



## UWG ONLINE

The Distance and Distributed Education Center (UWG Online) not only supports online and hybrid faculty and students (including students in the Dual Enrollment Program), but also faculty and students with UWG Newnan as well as off-campus instructional sites. 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
<p><b>Admissions, Registration, and Fee Payment</b></p>	<p>Students may apply for admissions online through <a href="#">Prospective Students</a> and register online through the MyUWG student portal and BanWeb student information system (available via <a href="#">OneLogin</a>; <a href="#">OneLogin FAQ</a>).</p> <p><b>Tours &amp; General Info</b> Tours for prospective students are offered Monday through Friday on the <a href="#">Carrollton Campus</a> and on Tuesdays and Fridays at 2:00 pm at UWG Newnan. You can schedule a tour online at <a href="#">Visit West</a>. Virtual sessions may also be scheduled.</p> <p>Once accepted, scholarships may be extended on the <a href="#">Scholarship</a> webpage.</p> <p>Students should visit the <a href="#">SCOOP</a> for current information about registration, graduation, transfer credit, and other important dates and deadlines.</p> <p>For Registration, Financial Aid, Student Accounts, and more, the <a href="#">Momentum Center</a> is available via email, phone, or in-person.</p> <p>All students can contact the <a href="#">Office of Student Accounts and Billing Services</a> 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 most major credit cards or with a check by using the Web Check option. Students can also pay in-person with cash or a personal check at the Cashier's window at 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 UWG Online's <a href="#">Student Guide</a> and you can also check out the <a href="#">How to Register Video</a>.</p> <p>All online/off-campus students are also provided with additional information specific to their programs, via our <a href="#">UWG Online website</a> and their respective program's websites and /or the state's central GeorgiaOnMyLine website: <a href="#">GeorgiaOnMyLine</a> <a href="#">UWG eCore</a> <a href="#">UWG eMajor</a> <a href="#">UWG Richards College of Business</a> <a href="#">European Union Studies Program</a></p> <p><b>Immunization Requirements</b> The university can not automatically exempt students in the online <b>UWG eMajor ORGL</b> program from the Immunization requirements because some eMajor students are electing to take some on-campus courses. The good news, though, is applying for an exemption is easy:</p>

	<p><b>Dual Enrollment</b>  Area high school students interested in the Dual Enrollment program at Newnan or Carrollton may email our Dual Enrollment Coordinator at <a href="mailto:dualenroll@westga.edu">dualenroll@westga.edu</a>.</p> <p>The Carrollton Campus and Newnan Center both have personnel available to assist with the application process for UWG. If prospective students have any questions about how to apply, please email us at <a href="mailto:admiss@westga.edu">admiss@westga.edu</a>.</p>	<p><b>Fully online students</b> do not have to turn in immunization records; however, students must complete the form below to request exemption each and every semester. Fill out the top and bottom (Distance Learning portions) of the Immunization Form found at this <a href="#">UWG Health Services link</a>. Check the last box for the distance learning exemption and then email a copy to <a href="mailto:immunize@westga.edu">immunize@westga.edu</a>. Please also copy your UWG eMajor Liaison, Morgan Kirby, so they can help follow up. It can take up to 3 business days for your exemption to be processed.</p> <p>Students should be able to check their registration holds by logging in to Banweb via <a href="#">OneLogin</a> (under Student Services and Financial Aid &gt; Student Records &gt; View Holds).</p> <p><b>Students in a fully online graduate degree program</b> should be exempt from the immunization requirement until they are no longer an online learner.</p>
<p><b>Veterans and Military Programs</b></p>	<p>UWG offers several online programs to meet the needs of veterans 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 <a href="#">Veterans and Military Programs Office</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 Assessments</li> <li>- Flexible classes - Online, evening, short sessions. Some of our flexible undergraduate and graduate degrees available are in areas such as: <ul style="list-style-type: none"> <li>- Business</li> </ul> </li> </ul>	<p><b>Same as F2F with the following addition:</b></p> <p>The Newnan Office of Student Services' Student Development Specialist refers adult learners and military-connected students to the Center for Adult Learners and Veterans for assistance.</p>

