

Savannah State University

# Parent Survival Guide



Dr. F. Carl Walton, Vice President for Student Affairs



# IMPORTANT DATES & EVENTS

## Spring Semester

January 9<sup>th</sup> - May 10<sup>th</sup>, 2015

January 9 <sup>th</sup> , 2015	Residence Halls Re-Open <b>(New Students Only)</b>
January 12 <sup>th</sup> , 2015	1 <sup>st</sup> Day of Classes
January 12 <sup>th</sup> - 16 <sup>th</sup> , 2015	Late Registration/Drop & Add Period
January 19 <sup>th</sup> , 2015	Martin Luther King, Jr. Holiday
January 22 <sup>nd</sup> , 2015	Spring 2015 Class Drop for Non-Payment
January 23 <sup>rd</sup> - 30 <sup>th</sup> , 2015	Spring 2015 Reinstatement Period for Dropped Classes
February 13 <sup>th</sup> , 2015	Online Housing Application Open for 2015-2016 Academic Year <b>(\$50 application fee due)</b>
March 2 <sup>nd</sup> , 2015	Mid-Term
March 9 <sup>th</sup> - 13 <sup>th</sup> , 2015	<b>SPRING BREAK</b>
March 26 <sup>th</sup> , 2015	Honors' Convocation
May 4 <sup>th</sup> , 2015	Last Day of Classes
May 5 <sup>th</sup> - 8 <sup>th</sup> , 2015	<b>FINAL EXAMS</b>
May 9, 2015	<b>COMMENCEMENT</b>
May 10, 2015	Residence Halls Close, 1:00 pm

## **TRANSITION TO COLLEGE**

When a student begins college, the entire family is impacted, whether your student is living on campus or commuting from home. A major adjustment is required of your student. Some students make the adjustment to the demands of college life with relative ease. However, the majority of college freshmen experience some uneasy feelings during their first semester on campus. An adjustment is also required of you and other family members. If the student leaves home to live on campus, it changes the dynamics of the family left behind. Families and siblings must now decide how they will deal with this change. Will your college student keep his or her bedroom, or will a sibling take over that room? How often will you see your college student and what kind of communication will you have now? How will you deal with your son or daughter when he or she comes home for Christmas break as a more independent individual?

If your student commutes from home, in what ways will the house rules change? Will your freshman still have a curfew? Now that the time demanded on your student may increase, will they be expected to have the same household chores and responsibilities? These are not easy issues to face, and your student will not be the only one who experiences this adjustment. It will take real communication and some negotiation to make the adjustment work best for all of you.

Encourage your student to finish the first semester before making any decisions about interrupting their education. Sometimes students doubt their own ability to deal with changes effectively and may express a desire to drop out of college. Usually this is a natural reaction to a new environment and a lack of confidence in themselves to handle it. If they stick it out, they often find strength they didn't know they had.

If your student is living on campus, encourage them to remain on campus during the weekends as it will help make the adjustment to college life easier and quicker. Whether your student lives on campus or commutes, encourage him/her to become involved in campus activities.

## **ACADEMIC TRANSITIONS**

While college is a natural progression from high school, the classroom requirements are usually more demanding. Do not expect students to earn the same level of grades they earned in high school. Even the good student can earn a low grade on the first test in a given class. However, test grades usually rise as the learner becomes familiar with the subject matter and the professor's testing techniques. Encourage your student to keep trying and to talk with an advisor or professor about any academic difficulties. There are many people and services on campus who want to help your student. If a student is motivated, a poor start in a course does not necessarily mean a bad finish.

With the assistance of a faculty advisor, the student prepares and is responsible for his or her

own schedule of classes. Once classes begin, the instructors will outline the requirements for each course which will include specifics regarding grading, testing, assignments, attendance, and how each course will be conducted. No two instructors will have the same requirements.

Students will notice early that if assignments are not turned in on time, little or nothing will be said by the instructor. This does not mean, however, that the instructor will not make note of such things.

At mid-point of each semester, official mid-term grades are sent to freshmen students by the Registrar's Office. Mid-term grades are not used to calculate the GPA; however they are intended to let the student know how they are doing in each class. If low mid-term grades are received, they should be taken as a warning to confer with the instructor, recognize the deficiency and begin to correct the situation. In addition, it is the student's responsibility to know at all times where he or she stands in the class based on the written syllabus that they should receive at the beginning of the semester.

