

Fall 2015

Welcome Students!

We are so excited that you have chosen the Georgia Academy to begin your university career! You will find a dynamic atmosphere that fosters student learning and allows you to grow as an individual while making friends and having fun. A smooth transition to university life is crucial for your success as a student here. Freshman Orientation will include workshops to help you transition into the Academy by preparing you for the changes you will face in a university environment, advising you of resources available to you, as well as, providing social activities to help you bond with your new classmates.

Within this handbook you will find information on different Student Services available to you on the MGA Cochran campus, along with a packing list, and other useful information.

Please remember that all Academy and MGA faculty and staff are here to assist you in a successful journey. Best of luck and we are glad you're here.



Important Numbers to Remember:

Main Academy Line	(478) 934-3471
Mrs. Lisa Whitaker, Director	(478) 934-3177
Mrs. Susan Collins, Activities Coordinator	(478) 934-3481
Dr. John Pasto, Academic Advisor	(478) 934-5305
Mrs. Eyvonne Tapper, Residence Hall Director	(478) 854-7705
Academy FAX	(478) 934-3499 or 3199

Move-In Day Information

1. Students will not be allowed to check-in unless ALL forms have been turned in.
2. Stairwells, elevators and corridors will be crowded that day. To make it easier on everyone, bring only necessary items; more stuff can be moved-in throughout the year. Also keep in mind that it will be easier to carry smaller, lighter boxes rather than large heavy ones, so pack accordingly. We recommend packing in containers that can also be used for room storage (i.e., plastic crates). To minimize the post-move-in clutter of cardboard boxes, consider bringing soft items such as clothing and bedding in bags rather than boxes.
3. When you move-in you will be asked to check your room to be sure it is in good condition. Take care to fill out the Room Inventory Sheet very carefully so as to not be charged for damages you did not cause.
4. If you arrive before your roommate, please be considerate when “laying claim” to certain space. Roommate information will be made available to you early August.
5. Although there are few theft problems in the Academy dorm, to prevent items from being stolen, label CDs, computer, jackets . . . EVERYTHING. We also advise keeping a record of the model, serial numbers, and receipts of anything valuable you have in the residence hall.

Packing Information

Room Furnishings Provided per Room: (Don't forget, you have a roommate!)

2 Twin Beds	1 Cable Hookup
2 Desks	2 Chairs
2 Chest of Drawers	2 Closets (closets are 47" wide)
2 Night Stands	Window Blinds
2 Ethernet Jacks	Shower Curtain
1 Broom and Dustpan	



Suggested Items to Bring: Here is a checklist to help in preparation for dorm life. *Don't forget to coordinate with your roommate; you may not need multiples of everything.*

Study Stuff:

- A sturdy backpack or book bag for everyday use.
- Computer and any necessary accessories. Virus protection software is recommended.
- School supplies, including a calendar or planner as well as basic pens, paper, pencils, notebooks.

Bed and Bedding:

- Twin sheets. The beds in the rooms use regular twin-size sheets, not extra long.
- Comforter and/or quilts, blankets, etc. Consider bringing sturdy, easy to wash items.
- Towels: bath, washcloths, and hand towels. Consider marking your name on a tag in permanent marker, especially if you have plain white or other "anonymous" colored towels.
- Alarm clock - a must for getting to class on time.
- Extra pillow(s) for lounging/studying on the bed.

Health and Grooming:

- All necessary toiletries (toothbrush & paste, soap, shampoo and all grooming/cosmetic items).
- Shower bucket/basket/caddy to carry items - there is limited shelf space in the shower.
- Medicine (headache pills, prescriptions, decongestants, etc.).
- First Aid Kit, including basic adhesive bandages, disinfectant, aspirin, etc.
- Toilet paper and cleaning supplies – each suitemate is responsible for cleaning the bathroom and common area (shower, sinks, floors, etc.). Students must learn how to coordinate and work together in providing supplies so that one person does not end up furnishing everything. Cleaning supply suggestions – Clorox wipes, glass cleaner, swifter or mop, vacuum.

Food and Snacks:

- Small refrigerator (2.7 cubic feet and 5 amps) and microwave (1 cubic foot). These items along with a convection oven are also available in the Welch Hall Kitchen.
- Unbreakable dishes: plastic cups, microwave-safe bowls, utensils, plastic food storage tubs, etc.
- Sandwich bags, storage bags, aluminum foil, and/or plastic wrap.
- A small bottle of dish soap, scrubber, small dishtowel.

Clothes and Laundry:

- Clothes and hangers. Space is limited, so only bring what you think you will wear. You can always bring more at a later time.
- Sewing Kit. Don't know how to sew on a button? Now is the time to learn!
- Laundry basket and/or bag



- Laundry detergent, dryer sheets, and stain remover stick or spray. Learn how to wash your clothes before coming to university. Remember, it may not always be convenient to go home for mom to do laundry before the clothes run out!

