Student Handbook


Student Activities and Support Services

Behavioral Assessment and Recommendation Team (BART)

In the post Virginia Tech shooting era, colleges and universities around the country have become more diligent and proactive in providing a safe environment for students, faculty, staff, and visitors to their campuses. Columbus State University understands the climate that exists on college campuses. Additionally, each public institution in Georgia has been directed by the Chancellor's office to develop a plan and select a committee to address potential threats of this nature. In response, Columbus State University has established the Behavioral Assessment and Recommendation Team (BART) to serve as an additional measure for campus safety. http://sa.columbusstate.edu/bart.php

Campus Recreation

The Campus Recreation Department offers a co-educational program providing an opportunity for students, faculty, and staff to participate in a variety of recreational activities. Current programs include flag football, volleyball, basketball, softball, indoor and outdoor soccer, ultimate Frisbee, dodgeball, racquetball, outdoor adventure trips, and whitewater rafting trips. In addition to planned activities, the athletics courts are available for free play. Campus recreation has many programs and services such as Group Fitness classes, Personal training, Swim lessons, and so much more.

Club Sports serves individual interests in different sports and recreational activities. These may be competitive, recreational or instructional. Club Sports may represent the University in intercollegiate competitions. Currently there are 11 Club Sports at CSU. The student recreation center offers three basketball courts, a multi-purpose court (used for indoor soccer, volleyball, basketball, and special events), two racquetball courts, a large cardio deck, free weight and machine weight areas. It also has an indoor track, two movement rooms, rock and bouldering walls, locker rooms, and an Aquatics center that features an indoor pool, sauna, whirlpool and lazy river. The Student Recreation Center fee covers access into the facility for each enrolled student. Faculty, staff, spouses, dependents (16 and up) and alumni may join by purchasing a semester, monthly or yearly membership. For additional information call (706) 507-8658 or go to: http://campuscac.recreation.columbusstate.edu/

Center for Accommodation and Access

The Center for Accommodation and Access coordinates the compliance of CSU with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who present proper documentation of physical, psychological, or cognitive disabilities are provided with individualized plans tailored to their needs. Course requirements are not waived, but reasonable accommodations will be made when appropriate to assist students in meeting the requirements. In order to receive accommodations during a semester, appropriate documentation should be presented to the Center for Accommodation and Access as soon as possible, preferably before the beginning of the semester. Accommodations are not retroactive, but begin once the process is completed. For more information, go to http://disability.columbusstate.edu/index.php (http://disability.columbusstate.edu/)

Center for Career Development

The Center for Career Development (http://career.columbusstate.edu/) assists CSU students and alumni with career-related services ranging from résumé critiques, mock interviews, employment opportunities, career advising (http://career.columbusstate.edu/what_we_do_students.php) and experiential educational through internships (http://career.columbusstate.edu/co-op_general.php) and cooperative education. College Central Network (http://career.columbusstate.edu/students.php), our online jobs database, provides the opportunity to search for employment locally, nationally and internationally. It is also a one-stop shop to engage in internship, cooperative education, volunteering, full-time, part-time, and seasonal employment.

We offer a variety of career-related programming throughout the year. The on-campus recruiting program (http://career.columbusstate.edu/on-campus_recruiting.php) invites employers to provide informational tables on campus. These opportunities provide students direct contact with hiring entities from across the region. Employers may also conduct on-campus interviewing.

Additionally, workshops and seminars (http://career.columbusstate.edu/whats_happening.php) are presented throughout the semester by area employers, including such topics as Resume Writing, Interviewing Skills, Dining Etiquette, Dress for Success, Salary Negotiation, Social Media, How to Work a Job Fair, and Financial Success.

The Financial Success Program (http://financialsuccess.columbusstate.edu/) is designed to provide the tools needed to make wise financial decisions as a student and after graduation. Students learn about budgeting, saving, investing, credit cards, and much more.

The Career Fair, focusing on full-time employment, provides students and alumni with an opportunity to connect with local, regional, and national employers and school districts. The fall job fair highlights part-time opportunities students can work while attending school.

Community Outreach

Community Outreach, located within Student Life & Development, connects students, faculty and staff with local non-profits for a variety of service opportunities throughout the year. Events include CSU Annual Day of Service, Volunteer Opportunities Fair, monthly Cougar Service Day projects, Alternative Spring Break and the campus-wide philanthropy, CougarTHON. Community Outreach recognizes student volunteers with the 100 Club benchmark for service hours as well as the President’s National Volunteer Service Award. Visit students.columbusstate.edu for more information.

