

# Clayton Junior College

## SUMMARY OF 1979-80 CATALOG

Morrow, Georgia



THE FOLLOWING PAGES WERE TAKEN FROM THE 1979-80 CATALOG, AND SOME INFORMATION INCLUDED WILL BE UPDATED BY THE NEW 1980-81 CATALOG. STUDENTS RECEIVING THIS SUMMARY EDITION WILL BE PROVIDED WITH A 1980-81 CATALOG PRIOR TO THE START OF CLASSES FOR SUMMER QUARTER, 1980.

## PURPOSE OF THE COLLEGE

Clayton Junior College, a unit of the University System of Georgia, was established to provide educational opportunities for the community within commuting distance of the College. The offerings of the College are limited to the resources available to the College, and to the practical consideration that the College should not needlessly duplicate programs of study provided at a reasonable cost to the individual by other institutions in the community.

The purpose of Clayton Junior College is, therefore, to serve the educational and cultural needs of the community through the following programs:

- College Programs which consist of the first two years of regular college studies leading to baccalaureate and professional degrees.
- Career Programs designed to prepare students for gainful employment.
- Special Studies courses designed for students who need to strengthen their academic skills before entering college level courses.
- Community Service and adult education programs for individuals in the community who may wish to participate in programs of continuing education.
- Student Service Programs designed to further the development of the student by helping to meet his academic, financial, personal and social needs.

## ANNUAL NOTICE OF PRIVACY RIGHTS

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

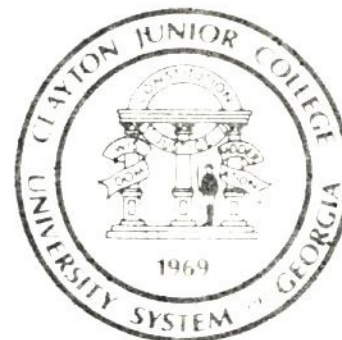
1. *the right to inspect and review education records maintained by the institution that pertain to the student;*
2. *the right to challenge the content of records on the ground that they are inaccurate, misleading or a violation of privacy or other rights; and*
3. *the right to control disclosures from the education records with certain exceptions.*

A written policy detailing how Clayton Junior College will comply with the provisions of the Act is on file in the Office of the Registrar. Students also have the right to file complaints with the FERPA Office of the Department of Health, Education and Welfare, Washington, D.C. 20201 regarding alleged violations of the Act.

# CLAYTON JUNIOR COLLEGE

## SUMMARY OF 1979-80 CATALOG

Volume 10, Number 1



A Unit of the University System of Georgia

Serving South Metropolitan Atlanta

Clayton Junior College is an equal opportunity institution.

Many of the pages listed in this *Table of Contents* are not included in this *Supplement*. For the *Catalog* pages included in this *Supplement*, the appropriate sections of the *Table of Contents* should be useful in locating desired information.

Copies of the *1980-81 Catalog* will be available after June 1, 1980. In the meantime, additional information about the programs and services offered by Clayton Junior College may be obtained by calling the Office of Admissions and Records (phone 363-7723) before May 26, 1980, and 961-3500 on and after May 26).

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## SERVING SOUTH METROPOLITAN ATLANTA

Clayton Junior College is a two-year, non-residential college located 12 miles south of Atlanta in northern Clayton County. Molded around three lakes on a beautifully-landscaped 163-acre tract, the College's seven modern buildings have been constructed to blend with the natural beauty of their surroundings.

Construction of a new Learning Resources Center, to be the eighth building on the College campus, began in July of 1978 and should be completed during 1979.

Clayton Junior College opened in September, 1969, as a unit of the University System of Georgia. The Board of Regents of the University System is the governing body for all state-operated institutions of higher learning in the state. As a public institution, Clayton Junior College is able to offer a wide variety of educational programs at a minimum cost. Most credit courses of the College are offered both during the day and at night, providing a unique opportunity for many persons to acquire a college education.

Clayton Junior College currently offers the first two years of college work in major fields of study common to all state-supported institutions in Georgia. Freshman and sophomore credits earned with acceptable grades within this program may be transferred without loss upon acceptance to any university, senior college or junior college within the University System. (Grades of "D" have limited transferability to some institutions.)

