



UWG Online's Distance and Distributed Education Center helps support online, hybrid, and on-campus faculty and students, regardless of their physical location. Our staff is dedicated to helping all students succeed, with an emphasis on support for distance learning technologies and services, as well as enabling faculty to focus on teaching rather than technology. This Student Services Guide provides a convenient list of student resources available to all students, including resident, commuter, and online students, and how each resource can be accessed. A web-friendly version of this info is available at <http://uwgonline.westga.edu/online-student-guide.php>.

Area	F2F On-Campus Students	Off-Campus & Online Students
<b>Admissions, Registration, and Fee Payment</b>	<p>Students may apply for admissions online through <a href="http://www.westga.edu/BeginWest">www.westga.edu/BeginWest</a> and register online through the myUWG student portal and Banweb student information system.</p> <p>Students may see the online Scoop (Updated by the Registrar) for instructions, specific term important dates, deadlines, directions to off-campus sites, and fee schedules at: <a href="https://www.westga.edu/student-services/registrar/the-scoop.php">https://www.westga.edu/student-services/registrar/the-scoop.php</a></p> <p>For Registration and Financial Aid, the Enrollment Services Center is available via email, phone, or in-person on the first floor of Parker Hall. See <a href="http://www.westga.edu/esc/">http://www.westga.edu/esc/</a>.</p> <p>All students may contact the Bursar's Office at: <a href="https://www.westga.edu/student-services/bursar/">https://www.westga.edu/student-services/bursar/</a></p> <p>by phone or visit their offices located on the first floor of Aycock Hall to make payments online, over the phone, or in person.</p> <p>Fees can be paid online through BANWEB with any of these major credit cards; American Express, Discover, Master Card or with a check by using the Web Check option.</p> <p>They can also be paid in-person with cash or a personal check at the Cashier's window in Aycock Hall. (Credit cards cannot be accepted in person or over the phone).</p>	<p>Same as F2F with the following addition:</p> <p>Complete instructions for first-time registrants are provided online through the Distance Education's Student Guide available at <a href="http://uwgonline.westga.edu/online-student-guide.php">http://uwgonline.westga.edu/online-student-guide.php</a>.</p> <p>All online/off-campus students are also provided with additional information specific to their programs, via our UWG Online website (<a href="http://uwgonline.westga.edu">http://uwgonline.westga.edu</a>) and their respective program websites and/or the state's central GeorgiaOnMyLine website: <a href="http://www.georgiaonmyline.org/">http://www.georgiaonmyline.org/</a> <a href="http://ecore.usg.edu/">http://ecore.usg.edu/</a> <a href="http://ecore.westga.edu">http://ecore.westga.edu</a> <a href="http://www.westga.edu/business/">http://www.westga.edu/business/</a> <a href="http://www.eustudiesprogram.org/">http://www.eustudiesprogram.org/</a></p> <p>For graduate-level students admitted into 100% online programs, an immunization hold will NOT be placed on the student's record upon admission.</p> <p>The Office of Admissions' Newnan representative is available to meet with prospective students in Newnan on Mondays. Official tours for prospective students and families are offered every Monday and Friday at 10:00 am and 2:00 pm. Tours are scheduled via <a href="https://www.westga.edu/admissions/visit-west.php">https://www.westga.edu/admissions/visit-west.php</a>.</p>

		<p>Area high school students interested in the Dual Enrollment program in Newnan may meet with the Coordinator of Dual Enrollment program at the Newnan Center by appointment only by emailing the department at <a href="mailto:dualenroll@westga.edu">dualenroll@westga.edu</a>.</p> <p>The Newnan Office of Student Services' Enrollment Specialist provides enrollment services assistance to Newnan students, including registration and fee payment.</p>
<b>Center for Adult Learners and Veterans</b>	<p><b>Adult Learners:</b></p> <p>UWG offers several online programs to meet the needs of busy adult learners as they pursue their educational goals or make the transition into a different career. However, sometimes returning to school takes a little extra support. In addition to UWG's Center for Adult Learners and Veterans (link to <a href="http://www.westga.edu/calv/index.php">http://www.westga.edu/calv/index.php</a>), some of the resources we offer to adult learners include:</p> <ul style="list-style-type: none"> <li>- Tutoring</li> <li>- Knowledgeable advisors</li> <li>- Prior Learning Assessment</li> <li>- Flexible classes - Online, evening, short sessions</li> </ul> <p>Some of our flexible undergraduate and graduate degrees available to busy adult learners are in areas such as:</p> <ul style="list-style-type: none"> <li>- Business</li> <li>- Criminology</li> <li>- Computer Science</li> <li>- Education</li> <li>- Sociology</li> <li>more...</li> </ul> <p>(link to <a href="https://uwgonline.westga.edu/">https://uwgonline.westga.edu/</a>)</p>	<p>The Newnan Office of Student Services' Student Development Specialist refers adult learners, veterans and dependents of veterans to the Center for Adult Learners and Veterans for assistance.</p>
<b>Orientation</b>	<p>All incoming degree-seeking UWG undergraduate students are required to register for and complete an Orientation program.</p> <p>For those students whose code is other than NET, they are expected to register for, attend and fully participate in an on-campus Orientation program.</p> <p>Access to resources is communicated to students through the course syllabi, university websites, email announcements, face-to-face orientations (<a href="https://www.westga.edu/orientation/">https://www.westga.edu/orientation/</a>), online student orientations available within our course management system, CourseDen, myUWG portal announcements, and the UWG Student Handbook (<a href="https://www.westga.edu/administration/vpsa/assets/docs/2017_2018_Student_Handbook.pdf">https://www.westga.edu/administration/vpsa/assets/docs/2017_2018_Student_Handbook.pdf</a>)</p>	<p>Same as F2F with the following exceptions:</p> <p>For students whose campus code is NET and intent to take ALL of their classes online, they can register for Online Orientation. These optional resources are available online for students:</p> <p>Distance Education's Student Guide <a href="http://uwgonline.westga.edu/online-student-guide.php">http://uwgonline.westga.edu/online-student-guide.php</a></p> <p>UWG Online Orientation Site <a href="http://uwgonline.westga.edu/orientation.php">http://uwgonline.westga.edu/orientation.php</a></p> <p>A Free Non-Credit Online Course within the CourseDen learning management system, in</p>