Electronics & Equipment:

- TV, DVD, game systems, etc. We discourage bringing large or expensive TV or stereo equipment—especially large speakers. Rooms are small and noise carries throughout the dorm. All stereos, computers, etc. should be equipped with headphones. Video academy should be left at home if they will be a distraction to your academic requirements.
- Always check with your roommate on televisions, DVD, etc. Although many students like to have their own things, space and electrical outlets might not allow you to bring everything.

Decor:

- Personal pictures, photos, and other favorite items. Only push pins, staples, and thumbtacks may be used to hang anything in the room. Tape and/or poster putty are NOT allowed. Pictures, posters, etc. are allowed as long as the walls and doors are not damaged or marred in any way.
- Curtain and spring rod for personal closet and window.
- Rugs - the floor can be cold.
- A small lamp is useful for late night studying.
- Storage for under the bed along with other storage or organization units. A few stacking plastic crates will come in handy.

Miscellaneous:

- Fan - Helps to drown out noise.
- Batteries and flashlight
- Ear plugs
- Umbrella
- A small and inexpensive tool kit

Prohibited Items Include:

Hotplates, toasters, irons, large appliances, portable heaters	Candles, incense, fireworks
Alcoholic beverages or illegal substances	Weapons or firearms, including knives
Laser pointers, halogen lights or rope lights	Pets
Extension cords	

There is a trashcan provided in each room. Do not bring a large trashcan as this causes an accumulation of trash which creates a mess and causes an odor. Using the small trashcan in your room will encourage you to empty your trash more often.



Fee Payment and Accel

The last day to pay for fall semester is **July 29, 2015**

The Housing Office must receive your housing application and contract with fee **BEFORE** you can pay fall semester fees. Please send these in as soon as possible if you have not already done so. Make sure you specify which meal plan you want on your application. Let the Housing Office know if you decide to change your plan.

Please log onto SWORDS for a detailed listing of your bill. You can find SWORDS at www.mga.edu, click on quicklinks at the top of the page, and then on SWORDS in the first column. In SWORDS, click the Pay Now link to be redirected to the HigherOne / CASHNet page where you can also see current charges.

MGA does not accept credit cards for tuition, mandatory fees, housing, meal plans, and other academic related fees. MGA has entered into an agreement with TouchNet, a third party company that will accept credit card payments on behalf of MGA. TouchNet will charge a 2.75% convenience fee (a minimum of \$3.00) to process the payment. *Please remember that if you are paying with a debit card, use the Pay by Check option to eliminate any convenience fee.*

You may also pay for your semester fees by check. Mail a check made payable to MGA to: MGA/Bursar's Office, 100 University Station Drive, Macon, GA 31206.

Make University Easier to Pay For with a Tuition Payment Plan.

MGA has partnered with Nelnet Business Solutions to let you pay tuition and fees over time, making university more affordable. For more information, go to <http://www.mga.edu/bursar/payment-plan.aspx> and follow the simple steps to enroll.



Campus ID Card

All MGA students will be required to obtain a campus ID. Pictures for ID cards will be made at the Campus Police office during Orientation. Campus ID cards are good throughout the first year and are required for:

- access into Anderson and Welch Halls.
- free admission to university events.
- cashing checks at the Bursar's Office.
- checking books out at the university library.
- visiting MGA's contracted doctors' offices or emergency room.
- use of campus facilities (pool, courts, Wellness Center, etc.).
- eating in the cafeteria on a meal plan.
- laundry facilities.

Personal checks

Checks up to \$50 may be cashed at the Bursar's Office. A valid MGA ID Card is required. Office hours are 8:00 a.m. – 5:30 p.m. Monday – Thursday and 8:00 a.m. – noon Fridays.

MGA Wellness Center

The Wellness Center includes a gymnasium with elevated walking track, a fitness center, aerobics room, classrooms for health and physical education programs, and a lobby with juice/vending bar. Showers and lockers are also available on the ground floor. Membership for current MGA students, faculty, and staff is free. Students must attend a Wellness Center Orientation in order to familiarize themselves with the facility and gain access. Before attending the Wellness Center Orientation, students must complete an application. Once the application and Orientation has been completed, the Business Office will grant access on the student's campus ID card, which is required for each visit to the Wellness Center.



Health Services

The university makes available to currently enrolled residential students the services of a university physician. To obtain treatment, the student calls the physician's office during regular office hours. There is no charge for the office visit. However, prescriptions and ancillary services are the responsibility of the student. The Bleckley County Hospital emergency room is available when the physician's office is closed.

Student Health Insurance

As a member school in the University System of Georgia, we can offer the same affordable health insurance that the University of Georgia, Georgia Tech, and 35 other Georgia schools offer to their students. Because we have joined together, the cost is less than if the student took out an individual policy. Open enrollment will begin after August 1, 2015 for students interested in affordable health insurance. For more information please call the Office of Student Services at (478) 934-3023 or (478) 757-7383.

