperson, or the Senior Department Chair.

## **NEW! Success Coaching**

In addition to Graduation Coaches, Georgia Military College satellite locations have professionals equipped to provide additional academic services and supports for students. Academic Success Coaches serve as educational support specialists who assist students with academic concerns, including course hardships, academic self-efficacy, motivation, best practices for time management, and other matters that students face. For more information, visit "My Success Network" tab in Starfish or contact [ctl@gmc.edu](mailto:ctl@gmc.edu)

## **Helpful Reminders**

Part of your GMC education is developing and refining your ability to analyze your situation and progress toward a solution critically. You should be the first person to judge your standing in your classes. If you have difficulty, seek help as soon as possible from:

- Your Professor
- Your Graduation Coach
- Your Academic Success Coach
- Department Chairpersons
- Senior Department Chair

Make use of the services provided in the library on your campus. Tutoring is available and can be arranged for any subject. Computer systems and Wi-Fi resources are available for reference, career research, and tutorials.

Treat the pursuit of your educational goal like a job. You must develop a good routine, interpersonal skills, critical analysis skills, a system of how to get help, solutions to problems, anticipate potential problems, and how and when to have fun.

P.S. You don't need to have problems using support services; they may help you improve your ability to make that top grade.

## **Important Tips**

### **Course Load**

Choose your courses according to academic need, study requirements, time restrictions, and Grade Point Average (GPA). Meet with your Graduation Coach to determine the most reasonable schedule.

### **Time**

Life demands time management. A successful person learns to control time rather than be controlled by time. Study assigned material before the class, so you are prepared to respond with some knowledge. Make a schedule and stick by it. Make room for a minimum of one hour of study per hour of class. Set priorities for study and class work.

### **Help**

Get the help you need at the time you need it. Don't wait until the end of the quarter to ask for help. Make use of the facilities at GMC and in the community. We are here to help you succeed.

### **Control**

Take control of your life and your success. Manage yourself before you are managed by circumstances that you could have changed.

### **Now**

We often live in the past by making excuses or in the future by making big plans.

You should be living in the "now." Don't put off doing what you can do now. Learning is comparing the present with the past and planning action toward future goals. Don't hide in the past or daydream about what may never be realized; live in the present, shaped by the past and directed toward a goal.

**REMEMBER:** An education is a part of real life; regardless of the excuses, you must pay the price of hard work to succeed.

## **Library Services**

### **Mission**

The mission of the GMC Library is to ensure that students, faculty, and staff have access to and can be effective users of ideas and information. To accomplish this end, the GMC Library will provide current, curriculum-based resources on the level of its reading public; will make resources available to all students, faculty, and staff; will assist in the use of these materials; will provide access to materials not located in the library; and will provide opportunities designed to foster lifelong learning.

## **Sibley-Cone Library**

The Sibley-Cone Library, located on the Milledgeville main campus, is the hub of a system that spans all Georgia Military College campuses. The Sibley-Cone Library holds a collection of over 35,000 books and 1,500 videos. Print materials are arranged on the shelves by the Dewey Decimal system. Video and print items are available to students, faculty, and staff at all campuses through an intra-library loan. Students may only view video materials in their campus library. The entire physical collection is accessible through the Sibley-Cone Library catalog. It is available on the library's [website](#).

### **Online Library Resources**

The Georgia Military College online library resources are an extension of the Sibley-Cone Library. Online resources are available for all GMC students, faculty, and staff from any computer with internet access. To access the library's online resources, visit the library's website, Moodle, or GMC Online. Online resources require a password. The password is located in Moodle and is given to any GMC student, faculty, or staff member upon request. The password is also posted in Moodle.

GALILEO, Georgia's virtual library, provides access to multiple information resources from over 100 databases indexing thousands of periodicals and scholarly journals, many in full-text, encyclopedias, business directories, and government publications.