		<p>which all fully online students are automatically enrolled; the course covers orientation topics and allows the students to practice using the tools.</p> <p>Additionally, all online instructors are provided with narrated and non-narrated orientation presentations, as well as a complete Orientation module that they may include in their online class. The module reviews services, as well as navigation of the course management system, how to use each of the tools, practice assignments, and information on how to get help. For those enrolled in hybrid courses, we sponsor multiple drop-in sessions, set up help tables outside busy locations, offer to do in-class demonstrations, and participate in the on-campus orientations.</p> <p><b>eCore:</b></p> <p>All new eCore students must complete an online Introduction and quiz prior to enrolling in an eCore course. The Introduction provides students with critical information about course success as well as what to expect in their online course. In addition, the eCore Student Success Manager sends a Getting Started Letter to all eCore students at the beginning of the term (<a href="https://ecore.usg.edu/students/start/">https://ecore.usg.edu/students/start/</a>). Students may also refer to the eCore website or the eCore Student Guide online for ongoing reference <a href="https://ecore.usg.edu/students/guide/index.php">https://ecore.usg.edu/students/guide/index.php</a>.</p> <p>Also, all registered eCore students are encouraged to login early to the online course management system, GoView, and complete an additional eCore Student Orientation course called eConnection.</p> <p>All eCore courses also include a course-specific orientation within the first week's lesson. Specific degree programs may have additional orientation requirements.</p> <p>The Newnan Office of Student Services refer first year Newnan Center students to Orientation Office's website to register for one of the upcoming sessions.</p> <p><a href="https://www.westga.edu/campus-life/orientation/index.php">https://www.westga.edu/campus-life/orientation/index.php</a></p>
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<p><b>Financial Aid</b></p>	<p>For Registration and Financial Aid questions and issues, the Enrollment Services Center is available via email, phone, or in-person on the first floor of Parker Hall. See <a href="https://www.westga.edu/student-services/enrollment-services/index.php">https://www.westga.edu/student-services/enrollment-services/index.php</a>.</p> <p>All related forms are available online at: <a href="http://www.westga.edu/student-services/financialaid/index.php">http://www.westga.edu/student-services/financialaid/index.php</a></p> <p>Students may apply for financial aid online (<a href="https://fafsa.ed.gov/">https://fafsa.ed.gov/</a> including the ability to have students and parents sign their application using a FAFSA ID at: <a href="https://fafsa.gov/help/fotwfaq64.htm">https://fafsa.gov/help/fotwfaq64.htm</a>.</p> <p>Additionally students and parents may visit the University of West Georgia's Scholarship Search website (<a href="http://www.westga.edu/scholarships">www.westga.edu/scholarships</a>) to search for and apply for scholarships through UWG. In order to apply for scholarships at the University of West Georgia, students need to have been admitted through the Admissions Office as an incoming freshmen/transfer student OR they will need to already be an enrolled student to apply for scholarships as a current student. However, all are welcome to search scholarship opportunities through this site for information purposes.</p> <p>The UWG Financial Aid office also offers presentations and courses to groups, classes, and individuals, on financial aid, financial planning, and other money matters. Consultation and appointments with Financial Aid advisors and staff are available both face-to-face and via phone. Please email <a href="mailto:finaid@westga.edu">finaid@westga.edu</a> for more information.</p>	<p>The same financial aid opportunities and processes available to those who take on-campus courses, are also available to students who take hybrid or fully online courses or courses at off-campus sites. See: <a href="http://www.westga.edu/finaid/">http://www.westga.edu/finaid/</a></p> <p>Additionally, our UWG Online web site highlights the aid that is available and the costs:</p> <p><a href="http://uwgonline.westga.edu/financial-aid.php">http://uwgonline.westga.edu/financial-aid.php</a>  <a href="http://uwgonline.westga.edu/cost.php">http://uwgonline.westga.edu/cost.php</a>  <a href="http://uwgonline.westga.edu/online-student-guide.php">http://uwgonline.westga.edu/online-student-guide.php</a></p> <p>The Newnan Office of Student Services' Enrollment Specialist provides enrollment services assistance to Newnan Center students, including financial aid.</p>
<p><b>Advising</b></p>	<p>The Advising Center has academic advisors who help students explore various options and help them choose a major best suited for them. Advisement Center staff members are available by appointment, phone, and email for advisement (678-839-5342, <a href="mailto:advising@westga.edu">advising@westga.edu</a>).</p> <p>The Advising Center Offers: (1) information about advising and registration; (2) access to tools that put you in the driver's seat; (3) course recommendations to keep students on track for graduation; (4) the fastest graduation date possible.</p> <p>For those who have declared a major, the Advisement Center provides a guide to your advisor and advisors for other colleges. Click here to find your advisor: <a href="https://www.westga.edu/student-services/advising/majors-advising-center.php">https://www.westga.edu/student-services/advising/majors-advising-center.php</a></p> <p>In addition to the Advisement Center there are professional academic advisors in The College of Education: <a href="http://www.westga.edu/coeadvisement/">http://www.westga.edu/coeadvisement/</a>,</p>	<p>Same as F2F with the following addition:</p> <p>Since 2008, real-time online services have been made available to facilitate virtual advisement via instant-messaging and online collaborative tools. Faculty and departments advise distance and off-campus students online via email, web-conferencing, and by telephone. Students can also receive advising from faculty and full-time advisors at our off-campus locations, at specified times.</p> <p>As of Fall 2012, courses are provided within our online learning management system (CourseDen D2L) for advising based on at-risk situations or majors.</p>