Counseling

The Counseling Center offers a variety of services to all students at MGA free of charge. This service is available to assist with personal, social, or educational concerns. All information will be kept confidential. The Counseling Center is located in Sanford Hall. Appointments can be made in person or by calling (478) 934-3092.

Campus Post Office

Students can buy stamps, mail packages, FedEx, or fax. Campus mail box numbers are assigned the first semester of enrollment. After the first week of class, check with the Campus Post Office in the lower level of Georgia Hall to get this information.



MGA Police Department

The MGA Department is responsible for the safety and security of the campus seven days a week, twenty-four hours a day, three hundred sixty five days a year. This is accomplished through foot, bike and vehicle patrols. The Police Department is a state law enforcement agency with the same powers of arrest as any city or county law enforcement agency. The Police Department employs only certified police officers on its Cochran campus. All officers are certified by the Peace Officer Standards and Training Council of Georgia and are required to receive at least twenty hours of advanced training annually.



Auto Registration is required. Instructions can be found from www.mga.edu. Click on Office & Services and select Police Department. Click on Register Vehicle under Parking. Academy students may only park in the Anderson Hall lot designated for students. All vehicles driven on campus must have a decal properly applied by the second day of classes. A temporary permit is required if a vehicle without a decal is driven to campus.

Student Success Center

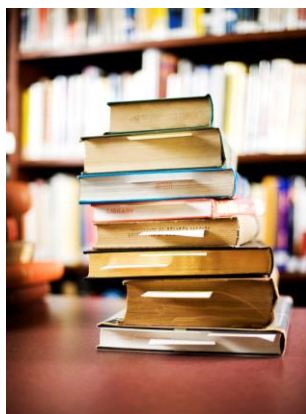
The mission of the Student Success Center (SSSC) is to successfully assist students through the transition of university life and to provide services such as peer tutoring that are designed to reinforce or improve the academic skills of MGA students.

The SSC is responsible for providing tutorial services, academic resources, and assisting students in reaching their academic goals. Qualified peer tutors, who acquired a “B” or better in the course(s) they are tutoring, provide the support and resources necessary for students to achieve academic success.

Peer tutoring is available and FREE to all MGA students.

Study Aids are also available in the Academic Resource Center. These resources include:

- Test Taking
- Effective Study Strategies
- Time Management
- Note Taking
- Videos
- Text Books
- Old tests that professors donate
- Computer Lab & software



Please take advantage of the SSC, which is located on the third floor of Roberts Library. Hours of operation for the ARC are Mon-Thurs 8am – 5:30pm and Friday, 8am – noon. Tutoring sessions beyond 5:30pm will occur on a reserved basis but outside the center in the library area.

Mathematics Resource Center (MaRC)

Everyone has to take a few math classes, but the ability to grasp the subject matter comes easier to some than others. The Cochran Mathematics Resource Center (MaRC), is here to help you with any and all of your math problems! Be it studying for a test, going over homework, or just trying to get a little ahead, their more than qualified tutors will be happy to assist you! The Center includes computers loaded down with almost any mathematics software available! MaRC is located in Room 128 of Memorial Hall. Hours of operation are 9:00am – 7:00pm, Monday through Thursday.

Book Store

Book information will be available on-line the first week of August. From www.mga.edu, click on Current Students and then Campus Store under Campus Services; click Shop On-Line. You will need your fall schedule in order to find the book you need.

Computers on Campus

Computer labs are located in most of the academic buildings, Roberts Library, and Welch Hall. MGA is a wireless campus.

The Office of PC Support can assist students with connecting their PC/Mac to the campus network. They are unable to assist students with repairs.

Helpful Hints for After You Arrive

When students first arrive on campus, they may be overwhelmed with information about policies, housing, safety, and countless offices that they never had to deal with in high school, meeting new friends, etc. Here are a few tips to help make the transition easier.

- Take a copy of health insurance/drug cards to the CVS, Walmart, or Walgreens Pharmacy to be put into their system in case prescriptions need to be filled. Also, keep card(s) or copy of card(s) for doctor or ER visits.
- Meet people. Now is when everyone is in the same boat of trying to make friends, so no one will think it's weird when you say "Hi!"
- Become familiar with all the procedures in the Academy and MGA Student Handbooks. This will make life much less stressful as situations arise ranging from spending a weeknight away from the dorm to missing class for a doctor's appointment.
- All those emails and handouts from Academy staff . . . READ THEM! Students sometimes think that it doesn't pertain to them, but this information will keep you on top of what's going on in the program and at MGA. *ALL Academy and MGA correspondence will be sent to your MGA email account.*
- The first few weeks are great! Meeting people, no tests, no papers—then *wham!* Everything is due in the same week. Students who don't hit the books at the beginning spend the rest of the term struggling for good grades.
- Maybe for the first time in your life there won't be anyone to tell you what to do or when to do it. It's easy to fall into the habit of just not doing anything – including studying. Don't let yourself get into the habit of allowing the computer, whether through academy or twitter, to absorb all of your time. Remember to keep up with your coursework.