More often than not, a student's poor performance in a course can be attributed to lack of attendance, missed assignments, missed tests and a general lack of preparation for the course. Most instructors will not call or seek out a student who has missed a class or test. There is no disciplinary punishment for missing classes, assignments or tests, but the academic consequences can be devastating!

A great deal of self-discipline and responsibility is expected of the college student than may have been expected in high school. Good time management skills are crucial so that priorities can be established early, and class attendance and study time must be high on that priority list.

(Adapted from University of Findlay Parent Guide, 1977.)

### **Tips for Parents: Countdown to College**

The transition from high school to college can be as challenging for family members as it is for their college-bound children. Here are some tips for families who are preparing their child for college.

**Expect the unexpected.** Your child will experience a wide range of emotions. They may alternate between wanting to be close and pushing you away. Remember that your child is probably torn between sadness about leaving home and excitement about the adventures ahead. Karen Levin Coburn and Madge Lawrence Treeger, authors of *Letting Go: A Parents' Guide to Understanding the College Years*, compares this behavior to that of a two-year-old: your child may run ahead of you, but they'll still turn around to be reassured that you're still there.

**Encourage independence—but offer support.** It can be tempting to do too much for your child, especially in the light of their upcoming separation and departure. Restrain yourself from handling too many college arrangements for them. If your child has a question about the university, encourage them to contact the appropriate office themselves. After all, your child will soon need to be responsible for dealing with the college bureaucracy without the benefit of your presence.

*"Additionally, parents should support students' decision-making about the courses they plan to take and the activities they plan to be involved in—rather than make those decisions for their sons and daughters," says Marcy Kraus, director of orientation programs at the University of Rochester. "On more than one occasion I've heard a student tell me that his mom or dad picked his fall courses for him—this is often not a good idea!"*

The balance between offering support and taking over can be difficult to maintain. Students themselves may want your advice sometimes and reject your advice at other times. During this time of changing roles, good communication—and a sense of humor—are essential.

**Form an informal support group.** Other parents of college-bound children can be invaluable. They can reassure you that you're not alone and give you a "reality check" about your child's possibly erratic behavior (their children are probably acting in a similar way). You can share ideas for making your children's last summer home a meaningful one. And after your child leaves for college, you can support each other as your way of life changes.

**Help your child say good-bye.** Encourage your child to spend time with family and friends as they prepare to separate over the summer. Be there to talk when your child comes home from saying good-bye to a high school friend. Have some family get-togethers.

*"Make occasions to restate your love, concerns, and respect for your child,"* says John Boshoven, counselor for continuing education at Community High School (MI) and director of college counseling at the Jewish Academy of Metropolitan Detroit.

**Make plans for communication.** Discuss with your child ways to communicate with you while they are at college. Many parents enjoy receiving e-mails from their college-aged children, and students often prefer this method of communication because it allows them to reach out to you on their timetable. If you'd like a weekly phone call, make that clear to your child. Once they are at college, ask them when it would be easiest to get them on the phone. Also, expect the frequency of communication to vary. Some kids get swept away by the activities of college life and neglect communication with their family. Others may call every day until they feel more at ease in their new life. It depends on the personality and college

experiences of your child.

**Plan the big day.** If possible, give your child some latitude about whether you accompany them to the campus. If you accompany your child, be flexible. Talk with your child ahead of time about your plans and expectations.

Once on campus, brace yourself for the brush-off. Many first-year students are eager to start their new lives without their parents. Your child may be ready for you to leave before you're ready to go. On the other hand, some students unexpectedly cling to their parents. Again, it depends on your child's personality.

One good idea is to leave your child to unpack with their roommate(s) while you run to the store to pick up any necessities. That gives them some time to themselves before a possibly emotional departure. Many colleges now offer parent orientations, which give parents some information about the college and its programs. This can be reassuring to anxious parents—and can give you the tools to guide your child in case of problems in those first weeks.