	<p>Richards College of Business: <a href="https://www.westga.edu/academics/business/rcssc-academic-undergraduate-advising.php">https://www.westga.edu/academics/business/rcssc-academic-undergraduate-advising.php</a> and Tanner Health System School of Nursing: <a href="https://www.westga.edu/academics/nursing/advising-information.php">https://www.westga.edu/academics/nursing/advising-information.php</a>. These advisement centers provide intensive advising support through regular contact with their advisees: (1) help students explore various fields of interest, select a specific academic major, research career options that relate to their programs; (2) develop plans of study appropriate for students’ educational goals; (3) refer students to other campus offices for assistance in academic, personal, and career counseling; academic skills development; and financial aid.</p>	<p>eCore: While online eCore students are still directed to consult with an advisor in their program of study or the Advising Center, eCore students are also assigned eCore Liaisons. They are knowledgeable about all issues associated with admissions, registration, student services, and success in the eCore program. The eCore Liaisons and central eCore Student Success Manager and accompanying Student Success Team members contact the online eCore students frequently via Google groups, with tidbits of helpful information and reminders. The eCore Student Success Team also takes at-risk reports from all eCore instructors and follow-up with at-risk students by email, phone, or text.</p> <p>Newnan Center: At the Newnan Center several advisors are available:</p> <p>The Academic Instructional Support Specialist provides general academic advising for meta-majors.</p> <p>Advisors for COE, Nursing and the Richards College of Business are available to meet with students in Newnan during advising and registration periods.</p> <p>eCore liaison onsite for any program related questions.</p>
<p><b>Tutoring, Learning Support &amp; Training (Virtual Tutoring and Writing Center)</b></p>	<p>The Center for Academic Success (CAS) provides services, programs, and opportunities to help all undergraduate students succeed academically. CAS offers free appointment-based peer tutoring in core courses, as well as supplemental instruction (SI)—which is peer-facilitated collaborative learning—in a variety of disciplines. Students seeking help with study skills and strategies can attend workshops through the Academic Success Workshop series, or work individually with either a staff or peer Academic Coach. Beginning Fall 2018, the CAS will also offer “Succeed West,” a voluntary academic program designed for students who want to improve their grades and academic standing.</p> <p>CAS offers:</p> <p><b>Academic Coaching</b> - Academic coaches, peers and professionals, can assist you with any challenges you may face as you transition into college, as well as the obstacles you may encounter as you enter your second year. Including: Study skills, time management, test taking, learning styles.</p>	<p><b>F2F with the following additions:</b> SI is offered in several UWG Online courses. Faculty members hold online office hours in order to offer additional support to their distance and off-campus students. CourseDen (D2L), Blackboard Collaborate, Blackboard IM, Google Hangout, and other distance education technologies have provided effective ways for faculty to provide learning support.</p> <p>If there are special requirements that students need at off-campus sites, arrangements are made for personnel from the main campus to be available on site. This is in addition to the regularly-scheduled office hours that faculty provide at off-campus locations.</p> <p>The Distance and Distributed Education Center provides many levels of support, including support and services for academic support. Smarthinking, an online embedded tutoring and</p>

