

# AASU Faculty Advisor's Handbook—Table of Contents

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## ACADEMIC ADVISING MISSION, GOALS, OUTCOMES, & POLICY

### Academic Advising Mission

Armstrong Atlantic State University considers academic advisement to be an essential component of the educational experience. Our academic advising mission is to help students make program and curricular decisions that result in academic success, progression, and degree attainment. [\(Back to Top\)](#)

### Academic Advising Goals

**Through the advisement process, academic advisors will**

- provide accurate academic and career information;
  - help students clarify their academic goals and career choices;
  - help each student develop an educational plan for degree attainment;
  - clarify university policies and procedures;
  - encourage independent decision making;
  - facilitate student engagement with university activities, opportunities, and resources
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### Academic Advising Outcomes

**As result of effective academic advisement students will**

- pursue degree programs appropriate to their skills, aptitudes, and interests;
  - make appropriate curricular decisions each semester;
  - chart and follow their path toward graduation;
  - become self-directed learners who take responsibility for and ownership of their education;
  - utilize appropriate campus resources;
  - become engaged, active participants in their university experience.
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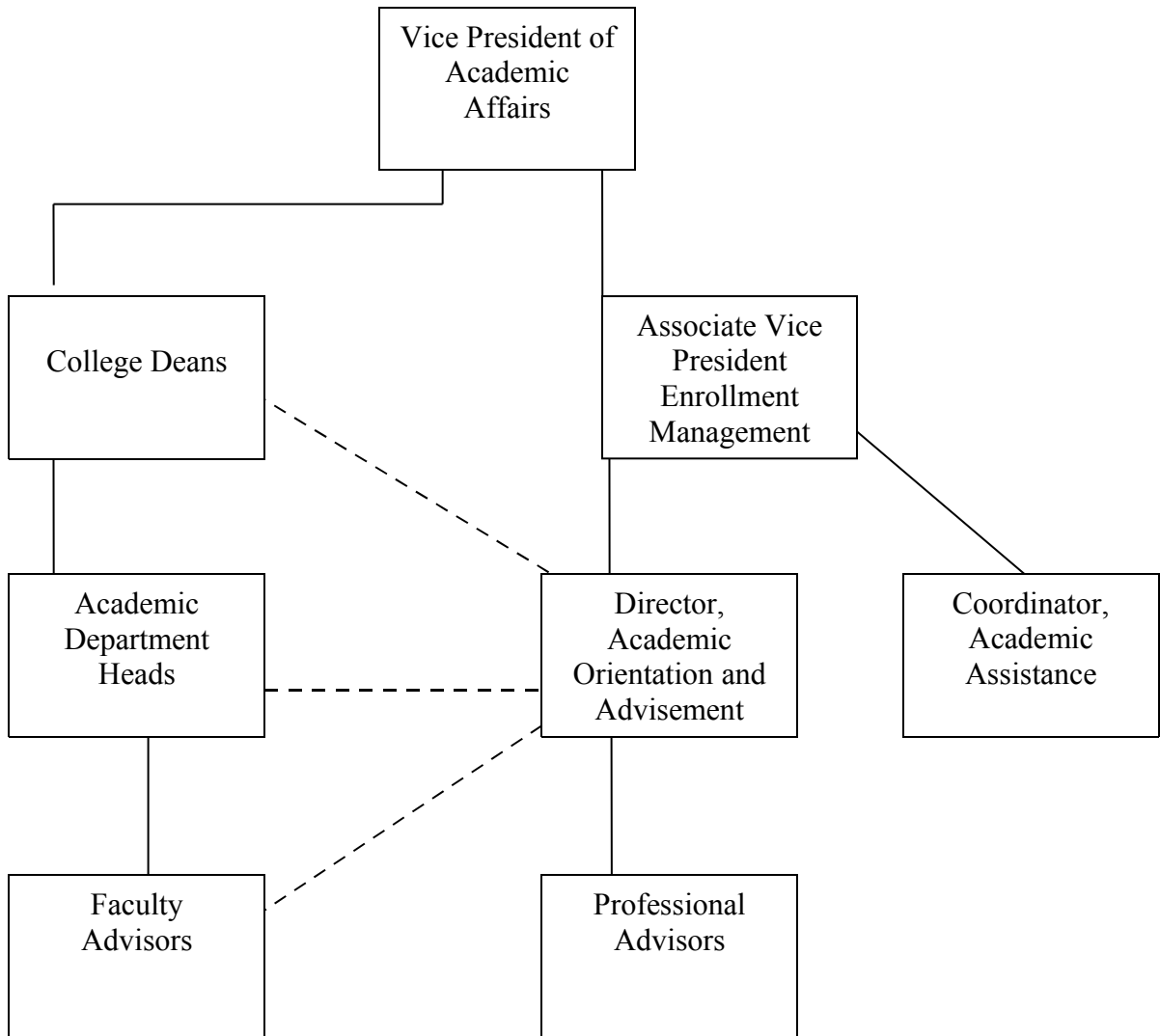
### Advisement Policy