**Give yourself time.** Home may seem very different without your child. If you have other children at home, remember that siblings will also go through a period of adjustment. And give yourself time to adjust to daily life without your college-aged child. You may grieve for a time or have a sense of time passing too quickly (or slowly). This is when talking to other parents can be especially helpful. In time, both you and your child will adjust to their being at college—just in time for your child to return for the holidays!

*Written by Jennifer Gross. [http://www.nacac.com/p&s\\_steps\\_0501parents.html](http://www.nacac.com/p&s_steps_0501parents.html)*

## RESOURCES FOR STUDENTS

### TUTORS:

- MATH LAB, 212 Herty Hall.
- STUDENT SUPPORT SERVICES, 122 Whiting Hall.

### TUTORIAL LABS:

- RE-WRITE CONNECTION is available to students for additional help with writing and reading skills. It is a wonderful resource for literary needs (faculty and students). Inquire at the Re-Write Connection, **in the Asa Gordon Library**.
- SPECIALTY LAB is open to students taking 0099 math, reading, and English courses. The lab is located at 104 Whiting Hall or contact the Lab Manager.
- **Room 132 is the “Study Hall” for the Center for Academic Success. Inquire in 132 Whiting Hall.**
- COMPUTER TESTING LAB is available for test preparation and test administration only. The lab is located at **103** Whiting Hall. Inquire at **247** Whiting Hall.

### OPEN LABS:

- COMPUTER INFORMATION SYSTEMS (CIS) LAB is for Business Majors only, located at 206 Jordan Hall.
- COMPUTER LAB is open to all students. The lab is located at 208 Jordan Hall, Open on weekdays and weekends.
- COMPUTER LAB is open to all students. The lab is located at 214 Jordan Hall, Open on weekdays and weekends.
- COMPUTER LAB is open to all students. The lab is located in 111 Payne Hall.
- COMPUTER LAB is open to all students. The lab is located in 209 Payne Hall.

**LIBRARY SERVICES:** During fall and spring semesters the library is open every day (83 hours per week).

- Librarian Liaisons are assigned to each academic area. Students should get to know their liaisons.
- ON-LINE LIBRARY SERVICES including text and instant messaging/ chat reference services are available.
- GALILEO (full text journal) and Databases (full text books) available anywhere student has access to computer.
- Interlibrary loan and GilExpress services. Students may request books and articles that Gordon Library does not own free of charge from another library.
- Audio Visual (AV) CENTER, 2nd Floor
- Re-Write Center Room 204 available to students for additional help with writing skills
- Presentation/ Collaboration Lab available on the 1<sup>st</sup> floor. Students may practice presentations and collaborate with peers in a large group.
- Notarizing. The library has a notary on staff. Please call to check if the notary is working.

- Students have access to Copiers (black and white only) and Printers (black and white and color)
- Computerized Microfilm Reader (This makes saving, printing, editing, and emailing microfilm based documents much easier.)
- Feed & Flatbed Scanners are also available for student use.
- The library offers out-going faxing services for students. Faxing services are only available when the administrative office of the library is open: normally 8-5. The library does not receive faxes for students.
- The library has 45 computers available in the open lab on the 1st floor.
- Eleven study rooms and three conference rooms (located on 1<sup>st</sup> and 2<sup>nd</sup> floors) are also equipped with personal computers and with the following software:
  - **Full Microsoft Office Suite** - Microsoft Office is a proprietary commercial office suite of inter-related desktop applications, contained Microsoft Word, Excel, PowerPoint, Access, and Publisher.
  - **SPSS** - a computer program used for survey authoring and deployment (IBM SPSS Data Collection), data mining (IBM SPSS Modeler), text analytics, statistical analysis, and collaboration & deployment (batch & automated scoring services).
  - **Maple Software** - allows users to enter mathematics in traditional mathematical notation. Custom user interfaces can also be created. There is extensive support for numeric computations, to arbitrary precision, as well as symbolic computation and visualization. Maple incorporates a dynamically typed imperative-style programming language which resembles Pascal. The language permits variables of lexical scope. There are also interfaces to other languages (C, C#, Fortran, Java, MATLAB, and Visual Basic), and an interface with Excel.
  - **MATLAB** - MATLAB® is a high-level language and interactive environment that enables you to perform computationally intensive tasks faster than with traditional programming languages such as C, C++, and Fortran.