	<p><b>Peer Tutoring</b> - One-on-one tutoring in all core curriculum courses and Some major specific courses in accounting, biology, chemistry and math.</p> <p><b>Supplemental Instruction (SI)</b> - provides conveniently scheduled study sessions led by a trained student leader who has already made an A in difficult courses. SI leaders use engaging activities to help you understand and retain difficult course material.</p> <p>Beginning Fall 2019, the Center for Academic Success will offer Drop In Tutoring to all UWG students. The Center for Academic Success will open a new Drop In Tutoring Center in Gunn Hall. Our website will advertise the tutoring schedule.</p> <p>The Center for Academic Success is located in UCC 200, and can be reached at 678-839-6280. They offered extended hours throughout the semester. <a href="http://www.westga.edu/cas/">http://www.westga.edu/cas/</a>  Writing Center: walk-ins, extended hours and appointments available  <a href="http://www.westga.edu/writing/">http://www.westga.edu/writing/</a>  Math Tutoring Center: walk-ins and extended hours  <a href="https://www.westga.edu/academics/cosm/mathematics/math-tutoring-center.php">https://www.westga.edu/academics/cosm/mathematics/math-tutoring-center.php</a></p>	<p>writing service, is provided for all online/off-campus students, including eCore and students enrolled at the Newnan Center or any other off-campus instructional site. Smarthinking covers topics including Writing, Reading, Mathematics, Science, Business, English for Speakers of Other Languages, Spanish, Nursing and Allied Health, and Computers and Technology.  <a href="http://core.usg.edu/students/tutoring.php">core.usg.edu/students/tutoring.php</a></p> <p>Plagiarism services, such as TurnItIn is also available as a teaching tool for fully online students and faculty involved in UWG Online and eCore.</p> <p>UWG Online offers the SmarterMeasure Online Readiness Assessment for all current and prospective students interested in gauging their readiness for online learning. Students may take the assessment at  <a href="http://westga.smartermeasure.com">http://westga.smartermeasure.com</a>.  Username: uwg  password: student</p> <p>An English instructor operates a Newnan Writing Center which offers assistance to students one to two days per week.</p> <p>Academic Peer Tutors and Supplemental Instruction Leaders for various discipline areas are available to assist Newnan Center students weekly through the Center for Academic Success.</p>
<p><b>Counseling (Virtual Counseling)</b></p>	<p>The Counseling Center provides, academic and mental health counseling for all University of West Georgia students. Some of the areas of assistance include adjustment to college, personal exploration/growth, relationships, substance abuse and psychotherapy.</p> <p>Additional support services for students with disabilities are also coordinated through the Center. For more information on those services, see the Accessibility Services section.</p> <p>The Counseling Center also offers, <a href="#">TAO</a> (Therapist Assisted Online), a suite of online tools to help students learn and practice news skills everyday so that students can develop new automatic responses to mild/moderate anxiety, depression, and stress. Students have the option to learn from TAO modules on their own or work with a therapist through secure video conferencing.</p>	<p>F2F with the following changes:</p> <p>Off-campus and online students may use <a href="#">TAO</a> on their own, by following the link, clicking on “Sign Me Up,” registering using their my.westga.edu email; and leaving the enrollment key blank. Students may choose from a variety of modules to teach them tools to manage stress, improve mood, address relationship difficulties and work on other challenges.</p> <p>If students want or need more personalized support they can visit the Counseling Center at 123 Row Hall or call 678-839-6428 to get signed up for secure online counseling with one of our trained mental health professionals.</p> <p>The Newnan Office of Student Services’ Student Development Specialist refers Newnan Center</p>

		students in need of counseling services to the Counseling Center for assistance with academic and mental health needs.
<b>Bookstore</b>	<p><b>Regular Course Materials:</b></p> <p>UWG course materials may be purchased in person at the University Bookstore or through the UWG Bookstore's website (<a href="http://www.bookstore.westga.edu/">http://www.bookstore.westga.edu/</a>), with free in-store pick or campus delivery. Shipping charges apply for off campus deliveries via UPS. Students who buy books online may also return them for a refund, provided they follow the proper return policy guidelines found on the bookstore receipt. University of West Georgia students may use their Bookstore to the Rescue financial aid funds to purchase their Textbooks by following the steps here:</p> <p><a href="https://www.westga.edu/student-services/financialaid/bookstore-to-the-rescue.php">https://www.westga.edu/student-services/financialaid/bookstore-to-the-rescue.php</a></p> <p><b>Special Order Materials:</b></p> <p>To special order course materials from the University Bookstore, you must email <a href="mailto:bookstore@westga.edu">bookstore@westga.edu</a> your name, student ID number, phone number, E-mail address (school and/or personal) and course(s) and text information. Special Order questions can be answered by calling the bookstore at (678) 839-6523.</p> <p>Once your books arrive, you will be contacted either by phone, e-mail or both for you to pick up your order. If students prefer to have their books shipped at an additional cost; they will need to notify the bookstore and provide their shipping information.</p> <p>Students ordering special order textbooks may use the Bookstore to the Rescue financial aid program to purchase their Textbooks by following the steps here:</p> <p><a href="https://www.westga.edu/student-services/financialaid/bookstore-to-the-rescue.php">https://www.westga.edu/student-services/financialaid/bookstore-to-the-rescue.php</a></p> <p>Please note that if your special order will not arrive by the time Bookstore to the Rescue expires, the bookstore may have to deduct the funds up front to ensure the Bookstore to the Rescue deadline is met.</p> <p>It is very important to note students should consider special orders very carefully and are committed to seeing their order through to completion.</p>	<p>Same as F2F with the following addition:</p> <p><b>eCore:</b> Many eCore classes have open textbooks, which are free online textbooks embedded in the class.</p> <p>eCore students may order their lab kits (for classes with a lab component only) through the MBS Direct website (<a href="http://ecore.usg.edu/courses/textbooks.php">http://ecore.usg.edu/courses/textbooks.php</a>).</p> <p>Books for courses taken at the University of West Georgia Newnan are available through the UWG Bookstore (<a href="http://www.bookstore.westga.edu/">http://www.bookstore.westga.edu/</a>). Purchases can be completed in-person or online with several shipping options including delivery via UWG Newnan shuttle.</p> <p>Bookstore services for distance and off-campus students are evaluated in the Distance Learning/off-campus evaluation form. According to previous results, more than 85 percent of students agreed or strongly agreed that materials required for their courses were available for convenient purchase.</p>
<b>Library Resources</b>	<p>All UWG students are able to borrow most materials owned by any college or university within the University System of Georgia, and return them to any of those libraries. Students who reside out-of-state are provided with remote access to all databases available through GALILEO and the databases</p>	<p>Same as F2F with the following additions:</p> <p>The UWG Library's Resource Sharing Department maintains a Distance Learning-support web page that outlines library services and resources available to students:</p>



