



NEW STUDENT ORIENTATION HANDBOOK

WELCOME

Welcome to Southeastern Technical College. You've made a great career decision. The majority of jobs in our country don't require a four year degree, but do require some type of training beyond high school. The number one reason that most students say they come to school is to "get a good job." The skills you obtain at Southeastern Technical College will help you become employable. As you develop your college success skills, you'll actually be developing the qualities that employers are looking for: good work habits, time management skills, and an organized approach to getting your work done at a high standard. If you approach your college studies as professional development for your career, you'll be well prepared for the workplace, and you'll come as close as you can to guaranteeing yourself a great job upon graduation.

This handbook contains information about many of the services available to students at Southeastern Tech. It is aimed at helping you take full advantage of the opportunities offered by the College, and it is designed to cover many of the frequently asked questions from first time students. Take time to become familiar with the contents of this publication and the Catalog and Handbook located on the web at [https://www.southeasterntech.edu/\(www.southeasterntech.edu\)](https://www.southeasterntech.edu/(www.southeasterntech.edu)).

NEW STUDENT ORIENTATION

Beginning your studies at Southeastern Technical College is an exciting time of academic growth and personal enrichment and we want to make sure that you have all the tools to succeed. Our New Student Orientation will help you become more familiar with College facilities, services and expectations.

The orientation for new students at Southeastern Technical College is accomplished through an online orientation (Orientation Part A) and an on campus orientation (Orientation Part B), which consists of a group orientation and then smaller, program specific orientations. The group orientation program for all new students is held at the beginning of each semester. Members of the Student Affairs staff are on hand and available to discuss available services. Students then go to the program specific phase of the orientation process; it is conducted by the program instructors. Safety rules, policies and general program requirements are explained.

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PROGRAM DELIVERY

TRADITIONAL CLASSROOM

Most Southeastern Technical College programs are delivered on campus in traditional classroom, lecture or laboratory settings. Traditional delivered programs may include off campus components like an internship, clinical or practicum and may include modules of self-directed or independent study. Students taking classes in a traditional manner should take advantage of all opportunities available to them at Southeastern Tech. Review all materials presented at New Student Orientation and make sure you read through the Catalog and Handbook located on our website. If you need to be absent from a class, you need to call your instructor directly. This number will be given to you on the first day of class.

DISTANCE LEARNING

Distance learning is a name for classes that go beyond the bounds of the traditional classroom setting. It is a way to extend education and training beyond the walls of the College. For students, this is an opportunity to take classes in a home environment in ways that fit into lives already busy with family, work and other responsibilities. To find out more information, please visit our Southeastern Tech web page and view our information about [online learning](http://www.southeasterntech.edu/online-learning/online-learning.php) (<http://www.southeasterntech.edu/online-learning/online-learning.php>).

If you have already signed up for an online class, you must contact your instructor on or before the first day of class, or else you will be dropped from the class and your spot given to someone else. You will receive specific information from your instructor about your course(s), required textbooks (and how to purchase them), assignments, exams, and other important information. You will also receive other information, but please make sure you read the Catalog and Handbook. If you have any questions or concerns, you can contact one of the following individuals:

Sonya Wilson, MSED

Dean of Industrial & Environmental Technologies

Blackboard Point of Contact

(478) 289-2298

[Send Email](#)

Stephanie Moye, MSIS

Blackboard Point of Contact

(912) 538-3161

[Send Email](#)

Gina Robison, M.Ed.

Dean of Business Technologies & Human Services

Blackboard Point of Contact

(912) 538-3122

[Send Email](#)

Students with adjunct instructors can email onlinelearning@southeasterntech.edu for assistance.

IN THE BEGINNING

RULES, RULES, RULES

One of the first things you should do is familiarize yourself with the policies and procedures that govern your education at Southeastern Tech. These rules and regulations are found in the Catalog and Student Handbook located on the [Southeastern Technical College website](http://www.southeasterntech.edu) (www.southeasterntech.edu).

Southeastern Technical College is a tobacco free college. Make sure you remember the law prohibits you from bringing any alcohol and/or illegal drugs on our campus. Federal and state law requires that we prosecute violators of these laws to the fullest extent possible.

Here are two items students encounter within the first few days....

I DIDN'T GET A PHONE MESSAGE...

STC does not deliver phone messages to students. In cases of absolute and proven emergencies, STC will do its best to locate you, but we are not held responsible if we can't find you. Similarly, flowers and gifts are not accepted by STC and are not delivered.

PARKING PROBLEMS

Like many colleges, parking is limited at some of the buildings located on the campuses of STC. This may require you to park and walk a short distance to get to your class. This is a sign that STC continues to grow. If you arrive early enough, you may, of course, park in a legitimate parking space. However, you can't park on the curbs, next to any yellow lines, in a handicapped parking space without a permit, in front of the dumpsters, or on the side of the road. Students are also not allowed to park in any of the business parking lots adjacent to campus. They will tow your vehicle and it will cost approximately \$100.00 to get it out.

BEFORE YOU WITHDRAW

Consider all the implications of adding or dropping courses:

- Will this affect your fees or financial aid?
- Will this change your part-time or full-time status?
- Will this affect your ability to graduate?
- When will the course be offered again?

Why do students withdraw from classes? There are many reasons that students may find that they cannot continue in class during a particular semester. Most of them are legitimate and cannot be avoided. The faculty and staff are willing, however, to help the student avoid withdrawing whenever possible. In many circumstances, special assistance can be provided to assist the student in overcoming the reasons they felt the need to withdraw.

The student's first point of contact in seeking advice or assistance should be the instructor. In most cases, a problem can be resolved by simply discussing it with the instructor. The student's academic advisor may also be able to provide assistance when other avenues do not succeed. The biggest mistake made by students who withdraw unnecessarily is failing to contact someone and seek alternatives to withdrawal.

DON'T DROP THE BALL!

I'm here, but I think I may want to change programs...That's okay – plenty of people do. Just complete a Change of Program form online and email it to the Admissions Office. If you are going to drop a class, make sure you read the entire section in the handbook concerning withdrawing.

The most common reasons that students withdraw from classes include:

- Illness
- Financial
- Job Conflict
- Too many classes
- Expectation of failure
- Excessive absences
- Personal problems

WILL IT AFFECT MY FINANCIAL AID STATUS IF I DECIDE TO RETURN?

It depends on your status at the time of withdrawing from classes. Generally, it is permissible to withdraw prior to the beginning of the semester with no penalty. After the semester begins, the student's academic progress at the time of withdrawal will determine his or her financial status.

A student who fails to follow proper withdrawal procedures or who withdraws while failing a course will receive a grade of "WF". A "WF" can seriously harm the student's grade point average and may result in the student's finishing the semester on "academic probation" (see your Catalog and Student Handbook). The student may return the following semester on academic probation and continue to receive financial aid. However, the student must obtain a GPA of at least 2.00 to remove the probationary status. Otherwise, the student may be dismissed for academic reasons. The student who achieves "academic dismissal" may return after one semester but will not receive financial aid during that semester.

WILL IT AFFECT MY ACADEMIC STANDING?

Most likely. Most programs at Southeastern Technical College follow very specific guidelines concerning courses taken. Many courses cannot be taken until prerequisite courses have been successfully completed. Therefore, the student who withdraws or fails a course may find that the course may not be offered until a later date or that the courses they would normally have taken during the subsequent semester cannot be taken because the prerequisites have not been met.