	<ul style="list-style-type: none"> <li>- Criminology</li> <li>- Computer Science</li> <li>- Education</li> <li>- Other links of interest to veterans are: <ul style="list-style-type: none"> <li>- <a href="#">Know Before You Owe</a></li> <li>- <a href="#">DoD MOU</a></li> </ul> </li> </ul>	
<p><b>Orientation</b></p>	<p>All incoming degree-seeking UWG undergraduate students are required to register for and complete an <a href="#">Orientation program</a>.</p> <p>Students taking at least one on-campus course are expected to register for, attend and fully participate in an on-campus <a href="#">Orientation program</a>.</p> <p>Access to resources is communicated to students through the course syllabi, university websites, email announcements, face-to-face orientations, (online student orientation available within our course management system, CourseDen), myUWG portal announcements, and the <a href="#">UWG student Handbook</a>.</p> <p>All students, whether online or not, are enrolled in a free Non-Credit course within the CourseDen learning management system. The course covers orientation topics, available student services, and allows the students to practice using the technology and tools.</p>	<p><b>Same as F2F with the following addition:</b></p> <p>Students whose campus code is NET or who intend to take ALL of their classes online may register for Online Orientation.</p> <p>These optional resources are available online for students.</p> <p><a href="#">Distance Education's UWG Online Student Guide</a>  <a href="#">Register for Online Orientation</a></p> <p>Additionally, all online instructors are provided with narrated and non-narrated orientation presentations, as well as a complete Orientation module that may be included within 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>UWG eCore &amp; UWG eMajor:</b>  All students taking UWG eCore &amp; UWG eMajor classes must complete an online Introduction</p>

Quiz ([eCore Intro Quiz](#); [eMajor Intro Quiz](#)) prior to registration. The introduction provides students with critical information about course success as well as what to expect in their online course. In addition, the eCampus Student Success Managers send a Getting Started Letter to all students enrolled in either a UWG eCore or UWG eMajor class at the beginning of the term. Students may also refer to the online student guides ([eCore Student Guide](#); and [eMajor Student Guide](#)).

Also, all registered UWG eCore & UWG eMajor students are encouraged to login early to the online course management system [GoVIEW](#), and complete an additional UWG eCore & UWG eMajor Student Orientation course called eConnections.

All UWG eCore & UWG eMajor courses also include a course-specific orientation within the first week's lesson. Specific degree programs may have additional orientation requirements.

The Newnan Office of Student Services refers first year Newnan Center students to the Orientation Office's website to register for one of the upcoming sessions.

[UWG Orientation website](#)

<p><b>Financial Aid</b></p>	<p>Students may apply for financial aid online utilizing the FAFSA Application. Click the link below to be directed to the application portal.</p> <p><a href="#">FAFSA Application</a> (UWG Code 001601)</p> <p>For Registration and Financial Aid questions and issues, UWG Momentum Center representatives are available via email, phone, or in-person in the Momentum Center. Click the hyperlink below for more information.</p> <p><a href="#">Momentum Center</a></p> <p>All related forms are available online:</p> <p><a href="#">Financial Aid Office Information</a></p> <p>Additionally, students and parents may visit the <a href="#">University of West Georgia's Scholarship</a> website to search for and apply for scholarships through UWG. To apply for scholarships at the University of West Georgia, students need to have been admitted through the Admissions Office as incoming first-year students/transfer students OR they will need to be already enrolled students to apply for scholarships as a current student. However, all are welcome to search for 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.</p> <p>Consultation and appointments with Financial Aid advisors and staff are available both face-to-face and via phone. 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.</p> <p>Students may apply for financial aid online utilizing the FAFSA Application. Click the link below to be directed to the application portal.</p> <p><a href="#">FAFSA Application</a></p> <p>Additionally, our UWG Online website highlights the aid that is available and the costs:</p> <p><a href="#">More Financial Aid Helps</a></p> <p><a href="#">Cost of Attendance</a></p> <p><a href="#">Student Guide</a></p> <p>If you enroll in courses primarily at UWG Newnan, the Newnan Campus' Office of Student Service is available to provide enrollment services assistance and financial aid information to UWG Newnan students.</p>
<p><b>Advising</b></p>	<p>University Advising has academic advisors who help students explore various options and help them choose a major best suited for them. Advising staff members are available by virtual or face-to-face appointments, phone, and email. (678-839-5342 or <a href="mailto:advising@westga.edu">advising@westga.edu</a>)</p> <p>University Advising 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</p>	<p>Same as F2F with the following additions:</p> <p>Real-time online services have been made available to facilitate virtual advisement via instant messaging and online collaborative tools. Faculty and department advise distance and off-campus students online via email,</p>