	<p>licensed by the UWG Library  <a href="http://www.galileo.usg.edu/scholar/westga/subjects">http://www.galileo.usg.edu/scholar/westga/subjects</a>.</p> <p>Among the services are research consultation, check-out of books from the UWG collection and other USG libraries (delivery by courier to the student's preferred USG location and return to any of those locations); self-service photocopying of journal articles or other library materials not available online, and use of the interlibrary loan service for materials not held in the UWG collection.</p>	<p><a href="https://www.westga.edu/library/resource-sharing.php">https://www.westga.edu/library/resource-sharing.php</a></p> <p>Online, off-campus, Newnan Center, and Douglasville Center students may also request check-out and delivery (by mail, including postage-paid return) of books from the UWG collection, and delivery of journal articles, or other library materials not available online, through our electronic delivery management system, ILLiad. Directions for using the services can be found at:  <a href="https://www.westga.edu/library/resource-sharing.php">https://www.westga.edu/library/resource-sharing.php</a></p> <p>Questions can be directed to Margot Davis (mdavis@westga, 678-839-6321).</p> <p><b>eCore</b>  Library resources for eCore Students are also provided in the course resource folder inside each eCore course, is posted under “Campus Announcements” inside GoView, and in the Distant Education’s Student Guide and orientation resources.</p>
<p><b>Accessibility Services</b></p>	<p>Students who have learning, psychological or physical accessibility concerns may contact <a href="#">Accessibility Services</a> at the University of West Georgia. The office of Accessibility Services is housed in the <a href="#">Counseling Center</a> and is committed to providing access to campus resources and opportunities to allow students with disabilities to obtain a quality educational experience at UWG. Students may contact coordinators from Accessibility Services by telephone or email. These coordinators communicate with faculty to plan for the individual needs of students.</p>	<p>Same as F2F with the following additions:</p> <p>The Distance &amp; Distributed Education Center also helps faculty provide technology options for students with disabilities. For example, instructors are provided with the tools to create ADA-compliant web resources; closed captioning for audio or video-based lectures, and audio-based discussion boards and tools for students with limited dexterity.</p> <p>Blackboard Collaborate/Wimba Classroom and CourseDen (UWG course management system) have accessibility features, including closed captioning, html reader (ReadSpeaker), and formatting for browser readers. UWG Online trains faculty on appropriate uses of technology to meet the needs of students with disabilities and to meet ADA guidelines.</p> <p>Atomic Learning’s Suite of online tutorials is available for all UWG students and faculty, with a wealth of technology topics specific to Accessibility services.  <a href="http://www.atomiclearning.com/">http://www.atomiclearning.com/</a></p> <p>Additional accessibility information is provided for online eCore students here:</p>



		<p><a href="http://ecore.usg.edu/students/disability.php">http://ecore.usg.edu/students/disability.php</a></p> <p>and in the Student Guide to eCore here:  <a href="https://ecore.usg.edu/student_guide.pdf">https://ecore.usg.edu/student_guide.pdf</a></p> <p>The Newnan Office of Student Services' Student Development Specialist refers Newnan Center students in need of accessibility services to the Counseling Center.</p>
<p><b>Testing &amp; Evaluation</b></p>	<p>All students benefit from the testing services of the Academic Testing Services office at the University of West Georgia. Academic Testing Services provides departmental, institutional, and national testing opportunities to students and non-students in an atmosphere which enables examinees to perform to the best of their abilities. This atmosphere relies on test administration practices which (1) adhere to nationally recognized professional testing standards and government regulations, (2) maintain the integrity of the testing process by incorporating ethical standards and security measures, and (3) treat all examinees in a professional yet personable manner. The UWG Academic Testing Services Office adheres to the Standards and Guidelines of the National College Testing Association. Students can arrange services by calling or emailing the testing Office. The Academic Testing Services Office provides a variety of test registration materials and also administers a series of national and institutional exams. The Academic Testing Services Office also provides a supervised environment for students with documented physical and/or learning disabilities who are eligible to receive accommodations, such as extended time for their classroom tests. The testing office provides test proctoring services to UWG students, including online and eCore students, as well as to other institutions and various entities such as licensing boards and national testing companies for a small fee.</p> <p>Please contact both testing centers for a schedules of tests that are available at each center.</p> <p><a href="https://www.westga.edu/testing">https://www.westga.edu/testing</a></p>	<p>Same as F2F with the following additions:</p> <p>Off-campus students often take exams administered by their professors at their off-campus locations. The Newnan Center also provides test proctoring services on site. Off-campus and distance students can also use approved proctoring sites at other university libraries or approved testing sites worldwide.</p> <p>Exams and quizzes can be administered via CourseDen (D2L) either online at a location convenient to the student or a designated computer lab.</p> <p>Some students who take their CourseDen (D2L) exams in a computer lab use Respondus Lock Down Browser as an additional means of security and integrity.</p> <p>Instructors who teach courses that are mostly online have the option of using UWG Online's online Exam Proctoring Services: (<a href="http://uwgonline.westga.edu/exams.php">http://uwgonline.westga.edu/exams.php</a>). Students schedule their tests at a center convenient to them, and the UWG Online Testing Coordinator provides the proctor with the password. Proctors confirm the identity of the student, enter the password through the course management, maintain physical proximity to the student, and ensure exam integrity. The UWG Online Testing Coordinator locates proctors for students who are located more than 100 miles away from an approved site.</p> <p><b>Newnan Center:</b>  The Newnan Center offers proctoring services to students taking eCore, UWG Online, and online courses from other universities (for a small fee). Students make appointments with Newnan staff to have midterm and final exams proctored at the Newnan Center.</p>