Cougar Kickoff

Cougar Kickoff is a week full of events that occur during the first week of each semester. Students can enjoy fun-filled activities and learn how to get involved with campus events. students.columbusstate.edu/cougarkickoff (http://students.columbusstate.edu/cougarkickoff/)

Counseling Center

The Counseling Center, located in room 300 of the Schuster Student Success Center, offers a variety of services to all students, staff, faculty,
and alumni. The Counseling Center staff consists of mental health professionals who are trained and experienced in facilitating personal development. A confidential atmosphere is provided where personal, social, and academic concerns may be discussed. These concerns include but are not limited to the following: anxiety management, depression, vocational and career decisions, loneliness, interpersonal relations (peers, boy/girl friend, family) and academic difficulties. If the counseling staff is unable to provide the necessary service for a client, appropriate recommendations are discussed and referrals are made. The orientation and philosophy of the Center give equal consideration to the emotional, personal, academic and vocational aspects of each student’s development. Each semester, counseling staff present outreach programs on topics such as test anxiety reduction, personality styles, dream interpretation, learning strategies, stress management, and assertiveness training. Students are encouraged to take advantage of these free workshops.

Psychological testing is available in areas of interest, intelligence, learning problems or academic achievement, and personality. The primary purpose of the testing services is to assist students in self-awareness and to integrate this awareness into decision-making skills and rewarding behavior. For more information: http://counsel.columbusstate.edu/

**Office of the Dean of Students**

The Office of the Dean of Students is dedicated to providing assistance, as needed and necessary, in an effort to foster a safe, enjoyable, and successful college experience for each student. Through this office the dean of students serves as sponsor to the Student Government Association (http://sga.columbusstate.edu/), commonly referred to as the voice of the student body and deals with issues affecting all aspects of student life. The authority to act on alleged non-academic judicial affairs (http://students.columbusstate.edu/policies.php) or infringements of student rights is vested with the Office of the Dean of Students. The Office of the Dean of Students provides a variety of educational programming, such as: Drug and Alcohol Education (http://sa.columbusstate.edu/dos/adetf.php), Health and Safety, and Sexual Harassment and Assault Awareness (http://sa.columbusstate.edu/dos/save.php). Many of these are presented in cooperation with Residence Life, Student Life, University Police, and the Counseling Center. The Office of the Dean of Students serves as the student body's ombudsman; directing students to print, on-line and personnel resources; assisting students with writing and presenting grievances and appeals; meeting with individual students and groups, and serves at the pleasure of the Academic Standards Committee in receiving and processing medical withdrawals for students. http://sa.columbusstate.edu/forms.php

**Diversity Programs & Initiatives**

As part of Student Life & Development, Diversity Programs and Services is here to provide services that promote successful college experiences for diverse populations. These services aim to foster student development, increase cultural awareness and provide learning outcomes which are globally focused. Annual events include Legacy Celebration and Day of Silence. In addition, the African American Male Initiative is housed within this office. AAMI is a partnership with faculty, staff and students which focuses on increasing enrollment, retention and graduation rates of black men at CSU through mentoring, leadership development and the celebration of academic and leadership achievements. For more information visit diversity.columbusstate.edu (http://diversity.columbusstate.edu/)

**Fraternity & Sorority Life**

Greek Life makes up 5% of the CSU community and spans across three international councils including IFC, CPH, and NPHC. Greek students are involved not only at CSU, but also in the community, hosting multiple philanthropy events a year and accounting for over 10,000 hours of community service annually. Fraternity and Sorority Life is housed within the Office of Student Life & Development. students.columbusstate.edu/greeks (http://students.columbusstate.edu/greeks/)

**Homecoming**

Homecoming is an annual tradition during fall semester for students and alumni to engage and participate in hallmark events including the parade, concert, basketball games and many more events and contests! homecoming.columbusstate.edu (http://homecoming.columbusstate.edu/)