#### **DEVELOPMENT:**

Career Services provides a wide variety of services to students including career counseling, vocational assessment, resume-building assistance, off-campus job placement, and career information. Contact Career Services, Student Union, 1<sup>st</sup> Floor, 912-358-3128.

#### **SPECIAL PROGRAMS:**

NAVY ROTC students can prepare for commissioned service as regular or reserve officers in the Navy or Marine Corps, commensurate with earning their degree. Programs constitute academic minor in naval science. Contact NROTC, McGlockton Building, NROTC Unit, 912-358-3095.

ARMY ROTC students can prepare for commissioned service as regular or reserved officers in the Army, Army National Guard, or Marine Corps, commensurate with earning their degree. The AROTC constitute an academic minor in military science. Contact AROTC, 102 Morgan Hall, 912-358-4070.

PRE-PROFESSIONAL PROGRAMS offers Pre-professional training for persons interested in pursuing such paramedical careers as medical technology, nursing, physical therapy, medical illustration, and medial secretary. Pre-professional study is also provided for persons desiring to enter the professions of engineering, law, medicine, veterinary medicine, dentistry, and pharmacy. Contact

121 Hubert D, 912-358-3271.

FRESHMAN MENTORSHIP PROGRAM is a program that pairs each freshman with a faculty/staff/administrator or upper classman and must complete 2-3 activities as mentor/mentee during the semester.

GEORGIA INTERN PROGRAM provides full-time students at SSU participation in the Georgia Legislative Internship Program. The selected student is assigned to a legislative office or to legislative committees in either the House or Senate, and works directly under and is responsible to the office head or committee chair. Contact the Department of Social and Behavioral Sciences, 125 Payne Hall, 912-358-3322.

STUDY ABOARD PROGRAM provides students with a multitude of opportunities to study abroad while earning academic credit toward completion of degree requirements. The University's International Programs (OIP) offers students access to study abroad programs in Africa, the Caribbean, Europe, North America, and South America. Students in the University System of Georgia who are eligible for financial aid may use that aid toward study abroad. A limited number of study abroad scholarships are available. For further information contact the OIP at 912-358-4152. The office is located in the Colston Administration Building, 2<sup>nd</sup> floor.

#### **NON-CREDIT COURSES:**

BASIC ENGLISH COMPOSITION-ENGL 099 is a writing course designed primarily to fine-tune or improve writing skills while strengthening reading skills. The purpose of this course is to give students instruction and practice in recognizing writing as both a product and a process through the preparation and analysis of essays and through the analysis of reading assignments.

COLLEGE STUDY SKILLS COURSE-STUD 098 is a course designed to develop study skills. It will focus on study skills such as time management, stress management, good note taking, goal setting, SQ3R study plan and other factors that impact effective studying. It will also include survival strategies for test taking and many other practical related skills that are essential to students' success in college.

#### **AUXILIARY SERVICES**

The Auxiliary Services office is located on the first floor of King-Frazier Student Center, near the bookstore. The following services are provided by Auxiliary Services:

- Dining Services
- Meal Plans for Commuter Students
- ID Card Office
- Parking & Transportation
- Bookstore
- Mail Center
- Document Center
- Vending (Snack, Beverage)
- Laundry

The Auxiliary Services website is <http://www.savannahstate.edu/fiscal-affairs/auxiliary-services.shtml>. Please contact the Auxiliary Services office at 912-358-3109 with any questions you may have.

## **STUDENT LIFE AT SSU**

### **THE IMPORTANCE OF STUDENT INVOLVEMENT**

The experts in the area of student affairs suggest that the typical undergraduate student – one who attends the institution on a full-time basis, resides on-campus, and is between the ages of 18-22 – spends approximately 15 hours per week in the classroom. Although the bulk of the remaining 153 hours is typically spent on personal matters and with peers, Savannah State University expects that students will devote a considerable amount of time to academic pursuits. After all, the purpose of institutions of higher education is the pursuit of knowledge and truth and the development of critical, analytical, reflective, and other skills.