graduation; (4) the fastest graduation date possible.

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:

[Who is My Advisor?](#)

In addition to the Advisement Center there are professional academic advisors in

- [The College of Education](#),
- [Richards College of Business](#),
- [Tanner Health System School of Nursing](#).

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.

web-conferencing, and by telephone. Students can also receive advising from faculty and full-time advisors at our off-campus locations, at specific times.

Courses are provided within our online learning management system (CourseDen D2L) for advising based on at-risk situations or majors.

**UWG eCore & UWG eMajor:**

While online UWG eCore & UWG eMajor students are still directed to consult with an advisor in their program of study or the Advising Center, UWG eCore & UWG eMajor students are also assigned UWG eCore/eMajor Liaisons. They are knowledgeable about all issues associated with admissions, registration, student services, and success in the UWG eCore & UWG eMajor program. The Liaisons and central UWG eCore & UWG eMajor Student Success Manager and accompanying Student Success Team members contact the online UWG eCore & UWG eMajor students frequently via Google groups, with tidbits of helpful information and reminders. The UWG eCore & UWG eMajor Student Success Team also takes at-risk reports from all eCore instructors and follows up with at-risk students by email, phone, or text.

**UWG Newnan:**

UWG Newnan has several advisors available:

The Academic Instructional Support Specialist provides general academic advising for focus areas.

		<p>Advising for the following majors are available to meet with students in Newnan during advising and registration periods:</p> <ul style="list-style-type: none"> <li>● Anthropology to 60 hours</li> <li>● English to 30 hours</li> <li>● Focus Area Social Science</li> <li>● Focus Area Humanities</li> <li>● History to 60 hours</li> <li>● Nursing</li> <li>● Philosophy to 60 hours</li> <li>● Political Science to 60 hours</li> <li>● Social &amp; Behavioral Health to 60 hours</li> <li>● Sociology to 60 hours</li> <li>● Undeclared</li> </ul> <p>UWG eCore &amp; UWG eMajor 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. The CAS also offers Drop-in Tutoring available each evening Monday - Thursday, 4 - 7 PM in the Tutoring Center located in the UCC. The CAS also has STEM Drop-In Tutoring in TLC 1201 Monday - Thursday from 10 AM - 7 PM for most science and math courses.</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.</p>	<p>Same as F2F with the following additions:</p> <p>Supplemental Instruction (SI) is offered in several UWG Online courses.</p> <p>Peer Tutoring can hold virtual tutoring appointments.</p> <p>Faculty members hold online office hours in order to offer additional support to their distance and off-campus students. CourseDen (D2L), Google Meet, 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 can be made for personnel from the main campus to be available on site. This is in</p>

Including: Study skills, time management, test taking, learning styles.

**Peer Tutoring** - One-on-one tutoring in all core curriculum courses and some major specific courses in accounting, biology, chemistry, and math.

**Supplemental Instruction (SI)** - 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.

The Center for Academic Success is located in UCC 200 and can be reached at 678-839-6280. They offer extended hours throughout the semester. [Center for Academic Success website](#)

**Writing Center** - Walk-ins extended hours, and appointments are available (including virtual appointments). [UWG Writing Center website](#).