“Armstrong Atlantic State University considers academic advisement to be an essential component of the educational experience. Academic advisors assist students in several areas of their university experience including choosing a major, exploring career options, and selecting courses every semester. While students are ultimately responsible for their own choices, for selection of their academic program, and for meeting university deadlines, Armstrong Atlantic does require each student to meet with an advisor at least once every semester. The vice president and dean of faculty gives overall direction to the advisement program, with appropriate department heads coordinating advisement in their departments.”

*(AASU Catalog 2008-09, page 58)*

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## ACADEMIC ADVISING ADMINISTRATIVE STRUCTURE



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## ADVISEMENT CYCLE

New AASU students will meet with an advisor during *Navigate Armstrong* <<http://sa.armstrong.edu/Orientations/index.html>>, our new student orientation program. Continuing students may contact their advisors at any time, but they must meet at least once each semester to discuss course selection for the following semester.

When Selecting Courses for	Students & Advisors Meet in
Fall Semester	April
Spring Semester	November
Summer Semester	April

Summer school students may also seek advisement in late June and early July for fall semester classes.

Because each curriculum department handles advisement differently, students are best served when advisors clearly communicate advisement appointment guidelines to their advisees. Snail mail, e-mail, and signage on doors are among the communication methods currently in use.

Appointments are usually required during the busy times of “official” advisement, so students should schedule them early. After the advisor and student meet and the advisor lifts the student's advisement hold in SHIP, the student can then participate in advance registration—or Web Registration—getting a better selection of available courses.

Entering students who have not participated in a Navigate Armstrong new student orientation session will seek advisement during the registration days immediately preceding the first day of classes; some late entrants will come for advisement and registration as late as the final day of drop-add. [\(Back to Top\)](#)

## IMPORTANT DATES

Students and faculty advisors are sometimes unaware of important dates by which actions must be taken or decisions must be made. A periodic review of our *Important Dates chart* <<http://advise.armstrong.edu/importantdates.html>> may provide the needed reminder to avoid missing important deadlines, such as the Last Day to Withdraw Without Automatic Academic Penalty or the opening and closing dates for Web registration.

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## THE CORE CURRICULUM

All students at Armstrong Atlantic, regardless of major, must complete the university's core curriculum, a selection of approximately 20 courses plus three hours of physical education.

Area A	Essential Skills	3 courses
Area B	Institutional Options	2 courses
Area C	Humanities & Fine Arts	2 courses
Area D	Science, Math, & Technology	3 courses
Area E	Social Sciences	4 courses
Area F	Courses Appropriate to Major	5-6 courses (18 credit hours)
PE	Physical Education	1-3 courses (3 credit hours)

The *[Core Curriculum Checksheet](http://advise.armstrong.edu/Docs/corechecksheet.pdf)* <<http://advise.armstrong.edu/Docs/corechecksheet.pdf>> lists all the approved courses for Core Areas A-E and provides room for the student or advisor to list Core Area F requirements as well as the courses a student selects to complete the 3-credit-hour physical education requirement.

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### **Physical Education Requirement**

All students who are enrolled in degree programs must adhere to the Armstrong Atlantic State University physical education requirement by completing three semester hours of physical education. These may be satisfied by taking three one-credit-hour PEBC physical education activity courses; by taking the three-credit-hour Concepts of Fitness (PEBC 2000) course; or by taking Safety, First Aid, and CPR (PEEC 2000, a one-credit-hour course) and two one-credit-hour PEBC activity courses. Military veterans who file the necessary paperwork will automatically receive credit for their physical education requirement.

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## **ADVISEMENT APPOINTMENTS: USING THE PERMANENT STUDENT RECORD AND BUILDING A RELATIONSHIP**

When advisors are able to offer their students advisement appointments of approximately 30 minutes, they can use the time not only for next semester's course selection but also for building the important advisor-advisee relationship.

In these longer appointments, advisors may consider using the **Permanent Student Record (PSR)** as an outline for the conversation, one that will likely bring to light any problems or issues that need to be addressed. Here is a listing of the sections of the PSR, followed by suggestions for using each section in conversation with students, as well as detailed answers to the most Frequently Asked Questions that arise as advisors review each section of the PSR with advisees.