		<a href="https://www.westga.edu/newnan/test-proctoring.php">https://www.westga.edu/newnan/test-proctoring.php</a>
<b>Career Guidance</b>	<p>Career Services offers a host of services for all students through its website at <a href="http://www.westga.edu/careerservices/">http://www.westga.edu/careerservices/</a>.</p> <p>WolfWorks lists off-campus part time, full time and internship opportunities, networking events, on campus interviews, and Job Fairs.</p> <p>PeopleAdmin lists all available on-campus jobs and allows students to apply online.</p> <p>Career Services also offers an online service for mock interviews through <b>InterviewStream</b> and an online career library through <b>Vault</b>. InterviewStream will record student interviews that they can send to Career Services for evaluation or use the recordings for a self-evaluation. Vault has information on a multitude of careers for students to research. Students may access both InterviewStream and Vault on the Career Services Website by clicking on "Students."</p> <p>Career Services offers: Career Counseling, Career Development, Student Employment, Job/Internship Search and Networking Events to all students.</p> <p>Contact Career Services at 678-839-6431 or <a href="mailto:careers@westga.edu">careers@westga.edu</a> for more information or to schedule an appointment (online or in person).</p>	<p>Same as F2F with the following additions:</p> <p>UWG Online Student Evaluations include a question that evaluates the availability of career services information on UWG's web site (<a href="http://www.westga.edu/~distance/data/eval/">http://www.westga.edu/~distance/data/eval/</a>). In the last three years, less than four percent of the students who submitted the distance evaluation felt that information regarding career services for UWG's distance students needed improvement.</p> <p>The Newnan Office of Student Services' Student Development Specialist refers Newnan Center students in need of career guidance to the Office of Career Services.</p>
<b>Software &amp; Technology Services</b>	<p>Most required software that may be used is either free or provided by the University of West Georgia to students directly or made available in campus labs, except in highly-specialized content areas.</p> <p>Students may download software from Software Resources &amp; Services (SRS) for free or at discounted rates using their UWG email account credentials at the following site <a href="http://personal.srs.usg.edu/Personal_2/Student-Media_2">http://personal.srs.usg.edu/Personal_2/Student-Media_2</a>.</p> <p>The list of additional free software provided to all UWG students, includes but is not limited to: the latest version of the Microsoft Office Suite, the latest Windows OS, and the latest Mac OS. File transfer software, and numerous task-specific applications are available both in on-campus labs, the Newnan Center.</p> <p>The university provides students with a UWG ID account, this account grants access to campus email (including calendar and Google Apps via Gmail.com), myUWG, CourseDen, the SecureWest Network, Parking Services, and the Campus</p>	<p>Same as F2F with the following additions:</p> <p><b>Minimum Technology Requirements</b> A computer with audio capabilities, an internet connection, and a D2L (CourseDen) compatible browser is the only hardware necessary to support appropriate interactions. Additional technology requirements can be found at <a href="https://uwgonline.westga.edu/technology-requirements.php">https://uwgonline.westga.edu/technology-requirements.php</a>.</p> <p>CourseDen and any other distance education supplemental software that a specific instructor may wish to use is provided freely to all students, faculty, and administrators. So that off-campus and online students may have access to the same software applications available in on-campus computer labs, a virtual lab server is provided.</p>