**STEM Tutoring Center** - Supports both science and math courses by offering free drop-in tutoring Monday-Thursday and is located in TLC 1201. The STEM tutoring center is staffed by undergraduate students who have made an "A" in science or math courses.

addition to the regularly-scheduled office hours that faculty provide at off-campus locations. The Distance and Distributed Education Center (UWG Online) provides many levels of support, including support and services for academic support. Smarthinking, an online embedded tutoring and writing service, is provided for all online/off-campus students, including UWG eCore/UWG eMajor and students enrolled at UWG Newnan 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.

Additionally, UWG eCore and UWG eMajor students have access to support through their UWG eCore/UWG eMajor courses including free 24/7 tutoring and writing services through Tutor.com, embedded STEM tutors in STEM courses, and online embedded librarian services. Embedded Librarians can assist with research, citations, formatting, and more.

Students taking UWG eCore classes can find help with [courses and registration online](#).

Students taking UWG eMajor classes can find help with [courses and registration online](#).

Turnitin is an originality checking and plagiarism prevention service that is available to all UWG Online faculty and students.



		<p>UWG Online offers the <a href="#">SmarterMeasure Online Readiness Assessment</a> for all current and prospective students interested in gauging their readiness for online learning.</p> <p>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. Academic Peer Tutors and Supplemental Instruction Leaders for various disciplines are available to assist UWG Newnan students weekly through the Center for Academic Success.</p>
<p><b>Counseling (Virtual Counseling)</b></p>	<p>The <a href="#">Counseling Center</a> provides mental health counseling for all University of West Georgia students. Individual and group counseling are available as well as psychiatric care. Virtual and in person sessions are available. The center is staffed with Licensed Professional Counselors who are highly educated, experienced, and skilled in working with college age and non-traditional students. The Counseling Center also has an on-call counselor for crises after hours. Call 678-839-6428 and select option 2 to be connected to the on-call counselor.</p>	<p>Same as F2F with the following changes:</p> <p>If students want or need more personalized or virtual support, they can visit the <a href="#">Counseling Center</a> at 123 Row Hall or call 678-839-6428 to access services in the Counseling Center.</p> <p>The Newnan Office Student Services' Student Development Specialist refers UWG Newnan students in need of counseling services to the Counseling Center for assistance with mental and emotional health needs.</p>

<p><b>Bookstore</b></p>	<p><b>Regular Course Materials:</b></p> <p>UWG course materials may be purchased in person at the University Bookstore or through the <a href="#">UWG Bookstore website</a>, with free in-store pickup, free Newnan campus delivery or delivery via UPS for an additional fee. Students who buy books online may also return them for a refund, provided they follow the proper refund guidelines found on the bookstore receipt. University of West Georgia students may use their <a href="#">Bookstore to the Rescue</a> financial aid funds to purchase their textbooks and school supplies.</p> <p><b>Special Order Materials:</b></p> <p>To special order course materials from the University Bookstore (<a href="mailto:bookstore@westga.edu">bookstore@westga.edu</a>), you must email your name, student ID number, phone number, email address (school and/or personal), course(s), and text information. Special Order questions can be answered by calling the bookstore at <b>678-839-6523</b>.</p> <p>Once your books arrive, you will be contacted either by phone, email, 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 <a href="#">Bookstore to the Rescue</a> financial aid program to purchase their textbooks.</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 upfront 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>Books for courses taken at the University of West Georgia Newnan are available through the <a href="#">UWG Bookstore</a> or via a link within their online course. Ordering can be completed online with several shipping options including day-one virtual access or delivery via UWG Newnan shuttle.</p> <p><b>UWG eCore:</b></p> <p>eCore utilizes open educational resources (OER), which are free online textbooks located inside the courses. Information on how to access these free resources is available within the course.</p> <p>UWG eCore students may order their lab kits (for classes with a lab component only) from the <a href="#">eScience Labs website</a>.</p> <p><b>UWG eMajor:</b></p> <p>eMajor utilizes open educational resources (OER) in most courses, which are free online textbooks located inside the courses. Information on how to access these free resources is available within the course.</p> <p>UWG eMajor students may get the ISBN information for required books from the <a href="#">eMajor Textbook page</a> and purchase them or rent them at any online bookstore.</p>
-------------------------	---	---

