

## **DIRECTORY FOR CORRESPONDENCE**

### **ACADEMIC PROGRESS OF STUDENTS**

Office of Academic Affairs . . . . . (706) 272-4420

### **ACTIVITIES AND STUDENT LIFE**

Office of Student Affairs . . . . . (706) 272-4546

### **ADMISSIONS**

Office of Enrollment Services . . . . . (706) 272-4436

### **ALUMNI ASSOCIATION**

Office of Institutional Advancement . . . . . (706) 272-4473

### **ADULT EDUCATION - Literacy**

Office of Adult Literacy . . . . . (706) 226-3761

### **BOOKSTORE**

Student Center . . . . . (706) 272-4548

### **CAMPUS SECURITY**

Student Center . . . . . (706) 272-4461

### **DSC FOUNDATION**

. . . . . (706) 272-4473

### **EVENING PROGRAM AND EXTENDED CAMPUS OFFERINGS**

Office of Evening and Extended Campus Programs . . . . . (706) 272-2490

Catoosa Center Coordinator . . . . . (706) 861-5089

Appalachian Technical Institute Coordinator . . . . . (706) 692-4711

### **FOUR YEAR DEGREE PROGRAMS**

Division of Business and Technology . . . . . (706) 272-4414

### **INFORMATION OF A CONFIDENTIAL NATURE**

Office of the President . . . . . (706) 272-4438

### **LIBRARY**

. . . . . (706) 272-4575

### **PUBLIC RELATIONS**

Office of Public Relations . . . . . (706) 272-4469

### **SCHOLARSHIPS, FINANCIAL AID, AND VETERAN SERVICES**

Director of Financial Aid . . . . . (706) 272-4544

### **SHORT COURSES AND CONFERENCES**

Center for Continuing Education . . . . . (706) 272-4454

### **TECHNICAL PROGRAM INFORMATION**

Division of Technical Education . . . . . (706) 272-4434

### **TRANSCRIPTS OF RECORDS**

Office of Enrollment Services . . . . . (706) 272-2557

Dalton State College  
213 North College Drive  
Dalton, Georgia 30720  
Toll Free 1-800-829-4436  
Fax 706-272-2530

Internet address: <http://www.daltonstate.edu>

**Dalton State College**  
University System of Georgia  
**2000-2001 CATALOG**  
**and**  
**STUDENT HANDBOOK**

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**Member of:**

Southern Association of Colleges and Schools

Georgia Association of Colleges

Georgia Association of Collegiate Registrars  
and Admissions Officers

Georgia Association of Two-Year Colleges

American Association of Collegiate Registrars  
and Admissions Officers

Southern Association of Collegiate Registrars  
and Admissions Officers

National League for Nursing

Southern Association of College and University  
Business Officers

National Association of College and University  
Business Officers

Dalton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Bachelor's Degree.

An application for admission and a certificate of immunization are attached in the back of the catalog.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**  
**OF 1974**

## **NOTICE TO STUDENTS**

Dalton State College guarantees any student, regardless of age, who is or has been in attendance the right of access to inspect and review any and all official records, files, documents, and other materials created during the period of enrollment which relate directly to him or her, subject only to certain specific exceptions. Each student is guaranteed an opportunity to challenge the accuracy of information contained in any file or record to which he or she may have access, including the right to a hearing if so requested.

With limited exceptions, including "directory information," no personally identifiable information from the education records of a student will be disclosed to any third party by any official or employee of the University without written consent of the student or as required by law. "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. A student has the right to prohibit the release of his or her own "directory information" by advising the Office of Enrollment Services in writing.

Each student also has the right to file a complaint directly with the United States Department of Education whenever the student believes that the rights afforded him or her by the College policy or the Family Educational Rights and Privacy Act have been violated.

Copies of the complete policy statement on student education may be obtained at the Office of the Vice President for Enrollment Services, the Office of the Vice President for Student Affairs, and the Office of the Vice President for Academic Affairs.

### **Equal Opportunity**

Admissions policies, activities, services, and facilities of the College do not exclude any person on the basis of race, color, age, sex, religion, national origin or disability. Dalton State College is an Affirmative Action Program Institution.

Any individual who requires assistance for admission to or participation in any program, service, or activity of Dalton State College under Title II of the Americans with Disabilities Act should contact the Office of the Vice President for Enrollment Services (706/272-4436), the Office of the Vice President for Academic Affairs (706/272-4421), the Center for Continuing Education (706/272-4454), or the Office of the Vice President for Student Affairs (706/272-4423).