**Medical/Hardship Withdrawal**

Appeals for medical/hardship withdrawals, if the semester affected is still in session are made directly to the Dean of Students in the Schuster Center. Appeals for medical withdrawals, if the semester has ended and final grades have been posted are made to the Academic Standards Committee. A student may be Administratively Withdrawn from the University when in the judgment of the Dean of Students, and after consulting with appropriate university officials, such as the Director of Student Health Services and/or the Director of the Counseling Center, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which poses a significant danger or threat, the university, or a student shall, upon written request, be accorded an appropriate hearing with the Vice President for Student Affairs prior to final decision concerning his or her continued enrollment at the University. In emergency situations, a decision on medical withdrawals may be made prior to a hearing, but review of the decision may be made at the student’s request. All Administrative Withdrawals should be reviewed within 72 hours of the time of withdrawal and recommendation for appropriate action forwarded to the Vice President for Student Affairs. Additional information can be found at: http://sa.columbusstate.edu/forms.php

**Miss CSU**

The Miss CSU Scholarship Program is an annual scholarship competition for students of Columbus State University that provides various female empowerment workshops. This is an official preliminary to the Miss Georgia and Miss America Scholarship Competition. It is a dynamic, educational program that provides opportunities for young women to expand their quest for knowledge and acquire skills to better equip them for future opportunities. students.columbusstate.edu/misscsu/ (http://students.columbusstate.edu/misscsu/)

**Non-Academic Misconduct and Appeals**

Since educational institutions have the responsibility for protecting the educational purposes for which they exist, and for establishing safeguards to insure that those charged with violations of institutional standards on scholarship and behavior are accorded equal protection from unfair disciplinary measures, the following procedures have been established for the resolution of disciplinary problems. When appearing before either a Hearing Officer or Judicial Body, the accused and accuser are entitled to have a Hearing Advisor present. This Advisor must be from the Columbus State University community and must be a current student or member of the faculty or staff. The Hearing Advisor does not represent the student and is only at the hearing to offer advice and to ensure that a fair hearing occurs. Students and Hearing Advisors will not be allowed to
hear deliberation proceedings. A Hearing Officer is defined as a Columbus State University faculty or staff member who is duly appointed to hear the facts of a matter, make a decision, and issue sanctions when appropriate.

Students found to be in direct contact with the violations are found to have occurred may be held responsible for the violation. This includes all areas of any apartment, vehicle, or property where the violation occurred. For additional information go to: http://students.columbusstate.edu/policies.php

Orientation
The mission of Columbus State University’s Orientation Program is to holistically address the developmental needs of new Columbus State students and families in transition to the Columbus State University community. The department, located within Student Life & Development, acknowledges and validates the primary transition into the University for new students as well as the series of transitions that occur throughout a student’s college experience. Through the intentional interaction of new students, families, current students, faculty and staff, combined with specific programmatic elements, participants will develop an understanding and appreciation of the academic, developmental and social opportunities available, as well as knowledge of campus and community resources. orientation.columbusstate.edu/ (http://orientation.columbusstate.edu/)

Parent & Family Connection
Parenting a college student brings new experiences, major milestones and sometimes daunting challenges. At Columbus State University, students can pursue their intellectual and social growth safely and freely while obtaining a first-class education. One of the top priorities at Columbus State University is to ensure that parents feel part of the CSU community at every step. The Parent and Family Connection Program is dedicated to partnering with parents to make each student’s experience at CSU as successful and rewarding as possible. parents.columbusstate.edu/ (http://parents.columbusstate.edu/)

Registered Student Organizations
Whether students are interested in Academic & Professional, Greek Life, Honor Societies, Performing Arts, Special Interest or Faith Based organizations, Columbus State University has it all! CSU offers over 100 active Registered Student Organizations (RSOs), and students are encouraged to consider membership in any that interest them or create a new organization. csuinvolves.columbusstate.edu (http://csuinvolves.columbusstate.edu/)

Residence Life
Main Campus houses a total of 856 students in Courtyard I, Courtyard II and Maryland Circle, collectively. Students in these housing areas live in 1-5 bedroom apartments, townhomes or duplexes with either private or double occupancy bedrooms.

RiverPark houses a total of 443 students in 6 buildings. Students on the RiverPark campus reside in 1 or 2 bedroom apartments with either private or double occupancy bedrooms.

While students residing on the RiverPark Campus are primarily focused academically within the College of the Arts, students can apply to live on either campus, regardless of major.

All entering first year students must reside in on-campus housing operated by the university for two semesters (summer term does not apply). Students are automatically exempt if they:

- Are 21 years of age or older
- Are active military

All other exemptions require that submit an online exemption request. The request is available online. Click here.