WILL I BE ABLE TO RETURN EXACTLY WHEN I WISH?

It depends. Most programs have starting dates each semester, but others start only once per year. The student who withdraws from or fails a course may find that failure to finish the course puts them “out of sync” with the rest of the program. The student may, therefore, have to wait two or more semesters to return to the same program.

WHAT SHOULD YOU DO IF WITHDRAWAL FROM CLASSES IS THE ONLY OPTION?

Despite the best efforts of all concerned, sometimes the only option available to the student is to withdraw. In this case, the student must follow proper withdrawal procedures. They are:

1. Contact a counselor in the Student Affairs Division if you wish to withdraw from one or more classes. The counselor will help the student complete the proper forms and submit the forms to the proper officials.
2. If the student wishes to withdraw completely from all classes, he or she should contact a career counselor. The counselor will assist the student to properly withdraw.

GETTING INVOLVED

SUPPORT SERVICES

The Student Affairs division at Southeastern Technical College provides students with support services and activities designed to ease the transition into higher education and maximize the potential for student success.

Career Guidance: Career guidance is available to assist students in exploring careers and education programs. If you are feeling uncertain or anxious about your career goals and need help deciding on a program, you may contact any of the following:

Vidalia Campus

Brad Hart (912) 538-3121

brhart@southeasterntech.edu

or

Swainsboro Campus

Daphne Scott (478) 289-2274

dscott@southeasterntech.edu

Disability Services: Southeastern Tech is committed to non-discrimination on the basis of disability. It is for this reason that a variety of academic and physical accommodations are available to qualified students. Accommodations can include the following: note takers, individualized tutoring, readers, and adaptive technology. For more information contact:

Vidalia Campus

Helen Thomas (912) 538-3126

hthomas@southeasterntech.edu

or

Swainsboro Campus

Emily Jarrell (478) 289-2259

ejarrell@southeasterntech.edu

Financial Aid: Students attending Southeastern Tech may be eligible to receive aid to cover the cost of tuition, fees, and books. The major sources of financial aid are the Federal Pell Grant, HOPE, and Federal Work-Study. For more information, contact:

Vidalia Campus

Rebecca Ethredge (912) 538-3107

rethredge@southeasterntech.edu

or

Swainsboro Campus

Rosemerry Wilson (478) 289-2268

rwilson@southeasterntech.edu

Tutoring: Free tutoring services are available at each campus to assist students who need help in math, reading and/or English skills. For more information on tutoring services please visit the STC website and click on the Current Students Link and then scroll down to Student Support Services and click on Tutoring.

Job Placement: Searching for a job can be a very intimidating and tiring experience. Job placement services offer students assistance with finding a job, as well as helping with resume and cover letter development and interviewing skills. Information about local area jobs are listed on STC's JobLink, located on the Career Services website. Students will be able to receive help with resumes, upload resumes and cover letters to this site, which employers will be able to view. Students will also be able to search for career specific job openings in the local area. The Career Services Office will be able to offer any assistance needed for students obtaining employment.

Federal Work Study Program

- Are you Pell Grant eligible?
- Are you enrolled in at least 6 credit hours?
- Do you have a 2.0 GPA?
- Are you interested in working part time?

Work Study positions are available on campus each semester. You may be eligible to work a maximum of 20 hours per week. Salary is \$10.00 per hour; paid on a monthly basis. This is an excellent opportunity for you to gain good work skills experience. Most positions are flexible and will work around your class schedule. [Apply Here!](#)
(<http://www.southeasterntech.edu/student-affairs/work-study-programs.php>)

For information on either of these services, contact:

Lance Helms (912) 538-3207
lhelms@southeasterntech.edu

Student Success Centers: Computer labs are available with internet access. Surf the web for jobs.

We can help you with your educational needs at the Student Success Center! We offer free tutoring in math, reading, and English. You can schedule by appointment or walk-in.

In addition to professional staff and tutors, an extensive collection of instructional media is available for you to use in the SSC's computer lab. Our staff can help you effectively use these resources to help you manage a variety of subject areas.

Along with the tutoring center, we offer a Resource Room where students can get additional resources to help with school assignments or leadership material. Highly competent staff and faculty tutors, who are dedicated to helping you overcome barriers in learning, staff the center.

The center provides access to direct, one-on-one, personal tutoring, academic resource material, and computer-based learning programs to promote the student's success at STC. Counseling services for students are also provided for those who request assistance with personal problems or who may be referred for assistance by a faculty or staff member.

The Student Success Center is staffed at all times in order to provide students with assistance in a variety of areas of student life issues. Workshops on a range of topics including personal finance, study skills, and time management are also planned for the Student Success Center.

Our mission is to assist our students in completing their educational goals so that they will graduate and enter the workforce in their chosen careers. This center is just another way for us to assist our students on their educational journey.

The Success Labs also contain Leadership materials. Leadership involves everyone and is about sharing responsibility and authority. Leadership is more than just holding an office, but about developing vision and the ability to relate to people. Every student can benefit by cultivating these types of leadership skills. Our goal is to develop leaders who are ethical, purposeful, and inclusive. The Student Leadership bookshelf is packed with many great leadership resources and is open to all students, faculty, and staff. Students, faculty and staff are encouraged to check out books and other resources at their convenience. Resources include Steven Covey

(Seven Habits of Highly Successful People), John Maxwell (Developing the Leaders Around You), The Complete Guide to Robert's Rules of Order, plus many more.

Vidalia Campus

Call (912) 538-3100 for more information

or

Swainsboro Campus

Call (478) 289-2200 for more information

Student Email: Southeastern Technical College's student email system provides students with centralized Web Access to information and services. It gives students customized email, calendars, groups, announcements, and messages.

You may access your Student Email by going to the [Southeastern Technical College website](http://www.southeasterntech.edu) (www.southeasterntech.edu) and clicking on My STC.

Southeastern Tech Website: Our web site is a great starting point to get most of the information you are looking for. Visit our web page for forms and information to assist you while you are a student.

Visit the Registrar Services section on our website by going to our homepage and clicking on Current Students and then scrolling down to Registration.

Graduation Checklist –

View certain requirements that must be met in order to graduate.

Course Requirements for Graduation –

Keep track of the courses you need in your program in order to graduate.

Other forms on the page are –

Transcript Release/Enrollment Verification Form, Transcript Evaluation Request Form and Hope Evaluation Form.

CALL FOR MORE INFORMATION

Vidalia Campus

(912) 538-3100

or

Swainsboro Campus

(478) 289-2200

Library Information: The Library is here for your academic information and research needs. Please visit and ask for help when you need it. Some of the available resources are as follows:

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- Online catalog includes over 300,000 electronic books and over 19,000 books; most are available for a 3 week check-out
- Over 100 magazines, newspapers and professional journals from entertainment to documentary to world news
- Laminator - Laminate it, and preserve
- Poster maker - Your design made into a poster!
- Scanner - High resolution scanning at your finger tips
- Audio-Visual equipment for classroom use - An effective way to learn
- Copying machines

Other resources available from the Library are:

- STC Library website <http://library.southeasterntech.edu>
- GALILEO – www.galileo.usg.edu - One website has access to over 200 databases. Many of the databases contain full-text articles and are accessible through the Internet off campus with a password or access through MYSTC
- Ask a Librarian - The librarians are available for online reference at library@southeasterntech.edu. In most cases, you will have an answer within 24 hours.
- Interlibrary Loan - If you need an item for your research through another library, simply complete and submit the Interlibrary Loan request form on the Library Home Page, or Ask a Librarian.
- Purchase Request Form - If you have an idea for items that you would like to see in our Library, please complete the Library Purchase Request Form on the Library Home Page.
- Computer Lab - A computer lab is available on the Vidalia Campus, Room 803 and Building 2 on the Swainsboro Campus

Hours (When school is in session):

Swainsboro Campus Library

Monday – Thursday 8:00 a.m. to 6:00 p.m.