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### **Sections of the Permanent Student Record**

**[Personal Data](#)**

**[Current Schedule](#)**

**[Academic Data](#)**

**[Standardized Test Scores](#)**

**[Academic Assistance Data](#)**

**[College Preparatory Curriculum](#)**

**[Legislative Requirements](#)**

**[Transfer Courses and Grades](#)**

**[Institutional Courses and Grades](#)**

**[Approved Course Substitutions on File](#)**

Faculty advisors may access their students' PSRs by following this path from their SHIP Main Menu:

- Faculty Services
- Faculty/Advisor Student Menu
- Permanent Student Record

The faculty advisor may enter the student's name or ID number. If the student's record cannot be retrieved by name only, then there is some kind of financial or administrative hold on the student's account: the ID number will retrieve the record regardless of account holds.

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## Personal Data

The student should have current, *local* contact information here: an address where he or she is currently living and receiving mail and a phone number that will reach the student. If the student needs to update this information, he or she may do so by selecting the Personal Information option from the SHIP Main Menu screen. [\(Back to Top\)](#)

## Current Schedule

An advisor may discover many things about a student's work, academics, and extra-curricular life simply by asking the student to predict grades for each current course, to discuss the how's and why's of current progress, and to identify any changes (of habit or schedule) that need to be made to improve performance for the remainder of the semester, particularly issues of time management.

When discussing time and time management with the student, the advisor may want to use the [Course Load Worksheet](#):

<http://advise.armstrong.edu/Docs/courseloadworksheet.pdf>.

Generally speaking, students who spread their schedule across the week—rather than attempting to take all their classes on a Tuesday-Thursday-only or Monday-Wednesday-Friday-only schedule—will become more engaged with campus and are more likely to persist to graduation.

While a student's previous academic record is important in helping to determine an appropriate course load, the following guidelines may help students plan work and credit hours more realistically:

### Hours Working compared with Recommended Maximum Credit Hours:

On the Job This Many Hours	Recommended Maximum Credit Hours
● 0–15 hours	15 semester hours
● 15-25 hours	≤12 semester hours
● 25+ hours	3–9 semester hours

Of course, students who enroll in fewer than 15-16 semester hours per semester—and who do not attend summer school—will be unable to graduate in four years. The information sheet [Credit Hours and the Path to Graduation](#) will guide advisors and students as they evaluate short-term time constraints and long-term goals:

<http://advise.armstrong.edu/Docs/credithoursgraduation.pdf>.

Other Time Management Aids the advisor may want to share with the student include the [Semester Schedule Planner](#) and the [Weekly Schedule](#) sheet:

<http://advise.armstrong.edu/Docs/semesterscheduleplanner.pdf> and

<http://advise.armstrong.edu/Docs/weeklyplanner.pdf>.

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## Academic Data

### The Program or Major

One of the important pieces of information in this section of the PSR is the student's program or major. If a student is unsure of a major, advisors can easily steer them toward the broadest exploration of the Core Curriculum possible. For those students who have one or more potential majors in mind, the handout *Exploring Potential Majors: A Table of Courses* lists suggested courses for most majors:

<<http://advise.armstrong.edu/Docs/ExploreMajors.pdf>>. When a student is clearly ready to declare a major or to change to a different major, two things need to happen:

- The student should request a major change or declare a major via SHIP: from the SHIP Main Menu, students should select Student Services and Financial Aid, then Academic and Account Information, and finally Change Major (Degree Information). Any major change submitted should be done with the Effective Term being the current semester.
- The student should seek advisement in the department of the intended major. A listing of contacts, phone numbers, and locations is available via the *Where to Go for Academic Advisement online chart* <[http://advise.armstrong.edu/advise\\_wheretogo.html](http://advise.armstrong.edu/advise_wheretogo.html)> or **handout** <[http://advise.armstrong.edu/Docs/advise\\_wheretogo.pdf](http://advise.armstrong.edu/Docs/advise_wheretogo.pdf)>.

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### Grade Point Averages (GPAs), Earned Hours, & Academic Standing

The Grade Point Averages, Earned Hours, and Academic Standing for the student are also located in this section of the PSR. Those who wish to review official credit-hour classifications for freshmen, sophomores, juniors, and seniors; definitions and explanations of academic standing categories; and/or GPA calculation formulas may do so by perusing these handouts: *Academic Standing and Student Classification* and/or *The ABCs to Computing Your GPA*.