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## ***Program Accreditation***

<b>Automotive Technology Program</b>	- Accredited by The National Institute for Automotive Service Excellence
<b>Emergency Medical Technology Program</b>	- Approved by The Department of Technical and Adult Education and The Georgia Department of Human Resources
<b>Licensed Practical Nursing Program</b>	- Approved by The Georgia Board of Examiners of Licensed Practical Nursing
<b>Medical Assisting Program</b>	- Accredited by The American Association of Medical Assistants
<b>Medical Laboratory Technology Program</b>	- Accredited by The National Accrediting Agency for Clinical Laboratory Sciences
<b>Paramedic Technology Program</b>	- Approved by The Department of Technical and Adult Education and The Georgia Department of Human Resources
<b>Phlebotomy Program</b>	- Accredited by The National Accrediting Agency for Clinical Laboratory Sciences
<b>Radiologic Technology Program</b>	- Accredited by The Joint Review Committee on Education in Radiologic Technology
<b>Registered Nursing Program</b>	- Approved by The Georgia Board of Nursing - Accredited by The National League of Nursing

# ACADEMIC CALENDAR 2000 - 2001

## Orientation and Registration for New Students

All new students are required to participate in New Student Orientation. Orientation sessions are scheduled during June for new Fall students, December for new Spring students, and April for new Summer students. As soon as new students complete admission requirements and are accepted, they will receive written notification of the specific dates and times for New Student Orientation (see pages ## - ## for admission requirements). New Student Orientation gives students an opportunity to become acquainted with staff, learn about campus services, meet with an academic advisor, and register for classes.

*Note: Students who complete their admission requirements and are accepted early will be eligible to attend the earliest orientation sessions which have a greater selection of classes.*

## ***Class Session Legend***

“A” Session	Full Semester
“B” Session	First Half of Semester
“C” Session	Second Half of Semester

## SUMMER SEMESTER 2000

April 17 - 20	Mon. - Thurs.	Academic Advisement and Advance Registration for Summer 2000--8:00 a.m. - 6:00 p.m.
May 1	Monday	Last Day for Completing Application Requirements to be Assured of Acceptance
May 22	Monday	Day and Evening Registration for all Sessions
May 23	Tuesday	First Day of Classes for A Session & B Session
May 23 - 24	Tues. & Wed.	Late Registration
May 24	Wednesday	Last Day to Add Classes for A Session and B Session
June 7	Wednesday	Mid-Term for B Session
June 26	Monday	Mid Term and Last Day to Drop A Session Classes Without Evaluation
June 26	Monday	Final Exams for B Session
June 26	Monday	Registration for C Session
June 27	Tuesday	First Day of Classes for C Session Classes Late Registration for C Session Classes
July 3 - 4	Mon. & Tues.	Independence Day Holiday--College Closed
July 5	Wednesday	Regents' Testing Program Exam 7:30 a.m. & 6:00 p.m.
July 17	Monday	Mid Term for C Session Classes
July 31	Monday	Last Day of Classes for A Session
August 1	Tuesday	Reading Day for A Session Classes
August 1	Tuesday	Last Day of Classes for C Session
August 1 - 2	Tues. & Wed.	Final Exams
August 2	Wednesday	End of Semester
August 3	Thursday	All Grades Due to Registrar's Office by 1:00 p.m.

## FALL SEMESTER 2000

June 19 - 22	Mon. - Thurs.	Academic Advisement and Advance Registration - 8:00 a.m. - 6:00 p.m. (Former Students Only)
July 27	Thursday	Application Deadline to Assure Acceptance for Fall 2000
August 14	Monday	New Faculty Orientation
August 15	Tuesday	Faculty Retreat
August 16	Wednesday	Division Meetings
August 17 - 18	Thurs. & Fri.	Academic Advisement and Registration
August 21	Monday	First Day of Classes for A Session and B Session
August 21 - 24	Mon.-Thurs.	Late Registration and Drop-Add
September 4	Monday	Labor Day Holiday
September 15	Friday	Mid-Term for B Session
October 11	Wednesday	End of B Session
October 12-13	Thurs. & Fri	FALL BREAK
October 16	Monday	Mid-Term A Session Final Exams for B Session Registration for C Session
October 17	Tuesday	First Day of Class C Session Late Registration for C Session
October 30	Monday	Regents' Testing Program Exam
November 10	Friday	Mid-Term for C Session
November 22	Wednesday	Classes End at 5:30 p.m.
November 23- 24	Thurs. & Fri.	Thanksgiving Holidays
December 8	Friday	Last Day of Classes for A Session & C Session
December 11-15	Mon.-Fri.	Final Exams for A and C Sessions
December 15	Friday	End of Fall Semester
December 18	Monday	Grades Due to Records Office by 11:00 a.m.
December 21-27	Thurs.- Wed.	Christmas Holidays--College Closed

### Testing Dates for Fall 2000

#### **SAT Test Dates**

June 13	Tuesday	8:30 a.m. & 5:30 p.m.
July 19	Wednesday	8:30 a.m. & 5:30 p.m.
August 8	Tuesday	8:30 a.m. & 5:30 p.m.