Vidalia Campus Library – Room 803

Monday – Thursday 8:00 a.m. to 6:00 p.m.

CLUBS & ORGANIZATIONS:

Associate of Science in Nursing Club

The goal of the Associate of Science in Nursing (ASN) Club is to promote a positive image of nursing practice; aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life; and assume responsibility for contributing to nursing education in order to provide for the highest quality of health care. The club helps with community activities within the surrounding service areas. To find out how to get involved, contact:

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Jennifer Corner at (912) 538-3253 or jcorner@southeasterntech.edu; or
Donna Jean Braddy at (912) 538-3172 or dbraddy@southeasterntech.edu

National Technical Honor Society-NTHS

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career & technical education. The mission of the National Technical Honor Society is to honor student achievement and leadership, encourage higher scholastic achievement, cultivate a desire for personal excellence, and enhance career opportunities for top students. To qualify for membership a student must be regularly admitted to a diploma or degree program, have completed at least 35 cumulative hours, have an overall GPA of at least 3.50, and exhibit professional work ethics.

Automotive Club

The purpose of the car club is to allow the students to become more involved with the Automotive Program and the College. This will help them engage in activities they may not otherwise have an opportunity to. The club will use its name to promote activities to benefit the Automotive Program and the College. Including but not limited to; Car shows, recruiting events and/or special vehicle projects. The club will attend automotive related events that allow the students to interact with industry professionals, which will allow them to gain an increase in the knowledge of automobiles. The club will give students an opportunity to interact as a group and gain the skills necessary to work as a team member. For more Information, contact Will Fountain at (912) 538-3155 wfountain@southeastertech.edu

Phi Beta Lambda (PBL)

Membership is open to all students interested in pursuing a business or business-related career. PBL membership accounts for approximately 13,000 members with 600 chapters in the United States, Puerto Rico and the Virgin Islands. PBL members initiate business ventures, organize community service projects, attend state and national leadership conferences and participate in fundraisers. Members gain a competitive edge in the business world by interacting with local companies and their executives. PBL uses teamwork to accomplish common personal and social goals. The purpose of PBL is to provide opportunities for students to develop vocational competencies for business and office occupations. PBL promotes a sense of civic and personal responsibility. For more information concerning PBL, contact Stephanie Moye at (912) 538-3161, smoye@southeasterntech.edu

SkillsUSA

SkillsUSA is a national organization serving more than 264,000 high school and college students who are enrolled in technical and service training programs.

Students are provided quality education experiences in leadership, teamwork, citizenship, and character development. SkillsUSA programs include local, state and national competitions in which more than 4100 students compete in 75 occupational and leadership skill areas. For

more information, contact Tony Criswell at 478-289-2235, tcriswell@southeasterntech.edu or Tina Jernigan at (912) 538-3123, tjernigan@southeasterntech.edu

Student Government Association

The Student Leadership Council represents the entire student body by providing a channel through which students may exhibit leadership, voice concerns, and enhance communication among students, faculty and staff. For more information, contact Helen Thomas at (912) 538-3126, hthomas@southeasterntech.edu; Lance Helms at (912) 538-3207, lhelms@southeasterntech.edu; or Daphne Scott at (478) 289-2274, dscott@southeasterntech.edu

Radiologic Technology Club

The goal of the Radiologic Technology Club is to promote the practice of Radiologic Technology as a career, develop leadership skills for future leaders within the profession, and to enhance the quality of services provided by the

Radiologic Technologist. This is achieved by encouraging students to participate in activities on campus and within the community, state, and professions. The Club also helps provide funding for educational conferences and seminars, and organizes educational activities on technological advances in imaging. Membership is open to all students who have been officially accepted into the Radiologic Technology diploma program. For more information, contact Tara Powell at (912) 538-3152, tpowell@southeasterntech.edu.

WORK ETHICS & GUARANTEE

Work Ethics:

Dear Student:

We are pleased that you have chosen to attend Southeastern Technical College to further your education. The faculty will give you their full support as you prepare for your career.

Our advisory committees and local employers consistently tell us that, in addition to academic and skill preparation, it is just as important that students possess good work habits and attitude. In fact, studies indicate that people often lose their jobs, not because of lack of work skills, but because of a lack good work habits. Therefore, as a part of our role, we strive to graduate students with occupational skills and a foundation of work values and ethics vital to a successful career.

Southeastern Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. These traits will be integrated into the program standards of each program curriculum and evaluated in at least one course in the program thereby allowing each program to make work ethics a relevant and meaningful part of the curriculum.

The courses with a work ethics component will assess a student's knowledge of these ten traits. It will be noted on each course syllabus, which contains a work ethics module, that the work ethics assessment will count as 5% of the course grade. If a student passes the work ethics assessment in his/her program with a C or better, he/she will receive a work ethics seal on their transcript.

Sincerely,

Teresa Coleman
Vice President for Academic Affairs

Guarantee: The Technical College System of Georgia has developed curriculum standards with direct involvement of business and industry. These standards will serve as the industry-validated specifications for each occupational program.

These standards allow Georgia’s technical colleges to offer their business partners this guarantee:

“If one of our graduates who was educated under a standard program, and his/her employer agree that the employee is deficient in one or more competencies as defined in the standards, the technical colleges will retrain that employee at no instructional cost to the employee or employer.”

This guarantee applies to any graduate of our technical colleges who is employed in the field of his/her training. It is in effect for a period of two years after graduation.

To inquire or to file a claim under the warranty, please call the Vice President of Academic Affairs at Southeastern Tech.

Meeting Tomorrow’s Challenges Today: In an increasingly competitive global marketplace, one of the most important challenges facing Georgia is the education and training of the technologically advanced, highly skilled and literate workforce – the lifeblood for continued economic growth and development.

The Technical College System of Georgia has set the standard for the future by establishing the framework for the comprehensive system of technical colleges to prepare Georgia’s workforce for the 21st century.

Georgia’s technical colleges take pride in being the first to offer this statewide guarantee to our partners in business and industry.

SUCCESSFUL STUDENT TIPS

STRATEGIES FOR SUCCESS

Many students feel overwhelmed at the prospect of returning to school. Even if you don’t, the following list attempts to summarize some practical things you can do to increase your chances for success. None of these things are really secret; they are time-tested methods that have been used by many students on their way to success.

Develop a Clear Goal –

Why are you going to school? What do you hope to accomplish? What career do you want to pursue? If you don’t have clear answers to these questions, it may be difficult for you to properly motivate and apply yourself. If you know what you want, it is also often easier to endure what must be done to get there.

See your Advisor –

Academic advising is an important part of any student's success. Your advisor will help you determine exactly what courses you need to take for a given program of study or major.

Set Clear Priorities –

Without clear priorities, what is more important can sometimes get lost in what is more fun or exciting.