<<http://advise.armstrong.edu/Docs/standingclassification.pdf>> and/or <[http://advise.armstrong.edu/Docs/abc\\_gpa.pdf](http://advise.armstrong.edu/Docs/abc_gpa.pdf)>.

Finally, here are the two additional Frequently Asked Questions concerning GPA, arising from advisors and students alike:

1. What is the **Course Repeat Policy**, and how does it affect GPA?  
and
2. What is **Academic Renewal**?

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## Academic Data, continued

### Course Repeats and GPA

Students may repeat any course, and when a student does so, only the most recent grade earned will count in the institutional earned hours requirements, in the institutional grade point average hours and points, and in the overall grade point average. All course work taken will remain on a student's academic records. However, the grade earned in the most recent attempt will determine the number of quality points assigned for calculation of the institutional grade point average. Advisors and students alike should be aware that the institutional GPA and HOPE Scholarship GPA are often different—HOPE counts *all* grades.

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### Academic Renewal

Students who return to college after an absence of at least five years may be eligible for academic renewal, a policy whereby academic credit for previously completed course work is retained only for courses in which a grade of A, B, C, or S has been earned. Retained grades are not calculated in the academic renewal grade point average, and this academic renewal GPA will be used to determine academic standing and eligibility for graduation. However, all course work will be considered for designating graduation honors and determining eligibility for scholarships, financial aid, and Veterans Affairs benefits.

To be eligible, students must not have been awarded an associate or bachelor's degree and must request academic renewal within one calendar year of re-enrollment. Students interested in the academic renewal program may contact Mr. Greg Anderson in 212 Solms Hall or by calling (912) 344-2570 for more information.

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## Standardized Test Scores

### SATs & ACTs

Traditional-aged students who enter within five years of high school graduation or as transfers with less than 30 credit hours are required to submit either SAT or ACT scores. This section of the PSR will show the highest sub-scores submitted to AASU for each test, even if from different test dates.

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### Tests & Course Credits

In addition, scores from the Advanced Placement Test or other standardized tests may be found in this section. To see how most standardized test scores translate to course credits, please refer to the [Credit by Examination](#) page: <http://www.es.armstrong.edu/admissions/creditlist.html>.

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### The COMPASS Placement Test for Non-traditional Students

Like transfer students with more than 30 credit hours, non-traditional students are not required to submit SAT or ACT scores. Without these scores, however, the non-traditional students must take a placement test to determine whether they need pre-college level work in mathematics, English, and/or reading.

The COMPASS test determines placement for these students, and those needing the Academic Assistance (Learning Support) course work must be advised in the [Academic Assistance Office](#) <http://success.armstrong.edu/assistance.html> until those requirements are completed. See the PSR section [Academic Assistance Data](#) for more information.

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### SAT/ACT Scores Below Regular Admission Requirements: Other Learning Support Course Recommendations

For entering freshmen, the minimum SAT and ACT scores for Regular Admission are as follows:

SAT		ACT	
Critical Reading	460	English	19
Mathematics	430	Mathematics	18

### Learning Support English and Math

Students with lower scores will likely benefit greatly from enrolling in ENLG 0099 and/or MATH 0099 before attempting English Composition I (ENGL 1101) or College Algebra (MATH 1111). Some, in fact, are Limited Admission freshmen or Presidential Exception freshmen who are required to enroll in one or more Learning Support courses before pursuing college-level work in English and/or mathematics.

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## Entry-Level Mathematics Guidelines

The following table should serve as a guide—alongside each student's intended major and personal preferences—for the *most appropriate* entry-level mathematics course.

Student's Math Score	Appropriate Math Course
SAT < 430 or ACT < 18	Math 0099—Intermediate Algebra or Math 1001—Quantitative Skills & Reasoning*
SAT 430-540 or ACT 18-22	Math 1111—College Algebra or Math 1001—Quantitative Skills & Reasoning
SAT 550-590 or ACT 23-25	Math 1113—Pre-calculus
SAT 600+ or ACT 26+	Math 1161—Calculus I

Based on statistical analyses conducted by the AASU Department of Mathematics, advisors may consider exceptions to the above entry-level mathematics guidelines if an entering student has a sufficient high school grade point average.

If students with SAT/ACT scores of 400-420/17 also have a high school GPA of 3.1 or better, then they may be able to succeed in College Algebra.

For students with SAT/ACT scores below 400/17, however, failure in Math 1111 is likely *unless* the student also has a high school GPA of  $\geq 3.5$ .