The university recognizes that important student development takes place outside the classroom and laboratory settings. The university seeks to provide an environment where there are rich opportunities for interpersonal, social, cultural, and recreational activities. Inasmuch as Savannah State University will provide the facilities, resources, programs, and activities for these learning and development opportunities to occur, it is ultimately up to the student to take advantage of what is provided. The effectiveness of student life – the 153 hours or so spent outside of the classroom – is directly linked to the extent to which students are engaged in quality co-curricular events, whether informally or formally and whether student- or university-provided.

The Office of Student Life is responsible for enhancing student life through co-curricular activities, which are an integral part of the physical, social, emotional, spiritual, and intellectual growth of students. The office also offers clubs and organizations at the University a place to get advice and provides services and resources.

The Office of Student Life is located in the King-Frazier Student Center in Suite 246. Students may contact the office at 912.358-3117 for assistance.

## **COUNSELING & DISABILITY SERVICES**

### **Counseling Services**

Professional Counseling addresses students' needs related to social and emotional issues that may be affecting their day to day functioning, grades and stable school life. Some areas of concern may be:

- Conflicts in relationships
- Feelings of isolation, as a result of being away from home and not having a strong social support on campus
- Alcohol and other substance use or abuse
- Anger management
- Suicidal tendencies/ Depression/ Self injurious behaviors -cutting
- Mental Health issues
- Violence against the other/ Sexual offending
- Eating Disorders
- Communication concerns
- Problems related to interaction with the legal system

We provide an article addressing student issues each month in the Herald-Residential Newsletter.

### **Disability Services**

Savannah State University provides services and accommodations to students with disabilities in order to ensure equal access to the academic environment and enhance the learning experience.

#### **Who is an "individual with a disability?"**

A person who:

- 1) Has a physical or mental impairment (including learning disabilities ADD, head injury, psychological disorders) which substantially limits a major life activity;
- 2) Has a record or history of such an impairment; or
- 3) Is regarded as having such an impairment.

#### **What are "major life activities?"**

Major life activities include, but are not limited to, walking, seeing, hearing, speaking, breathing, learning, working, attending school, caring for oneself and performing manual, professional, and academic tasks.

#### **What are the obligations of students with disabilities?**

In order to enjoy the protections of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the student has an obligation to self-identify to the Coordinator of Disability Services that s/he has a disability and needs accommodation. Savannah State University requires that the student provide appropriate documentation at student expense in order to establish the existence of the disability and the need for accommodation. Documentation requirements are set by the Board of Regents. Copies of the documentation requirements are available from the Coordinator of Disability Services. Disability Services can assist with referral to appropriate resources to obtain documentation, if needed. With student's signed consent, documentation of Learning Disability, ADD, brain injuries and psychological disorders is sent to the Regents' Center for Learning Disorders (RCLD) at GA Southern University for their review and approval. (See RCLD link below.) The student must pick up Accommodation Letters each semester from the Office of Disability Services and meet privately with each professor to give them the Accommodation Letter

and discuss their needs. Students with disabilities attend the same classes and meet the same academic standards as other students.

**What are the institution's obligations under Section 504 and the ADA?**

Savannah State University must provide reasonable accommodations to the student's known and documented disability in order to afford him/her an equal opportunity to participate in the institution's programs, activities and services (including extracurricular activities). A college or university may not discriminate against an otherwise qualified individual solely on the basis of disability.

**What are some examples of reasonable accommodations that SSU provides?**

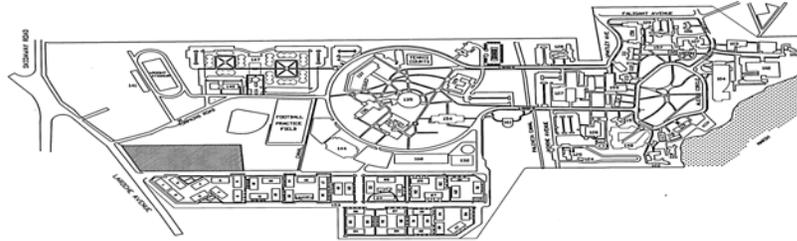
Accommodations should either give the student equal access to the academic material or equal access to demonstrate mastery of the material. Most common accommodations include, but are not limited to:

- Extended time on tests,
- Low distraction test room,
- Word processor for essay exams,
- Electronic read aloud textbooks,
- Permission to tape record lectures,
- Assistance finding volunteer note taker in class,
- Enlarged font,
- Priority seating in class