Take an appropriate course load –

Twelve credit hours is a minimum full-time class load. If you are employed 20 or more hours a week, you should probably be taking three to nine credit hours (one to two classes), depending upon the difficulty of the classes, the amount of time you have to study, and other factors such as family commitments and community involvement.

Register during the announced registration period –

The earlier you register – the better selection of classes you will have. You must see an academic advisor during registration.

Know school rules and procedures –

You should familiarize yourself with the information in the school Catalog and Student Handbook. The procedures for dropping or withdrawing from classes, the grading system, school calendar, and the student code of conduct are some of the things you need to know.

Develop computer skills –

No matter what your major, computer skills will be helpful to you. Word processing, for example, can greatly increase your efficiency with any kind of writing assignment.

Develop critical and creative thinking skills –

Teachers expect students to be able to think in analytical and creative ways. These skills come more naturally to some people than others, but anyone can enhance them by following certain guidelines and through proper practice.

Attend all your classes –

This is the simplest way to get better grades. Many students fail simply because they miss class and therefore fall behind in their work. Also, instructors have an attendance policy (outlined in their course syllabus) that allows only a few absences before your grade is affected.

Be prepared for class –

This is an obvious but often neglected principle. Being prepared for class means having your assignment done on time, completing the required reading in your text and giving attention to what is to be discussed next will increase your success in class.

Read your course syllabus carefully –

Your instructor is obligated to provide you with a course syllabus that summarizes the requirements of the class, the basis for assigning grades, any attendance policy and other

relevant information. Read this very carefully and ask questions about anything you do not understand.

Talk to your instructor –

If you are having difficulty in a class, often the best thing to do is to talk to your instructor. He or she may be able to suggest better ways to approach the material or other ways to get help with your class work. Be sure to ask about any class assignments or requirement that may not be clear to you.

Start or join a study group –

It is often helpful to study with a group of other students taking the same class. This gives you a convenient way to ask questions about assignments, share insights, compare notes, and quiz each other in preparation for exams.

Ask questions –

Don't be afraid to ask questions when you are not sure about something. Instructors usually appreciate questions as a way of clarifying what they are teaching. Asking questions is the most direct way to find out what you need to know.

Be persistent –

The best way to achieve your educational goals is to stay in school. This may seem simple, but many people drop out before they have really given themselves a fair chance to succeed.

ACT NOW!! –

Thomas Edison said that genius is "99% perspiration and 1% inspiration".

Consult with your peers –

Sometimes your peers can provide valuable tips based upon things like their experience in different classes, the registration process, etc. It's a good idea, however, to verify the information you get if you have any doubt about its accuracy.

Face problems head-on –

If you are having a problem related to your school work it is wise to do something about it as soon as you can. Problems often have a way of getting bigger and harder to solve when they are ignored.

Assume responsibility for your success –

No one has more to gain or to lose than you do when it comes to your success. If you do not succeed, you may indulge in blaming others for less than favorable circumstances, but it will be you who will be losing this opportunity. Every decision that you make makes a difference – how you spend your time, how carefully you complete your assignments, how hard you study for an exam and how determined you are in achieving your goals – each such decision will either bring you a step closer or further away from your goals.

Terrific tips –

Become a good time manager; Have appropriate materials for class; Be attentive in class; Sit in the front of the class; Read assignments; do homework, prior to class, Keep a file folder for each class including syllabus, assignments, grading system, record of class attendance, and instructor
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contact information (name, office location, office hours). Your education is a job. Take good, systematic notes; Develop a study plan; Review daily; Study more difficult subjects first; Participate in class; Ask questions; Apply subjects to your future career; Check your attitude and effort level; Form or participate in study groups; Turn in assignments neat, orderly, and on time. Plan enough time to prepare for examinations. Avoid all night marathons. Learn to say “NO” to outside demands if necessary. Do not miss quizzes or tests. Contact instructor before the class if you find it necessary to miss class.

Listen carefully –

Most of what you learn in class comes through listening. Be an active listener – focus your attention on what the speaker is saying, evaluate what you hear, take notes, and ask questions.

Take good notes –

Record the speaker’s main points in your own words... don’t write down everything that is said. Listen for key words or phrases. Leave space so you can add notes or questions when you review. Copy all information written on the board. And be sure to attend class regularly... you can’t take notes if you’re not present.

Actively participate in class –

Be prepared by completing any assigned reading before class. Ask questions if you need clarification concerning a topic or point of discussion. Participate, don’t dominate – knowing when to listen is just as important as knowing when to speak.

Plan ahead –

Develop a schedule that includes all of your regular activities as well as study time. Plan ahead for major exams and projects. Gather the materials needed to work before beginning. Determine a “place” that is appropriate for studying... a place that is free of distractions...it does not have to be at home. (Hint: The library is a great place!)

Develop a study strategy –

Before you read, preview the material – the chapter title, headings, boldface or italicized words, and chapter summary – before you begin to read the chapter. As you read, pay special attention to main ideas, examine graphs and illustrations, and evaluate materials. After you read, think about what you have learned. Verbally summarize the material and make notes regarding points that you don’t understand or for which you would like clarification from your instructor.

Review, review, review –

Reviewing your notes regularly can make preparation for exams easier and more efficient. Remember that each idea is related to previous ideas and tie them together.

It’s exam time –

Try to predict test questions based on the major points and instructor emphasis – and prepare answers for those questions. Review your notes and highlighted sections of your text. Get a good night’s sleep on the night before the exam.

NOTETAKING PROCESS

Observe

Set the Stage

1. Complete outside assignments on time.
2. Bring the right materials to class
3. Sit front and center
4. Conduct a short pre-class review
5. Know what questions you are trying to answer or what objectives you need to master – What should I be able to do when I finish?

Be Here Now in Class

1. Avoid distractions
2. Be attentive to your instructor
3. Notice your environment
(displays, poster, etc.)
4. Let go of judgments about lecture styles
5. Participate in class activities
6. Relate what is going on in class to your goal

Watch for clues

1. Be alert of repetition
2. Listen for introductory, concluding, and transition words and phrases
3. Watch the board
4. Watch the instructor's eyes
5. Don't ignore obvious clues
6. Notice the instructor's interest level

RECORD

1. Choose a specific method of notetaking
2. Use key words
3. Use pictures and diagrams
4. Copy all material from the board
5. Use a three-ring binder
6. Use only one side of a piece of paper
7. Use 3X5 index cards
8. Keep your own thoughts separate
9. Use a "lost" sign or ? to identify areas that are incomplete or unclear
10. Label, number, and date all notes
11. Use abbreviations
12. Use white space
13. Use tape recorders carefully
14. Use graphic signals

15. Use complete sentences

REVIEW

1. Review within 24 hours
2. Edit notes
3. Fill in the key words in left-hand column
4. Organize your notes with graphic signals
5. Conduct short weekly review periods
6. Use your key words as cues to recite
7. Create summaries clustering or outlining
8. Conduct pre-class review

WHAT TO DO WHEN THE INSTRUCTOR TALKS FAST

1. Leave large empty spaces in notes
2. Be willing to make choices – sometimes you must listen and then record ideas or examples last
3. Exchange photocopies of notes with classmates
4. Take more time to prepare for class
5. See the instructor after class
6. Ask the instructor to slow down

Textbook Memory/Reading Skills –

Learning is not easy. But there are some skills that you can acquire to help make it easier.

SHARPENING YOUR TEXTBOOK MEMORY

Focus on the general before moving to the specific.