\*Math 1001, Quantitative Skills and Reasoning, may be a good alternative to Math 0099, for some students with these lower scores, depending on the student's intended major and other factors. Below is an annotated course listing for most entry-level mathematics courses, including the courses for which Math 1001 is an acceptable prerequisite and the majors for which Math 1001 has been deemed an acceptable Area A mathematics choice:

### Annotated Mathematics Course Listing

#### **MATH 1001 = Quantitative Skills and Reasoning (3 credit hours)**

This course serves as a prerequisite for

MATH 2200 (Statistics)

CSCI 1150 (Fundamentals of the Internet and World Wide Web) and

ITEC 1050 (Introduction to Computer Concepts and Applications)

**but *not* for MATH 1113, Pre-Calculus Mathematics**

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**Annotated Mathematics Course Listing, continued**

**MATH 1001** is an appropriate Area A course for the following majors:

**College of Liberal Arts:** Art, Criminal Justice, English, Gender & Women's Studies, History, Liberal Studies (General Studies), Music, Music Education, Political Science, Spanish, Theatre

**College of Education:** Early Childhood Education

**College of Health Sciences:** Communication Sciences & Disorders, Health Science, Nursing, and Respiratory Therapy

**MATH 0099 = Intermediate Algebra (3 hours)**

This class is a Learning Support class that does not count toward graduation. It is designed to prepare students for success in College Algebra (Math 1111). It's important for HOPE Scholarship students to know that this course *does* count in HOPE hours and *does* count in the HOPE GPA.

**MATH 1111 = College Algebra (3 credit hours)**

Appropriate Area A course for all majors, except as noted below.

**MATH 1113 = Pre-calculus Mathematics (3 credit hours)**

Prerequisite: MATH 1111 with at least a "C" or SAT/ACT math = 550/23+  
Minimum Area A requirement for Applied Physics, Biology, Chemistry, Computer Science, Mathematics, & Rehabilitation Science majors.

**MATH 1161 = Calculus I (4 credit hours)**

Prerequisite: MATH 1113 with at least a "C" or SAT/ACT math = 600/26+  
Minimum Area A math requirement for Engineering majors.

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### Academic Assistance Data

This section appears on the PSR only when students (1) are non-traditional and have taken the COMPASS test to determine appropriate English, reading, and/or mathematics placement or (2) have “volunteered” into a Learning Support course in English, reading, or mathematics (courses numbered 0097 or 0099).

If the area beneath the subject headings for English, Reading, or Math in this PSR section provides a placement score and the words “System Required” or “Institution Required,” then the student’s COMPASS placement score requires enrollment in a Learning Support course for that subject area. These students are the “true” Academic Assistance/Learning Support students and must be advised by Mrs. Lottie Scott in the **Academic Assistance Office** <<http://success.armstrong.edu/assistance.html>>. After passing the relevant COMPASS Exit Exam, the “Required” wording will be changed to “Satisfied.”

Traditional freshmen either who have “elected” to take one or more Learning Support courses or who have been required to take such courses as a condition of Limited Admission status, of Presidential Exception Admission status, or of an academic appeal have no restrictions after they enroll in the required courses. Even if they fail a Learning Support course, they are free to Web register for the entry-level college English or mathematics course of their choosing for the following semester. Such students can benefit greatly from thoughtful advising!

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### College Preparatory Curriculum

The **Undergraduate Admissions Requirements** page lists the college preparatory curriculum (CPC) courses that entering freshmen should have completed in high school: <<http://www.es.armstrong.edu/admissions/ugadmissreqnewfreshmen.htm>>.

In the exceptional circumstances when students are admitted with CPC deficiencies, they must enroll in college courses in the appropriate discipline(s) (e.g.—natural sciences, social sciences, foreign language) to fulfill the missing CPC requirements. Grades for such courses will be marked with an asterisk on the Permanent Student Record. These grades will count in the student’s GPA but not in earned hours, as these courses cannot be counted toward graduation.

Those with further questions about students with CPC deficiencies should contact

Mr. Greg Anderson, Director  
Office of Academic Orientation & Advisement  
212 Solms Hall  
[Greg.Anderson@armstrong.edu](mailto:Greg.Anderson@armstrong.edu)  
912.344.2570

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## Legislative Requirements

The six requirements listed here on the PSR are mandated by the Georgia State Legislature via the University System of Georgia (USG) Board of Regents (BOR):

<b>Regents Reading</b>	<b>Regents Writing</b>	<b>US History</b>	<b>GA History</b>	<b>US Constitution</b>	<b>GA Constitution</b>
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### Legislative Requirements I—The Regents' Test

<b>Regents Reading</b>	<b>Regents Writing</b>
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The Board of Regents (BOR) of the University System of Georgia (USG) has mandated that students enrolled in undergraduate degree programs leading to the baccalaureate degree shall complete the Regents' Writing and Reading Skills requirement, ensuring that students obtaining a degree from a University System institution possess certain minimum skills of reading and writing, designated the “Regents' Writing and Reading Skills.”