In addition, the College offers two-year "career programs" which combine regular college courses with specific professional or paraprofessional training. Career programs are designed to prepare students for immediate employment upon graduation.

Most graduates of Clayton Junior College are awarded the Associate in Arts Degree. A graduate of the Career Program in Medical Laboratory Technology offered by the College in cooperation with Atlanta Area Technical School also is awarded the Certificate of that institution. A graduate of the Career Program in Fire Science Technology offered by the College in cooperation with the Southern Technical Institute receives the Associate in Fire Science Technology Degree offered jointly by the two institutions. A graduate of the Career Program in Aviation Administration is awarded the Associate in Science in Aviation Administration Degree.

Each student admitted to Clayton Junior College is eligible to accelerate his program of study through a broad program of *Advanced Placement* with college credit by examination. A gifted high school senior is encouraged to begin his first year of college work while completing his final year of high school under a *Freshman Scholar Program for High School Seniors*.

In addition, Clayton Junior College offers a *Special Studies Program* for the student whose academic record indicates that he is not yet prepared to do college-level work and for the student returning to an academic atmosphere who requires a review of basic academic skills.

The Office of Community Services at Clayton Junior College offers a regular program of *Continuing Education Courses and Seminars* to provide personal and career enrichment, and to meet special educational needs for members of and groups within the community.

## ACCREDITATION AND MEMBERSHIPS

Clayton Junior College is a unit of the University System of Georgia; therefore, credits earned within College Programs at the College are accepted by all other units of the University System.

Clayton Junior College is accredited by the Southern Association of Colleges and Schools, by the Council on Dental Education, by the Georgia Board of Nursing, and by the National League for Nursing.

The College has been approved for the following state and federal programs:

- Veterans Administration Benefits
- College Work-Study Program
- Law Enforcement Educational Grants and Loans
- Regents' Scholarships
- National Direct Student Loans
- Nursing Student Scholarships and Loans
- Georgia Vocational Rehabilitation Grants
- Georgia Guaranteed Loans
- Basic Educational Opportunity Grants
- Supplemental Educational Opportunity Grants
- Georgia Incentive Scholarships

The College holds membership in the following organizations:

- American Association of Community and Junior Colleges
- Southern Association of Colleges and Schools
- Southern Association of Junior Colleges
- Southern Regional Education Board
- Georgia Association of Junior Colleges
- Georgia Association of Colleges
- Council of Associate Degree Programs of the National League for Nursing

## RESOURCES FOR HANDICAPPED STUDENTS

Clayton Junior College is committed to helping students participate in all academic, cultural and social opportunities that the College offers. Accessibility for handicapped students is part of that commitment. Efforts to develop a completely accessible campus began with the construction of the first college facilities and will continue as the College develops.

The College provides handicapped students with special test administrations, individualized tours of the campus, and counseling. Readers for the blind, interpreters for the deaf and textbooks read onto tape also may be obtained. Handicapped students may obtain assistance in the library and the cafeteria; and the College provides special parking facilities, wheelchair storage, and accessible telephones and restrooms.

The College has appointed Dr. Avery Harvill as Coordinator of Section 504 of the Rehabilitation Act of 1973. Any handicapped student wishing to utilize these services should contact Dr. Harvill in the Physical Education Building (E-34) or call him at 363-7747 to advise him of the resources needed for the coming quarter.