Students and parents are encouraged to log in to the Housing Portal (https://life.columbusstate.edu/) to find up to date information.

Student Newspaper (The Saber)
Columbus State University students publish their own newspaper, The Saber, during fall and spring semesters. The Saber provides a means for students, faculty and staff to express their views, in both guest editorials and letters to the editors. The editor and staff have full responsibility for preparing the publication and they gain valuable journalistic experience. Staff positions are open to all students who meet the qualifications. http://saber.columbusstate.edu/

Student Activities Council
The Student Activities Council (SAC) organizes programs and events for the student body by scheduling events that fit the current needs and interests of the students. SAC also offers opportunities for students to learn and engage in the event programming process. Events include comedians, movies, speakers, novelties, contests and much more! sac.columbusstate.edu (http://sac.columbusstate.edu/)

Student Government
Students play an important part in the policy and decision-making process at Columbus State University. The Student Government Association handles matters concerned with the general welfare of the student body. The legislative branch of the SGA, composed of 15 large Senators elected by the student body during spring semester and one representative from each campus organization, is responsible for decisions relating to student issues. The SGA is subdivided into committees that touch almost every phase of student life (elections, homecoming, etc.). These committees send recommendations to the governing body for action. Students also serve with faculty and administrators on various standing committees and have full voting status.

The executive branch of SGA is the Executive Committee which consists of the President, the Vice President of Scholastic Affairs, the Vice President of Finance, the Speaker of the Senate and the Speaker of the Representatives. The committee administers student government and acts on student grievances, ideas, and comments. The Judicial Council is the representative of the Judicial Branch. It consists of a panel of six students, five justices elected by the forum and a campus elected, Chief Justice. Its purpose is to sit as a student court and render decisions on certain university and student government policies that affect students and serve as student representatives on judicial hearings as requested. It also functions as a sub-committee of the University Grievance Committee. The Judicial Council reports to the forum on its activities. http://sga.columbusstate.edu/

Student Health Services
Student Health Services are available to Columbus State University students on Main Campus and RiverPark Campus. A per semester student health fee allows the student access to either health center. The goal of student health services is to provide quality primary health care at a reasonable cost. Community referrals and health counseling are
available through the health center. All medical care and counseling are confidential. The Main Campus Student Health Center is located in Tucker Hall and is open Monday through Friday. The RiverPark Campus Student Health Center is located in Building 6, behind University Police and is open part-time.

The RiverPark Campus location will be closed for renovations beginning Spring Semester, 2018. The hours of operation for the clinics are posted each semester. A family practice physician is available (at the main campus only) to see students by appointment during scheduled clinic hours. Students may be seen by a Physician Assistant or triage nurse at both locations.

The student health clinic accepts and bills all insurance plans. This is in partnership with Vivature Health, our 3rd party billing company. Students are requested to bring a copy of their insurance card when visiting the center. Current "In Network" carriers are: BCBS, Aetna, Cigna, Humana, Medicare, MultiPlan and United Health Care. Students/parents should know that the health center will never balance bill for any portion that the insurance does not pay. The university is not responsible for medical bills or for illness/injuries incurred in free play, physical education classes, university-sponsored intramural sports, including club sports, or other regularly scheduled classes or activities. All students are urged to have health insurance coverage of some type. A voluntary health insurance plan is available for non-insured students.

Students who become sick or injured after hours may seek treatment at one of the local urgent care centers or emergency rooms. For medical emergencies call Emergency Medical Services (911) or Columbus State University Police (706-507-8911). For more information on hours and services, please call 706-507-8620, or visit our website at http://healthservices.ColumbusState.edu (http://healthservices.columbusstate.edu/)

Student Leadership Programs
There are many opportunities for students to gain leadership knowledge and skills. Students can attend monthly workshops, the annual Cougar Leadership Conference or get involved with the Leadership Board. students.columbusstate.edu/leadership (http://students.columbusstate.edu/leadership/)

Student Life & Development
The Department of Student Life and Development at Columbus State University promotes involvement, learning and success through intentional programming and developmental opportunities. Realizing that student development occurs through collaboration of all areas of campus life, Student Life encourages partnerships with students, faculty, staff, alumni and the Columbus community to enhance engagement for Columbus State University. The department works to foster an inclusive environment for both RiverPark and Main Campus students through diverse, innovative events. students.columbusstate.edu/index.php (http://students.columbusstate.edu/)