The library also subscribes to many other online databases, allowing access to thousands of periodicals, journals, newspapers, and eBooks in various subject areas corresponding to the institution's curriculum. For assistance using any of these resources or other library materials, please contact any library staff member.

### **Reserve Materials**

So that all students will have access to them, reserve materials (unique materials needed for class assignments placed in the library by faculty members) are kept at the Library Associate's desk.

### **Intra-library Loan**

Students and faculty at all GMC campuses may borrow materials held by the Sibley-Cone Library on the Milledgeville campus through an Intra-library loan. Access the catalog from the library website to locate items held by the Sibley-Cone Library. To request an item, see your Library Associate.

### **Interlibrary Loan**

Interlibrary loan is available for items not located at the Sibley-Cone Library or accessible through online library resources. To request an interlibrary loan, ask your Library Associate or use the interlibrary loan online form on the library website under Library Services. Note: Interlibrary loans can take 2-4 weeks to arrive.

### **Circulation Policies**

Books may be borrowed for two weeks and renewed twice for a total of six weeks. Reference materials do not circulate and must be used in the library. Periodicals do not circulate outside the library. A GMC ID card is required for all circulation transactions. The GMC ID card can be used to check out materials for the cardholder only. All items checked out by the student are the student's responsibility, including lost, stolen, or damaged books.

Students with overdue materials or fines equaling \$10 or more may not borrow additional items. The following charges apply for overdue and lost materials: books not returned on or before the due date are subject to a fine of 25 cents per book per day; a replacement cost of \$35 will be levied for all lost or damaged library books.

Transcripts will not be issued, and registration capabilities will be blocked for students with outstanding library obligations.

## Hours of Operation

Hours of operation can be found on the Library information page on the library website under About Us or Connect.

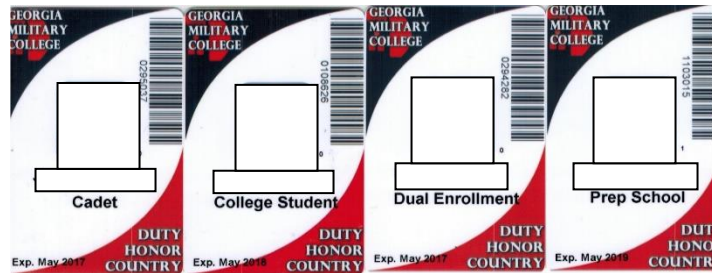
## Identification Cards

### Main Campus

All students are issued a Georgia Military College ID card and must show their ID to use the Library, dining facility, bookstore, and athletic facilities. There is a replacement fee for lost or stolen cards. Throughout the year, ID cards are available in Baugh Barracks.

### Dual Enrollment Students (other than GMC Prep Students)

Access to the library, dining facility, and bookstore is essential to the success of Dual Enrollment Students. We encourage Dual Enrollment students to use these facilities regularly. Participation in intramural sports and access to athletic facilities for recreation purposes are not part of the Dual Enrollment Program.



### ID Cards at other GMC Campuses

Student ID cards may be provided at the satellite campuses. Specific rules for issuance vary by location, and you should check with your Campus Director for information regarding ID cards.

## Student Health Services

### Milledgeville Campus, Usery Hall

#### Phone Number (478) 387-4839

The Student Health Services Program at Georgia Military College provides a nurse-directed outpatient clinic staffed by a nurse and a licensed practical nurse who works under protocol in consultation with a local physician. Services include care for minor illnesses and injuries, referral to local health care providers, and wellness education, counseling, and resources. There are no additional charges for clinic services. The clinic is on the ground floor of Usery Hall, which is adjacent to the Miller Hall parking lot. Clinic hours are 7:30 a.m. – 4:30 p.m. Monday through Friday.

In case of serious illness or injury, students will be referred to a local provider or Navicent Health Baldwin. Costs for off-campus treatment are the responsibility of the student or parent/guardian. Students are encouraged to have primary health insurance to cover these costs and to carry their policy identification cards.