Skim your text for general ideas and organization before you start reading.

Read the Preface and scan the Table of Contents.

Read the Chapter Outline or Learning Objectives for major topics covered.

Read the Chapter Summary, then go back and begin reading the chapter.

Focus on what you want from education, and then look for connections between what you want and what you are studying.

Know why you are reading something and what you hope to learn from it.

Note the headings or the topic sentence of each paragraph and try to determine what you are looking for as you read through the paragraph.

Read one paragraph at a time.

Write questions to yourself-related to the paragraph's main idea(s) – in the margin.

Underline the answer(s) to your questions in the text; mark main words only; do this only after you've read the paragraph

Create pictures and associations; Visualize abstract concepts. Remember one interesting or unusual characteristic about each new thing you learn. Recite, reflect, and review. Personalize the material-repeat the information in your own words. Reflect on what you already know about the subjects and link the new information to the old. Repeat this process until you have covered the whole chapter, then go back and review the chapter.

Improve Your Reading Skills –

Read with a pen in your hand. Use it for pacing yourself as well as marking the text.

Pace yourself.

Make a steady, left-to right movement across the page with your pen. Without touching the pen to the page, move it along each line slightly ahead of your eyes. Your eyes will follow the motion of the pen. As you reach the end of a line, bring the pen to the beginning of the next line and start moving along it.

Adjust your pace to maximize your reading speed, concentration, and comprehension. Don't pace yourself faster than the speed at which you can comprehend what you are reading.

Highlight important material only after reading and marking the text.

Anticipate test questions.

How to Recognize the Main Idea in a Paragraph or Passage –

It's significance in content or in the strength with which it is expressed.

It summarizes the passage's content.

It is an idea expressed as well-written, formal-sounding statement and a complete thought.

If it has only one general point, it is the main idea. If it has two or more seemingly equal general points, the relation between the two points is the main idea.

To avoid confusing the main idea with the topic and/or the topic sentence, remember that:

- A. The topic is the subject, and is expressed as a word or phrase, not a thesis statement.
- B. The topic sentence in a paragraph always mentions the topic and then makes a strong statement or claim about the topic. The statement or claim is the main idea.
- C. The topic sentence is not always the first sentence in a paragraph. It may not even be stated – it may be implied.
- D. The main idea, when stated and not implied, is always expressed as a complete thought in a complete sentence.

COMMUNICATION SKILLS

We all need to develop and maintain good communication skills. To have a good foundation we need the following; verbal skills, writing skills, reading skills, nonverbal skills, and listening skills. STC provides opportunities in your curriculum for you to learn and/or enhance your skills in these areas.

Certainly, we are all aware that judgments, attitudes, and decisions are often made based on how well we have communicated to others either on paper and/or in person.

When we complete job applications, prepare resumes, and interview for positions, we want and need to present our best skills – we want to communicate that we are the best choice!

Gain knowledge and skills from taking an English class; the information from that class as well as many others at STC may enable you to have the job you want!

While at STC You May Need To Make A Presentation...The Following Suggestions May be Helpful In Decreasing Stage Fright

- Know your subject well. Prepare with the attitude that on that subject on that day you know more than anyone else.
- Rehearse your talk several times.
- Pre-check equipment you'll need.
- Take an object with you – a pen, your notes, and a marking pencil. Don't play with the object, but using it as a pointer and as something to touch has helped calm some speakers.
- Breathe deeply and slowly before speaking. Try moving a little in your chair or in your position. Slight movement decreases some muscle tenseness.
- Move during your speech. Some movement holds attention and releases nervous energy.
- Approach the front with assurance and enthusiasm - #1 Most Important!
- Concentrate on your audience, not on yourself.
- Get to know your audience before you begin. Arrive early.
- Get the audience involved immediately with a story, joke or question that forces them to respond to you.

- **DON'T TRY TO BE PERFECT.** Present your information clearly, and the audience will appreciate what you have to say.
- Wear clothing that is comfortable.
- **BELIEVE** in yourself!!!!!!
- **REMEMBER TO LISTEN!** Listening to what others have to say is essential to understanding.
- **REMEMBER TO READ** information that is presented to you to read and/or complete. Questions you want answered may be answered in the material you have been given to read.
- Many people **WASTE TIME STANDING IN LINE** and/or calling to ask questions because they didn't spend a few minutes reading the material they were holding!
- **REMEMBER THAT** the words with which we chose to communicate with often enlighten other people about us!

Nonverbal Communication –

There are many ways in which nonverbal communication can help you get ahead in your career and certainly, as an STC student! Here are nine guidelines for making nonverbal communication work for you.

Be Early

Be Prepared

Be Strategically Located

Dress The Part

Maintain Eye Contact

Take Notes

Be Attentive

Be Patient

Study Body Language

Find out where your class/meeting is going to be held and get there 5 to 10 minutes beforehand. This behavior indicates to others that you take this class/committee assignment seriously and increases your credibility in the group.

Read distributed materials. Underline anything to which you want to refer and have the materials organized so that you can quickly find whatever you need.

Sit where you can be seen by the instructor or speaker and vice versa.

Wear apparel that is appropriate to your class situation or work. This helps you fit in and be accepted.

When you talk with anyone in the class/group, or when they address you, look the person directly in the eye. This helps build your credibility with the other party.

Do not just listen. Take notes on what is being said and who said it. This practice helps you remember what is going on and gives you information to use in studying and making follow-up comments.

Do not daydream. Do not engage in small talk with those around you. Make it clear to everyone that you are paying attention. This will help you build your power within the group because people will be more willing to listen to you.

If someone presents a line of reasoning with which you disagree, let the person finish his/her ideas. If there are others who want to present counter arguments, let them. Use this time to determine what the issues really are and to formulate your response. If you wait, you will have more facts at your disposal than anyone else in the room, so you are likely to have the best supported reasons for your decision.

Watch the way the people in the room sit in their chairs, move around, handle the papers in front of them, and make facial gestures. This will help you better understand what they are thinking. This information will be useful during the class/meeting as well as later on. It will help you learn to “read” people.

TEST TAKING TIPS

There are 3 basic parts to test taking:

Before the Exam

Find out what material the exam will cover. Will the exam be on chapter 5 or 6? Will it cover all of chapter 6? Nothing is worse than studying the wrong material for a test.

Find out what kind of exam it will be. There are two basic groups of test question types; those for which the answer is visible for you to choose and those for which the answer is not visible. The following types present in some way the answer:

1. Multiple Choices
2. Matching
3. True-False

The following types force you to come up with the answer on your own. They do not present it in any way.

1. Essay
2. Short Answer
3. Completion

When taking tests, you'll find that test questions which present the answer in some way are easier to answer. This is because you simply must recognize the answer, rather than bring it with you from your own memory.

Study methodically.

- a. Study your worst subjects first.
- b. Study complex ideas in chunks of time, 30-45 minutes.
- c. Memorize facts in many short sessions (15 minutes or less) over the course of several days or weeks
- d. Review once a week.
- e. Study at least two days before the exam. This will allow your learning to settle, and will give you time to ask the teacher to clear up any questions you may have.

Make sure you know where and when the exam will be given. Bring appropriate materials (i.e. #2 pencil, paper, pen calculator, etc.)

Arrive a few minutes early so you do not miss any explanations the teacher may give about the test and so you can settle in and not feel rushed.