<p><b>Library Resources</b></p>	<p>All UWG students are able to borrow books from any college or university in the University System of Georgia. Students also have access on-campus and remotely to GALILEO and Ingram Library databases. Library services include research consultations, check-out of books and other items (such as DVDs, laptops, and graphing calculators) from the UWG collection and other USG libraries, delivery of journal articles or other library materials from UWG's collection, and interlibrary loan services for items not held by UWG. Group study rooms are available also.</p> <p>More information is available on the Library's homepage: <a href="https://www.westga.edu/library/">https://www.westga.edu/library/</a></p>	<p>Same as F2F with the following additions:</p> <p>Online and off-campus students may request delivery (by mail, including postage-paid return label) of items from the UWG collection and interlibrary loan and delivery of articles through our electronic delivery management system, ILLiad.</p> <p>The library maintains a web page that outlines library services and resources available to online and off-campus students:</p> <p><a href="https://www.westga.edu/library/distance-learners.php">https://www.westga.edu/library/distance-learners.php</a></p> <p>Questions can be directed to <a href="mailto:resourcesharing@westga.edu">resourcesharing@westga.edu</a></p> <p><b>UWG eCore:</b> Library resources for eCore students can be accessed on the Library tab in each eCore course and in the Distant Education's Student Guide and orientation resources. Students can speak directly with an online librarian for assistance, access articles and helpful information through the free eCampus Librarian and Support Services course, and can access GALILEO directly from GoVIEW.</p> <p><b>UWG eMajor:</b> Library resources for eMajor students can be accessed on the Library tab in each eMajor course and in the Distant Education's Student Guide and orientation resources. Students can speak directly with an online librarian for assistance, access articles and helpful information through the free</p>
---------------------------------	--	--

		<p>eCampus Librarian and Support Services course, and can access GALILEO directly from GoVIEW.</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 <a href="#">University of the West Georgia</a>. The office of Accessibility Services is housed in the Counseling Center. It 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 (UWG Online) 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>CourseDen (UWG course management system) has accessibility features, including closed captioning, html reader (ReadSpeaker), Ally, 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>Additional accessibility information is provided for all UWG online students <a href="#">here</a>.</p> <p>Additional information for eCore students can be found in the <a href="#">eCore Student Success Guide</a>.</p> <p>Additional information for UWG eMajor students can be found in the <a href="#">eMajor Student Success Guide</a>.</p> <p>The Newnan Office of Student Services' Student Development Specialist refers students in need of</p>

		accessibility services to the Counseling Center.
<b>Testing and Evaluation</b>	<p>All students benefit from the testing services at the <a href="#">Academic Testing Services</a> 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.</p> <p>The UWG Academic Testing Services Office adheres to the Standards and Guidelines of the National College Testing Association Carrollton Academic Testing Center. 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 the classroom tests and any other accommodations they may need. 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, for employment testing, and national testing companies for a small fee.</p> <p>Please contact both testing centers for schedules of tests that are available at each center.</p> <p><a href="#">Carrollton Academic Testing Services</a></p>	<p>Same as F2F with the following additions:</p> <p>Off-campus students often take proctored exams administered by their professors or at approved off-campus locations. The <a href="#">Newnan Center</a> also provides test proctoring services on site. Off-campus and distance students can use approved proctoring sites at other university libraries, approved testing sites worldwide, or approved virtual testing options.</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 Lockdown Browser as an additional means of security and integrity.</p> <p>Instructors who teach courses that are mostly online have the option of using <a href="#">UWG Online's online Exam Proctoring Services</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.</p> <p><b>UWG Newnan</b> <a href="#">UWG Newnan Center</a> offers proctoring services to students</p>