#### **COMPASS Test Dates**

June 1, 8, 15, 22, 29	Thursday	6:00 p.m.
June 2, 9, 16, 23, 30	Friday	9:00 a.m.
July 11, 18	Tuesday	9:00 a.m. & 6:00 p.m.
July 13, 20, 27	Thursday	6:00 p.m.
July 14, 21, 28	Friday	9:00 a.m.

Contact the Office of Enrollment Services at (706) 272-4436 or (800) 829-4436 to schedule an appointment for taking the COMPASS Assessment Examination.

## SPRING SEMESTER 2001

November 13-16	Mon. - Thurs.	Academic Advisement and Advance Registration - 8:00 a.m. - 6:00 p.m. (Former Students Only)
December 14	Thursday	Application Deadline to Assure Acceptance for Spring 2001
January 8	Monday	Academic Advisement and Registration
January 9	Tuesday	First Day of Classes for A Session and B Session
January 9-12	Tues.-Fri.	Late Registration & Drop-Add
January 15	Monday	Martin Luther King Holiday
February 5	Monday	Mid-Term B Session
March 1	Thursday	Last Day of Classes for B Session
March 2	Friday	Mid-Term A Session Final Exams B Session Registration C Session
March 5-9	Mon. - Fri.	Spring Break
March 12	Monday	First Day of classes for C Session Late Registration for C Session
March 19	Monday	Regents' Testing Program Exam
April 5	Thursday	Mid-Term for C Session
May 2	Wednesday	Last Day of Classes for A Session & C Session
May 3-9	Thurs.-Wed.	Final Exams for A Session and C Session
May 9	Wednesday	End of Spring Semester
May 10	Thursday	Grades Due in Records Office by 11:00 AM
May 11	Friday	Graduation for 2000-2001

### **Testing Dates for Spring 2001**

#### **SAT Test Dates**

November 9	Thursday	8:30 a.m. & 5:30 p.m.
December 7	Thursday	8:30 a.m. & 5:30 p.m.
January 4	Thursday	8:30 a.m. & 5:30 p.m.

#### **COMPASS Test Dates**

November 2	Thursday	9:00 a.m. & 6:00 p.m.
November 16	Thursday	9:00 a.m. & 6:00 p.m.
December 1	Friday	9:00 a.m.
December 5	Tuesday	9:00 a.m. & 6:00 p.m.
December 12	Tuesday	9:00 a.m. & 6:00 p.m.
December 14	Thursday	9:00 a.m. & 6:00 p.m.
December 15	Friday	9:00 a.m.
January 3	Wednesday	9:00 a.m. & 6:00 p.m.

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## SUMMER SEMESTER 2001

April 16 - 19	Mon. - Thurs.	Academic Advisement and Advance Registration - 8:00 a.m. - 6:00 p.m. (Former Students Only)
April 30	Monday	Application Deadline to Assure Acceptance for Summer 2001
May 21	Monday	Academic Advisement and Registration
May 22	Tuesday	First Day of Classes for A Session and B Session
May 22 - 23	Tues.-Wed.	Late Registration and Drop-Add
June 6	Wednesday	Mid-Term for B Session
June 21	Thursday	Last Class Day for B Session Mid-Term for A Session
June 25	Monday	Final Exams for B Session Registration for C Session
June 26	Tuesday	First Day of Classes for C Session
June 27	Wednesday	Late Registration for C Session
July 2	Monday	Regents' Testing Program Exam
July 4	Wednesday	Independence Day Holiday
July 12	Thursday	Mid Term for C Session
July 26	Thursday	Last Day of Classes for A Session
July 30	Monday	Reading Day for A Session Last Class Day for C Session
July 31-Aug. 1	Tues. & Wed.	Final Exams for A Session and C Session
August 1	Wednesday	End of Summer Semester
August 2	Thursday	All Grades Due in Records Office by 1:00 p.m.

### **Testing Dates for Summer 2001**

#### **SAT Test Dates**

March 22	Thursday	8:30 a.m. & 5:30 p.m.
May 3	Thursday	8:30 a.m. & 5:30 p.m.

#### **COMPASS Test Dates**

April 5	Thursday	9:00 a.m. & 6:00 p.m.
April 12	Thursday	9:00 a.m. & 6:00 p.m.
April 19	Thursday	9:00 a.m. & 6:00 p.m.
May 3	Thursday	9:00 a.m. & 6:00 p.m.
May 10	Thursday	9:00 a.m. & 6:00 p.m.

Contact the Office of Enrollment Services at (706) 272-4436 or (800) 829-4436 to schedule an appointment for taking the COMPASS Assessment Examination.