During the Exam

Before you begin:

- a. Write down on the back of your test any information you're afraid you'll lose. Refer to this as notes during the test.
- b. Read over the entire exam. Look for easy and difficult questions. Get an idea of how rough the test will be. The middle of an exam is not the time for surprises.
- c. Note the point value of the questions. Don't waste too much time on questions with small point values.
- d. READ THE DIRECTIONS CAREFULLY. This is absolutely critical.

When you begin working:

- a. Do the easy questions first. You can go back later to tackle the difficult ones. Notice that you may start in the middle or at the end and end up at the beginning of the exam.
- b. Keep an eye on the clock. Be sure you're working fast enough to finish in the allotted time.

After the Exam

- a. Analyze your mistakes. What were they? Why did you make them? Correct the information in your mind.
- b. Look for grading errors. Teachers make mistakes too!

- c. Notice what you did correctly. Give yourself credit. Ideally, tests should be an opportunity for you to show off what you know!

How to Review for Midterms and Finals

- a. Begin studying at least 5-6 school days in advance of the exam.
- b. Find out exactly what material will be covered on the exam. If your teacher says “everything we’ve covered will be on the exam”, study the material that has been covered by previous tests and quizzes.
- c. Block out your time so that in 3-4 days you will review all of the material for the exam. This will give you two days to ask the teacher any questions you may have.
- d. The night before the exam, just quickly leaf through your book(s) and notes. This should be a brief session of no more than 30-40 minutes.

If you took the placement test, and your scores indicate the need for Learning Support courses, make sure you visit the Placement Testing section of our website by going to our homepage and moving your mouse over the Admissions Tab and clicking on Placement Testing. You will be required to retake the Accuplacer and score program ready scores prior to exiting Learning Support.

SAFETY & WELLNESS

Safety –

Southeastern Technical College is committed to maintaining a safe and secure learning environment. Crimes rarely occur on our College campus; however, there are steps you can take to ensure an environment that is conducive to the teaching and public service mission of Southeastern Tech.

Security Measures

The Maintenance Department of Southeastern Tech maintains the buildings and grounds with a concern for safety and security. It inspects campus facilities regularly and promptly makes repairs. The department also responds to reports of potential safety and security hazards such as broken windows and locks. Students, as well as faculty and staff, may also call the Maintenance Department at 538-3187 (Vidalia Campus) or 478-289-2283 (Swainsboro Campus) to report safety and security hazards or they may call the Receptionist Desk at 538-3100 (Vidalia Campus) or 478-289-2200 (Swainsboro Campus).

Information on safety and security is provided to students, and faculty and staff members through staff meetings, student orientation programs, and published materials.

Procedures for Reporting Incidents

In the event of an accident/injury, other medical emergency, or crime-related incident, the nearest instructor or staff member and an administrator should be notified. It should be noted that this procedure is in no way meant to prohibit or impede the reporting of an emergency

directly to the appropriate party (i.e., police department, fire department, ambulance, hospital, etc.).

Professional emergency care, if needed, will be secured by an administrator. As a nonresidential institution, Southeastern Tech expects that the student will normally secure medical services through a family physician.

In the case of a serious accident or illness, the College will refer the student to the nearest hospital for emergency care and will notify the student's next of kin. It is to be understood that the student or the student's family will be responsible for the cost of such emergency care.

If a crime has been committed, the administrator on duty will call the local police department.

Campus Safety Tips

- Park under lights if possible. NEVER park in a secluded area.
- Be alert to your surroundings and scan the area in your path and to your vehicle for any unusual or suspicious persons or circumstance.
- Walk to and from parking lots in groups. Prearrange meeting places and times with classmates and park together if possible.
- Always check inside your vehicle before entering it.
- Have your keys in hand before you get to your vehicle.
- Walk in a confident, alert manner.
- When walking alone, use well-traveled routes.
- Always alert the Student Affairs office to anything you feel is suspicious.
- Always lock vehicles. Use locking chains with bicycles.
- Put valuables out of sight, even if your car is locked.
- Keep an inventory of your valuables, with descriptions and serial numbers. Engrave or mark your valuables to aid in identification.
- If anything is lost or stolen, contact the Student Affairs office immediately.
- NEVER leave valuables, i.e., books, purses, equipment, clothing, etc. unattended.
ALWAYS LOCK UP YOUR VALUABLES!
- If you follow these tips, the "campus crimes of opportunity" may be virtually eliminated. The majority of incidents on campuses occur due to the victim's making it easy.

Wellness –

We are pleased to provide you with an introduction to the concept of wellness. Wellness as a lifestyle seeks to enrich and promote activities that enhance complete well-being and thus increase the power students have available to accomplish educational and life goals. Living a life of relative equilibrium requires physical, mental, emotional, and social wellbeing. A lifestyle built around the wellness concept seeks to enrich and promote activities that enhance complete well-being and increase the power students have available to accomplish educational and life goals. The contents of this Wellness Guide are designed to serve as your introduction to wellness.

Stress/Time Management

Stress is a general description for our physical and emotional responses to changes or demands in our lives. The changes do not have to be negative to be stressful. Starting a new job can be just as stressful as being fired. Some of the changes we experience are “bombs”, major stresses like the death of a good friend. However, minor stresses are currently thought to have a larger cumulative effect on us than do the “bombs.”

Under stress, your heart beats faster, you breathe faster, your blood pressure goes up, and other metabolic changes occur. Psychologically you may feel rushed, nervous, or irritable; have difficulty concentrating; feel fatigued; and feel time pressured. Stress can also produce various physical symptoms like headaches and muscle tension, sleeplessness, and appetite changes.

Each of us has a unique stress profile. What is stressful for you may not be so for someone else. The same can be said for stress relievers; what works for you may not work for someone else. However, we can make certain generalizations. Good basic nutrition, coupled with regular exercise, regular rest, and regular involvement in an activity that you enjoy, help build resistance to stress. It also appears that having one or more close friends with whom you can and do confide is important.

Finally, instruction in time management, stress management and relaxation techniques may be appropriate depending on your individual situation. If you feel stressed out, check out some of the relevant sections in this guide.

Fitness

We have learned a great deal lately about the value of physical fitness. The strength, stamina, suppleness, and positive attitude that result from regular exercise play key roles in helping us achieve satisfaction in work and school, relationships, recreation and health. Conversely, lack of exercise has been associated with obesity, back problems, fatigue and perhaps most important, a weakened cardiovascular system which may be more susceptible to heart disease.

There are many benefits to regular exercise.

1. You'll feel better physically. Your heart will be stronger, heart and lungs will work more efficiently, and you will have more energy.
2. You'll feel better emotionally. People who exercise regularly report a positive sense of well-being. Exercise is a stress reducer, and there is evidence exercise helps relieve depression and insomnia.
3. You'll look better. Muscle tone will increase and a percentage of body fat will decrease. In addition to burning calories, exercise aids in decreasing your appetite.

A good fitness program should address three important areas; endurance, muscle strength, and flexibility. Remember, an exercise program is only beneficial if you stick with it. Be sure to

choose exercise you enjoy. Once you have developed a well-rounded program, start slowly, work up gradually, and enjoy feeling great.

Nutrition

Proper diet is the ultimate source of good health. Throughout life, it is nutrition gained through eating that builds the body up and gives it strength to repair itself. Once the diet is consumed, the body is very good at picking and choosing just the right nutrients for the different areas and systems to insure proper functioning. If the diet lacks some essential ingredients, the body has no way to get it.