**Helpful Websites**

<http://www.savannahstate.edu/student-affairs/office-of-disability-services-intro.shtml>  
[www.ada.gov](http://www.ada.gov)

SAVANNAH STATE UNIVERSITY  
CAMPUS MAP



<b>LEGEND</b>			
101- GARDNER HALL	114- HERTY HALL	128- BOSTIC RESIDENT HALL	142- UNIVERSITY VILLAGE
102- WELBY-WILCOX OYN	115- POWELL HALL	129- J. W. SCHMIDT FINE ARTS	143- FREDERICK LEVING LEARNING CENTER
103- COLSTON ADMINISTRATION CENTER	116- HARRISON HALL	130- KUMAR MEDICAL PLANT	144- UNIVERSITY COMMONS
104- KING FRAZIER STUDENT CENTER	117- C. ROBERT RESIDENT HALL	131- EVERETT PHYSICAL PLANT	145- SOCIAL SCIENCE BUILDING
105- INFORMATION HOUSE	118- PUBLIC MARKET	132- JORDAN BUSINESS SCHOOL	146- TIGER EXPRESS
106- RIDGE HALL	119- MARINE BLDG	133- A.H. GORDON LIBRARY	147- GUARD HERTY RESIDENT HALL
107- HILL HALL	120- BOWEN-SMITH RESIDENT HALL	134- WHITING HALL	148- TIGER PLACE RESIDENT HALL
108- BUS STATION	121- COFFMAN CLINIC	135- WHITING HALL	149- TIGER COURT RESIDENT HALL
109- MORGAN ANNEX	122- HEALTH CLINIC	136- WHITING HALL	150- NEW STUDENT CENTER
110- ADAMS HALL	123- PAYNE HALL	137- WHITING HALL	151- THE PAVILION
	124- ROBERT TECH SCIENCE	138- WHITING HALL	
		139- WHITING HALL	
		140- BOWEN AND FIELD HOUSE	
		141- T.A. WRIGHT STADIUM	
		142- TIGER ARENA	

*Where to find it..*

**103 - Colston Administration Building**

- Office of the Registrar
- Financial Aid
- Academic Affairs
- Graduate Student Services
- International Education

**104 - King Frazier Student Center**

- Auxiliary Services
  - ID Card Office
  - Parking and Transportation
  - Bookstore
  - Mail Center
  - Main Dining Hall
- Counseling Services
- Disability Resource Center
- Student Affairs
- Student Conduct Office

**107 - Hill Hall**

- Office of Admissions
- Office of the Bursar
  - Cashier
  - Student Accounts

**113 - Adams Hall**

- Housing Administration
  - Room Assignments
- Computer Lab

**136 - Whiting Hall**

- Center for Academic Success
  - Academic Advisement
  - Testing
  - Freshman Year Experience Courses
  - Mentoring Program
- The ReWrite Connection
- Student Support Services
  - Tutoring
  - Math & Writing Labs



## SSU Helpful Numbers at a Glance (912 Area Code)

Academic Affairs	358-4190
Admissions	358-4025
Athletics	358-3449
Auxiliary Services	358-3109
Bookstore	356.8456
Bostic Hall	358-3160
Bowen-Smith Hall	358.4197
Business & Finance	358-4050
Camilla-Hubert Hall	358.3318
Counseling & Disability Services	358-3129
Dining Hall	358-3131
Freshman Living & Learning Center (FLLC)	358-3030
Financial Aid	358-4162
Graduate Studies	358-4187
Health Services	358-4111
University Advancement	358-3057
Intramural Programs	358-3450
Library	358-4330
Mail Center	358-3126
President's Office	358-4000
Public Safety	358-3008/356.2186
Radio station (WHCJ 90.3 FM)	358-4231
Registrar	358-4153
Residential Services & Programs	358-3132
Student Accounts & Cashier's Office	358-4029
Student Affairs	358-3118
Student Development	358-3129
Student Life (Clubs/Orgs. & Activities)	358-3117
Testing Office	358-3490
Tiger Court	358.4208
Tiger Place	358.3317
Tiger Point	358.3315
University Commons	358-3036
University Village	358.3049
Veteran Benefits	358-4205