The Regents' Test is designed to provide a method for satisfying the Regents' Writing and Reading Skills requirement, and it is important to note that ***all students are expected to take the Regents' Test during their first semester of enrollment***, whether they are entering freshmen, transfer students, or non-traditional students.

AASU's Automatic Test Registration System should prompt students to sign up for the Regents' Tests before they register for classes for their first semester of enrollment. If the automatic system does not initiate the test registration—or if students need to repeat one or both portions of the test during a subsequent semester—students may follow this path from their S.H.I.P. Main Menu to register for the tests:

- Select *Student Services & Financial Aid*
- Then select *Academic & Account Information*
- Then select *Sign up for the Regents' Test*

**Armstrong Atlantic State University has chosen to require the test of all undergraduates who have not earned a baccalaureate or higher degree regardless of degree objective.** A student holding a baccalaureate or higher degree from a regionally accredited institution of higher education will not be required to complete the Regents' Writing and Reading Skills requirement in order to receive a degree from a University System institution.

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## Legislative Requirements I—The Regents' Test, continued

Students who do not pass one or both portions of the Regents' Test may face preparatory requirements before retaking the test in a subsequent semester. One such requirement could be one or both of the two System-mandated courses, one in reading (RGTR 0198) and one in writing (RGTE 0199), that are designed to prepare students to retake the respective tests.

Full information on the Regents' Test may be found the official **USG BOR Regents' Web page** <<http://www2.gsu.edu/%7Ewwwrtp/>>, which is maintained by Georgia Southern University.

BOR policies have changed significantly during the past two years, and advisors can find the latest procedural updates on the **BOR summary page** here:

<[http://www2.gsu.edu/%7Ewwwrtp/Changes\\_in\\_Procedure\\_to%20Improve\\_Completion\\_of\\_the\\_Regents\\_Skills\\_Requirement\\_May\\_20\\_2008.pdf](http://www2.gsu.edu/%7Ewwwrtp/Changes_in_Procedure_to%20Improve_Completion_of_the_Regents_Skills_Requirement_May_20_2008.pdf)>.

### Regents' Test Exemptions

Students may also exempt the Regents' Test and satisfy the Regents' Reading and Writing Skills in one of the following several ways:

	Reading	Writing
<b>Take course <i>and</i> pass exam</b>	<b>RGTR 0198</b>	<b>RGTE 0199</b>
<b>Pass exam (passing scores)</b>	61	2
<b>SAT I Critical Reading*</b>	510	
<b>SAT I Writing*</b>		560
<b>SAT I Critical Reading* <i>and</i> SAT I Writing*</b>		510 500
<b>ACT Reading*</b>	23	
<b>ACT Combined English/Writing* exam</b>		24
<b>ACT Combined English/Writing* exam <i>and</i> ACT Reading</b>		22 23
<b>AP Eng. Literature &amp; Composition</b>		3
<b>AP Eng. Language &amp; Composition</b>		3
<b>IB Advanced English</b>		4
<b>SAT II English Writing</b>		650
<b>Previous degree, regional accreditation</b>	Bachelor's degree	Bachelor's degree

\*SAT and ACT scores must be from a national administration.

Students whose PSR's indicate that one or both portions of the Regents' Test are required but who have appropriate scores to satisfy the requirement (i.e.—exempt the test) should print a **Regents' Test Exemption Request Form**, complete it, and submit it to the Office of the Registrar in Victor Hall: <[http://es.armstrong.edu/registrar/doc/regents\\_frm.pdf](http://es.armstrong.edu/registrar/doc/regents_frm.pdf)>

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## Legislative Requirements II—U.S. & Georgia History and Constitution

US History	GA History	US Constitution	GA Constitution
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By state law, every student who receives a diploma from a school supported by the state of Georgia must demonstrate proficiency in United States history and constitution and in Georgia history and constitution. Students at AASU may demonstrate such proficiency in one of the following ways:

- successfully complete HIST/POLS 1100 at AASU;
- successfully complete a course that equates to HIST/POLS 1100 at another USG institution;
- successfully complete a course (or combination of courses) in American government and American history which meets the state requirement at another USG institution;
- successfully complete a course (or combination of courses) in American government and American history at a non-USG institution and pass a **local test** <[http://www.sa.armstrong.edu/Testing/ga\\_gov.html](http://www.sa.armstrong.edu/Testing/ga_gov.html)> on the Georgia constitution;
- earn an acceptable score on institutional and standardized tests for both the US/ GA History & US/GA Constitution requirements, as follows:
  - **US/GA History**
    - AP U.S. History test  
or
    - CLEP History of the US I test  
or
    - CLEP History of the US II test
  - **US/GA Constitution**
    - AP Government & Politics test plus passing the local test on the Georgia constitution  
or
    - CLEP American Government test plus passing the local test on the Georgia constitution

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## Transfer Courses and Grades

This section lists all attempted college-level transfer courses (except those that have been repeated and replaced by Armstrong Atlantic course work). If a course is *equivalent* to one taught at AASU, then the left column will indicate the AASU prefix and course number. An ELEC prefix in the left column indicates a course which is not in the AASU curriculum. Original prefixes and course numbers may be found in the middle of each listing.

This listing is arranged mostly chronologically, by college, with all work from a single college grouped together and colleges arranged chronologically based on the first term of attendance.

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### Appealing for Course Substitution Credit

Students may appeal for ELEC-designated courses to substitute for requirements in Areas A-E of the AASU core curriculum. The Assistant Dean of Liberal Arts evaluates such appeals and for each course in question considers the following:

- the accreditation of the university or community college where the course was completed;
- the course description;
- the student's level of success in the course;
- the connection between the course and the student's intended major;
- the position the course had in the previous school's core curriculum.

In many cases, the Assistant Dean will consult with AASU department heads for their evaluation, and in some cases may ask for a course syllabus or other more detailed evidence of the course content. To make such an appeal, the student should provide:

- a completed Course Substitution form with the advisor's signature (The department head's signature is not required at this point.);
- a description of the course in question;
- an official or unofficial AASU transcript.

If approved as a core substitution, the course may officially be used to meet an AASU core requirement. Approved course substitutions may be viewed at the bottom of the PSR. The advisor and the student should each keep a copy of the paperwork. Submissions via campus mail are entirely acceptable; the student need not deliver the appeal to Solms Hall.

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## Institutional Courses and Grades

All Armstrong Atlantic course work is shown in this section, in chronological order. For courses that have been repeated, earlier attempts will be labeled “Excluded,” and the most recent attempt will be labeled “Included.” As indicated in the discussion on [Course Repeats and GPA](#), only the most recent attempt will count in the Institutional GPA.

### PSR Grade Symbols Explained:

Grade Symbols	Explanation/Meaning
#	Optional provision (academic renewal, or "forgiveness," policy). Course grade not counted in computation of grade point average.
%	Learning Support grade symbol. Course grade not counted in computation of grade point average or hours earned. (These grades are, however, counted in the computation of the HOPE grade point average and do count in HOPE attempted hours.)
*	College Preparatory Curriculum. Course grade counted in computation of grade point average, but not in earned hours.

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### Quarter-to-Semester Conversion

Course work taken at Armstrong State College—and transferred into ASC from many other USG institutions—prior to the fall 1998 conversion to the semester system will likely appear on the PSR with three-letter prefixes, three-digit course numbers, and (perhaps) quarter hours earned rather than semester-hour equivalents. When encountering such a PSR, advisors should consult with Mr. Greg Anderson to review the record and troubleshoot potential problems with course and credit-hour conversions, course equivalencies, course substitutions, or other issues with the academic record:

Office of Academic Orientation & Advisement  
212 Solms Hall  
[Greg.Anderson@armstrong.edu](mailto:Greg.Anderson@armstrong.edu)  
(912) 344-2570

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### Approved Course Substitutions on File

If the Assistant Dean of Arts & Sciences has approved a Core Course Substitution—or if the relevant Department Head and Dean have approved a Course Substitution for a major requirement—this section of the PSR will indicate both the course for which substitution credit has been approved as well as the required course for which it will be substituted.

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## **BEYOND THE PSR: OTHER ISSUES AND TOPICS FOR THE CONVERSATION**

### **Dropping Classes**

Students should be advised on the procedures for dropping classes—and the potentially long-lasting and painful academic and financial consequences for not following those procedures. The primary message students need to understand is that it is unacceptable if they simply stop attending classes: the Drop portion of a Drop/Add form must be signed by the professor (and sometimes department chair) and filed with the Registrar's office.

Ideally, before dropping a class, the student should discuss his or her academic standing and best options with the class professor, the student's academic advisor and financial counselor, and/or a staff member in the Office of Academic Orientation and Advisement, 212 Solms Hall—344.2570.