To insure a proper diet, nutritionists say to eat a variety of foods. The building blocks which provide the body's needs are: water, vitamins, minerals, protein, carbohydrates, and fats. Most guides on this subject suggest you eat foods from these four groups daily:

1. Milk Group - milk (2 glasses daily) cheese, or other milk-source foods;
2. Meat Group - fish, meat, poultry (2 servings daily); dried beans, nuts and peanut butter are alternatives;
3. Vegetable & Fruit Group - dark garden vegetables or deep yellow fruits (for vitamin A), citrus fruit and tomatoes (for vitamin C) (4 servings daily); and
4. Bread & Cereal Group - enriched or whole grain (4 servings daily)

These 4 groups are the foundation for a balanced diet. The number of servings of food recommended from each group is based on the amounts of leader nutrients you need and the amounts that are in the foods. In addition to balancing among the basic four food groups, it is well to avoid too much sugar, salt (sodium), fat, saturated fats and cholesterol while increasing your intake of complex carbohydrates (fruits and vegetables) and fiber.

Good eating habits will also help you to avoid tooth decay. Decay causing bacteria thrive on sugar; so try to stay away from sticky sweet foods that linger in your mouth and promote tooth decay.

Weight Reduction

Present estimates are that 40 to 80 million Americans fall into the overweight category. Twenty million Americans are "clinically obese" – one person in ten. Hundreds of fad diets hit the market each year and each diet is advertised as the latest sure-cure for obesity. However, experience shows that short term restrictive diets produce short-lived success. No wonder Americans go on an average of 1.4 diets per person per year!

How did we get so overweight? We have perhaps been too successful at developing work-saving devices that requires less and less expenditure of human energy. Eating has become a socially preferred and culturally conditioned activity. We have grown up in the midst of plenty, so we eat plenty. These are some of the reasons we are overweight, but they are also poor excuses.

How can you begin to balance your energy needs and your eating? You've got to begin with a belief in your own ability to control your eating.

Develop sound nutritional habits. That means eating foods from all four food groups (see Nutrition) and eating reasonable portions. Junk foods like soft drinks, candy, chips, pies, cakes, and cookies are loaded with sugar, fats and calories. They are best avoided. Eating well-balanced meals, including breakfast, will prevent the munchies and get you off to a good start.

Increase your energy expenditure through daily exercise and recreation. This burns calories and also helps maintain muscle tone. Take the stairs, or ride your bike instead of driving. Weather in the area makes it easy for you to be active outdoors all year. Start these changes slowly and work up, making it a regular part of your daily routine.

Do you eat when you are bored or when you study, even if you are not hungry? Do you eat too fast or too much before you know it? Try to be aware of your eating behavior, and try to be responsive to your body's needs.

If need be, get involved in changing your eating habits either through joining a weight reduction program or by beginning to manage your weight problem on your own.

Smoking

Smoking is a matter of personal choice. However, the link between smoking and lung cancer seems clear. If you are going to smoke, you should know what is happening to your body.

1. Each time you inhale tobacco smoke you kill several hundred lung cells.
2. You send carbon monoxide into the blood where it competes with oxygen for hemoglobin (and usually wins).
3. You paralyze the bronchial cilia (hairs that catch things) and make it hard for them to keep bacteria from the lungs.
4. You speed up your heart rate.
5. You dull your brain with carbon monoxide, thereby slowing your reaction time and visual acuity.
6. Nicotine hits the central nervous system and stimulates it to release hormones. A feeling of depression and fatigue follows the nicotine "rush."
7. Other components of cigarette smoke cause the arteries to contract, causing a decrease in blood supply to the fingers and toes, and a drop in skin temperature.

Drug Free Schools and Communities Act

The abuse of alcohol and the use of illegal drugs by members of the Southeastern Technical College community are incompatible with the goals of the College. In order to further the College's commitment to provide a healthy and productive educational environment, and in

compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the College has established the following policy on alcohol and other drugs.

Drug-Free Campus Program

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Southeastern Tech provides the following information to provide a campus environment free of illicit drug use and alcohol abuse and to prevent the abuse of alcohol and drugs by students and employees.

Illegal Drugs

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on Southeastern Tech's property or at college sponsored events including student organization functions. Any individual known to be possessing, using, or distributing such drugs is subject to disciplinary action and possible arrest, imprisonment, or fine according to state law.

Alcoholic Beverages

Southeastern Tech seeks to encourage and sustain an academic environment that both respects individual freedom and promotes health, safety, and welfare of all members of its community. In keeping with these objectives, Southeastern Tech adopts and enforces all of the State Board of Technical and Adult Education policies and guidelines governing the possessions, sale, and consumption of alcoholic beverages. Selling or furnishing alcoholic beverages to anyone is not permitted on the Southeastern Tech campus.

Student Misconduct

The Southeastern Technical College student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. The regulations also prohibit alcohol-related misconduct. In addition, student organizations are not permitted to sponsor events where alcohol is present. Sanctions for violation of these student conduct regulations may include alcohol and/or other drug education, mandated evaluation and treatment, community service, suspension, and/or expulsion. Student organizations which knowingly permit illegal drug activity will be excluded from campus for a minimum of one year; and criminal charges will be filed with local law enforcement.

A federal drug conviction may result in the denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses [21 U.S.C. sec. 853]. Moreover, any person convicted of a federal drug offense punishable by more than one year in prison will forfeit personal and real property related to the violation, including homes, vehicles, boats, aircraft, or any other personal belongings [21 U.S.C. sec. 853 (a) (2), 881 (a) (7) and 881 (a) (4)]. Further persons convicted on federal charges of drug trafficking within 1,000 feet of Southeastern Tech

may face penalties of prison terms and fines that are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year [921 U.S.C. sec. 845 (a)].

Student Sanctions

1. Students indicted for possession or sale of illegal drugs, alcohol, and /or other mind-altering substances will be suspended from school, forfeit all claim to financial aid, and may be requested to repay all previously received financial aid;
2. If a student is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the college or elsewhere, the student will be suspended immediately and denied state and/or federal funds from the date of conviction;
3. The college shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction;
4. With 30 days of notification of conviction, the College shall, with respect to any student so convicted, take additional appropriate action against such student, up to and including expulsion, as it deems necessary.

Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous substance, shall, as of the date of conviction, be suspended from the public educational institution in which said person in enrolled. Except for cases in which the College has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such a suspension until a later date. Except for cases in which the College has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

STC Responsibility

The College is responsible for ensuring the development and implementation of a drug-free awareness program to inform students of the following.

- The dangers of the drug and alcohol abuse on the campus and elsewhere;
- Any available drug and alcohol counseling, rehabilitation and assistance programs;

- Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Health Risks Associated with the Use of Illicit Drugs and the abuse of Alcohol

The use of illicit drugs and the abuse of alcohol can, and in many instances, very probably will, lead to serious health problems, chemical dependency, deterioration of the quality of life, and, if untreated, early death.

Cocaine provides a short-lived “high” followed by depression, paranoia, anxiety, guilt, anger and fear. It can cause rapid physical and psychological addiction. In some instances, cocaine may cause a heart attack or sudden death, even on the first use. The dangers of this highly addictive drug and its close derivative, “crack”, are evidenced daily through the news media. Overdose of cocaine (or other stimulants) can cause agitation, increase in body temperature, hallucinations, convulsions and possible death.