		<p>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 UWG Newnan.</p> <p><b>UWG eCore</b> All eCore courses contain at least one proctored assessment experience or one major project of significance that includes a recorded video presentation for identify verification. Students may review their course syllabus to determine the course requirements</p> <p>If an eCore course requires a proctored exam, students may complete their proctored experience with an approved testing center or online proctoring service. The cost of a proctored exam may vary depending on the selected proctoring service/site. Students may review more information about <a href="#">eCore Proctored Experiences on the website</a>.</p>
<p><b>Career Guidance</b></p>	<p>A host of services is offered to all students through the <a href="#">Office of Career and Graduate School Connections</a>.</p> <p>Handshake lists off-campus part time, full time, and internship opportunities, networking events, on-campus interviews, and Job Fairs.</p> <p><a href="#">Careers</a> lists all available on-campus jobs and allows students to apply online.</p> <p>The Office of Career and Graduate School Connections also offers an online service for mock interviews through <b>SkillsFirst</b>. Students will record their interview that they can then send to Career Connections for evaluation or use the recording for a self-evaluation.</p>	<p>Same as F2F with the following additions:</p> <p>The Newnan Office of Student Services' Student Development Specialist refers all UWG Newnan students in need of career guidance to the <a href="#">Office of Career and Graduate School Connections</a>.</p>

	<p>Career Connections offers: Career Counseling, Major and Career Exploration, Resume and Cover Letter Development, Social Media Branding, Student Employment, Job/Internship Search, and Networking and Professional Development Events to all students.</p> <p>Contact The Office of Career and Graduate Connections 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><b>Software &amp; Technology Services</b></p>	<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 - both physical and virtual, except in highly-specialized content areas.</p> <p>Students may download software from <a href="#">Software Resources &amp; Services (SRS)</a> at discounted rates using their UWG email account credentials.</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 via Office 365, and the Google for Education Suite including Docs, Sheets, Slides, and forms. File transfer software and numerous task-specific applications are available both in on-campus labs, and UWG Newnan.</p> <p>The university provides students with a UWG ID account. This account grants access to campus email and calendar, CourseDen, the SecureWest Wireless Network, Parking Services, and the Campus Virtual Private Network (VPN). The university also provides students with free personal webspace.</p> <p>UWG also offers Student IT Services (SITS) to provide free support and help to students experiencing trouble with their computers in both Carrollton and Newnan.</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 (CourseDen/D2L), which includes, but is not limited to, discussion</p>	<p>Off-Campus and Online students have access to the same software and technology services as the F2F On-Campus Students 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. 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 server is provided.</p> <p>Smarthinking (online tutoring) and a dedicated server are currently also available specifically for all students.</p> <p>UWG Newnan Students have the same access to technology as students on the main campus. A Student Information Technology Services (SITS) lab provides free</p>

	<p>boards, email, and various types of online assessments.</p> <p>A variety of additional distance education supplemental software, tools, and services are available free 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 LockDown (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 service to enhance the online classroom experience. Additional free software, services, and tools may also be made available , to suit the specific needs of the users involved.</p>	<p>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 checkout by students. Students also have access to the wireless network. A <a href="mailto:newnanit-list@westga.edu">newnanit-list@westga.edu</a> email account allows faculty to submit IT requests. Faculty and student listservs, social media accounts, live chat and chatbots, have improved communication among staff, faculty, and students.</p>
<p><b>Student Activities</b></p>	<p>Activities for Commuter or Online Students can be found at the <a href="#">Commuter Life at UWG</a> website.</p> <p>Commuter students make up about 75% of the undergraduate student body with 35% of the total commuter population being first-year students.</p> <p>A study/computer lounge for commuter students is located in the Basement of Strozier Hall.</p> <p>UWG Center for Student Involvement and Inclusion (CSII) uses <a href="#">WolfConnect</a> to engage with all students, sharing a calendar of events and activities available On-campus. Off-campus (camping trips, etc.) and virtually.</p>	<p>Same as F2F with the following additions:</p> <p>UWG eCore and UWG eMajor students have a <a href="#">Blog</a> for recent news, tips, and related student success stories.</p> <p>UWG Online has a strong physical presence on Facebook, Twitter (@UWGOnline), Instagram, and LinkedIn.</p> <p>UWG Center for Student Involvement and Inclusion (CSII)'s <a href="#">WolfConnect</a> not only shares a calendar of events and activities available off-campus and virtually but makes joining and participating in many campus organizations' online discussions possible.</p>