College cadets who reside in the barracks are required to submit the following medical documentation upon arrival on campus:

- GMC medical consent/release form,
- Health history AND current physical exam with clearance for participation,
- Tuberculosis Screening Form
- Documentation of required immunizations per the American College Health Association guidelines:
  - Tetanus booster within the past ten years
  - 2 MMR (Measles/Mumps/Rubella) Vaccines
  - 2 Varicella (Chickenpox) Vaccines or history of the disease
  - Meningitis Vaccine or waiver
  - Hepatitis B Vaccine if age 18 and under

The required cadet forms are available on the GMC Health Services link from the main website.

Click on the tabs “Current Students” and “Health Services.”

For additional information, call the school clinic at 478-387-4839, the Staff Nurse at 478-387-4898, or the Director of Health Services at 478-387-4724.

## **Insurance (Main Campus)**

### **Insurance**

Students are responsible for obtaining personal health care insurance. GMC does not provide a student health insurance plan.

### **Milledgeville Campus-Cadets**

A group accident/injury policy covers all college cadets. (Note: This policy covers injuries only; it does not provide any coverage for illnesses). This insurance is extended coverage insurance. Therefore, any of the claimant's other insurance is the primary coverage and must first be exhausted before the second insurance becomes effective to pay claims (subject to policy limitations).

Because this is the student's insurance, not school insurance, care providers bill the student/parents for treatment, not the school, and the student is responsible for filing the claim. Health Services will assist with the filing of notification of injury.

### **Athletes**

A separate policy covers injuries for college athletes. The college Athletic Director will assist with the first notice claim for accidents occurring during a school-sponsored activity. Inquiries about reimbursements or claim status should be addressed directly to the insurance company.

Catastrophic insurance is also provided for college student-athletes by GMC. This coverage applies to catastrophic accidents during NJCAA-sanctioned events, such as scheduled practices and games.

## Housing (Main Campus)

Georgia Military College provides housing for all college male and female boarding cadets. All cadets are housed in Baugh Barracks, and visitors are restricted. All resident hall rooms accommodate two cadets. Each room has a bunk bed, a desk, a dresser, a lamp, a chair, and a closet for each cadet. Two adjoining rooms constitute a suite and have an adjoining bathroom. GMC has additional facilities for selected athletes and cadet overflow.

## Campus Police Office (Main Campus)

Georgia Military College (GMC) Police employ sworn law enforcement and public safety officers. A duty officer is on duty 24 hours daily, including weekends and holidays. A police officer can be reached by multiple means; the office is 478-387-4717 or 478-288-0489. If no one is in the office, the phone is transferred to the Milledgeville Police Department Dispatch, dispatching a GMC officer to you. Please remember to tell the dispatcher who you are, where you are, what is wrong, or what assistance you need. It is unnecessary to dial the area code for these numbers if the call is being made within the Milledgeville, Georgia, local area.

The GMC Chief of Police can be reached by calling 478-288-0966 or 478-387-4715. GMC Campus Police fully comply with the federal reporting requirements mandated by the Cleary Act. The [Annual Security Report](#) is available to all students and employees. Paper copies are available from Campus Police and the Dean of Students. These reports are distributed and available upon request.

Police Services at other GMC campuses are provided by local law enforcement and contracted officers.

## Parking (Main Campus)

Every GMC student, staff, and faculty member parking a vehicle on GMC property must have a GMC parking permit. GMC parking permits are issued at the Campus Police office in Baugh Barracks.

Vehicles parked without a permit are subject to either tow or ticketing. Telephone 478-288-0489 or 478-387-4717.

Visitors and vendors will park in designated spaces. Visitor parking is limited to thirty minutes. Signs in various lots for disabled drivers, staff and faculty, and visitors designate restricted parking.

Vehicles parked in fire lanes designated by a yellow curb are subject to tow and ticket. Non-disabled drivers parking in a handicapped slot without a valid permit issued to the driver will have their vehicles towed. Accessible parking spaces are marked in each parking lot. Any vehicle towed will be at the expense of the owner.