	<p>Virtual Private Network (VPN). The university also provides students with free personal web space.</p> <p>Many asynchronous and synchronous distance education technologies are available for use to enhance on-campus courses or deliver instruction. The primary tool used for this purpose is our course management system (Course Den/D2L), which includes, but is not limited to, discussion boards, email, and various types of online assessments.</p> <p>A variety of additional distance education supplemental software, tools, and services are available freely to all instructors, students, and administrators: Blackboard Collaborate Classroom (live and archived audio, video, texting, polling, assessments, application sharing), Wimba Voice Tools (asynchronous audio podcasts and emails, threaded audio/text discussion boards), Respondus Lock Down (a custom browser that locks down the testing environment), CourseEval (online surveys), and online presentation tools such as Impatica, Camtasia, Respondus Studymate (interactive flash modules), and Quiz Creator.</p> <p>UWG offers Kaltura, a video streaming to enhance the online classroom experience. Additional free software, services, and tools may also be made available, to suit the specific need of the users involved.</p>	<p>Smarthinking (online tutoring) and a dedicated streaming video server are currently also available specifically for all online students.</p> <p>Atomic Learning’s Suite of online tutorials is available for all UWG students, with a wealth of technology topics. <a href="http://www.atomiclearning.com/">http://www.atomiclearning.com/</a></p> <p><b>Newnan Center:</b> Newnan students have the same access to technology as students on the main campus. A Student Information Technology Services (SITS) lab provides free computer services to students. UWG Newnan Academic Affairs department staff members and student SITS workers assist both faculty and students with computers, copiers, printers, online testing preparation, AV equipment, and other special instructional technologies. Some equipment is available for check-out by students. Students also have access to the wireless network. A newnanit-list@westga.edu email account allows faculty to submit IT requests. Faculty and student listservs and a Facebook account have improved communication among staff, faculty, and students.</p>
<p><b>Student Activities</b></p>	<p>“Center for Student Involvement” – includes Calendar of Events, Student Organizations, and links to various other programs: <a href="http://www.westga.edu/csi/">http://www.westga.edu/csi/</a></p> <p>Weekends West Georgia <a href="https://www.westga.edu/campus-life/csi/free-and-fun-weekends.php">https://www.westga.edu/campus-life/csi/free-and-fun-weekends.php</a></p>	<p>Same as F2F with the following additions:</p> <p>Activities for Commuter or Online Students: <a href="https://www.westga.edu/campus-life/csi/commuter-students.php">https://www.westga.edu/campus-life/csi/commuter-students.php</a></p> <p>The main UWG campus has a Commuter Lounge for commuter students that offers: couches, games, printers, refrigerators, microwaves, access to WiFi and offers activities throughout the semester. A study/computer lounge for commuter students is located in Basement of Strozier Hall.</p> <p>Online students have a Blog: <a href="https://planetecampus.blogspot.com/">https://planetecampus.blogspot.com/</a></p> <p>UWG Online has a strong physical presence on Facebook, Twitter (@UWGonline), LinkedIn, Blogs, and YouTube.</p> <p><b>Newnan Center:</b> Through the support of the Vice President's Student Affairs and Enrollment Management</p>

		<p>Office, Carrollton and Newnan administration, along with community partners, Newnan Center students are now provided the ultimate university experience by offering student life activities, events, leadership experiences, community services, all while promoting campus life, academic excellence and student success.</p> <p>Newnan Center students are also made aware of all student activities which occur on the main campus and are encouraged to participate when possible. A Newnan Center website and social media pages for both the Newnan Center and Newnan Student Services provide timely information.</p>
<b>Mentoring, First Year Programs</b>	<p>Many first year programs are available to assist students in the transition into college. <a href="http://www.westga.edu/fyp/">http://www.westga.edu/fyp/</a></p>	<p>Some of the First Year Experience programs are available to online students. For example, course sections of XIDS 2002/First Year Seminars are taught online and a XIDS 2002/First Year Seminar course is offered at the Newnan Center each fall semester.</p>
<b>Mentoring, New Student Programs</b>	<p>Many new student programs are available to assist students in the transition into college. <a href="http://www.westga.edu/nsp">http://www.westga.edu/nsp</a></p>	<p>Some of the New Student programs are available to online students. For example, course sections of the First-Year seminar</p>
<b>Student ID Card</b>	<p>The official University of West Georgia ID Card for the campus community is known as the Wolves Card. It allows students to:</p> <p>Gain access into your residence hall; check books out at Ingram Library; get free or discounted prices to plays, sporting events, and concerts; access the Campus Center fitness area; access Health Services; get a parking tag.</p> <p>Student ID cards are made in the University Community Center (UCC), Top Floor from 8am – 5pm Monday through Friday.</p> <p><a href="https://www.westga.edu/campus-life/wolvescard/what-is-the-wolves-card.php">https://www.westga.edu/campus-life/wolvescard/what-is-the-wolves-card.php</a></p>	<p>Exception for fully online students:</p> <p>UWG Students registered in online courses only; not attending classes at the Carrollton campus or Newnan Center, are eligible to obtain their student ID Wolves Card via mail. See details under the heading “Student ID Cards.”</p> <p><a href="http://uwgonline.westga.edu/online-student-guide.php">http://uwgonline.westga.edu/online-student-guide.php</a></p> <p><b>Newnan Center:</b> Newnan students may have ID’s made on the main campus. However, students may also elect to have their ID’s made in Newnan. UWG Newnan Academic Affairs department staff members take ID photos and send them digitally to the main campus so that ID cards may be produced and then sent back to Newnan. (Parking tags are also available for pickup at the Newnan Center when proof of the payment of transportation fees is presented by students.)</p>
<b>Health Services</b>	<p><b>Medical Services</b></p> <p>Students taking five or more credit hours with at least one class on campus are charged the student health fee as part of their tuition and fees. The Health Fee provides students access to campus medical services provided by a team of</p>	<p><b>Medical Services</b></p> <p>Exclusively online students are not automatically charged the health fee. However, they can elect to pay the \$101 fee each semester in order to access campus medical services. The fee can be paid online or</p>