Marijuana, like cocaine, provides a short-term high, and like cocaine, is addictive. While the “high” may last only a short time, traces remain in the body for a month or more, inhibiting short-term memory, reducing reaction time and impairing visual tracking. It may also cause an inability to abstract and understand concepts. In some instances it can depress the immune system, increase the risk of heart attack, contribute to lung diseases, and infertility. Marijuana and other cannabis can cause euphoria, relaxed inhibitions, increased appetite and disoriented behavior. Overdose can cause fatigue, paranoia and possible death.

Depressants such as barbiturates, chloral hydrate, benzodiazepines, etc., can cause slurred speech, disorientation and drunken behavior without the odor of alcohol. Overdose can cause shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.

Hallucinogens such as LSD, Mescaline and Peyote, amphetamine variants, etc., can cause illusions and hallucinations, and poor perception of time and distance. Overdose can cause longer, more intense illusionary hallucinatory episodes, psychosis and possible death.

Narcotics such as opium, heroin, morphine, and codeine can cause euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Overdose of narcotics can cause slow and shallow breathing, clammy skin, convulsions, coma and possible death.

Prescription drugs, used improperly, can cause tiredness, or hyperactivity, impaired reflexes, brain damage, and, in some instances, addiction or death.

Alcohol, used abusively, will impair judgment, result in anxiety, feelings of guilt, depression and isolation. Prolonged use may cause liver and heart disease, cancer; and psychological problems and dependency in the form of alcoholism. Alcohol used by pregnant women is the leading preventable cause of mental retardation in children.

Substance	Possible Long-Term Effects	Dependence Potential
Alcohol	Toxic psychosis, addiction, neurological and liver damage, fetal alcohol syndrome	Yes
Amphetamines, Uppers, Speed	Loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis	Yes
Barbiturates, Barbs, Bluebirds, Blues	Severe withdrawal symptoms,, possible convulsions, toxic psychosis, depression	Yes
Cocaine and Cocaine Freebase, Coke, Crack	Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury	Yes
Heroin, H. Junk, Smack	Addiction, constipation, loss of appetite, lethargy	Yes
LSD, Acid	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, hallucinations	Possible
MDA, MDMA, MOMA, MDE, Ecstasy, etc.	Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating	Possible
Marijuana, Cannabis, Pot, Grass, Dope, Weed, Joints	Bronchitis, conjunctivitis, possible birth defects	Yes
Mescaline, Peyote Cactus, Mesc, Peyote	May intensify existing psychosis, anxiety, in coordination, sweating, chills, and shivering	Possible
Methaqualone, Ludes	Coma, convulsions	Yes
Morphine, M, Morph	Addiction, constipation, loss of appetite	Yes
PCP, Crystal, Tea, Angel Dust	Psychotic behavior, violent acts, psychosis	Yes
Psilocybin, Magic Mushrooms, Shrooms	May intensify existing psychosis	Possible

Substance	Possible Long-Term Effects	Dependence Potential
Steroids, Roids, Juice	Cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced sterility, stroke, hypertension, congestive heart failure, liver damage	Yes

Criminal Sanctions

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. As required by federal regulations, charts at the current Safe and Secure Web site detail federal penalties for drug trafficking and state sanctions for the unlawful possession or distribution of illicit drugs.

Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or a minimum fine of \$1,000 for a first conviction; imprisonment for 15 days to 2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days to 3 years and a minimum fine of \$5000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions includes 5 to 20 years in prison and a minimum fine of \$1000 for a first conviction if the mixture of substance exceed 5 grams, for a second conviction if the mixture or substance exceed 3 grams, and for a third or subsequent conviction if the mixture or substance exceed 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for the first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk and be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of fine, mandatory treatment and education programs, community service, and mandatory loss of one’s driver’s license.

The use, possession, manufacture, distribution, dispensing, and trafficking of illegal drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of potential federal statutory maximum penalties. However, precise federal sentencing is governed by the Federal Sentencing Guidelines. Please note that sentencing under these guidelines can result in penalties that are more severe than the federal statutory maximums and which are more severe than the penalties imposed under state law under certain circumstances.

Substance	Amount	Potential Penalty (First Offense)
Heroin	1 kg or more	Prison: Not less than 10 years, not more than life Fine up to \$4 million
Cocaine	5 kg or more	
Crack Cocaine	50 gm or more	
Methamphetamine	100 gm or more	
PCP	100 gm or more	
LSD	10 gm or more	
Marijuana	1,000 kg or more	
Heroin	100-999 gm	Prison: Not less than 5 years, not more than 40 years Fine up to \$2 million
Cocaine	5900-4,999 gm	
Crack Cocaine	5-49 gm	
Methamphetamine	10-99 gm	
PCP	10-99 gm	
LSD	1-10 gm	
Marijuana	100-1000kg	
Amphetamines	Any Amount	Prison: up to 5 years
Barbiturates	Any Amount	Fine up to \$250,000
Marijuana	50-100 kg	Prison: up to 20 years, Not more than life if death or serious bodily injury results from use of the substance. Fine up to \$1 million
Hashish	10-100 kg	
Hash Oil	1-100 kg	
Marijuana	Less than 50 kg	Prison: up to 5 years Fine: up to \$250,000
Hashish	Less than 10 kg	
Hash Oil	Less than 1 kg	

Drug and Alcohol Abuse Programs

A variety of counseling services and treatment centers are available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatments centers charge for their services, some programs are free of charge. Faculty, staff, and students should avail themselves of sources to identify the services or programs which most closely meet their specific needs.

Consistent with its educational mission, Southeastern Tech provides useful and informative educational programs on drug/alcohol abuse. Programs of this type begin with orientation each semester. A variety of departments sponsor workshops and lectures on alcohol and drug related issues to support and encourage healthy, productive lifestyles.

A federal drug conviction may result in the denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses [21 U.S.C. sec 853]. Moreover, any person convicted of a federal drug offense punishable by more than one year in prison will forfeit personal and real property related to the violation, including homes, vehicles, boats, aircraft or any other personal belongings [21 U.S.C. sec 853)a))2), 881)a) (7) and 881 (a) (4)]. Further, persons convicted on federal charges of drug trafficking within 1,000 feet of Southeastern Technical College may face penalties of prison terms and fines that are twice as high as the regular penalties for the offense, with a mandatory prison sentence of a least one year [921 U.S.C. sec 845 (a).]

The following agencies can be contacted for assistance with drug/alcohol abuse related issues:

Swainsboro Locations

Agencies	Phone Number
Alcoholics Anonymous	(478) 237-4068
Emanuel Medical Center	(478) 289-1100
East GA College – Counseling Center	(478) 272-1190
Ogeechee Behavioral Health Services	1-800-715-4225 (24 hr)
Ogeechee Behavioral Health Services - Millen	(478) 982-5954
Candler - St. Simons by the Sea	(912) 638-1999
Trentlen - East Central Regional Hospital	(706) 792-7000

Vidalia Locations

Agencies	Phone Number
Alcoholics Anonymous	(912) 537-3431
Meadows Regional Medical Center	(912) 535-5555
Montgomery Counseling Center (located in Dublin)	(478) 272-1190
Pineland Counseling / Substance Abuse Hotline	1-800-746-3526
Tattnall Counseling / Substance Abuse	(912) 557-6794
Toombs Substance Abuse Center/Day Treatment Services	(912) 537-0209
Toombs Counseling Center	(912) 537-9316