## SUMMARY OF PROGRAMS

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**1980**

CALENDAR FOR 1980											
JANUARY			FEBRUARY			MARCH			APRIL		
1	2	3	1	2	3	1	2	3	1	2	3
4	5	6	4	5	6	4	5	6	4	5	6
7	8	9	7	8	9	7	8	9	7	8	9
10	11	12	10	11	12	10	11	12	10	11	12
13	14	15	13	14	15	13	14	15	13	14	15
16	17	18	16	17	18	16	17	18	16	17	18
19	20	21	19	20	21	19	20	21	19	20	21
22	23	24	22	23	24	22	23	24	22	23	24
25	26	27	25	26	27	25	26	27	25	26	27
28	29	30	28	29	30	28	29	30	28	29	30
31			31			31			31		
MAY			JUNE			JULY			AUGUST		
1	2	3	1	2	3	1	2	3	1	2	3
4	5	6	4	5	6	4	5	6	4	5	6
7	8	9	7	8	9	7	8	9	7	8	9
10	11	12	10	11	12	10	11	12	10	11	12
13	14	15	13	14	15	13	14	15	13	14	15
16	17	18	16	17	18	16	17	18	16	17	18
19	20	21	19	20	21	19	20	21	19	20	21
22	23	24	22	23	24	22	23	24	22	23	24
25	26	27	25	26	27	25	26	27	25	26	27
28	29	30	28	29	30	28	29	30	28	29	30
31			31			31			31		
SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
1	2	3	1	2	3	1	2	3	1	2	3
4	5	6	4	5	6	4	5	6	4	5	6
7	8	9	7	8	9	7	8	9	7	8	9
10	11	12	10	11	12	10	11	12	10	11	12
13	14	15	13	14	15	13	14	15	13	14	15
16	17	18	16	17	18	16	17	18	16	17	18
19	20	21	19	20	21	19	20	21	19	20	21
22	23	24	22	23	24	22	23	24	22	23	24
25	26	27	25	26	27	25	26	27	25	26	27
28	29	30	28	29	30	28	29	30	28	29	30
31			31			31			31		

**Spring Quarter, 1980**

March 20 Examinations of the Advanced Placement Program  
 March 24 Advisement and Registration  
 March 25 Classes begin  
 March 26-28 Schedule Change Days (Note: March 26-27, day and evening; March 28, day only)  
 April 17 Examinations of the Advanced Placement Program  
 April 21 Regents' Testing Program  
 April 30 Last day to drop courses without academic penalty  
 May 1 Scholastic Aptitude Test  
 May 12-16 Advisement for Early Registration for Summer Quarter  
 May 19-20 Early Registration for Summer Quarter, 1980  
 May 28 Deadline for Summer Quarter applications and credentials  
 May 29 Scholastic Aptitude Test  
 June 2 Applied Music Auditions for Summer, 2:00 p.m., G-101  
 June 2 Music Theory Placement Test for Summer, 3:00 p.m., G-209  
 June 3-6 Classes end, Spring Quarter  
 June 3-6 Final Examinations, Spring Quarter  
 June 7 Graduation

**Summer Quarter, 1980**

June 12 Examinations of the Advanced Placement Program  
 June 16 Advisement and Registration  
 June 17 Classes begin  
 June 18-20 Schedule Change Days (Note: June 18-19, day and evening; June 20, day only)  
 July 2 Last day to drop courses that end July 18 without academic penalty  
 July 3 No evening classes  
 July 4 Holiday  
 July 10 Examinations of the Advanced Placement Program  
 July 14 Regents' Testing Program  
 July 17 Scholastic Aptitude Test  
 July 22 Last day to drop courses without academic penalty  
 August 5 Last day to drop courses that began July 21 without academic penalty  
 August 7 Scholastic Aptitude Test  
 August 4-8 Advisement for Early Registration for Fall Quarter  
 August 11-12 Early Registration for Fall Quarter, 1980  
 August 19 Applied Music Auditions for Fall, 2:00 p.m., G-101  
 August 19 Music Theory Placement Test for Fall, 3:00 p.m., G-209  
 August 19 Classes end, Summer Quarter  
 August 20-26 Final Examinations, Summer Quarter  
 September 2 Deadline for Fall Quarter applications and credentials  
 September 4 Scholastic Aptitude Test  
 September 18 Examinations of the Advanced Placement Program  
 September 18 Advisement and Registration, Fall Quarter, 1980  
 (Fall Quarter will conclude December 10)

# ADMISSIONS INFORMATION

For answers to questions concerning this section of the catalog, please contact:

The Office of Admissions and Records

Personnel in that office include:

The Director of Admissions and Registrar

or

The Admissions Counselor

## OFFICE OF ADMISSIONS AND RECORDS

The Office of Admissions and Records is responsible for evaluating each student application, determining transfer of credit from previously-attended institutions, creating class rolls, processing and mailing grade reports, determining graduation lists, and maintaining a permanent record of credit earned by each student.