Students who wish to discontinue enrollment in ALL courses (i.e.—withdraw from school) should contact the Division of Student Affairs: 211 Memorial College Center—344.2582.

Withdrawals (or drops) that occur after the midterm of a semester come with an automatic grade of *WF* and will count in a student's GPA as a failing grade. Students with exceptional hardship situations may submit a "Student Request for a 'W' when Withdrawing from a Course After Midterm" to their instructors—or to their deans if unable to contact every instructor. Advisors may contact their department heads for more information, or contact Greg Anderson in the Office of Academic Orientation and Advisement, 212 Solms Hall—344.2570.

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### **Financial Aid Questions**

Students who have any kind of financial aid question should seek advice directly from the Financial Aid Office, either its Web site— <http://www.es.armstrong.edu/finaid/> —or the Financial Aid Office itself in Victor Hall, 1<sup>st</sup> floor. Many questions can be answered at the front counter in Victor Hall, but students may also request a visit with their assigned Financial Aid Counselor, listed on the [Financial Aid Counseling](#) handout: <http://www.advise.armstrong.edu/Docs/finaidcounseling.pdf>.

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## Student Success Courses

Because many college students struggle with their attempts to balance new-found freedoms of young adulthood and/or family responsibilities with appropriate devotion to their academics, the Office of Academic Orientation & Advisement provides resources to help them face the myriad challenges and responsibilities of university life.

Both of the university's Student Success courses are designed to help students identify the obstacles specific to them and the resources available to help them achieve success.

### **AASU 1100: The University Experience**

This course prepares first-year students to become active, effective participants in the AASU experience. A one-credit-hour course, this class may meet one hour each week for the entire semester or two hours per week for half of the semester only.

#### **Topics**

- Goal setting & time management
- Campus resources & support services
- Campus policies & procedures
- Introduction to campus technologies
- Career exploration & choosing a major

### **AASU 1101: Strategies for Success**

This course aims to provide the student with the skills, information, and guidance useful for success in college. It focuses on time management techniques, the purposes of higher education, the roles of the student, and the resources available within the university for academic success and career choices. A two-credit-hour course, this class meets two hours per week for the entire semester. Day classes usually meet for one-hour sessions on two days—Monday/Wednesday or Tuesday/ Thursday. Evening and weekend classes meet once each week for a two-hour session.

#### **Topics**

- Goal setting & time management
- Campus resources & support services
- Campus policies & procedures
- Academic skills: reading textbooks, taking notes, studying, taking tests, using campus technologies
- Career exploration & choosing a major

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## APPENDIX A—FORMS & RESOURCES

### On the Web for Faculty Advisors & Students

#### The Core: Fulfilling Requirements/Exploring Interests

##### Core Curriculum Checksheet

<http://advise.armstrong.edu/Docs/corechecksheet.pdf>

##### Core Prerequisites & Co-requisites

<http://advise.armstrong.edu/Docs/coreprecorequisites.pdf>

##### Courses for Exploring a Major

<http://advise.armstrong.edu/Docs/ExploreMajors.pdf>

#### Information for Your Advisees & Students

##### AASU Success Courses

<http://advise.armstrong.edu/academicsuccess.html>

##### The ABCs to Computing Your GPA

[http://advise.armstrong.edu/Docs/abc\\_gpa.pdf](http://advise.armstrong.edu/Docs/abc_gpa.pdf)

##### Academic Standing & Student Classification

<http://advise.armstrong.edu/Docs/standingclassification.pdf>

#### Time Management Aids

##### Course Load Worksheet

<http://advise.armstrong.edu/Docs/courseloadworksheet.pdf>

##### Credit Hours & the Path to Graduation

<http://advise.armstrong.edu/Docs/credithoursgraduation.pdf>

##### Important Dates

<http://advise.armstrong.edu/importantdates.html>

##### Semester Schedule Planner

<http://advise.armstrong.edu/Docs/semesterscheduleplanner.pdf>

##### Weekly Planner

<http://advise.armstrong.edu/Docs/weeklyplanner.pdf>

#### Campus Referrals

##### Financial Aid for Advisees

<http://www.advise.armstrong.edu/Docs/finaidcounseling.pdf>

##### Where to Go for Academic Advisement

[http://advise.armstrong.edu/Docs/advise\\_wheregoto.pdf](http://advise.armstrong.edu/Docs/advise_wheregoto.pdf)

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## **Hard Copy Publications for Students**

Available in the Office of Academic Orientation & Advisement  
212 Solms Hall

*Freshman Learning Communities* (for entry fall semester only)

*Heads Up! What You Need to Know About Armstrong Academics*

*A Quick Guide for AASU Students*

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