<b>Mentoring, New Student Programs</b>	<p>Many <a href="#">new student programs</a> are available to assist students in the transition into college.</p>	<p>Some of the <a href="#">new student programs</a> are also available to online students. For example, course sections of the First-Year seminar.</p>
<b>Student ID Cards</b>	<p><a href="#">The Wolves Card</a> allows students to gain access to your residence hall, check out books at the Ingram Library, get free or discounted prices for plays, sporting events, and concerts, access the Campus Center fitness area, and access Health Services. Student ID cards are available in the University Community Center (UCC), Top Floor from 8 AM - 5 PM Monday - Friday.</p> <p>Campus Services also has a satellite office in the <a href="#">Momentum Center</a>. Students can get Student ID cards made there, as well.</p>	<p>Exception for Fully Online Students:</p> <p>UWG students who are registered for online courses only and are not attending classes at either the Carrollton campus or Newnan Center are eligible to receive their student ID Wolves card via mail.</p> <p><a href="#">ID Cards for Online</a></p> <p>UWG Newnan: Additionally, IDs are now printed by the Card Office in person at the main campus or via the online phone submission form process since we have the ability to mail them directly to the student.</p> <p><a href="#">Forms to Request a Wolves Card</a></p> <p>Parking tags are also available for pickup at UWG Newnan when proof of the payment of transportation fees are presented by the student.</p>
<b>Health Services</b>	<p><a href="#">Medical Services</a>: Student Health Services provide a wide range of medical services to UWG students, ranging from preventative medicine to acute illnesses/injury to chronic conditions. If you have a condition that we cannot manage here, we can refer you to a specialist.</p> <p><a href="#">Pharmacy Services</a>: Here at the pharmacy we provide medications from our formulary to help improve your health. The majority of prescriptions written by our providers are filled on site.</p>	<p><b>Medical Services:</b> 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 through the BanWeb account or at the Office of Student Accounts and Billing Services.</p>

[Immunization Guidelines](#): It is the policy of the University of West Georgia to comply with the mandatory immunization program established by the Board of Regents of the University System of Georgia. Prior to registering for classes at UWG, students must provide proof of the required immunizations.

[Advocacy Services](#): Students who wish to explore options for treatment of conditions such as stress, anxiety, depression, eating disorders, alcohol or other drug concerns may schedule an appointment with an Advocate for assistance with assessment and/or referral sources.

[Confidential Victim Services](#): An advocate together with a sexual assault nurse examiner from Health Services are on call 24/7 to provide confidential guidance and medical services to victims of sexual assault, intimate partner or domestic violence, stalking, and other violent crimes.

[Health Education](#): Health Education, within the University of West Georgia, takes a proactive approach for providing quality personal health and wellness education.

UWG Health Services delivers comprehensive, high quality healthcare in an efficient, confidential and caring manner. Students taking at least one class on campus are charged the student health fee as part of their tuition and fees and are eligible to receive medical services at the Health Center. Exclusively online students may choose to pay the student health fee and be eligible for services\*.\* The Health Fee provides students access to campus medical services provided by a team of 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 fees, please contact Health Services at 678-839-6452.

Advocacy Services: All enrolled students are eligible for free, confidential Advocacy Services which include medical, academic, and victim advocacy. Trained Advocated and a Sexual Assault Nurse Examiner are on call 24/7 to respond to victims of sexual assault, intimate

**Advocacy Services:** 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.

**Health Education Services:** 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 presentations, guest speakers, and interactive activities are offered each semester.