## REGULATIONS GOVERNING ADMISSION OF STUDENTS

All institutions of the University System of Georgia operate under a common statement of regulations governing the admission of students. The following section summarizes the pertinent points of these regulations as they apply to Clayton Junior College. Complete information concerning these regulations is available in the Office of Admissions and Records.

Clayton Junior College extends a cordial invitation to persons interested in obtaining a quality education. The College admits persons of good moral character who hold a high school diploma or its equivalent and who possess the physical and mental health to meet the challenges of an academic program. Each applicant to Clayton Junior College must meet the standards prescribed by the College; in addition, an applicant to a career program must meet the requirements of his individual program.

Clayton Junior College, and each institution of the University System of Georgia, operates on a quarter system academically and each quarter represents an independent unit of study. With the quarter as the basic academic calendar unit, four quarters, each approximately eleven weeks in length, comprise an academic calendar year. Each student except the candidate for a two-year Career Program in Dental Hygiene or Nursing may apply for admission to Clayton Junior College prior to any of the four quarters of the academic year. Because the curricula for the Career Programs in Dental Hygiene and Nursing are highly sequential in nature, the student is accepted into these programs only once each year in the fall. Admission procedures for acceptance into these programs are given on pages 24 through 27 of this catalog.

To be considered for admission to Clayton Junior College, an applicant must complete and return all required forms to the College at least 20 days before the Registration Day of the quarter in which he plans to enter. The following is required of each applicant:

1. *Completed Application*

Application for admission forms will be provided by the Office of Admissions and Records. The College's application form includes a student services request form.

2. *Social Security Number*

Each student applying for admission to Clayton Junior College must furnish his Social Security Number in the proper place on the printed application form.

## SCHOLASTIC APTITUDE TEST

Clayton Junior College participates in the Institutional Admissions Testing Program (I.A.T.P.) which permits a college to administer the S.A.T. to its prospective students. Because of the nature of the I.A.T.P., transcripts of scores are not sent to other colleges nor will the College Board retain these SAT scores for future reporting to other colleges.

All Scholastic Aptitude Tests administered at Clayton Junior College are given in Room G-132. Each test currently costs \$8.00, payable at the time of testing, and the test lasts from 6:00 p.m. until approximately 9:00 p.m. It is *not* necessary to sign up prior to testing. For further information, please contact the Office of Counseling and Testing at 363-7744.



## FRESHMAN SCHOLAR PROGRAM FOR HIGH SCHOOL SENIORS

The Freshman Scholar Program offers an opportunity for an outstanding high school senior to accelerate his educational program by electing courses at Clayton Junior College which also will serve to satisfy high school graduation requirements. The program is offered by the College in cooperation with local Boards of Education to enable the student who satisfactorily completes such courses to earn transferable college credit while he fulfills graduation requirements at his high school.

A student who meets the admission requirements of the Freshman Scholar Program may enroll at Clayton Junior College during the quarter following completion of his junior year in high school or during any subsequent academic quarter.

A student admitted as a Freshman Scholar may elect courses at Clayton Junior College within the following guidelines:

1. A student who is not enrolled in any academic subject at his high school may enroll as a full-time college student carrying up to 15 quarter credit hours;
2. A student enrolled in one or two academic subjects at his high school must limit college enrollment to 10 quarter credit hours;
3. A student enrolled in three academic subjects at his high school must limit college enrollment to 5 quarter credit hours.

Minimum standards for admission to Clayton Junior College as a Freshman Scholar are the following:

1. Have attained a minimum of 225 quarter hours (15 units) toward graduation and be classified as a high school senior;
2. Have an average in academic subjects of 3.0 (B) or higher;
3. Have a minimum composite score on the Scholastic Aptitude Test of 900;
4. Be recommended by the high school principal and counselor;
5. Secure approval of parents.