	<p>Medical professionals dedicated to student health and wellness. The fee covers many services entirely while others carry additional charges. For more information on the services and fee, please contact Health Services at 678-839-6452 or visit <a href="https://www.westga.edu/student-services/health/">https://www.westga.edu/student-services/health/</a></p> <p><b>Advocacy Services</b> All enrolled students are eligible for Advocacy Services which include medical, academic, and victim advocacy. Trained Advocates and a sexual Assault Nurse Examiner are on call 24/7 to respond to victims of sexual assault, intimate partner violence, and/or stalking.</p> <p><b>Health Education Services</b> All students are eligible for Health Education Services. Health Educators and a team of trained Peer Educators provide evidence-based health education and wellness programs. Class and group presentation, guest speakers, and interactive activities are offered each semester.</p> <p>For more information about UWG and other health resource visitL <a href="http://www.westga.edu/wolfwellness">http://www.westga.edu/wolfwellness</a></p>	<p>through the BanWeb account or at the Bursar's Office.</p> <p><b>Advocacy Services</b> All enrolled students, including exclusively online students, are eligible for Advocacy Services which include medical, academic, and victim advocacy. Trained Advocates and a Sexual Assault Nurse Examiner are on call 24/7 to respond to victims of sexual assault, intimate partner violence, and/or stalking.</p> <p><b>Health Education Services</b> All students are eligible for Health Education Services. Health Educators and a team of trained Peer Educators provide evidence-based health education and wellness programs. Class and group presentation, guest speakers, and interactive activities are offered each semester.</p> <p>Online students can contact Health Services at 678-839-6452 for additional information regarding all of the above services.</p>
<p><b>Miscellaneous Services</b></p>	<p>The College of Education offers a Comprehensive Community Clinic, who is dedicated to offering services for the community in special education, counseling, communication sciences and disorders, mathematics, and language and literacy. They are an educational training facility for undergraduate and graduate students to apply the skills and knowledge they gain during their academic studies in a highly supervised clinical environment.</p>	<p>Exception for online students:</p> <p>Shuttle services to and from UWG and the Newnan Center are available Monday through Friday. <a href="https://www.westga.edu/campus-life/parking/assets-parking/docs/newnanrevised.pdf">https://www.westga.edu/campus-life/parking/assets-parking/docs/newnanrevised.pdf</a></p>

<p><b>Student Complaints</b></p>	<p>The students' rights, the procedures, and the policies for all student complaints (whether academic or non-academic) are outlined in the UWG Student Handbook: <a href="http://www.westga.edu/handbook/index.php">http://www.westga.edu/handbook/index.php</a></p> <p>See the Index and the Student Handbook's Appendices for various applicable information.</p> <p><b>UWG Non-discrimination Statement</b></p> <p>UWG does not permit discrimination or harassment in our workplace, programs or activities on the basis of sex, race, national origin, gender identity, sexual orientation, disability, age, religion, or any other characteristic protected by institutional policy or state, local, or federal law.</p> <p>If an individual believes that he or she has been discriminated against, please contact the Social Equity/Title IX Office to file a report. Please be reminded that all UWG employees with the exception of counselors and health services personnel are mandatory reporters and must report acts of sexual misconduct to the Social Equity/Title IX Office:</p> <p>Social Equity/Title IX Office</p> <p>Phone: 678-839-2981</p> <p>Fax: 678-839-6425</p> <p>Online: <a href="http://www.westga.edu/hr/title-nine">www.westga.edu/hr/title-nine</a></p> <p>The UWG Institutional Authorization and Consumer Complaints site is available at:</p>	<p>Exception for online students:</p> <p><b>UWG Student Handbook, Appendix O: Complaints by Distance Learning Students-</b></p> <p>Students who are enrolled in distance Learning courses are provided with this student complaint form: <a href="https://www.westga.edu/administration/vpsa/student-complaint-form.php">https://www.westga.edu/administration/vpsa/student-complaint-form.php</a></p> <p>Upon submission of the form, the issue is assigned to a UWG Online Department staff member for follow-up or routing to the appropriate parties. For all non-anonymous submissions, surveys of this service are provided. As necessary, complaints are resolved following the same general procedures for students who attend classes on campus. However, for any process that requires that a student appear in person, the university may make other arrangements. For processes that cannot be completed via telephone, e-mail, or written correspondence, the university may set up a two-way video conference site in place of a meeting on the UWG campus.</p> <p><b>eCore:</b></p> <p>eCore students have an additional route that they may pursue for help with academic and non-academic issues:</p>
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	<a href="https://www.westga.edu/about-uwg/student-consumer-information.php">https://www.westga.edu/about-uwg/student-consumer-information.php</a>	<a href="https://ecore.usg.edu/current-students/student-forms-and-withdrawals">https://ecore.usg.edu/current-students/student-forms-and-withdrawals</a>  Online student are also encouraged to consult with their eCore advisors and the UWG Online Helpline for assistance, as needed.  <b>Newnan Center:</b> Newnan students are made aware of the complaint process as outlined in the Student Handbook.
<b>NOTE:</b> Some of our UWG student take at least one or more courses on campus, in addition to their online courses. As a result, these hybrid students have access to both the on-campus services and those available through online.		

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