Online students can contact Health Services at 678-839-6452 for additional information regarding all of the above services.

	<p>partner violence, and/or stalking. Learn more about our <a href="#">Confidential Victims Services</a>.</p> <p>For more information about UWG Health Services, call 678-839-6452 or check them out <a href="#">online</a>.</p>	
<p><b>Miscellaneous Services</b></p>	<p>The College of Education offers a Comprehensive Community Clinic, which is dedicated to offering services to UWG students in the area of communication sciences and disorders. The CCC is 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. UWG students who are interested in speech therapy services may contact the Comprehensive Community Clinic at 678-839-6145 or <a href="mailto:ccc@westga.edu">ccc@westga.edu</a>.</p>	<p>Exceptions for online students:</p> <p>Shuttle services to and from UWG and the Newnan Center are available Monday through Friday.</p> <p><a href="#">Shuttle Schedule</a></p>
<p><b>Student Complaint Process/Grade Challenges</b></p>	<p>The students' rights, the procedures, and the policies for all student complaints (whether academic or non-academic) are outlined in the <a href="#">UWG Student Handbook</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. 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>Phone: 678-839-4977  Fax: 678-839-4798  <a href="#">The Office of Equal Opportunity &amp; Title IX</a></p>	<p><b>Exception for online students:</b></p> <p>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. UWG Online strives to help resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner.</p> <ul style="list-style-type: none"> <li>• UWG Online has no decision-making authority but advocates, informs, and may be able to help provide documentation related to student complaints.</li> <li>• Complaints are received in-person, via phone, email, chat, or text. At times, other UWG units may escalate complaints submitted to them directly or via one of the student complain forms made available at <a href="#">The Office of Community Standards</a>.</li> </ul>

		<ul style="list-style-type: none"><li>● A UWG Online Help Desk agent will research the student issue and escalate concern to related department or organizational representative, as necessary, advocating and assisting in providing relevant information where appropriate.</li><li>● Every interaction with the UWG Online Help Desk generates a ticket that documents the complaint and is assigned to a UWG Online agent for follow up that same business day, offering possible solutions and informing students of their rights if the situation warrants.</li><li>● Any complaint not able to be resolved by the Help Desk agent is escalated to the Director of UWG Online or the UWG Online Help Desk Manager. <a href="#">Office of Community Standards</a>.</li><li>● Complaints escalated to the Director of UWG Online or the UWG Online Help Desk Manager, or those received directly by these personnel, are either received in writing via mail or the conversations is documented in writing afterwards.</li><li>● Regardless of the avenue through which the complaint is received, all complaints are recorded in the Help Desk ticketing system and students receive follow-up until the complaint is resolved.</li></ul> <p>For assistance, please contact UWG online at 678-839-6248,</p>
--	--	--

		<p>online@westga.edu, or via chat on the UWG Online website.</p> <p><b>UWG eCore &amp; UWG eMajor:</b>  UWG students taking online courses via a collaborative agreement have an additional route that they may pursue, for help with academic and non-academic issues through the student forms and withdrawal pages.</p> <p><a href="#">eCore Student Forms</a>  <a href="#">eMajor Student Forms</a></p> <p>More information about Complaint and Grade Appeal processes can be found in the <a href="#">eCore Student Guide</a> and <a href="#">eMajor Student Guide</a>.</p> <p>Online/Off-Campus students are also encouraged to consult with their UWG eCore advisors and the UWG Online Help Desk, for assistance, as needed.</p> <p><b>UWG eCore &amp; eMajor Liaisons</b>  Morgan Kirby  (678) 839-0691  mkirby@westga.edu</p> <p><b>UWG Newnan:</b>  UWG Newnan students are made aware of the complaint process as outlined in the Student Handbook.</p>
--	--	---

NOTE: Some of our UWG students 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.

Updated: 2/27/23 (MK)