Prep school cadet drivers must park in the Cordell parking lot. The Miller Hall parking lot is for non-resident college students. Students are not allowed to park in spaces designated for visitors or faculty. Students parking off-campus are expected to obey appropriate Milledgeville city ordinances. GMC Campus Police establish parking plans for GMC special events such as football games. Officers are present to direct traffic during those periods.





Anyone issued a parking ticket has five working days to pay fines or to appeal tickets and penalties. Fines can be paid any business day between 9 A.M. and 5 P.M. at the GMC Business Office in Parham Hall. Individuals who want to appeal citations may write to the Institutional Dean of Students.

Appeal forms are available at either the Campus Police office or the Dean of Students' office. Students with unpaid fines or fees at the end of a quarterly grading period will not receive an official transcript of grades nor be allowed to register for coursework until all fines and fees have been paid. Graduating students will not receive a diploma until all fines and fees have been paid.

Parking violation penalties are assessed as indicated on the parking citation.

## **Food Services**

### **GMC Dining Facility**

#### **Main Campus, Milledgeville GA**

The Georgia Military College Dining Facility, Top Dog Diner, is located on the lower floor in Boylan Hall and offers breakfast, lunch, and dinner on all school days. Brunch and dinner are offered on all holidays and weekends during the regular school term. When school is not in session, meal hours vary to support camps and other activities. Cafeteria meals include all-you-care-to-eat entrees, a selection of vegetables, soup, salad bar, grill items, pizza, and a variety of desserts.

The Growl Grab and Go, located on the main floor of the atrium in Boylan Hall, serves a selection of short-order items and snacks during the school day. Other services offered by the Dining Facility staff include on-campus catering for banquets, buffets, and luncheons. Contact the catering department at [catering@gmc.edu](mailto:catering@gmc.edu) for options and pricing.

Food items may be purchased with cash or credit cards. Additionally, any GMC ID card patron can use their card as a pre-paid credit card. Meal plans and Bulldog Bucks can be pre-loaded on your ID cards for meal purchases by scanning the QR Code. Payments can also be made at any food service cash register. Access to the



Meal Plan website requires entry of the ID card number and a unique Personal Identification Number (PIN). Temporary PINs are provided when ID cards are issued and can be changed by the patron when the site is accessed. In addition to adding funds to accounts, Cafeteria and Growl Grab and Go transactions conducted using your ID card can also be reviewed at this website.

Although portion control is practiced, the meal plan includes unlimited trips through the cafeteria serving line for authorized meals. Meal plans may also be used for select combo meals in the Growl Grab and Go between 11 a.m. and 3 p.m. Monday through Friday. Note: meal plans are intended for use by the student who purchases that plan. Giving food items away purchased under the meal plan is considered theft which is an honor code violation and could result in the loss of meal plan privileges (without refund).

#### **Top Dog Diner Dining Hours:**

Monday thru Friday, Breakfast from 6:45 a.m. until 8:15 a.m.

Lunch from 11:00 a.m. until 1:30 p.m.

Dinner 4:45 p.m. until 6:45 p.m. Friday Dinner 4 pm until 6 p.m.

Saturday, Sunday, and Holiday Brunch 9-11 a.m. and Dinner 4-6 p.m.

GMC's Dining Facility and Growl Grab and Go are owned and operated by GMC.



**Growl Grab and Go Hours of Operation:**

Monday – Friday 7:45 a.m. – 3:30 p.m.

**Student Email Services**

Your official GMC email address (ending in [@bulldog.gmc.edu](mailto:@bulldog.gmc.edu)) will be utilized by GMC faculty and staff for important correspondence. GMC Email is considered an official communication form, and you must check your GMC email daily. You will be held responsible for all content in your email box sent from GMC faculty and staff. This includes deadlines and financial information. Not checking your email will not be considered an excuse for missing these deadlines.