*Further information about the Freshman Scholar Program is available from high school counselors or from the Office of Admissions and Records at Clayton Junior College.*

## BEGINNING FRESHMEN

A student entering college for the first time must provide the College with the following:

### 1. *High School Transcript*

A high school senior or high school graduate will submit a transcript of all high school work completed. Transcripts must come to Clayton Junior College directly from the high school.

### *Or Equivalency Certificate*

An applicant who has received a High School Equivalency Certificate issued by the State Department must attach a photostatic copy of his scores to the application for admission. An applicant who has not completed high school and who has taken the General Educational Development (GED) Test will be considered for admission based on his scores. A minimum of 225 total points, the grade required by the State Department of Education for an Equivalency Certificate, is required by the College for admission.

### 2. *Scholastic Aptitude Test Scores*

Each applicant seeking admission to college for the first time will take the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board. The Scholastic Aptitude Test is required for purposes of academic placement. No applicant will be refused admission because of his score on that test. Information about the SAT is available from high school guidance offices or from the Office of Admissions and Records of Clayton Junior College.

Further placement tests will be required to determine the admission status of an applicant:

1. who scores less than 330 on either the verbal or the mathematics portion of the SAT; or
2. who has a combined score of 700 or below on the SAT; or
3. whose high school academic average and SAT scores give a predicted college grade point average of less than 1.6.

For further information, refer to the Special Studies Program described in the section below and on page 100.

## SPECIAL STUDIES PROGRAM

A beginning freshman whose high school grades and Scholastic Aptitude Test scores reveal deficiencies in basic academic skills is admitted into the Special Studies Program rather than a College or a Career Program. If a student's education has been interrupted for a period of time, it may be suggested that the student enroll in Special Studies courses to refresh certain academic and study skills. Special Studies courses carry credit; however, they are not applicable toward any degree program currently offered by the College and are not transferable to other institutions. A student assigned to the Special Studies Program must be advised by an advisor in the Department of Special Studies until he completes his required course(s). Further information about the Special Studies Program is published on page 100 of this catalog. Please refer to pages 123 and 124 for a listing of courses.

## TRANSFER STUDENTS

A student who previously has been enrolled at another college or university will be considered a transfer student whether or not he has received any college credit. A student entering Clayton Junior College with prior college credits may transfer up to 60 quarter hours of credit (exclusive of physical education activity courses) applicable toward a degree program at the College. A student transferring 45 quarter hours or more from another institution who has not successfully completed the Regents' Testing Program of the University System of Georgia will be required to take the examination during the first quarter of attendance at Clayton Junior College. (See the Regents' Testing Program Policy on Page 40.)

Acceptable courses presented for transfer which are a part of the Core Curriculum at a unit of the University System of Georgia will be credited toward the appropriate area. If only a fractional part of the Core Curriculum is completed at the home institution, Clayton Junior College will give full credit for those hours taken but will determine which courses will be taken to satisfy Clayton Junior College's requirements. Credit for courses taken at institutions other than units of the University System will be evaluated individually.

In addition to information required of each applicant, a transfer student must provide the College with the following:

1. *College Transcripts*

An applicant must request that an official transcript from each college or university previously attended be sent directly to the Office of Admissions and Records of Clayton Junior College.

2. *Scholastic Aptitude Test Scores and High School Transcript*

A transfer student who has less than 15 quarter hours of transferable college credit must furnish the Office of Admissions and Records with his College Entrance Examination Board Scholastic Aptitude Test scores and his official high school transcript.

## TRANSIENT STUDENTS

A student who has done previous academic work of a satisfactory nature at an accredited or approved institution may apply for admission to Clayton Junior College for one quarter as a transient student. A student applying as a transient student must file a completed application form for admission together with a statement from the dean or registrar of the institution he last attended recommending his admission as a transient student. A transient student should be advised in writing by his own institution concerning recommended courses to be taken at Clayton Junior College.

## SPECIAL STUDENTS

Special Student status is assigned to an applicant upon receipt of an official transcript stating that the student has been awarded an Associate, Baccalaureate, or Master's Degree. If the student desires an Associate Degree from Clayton Junior College, he must request in writing that he be reclassified as a "Transfer" student. Upon his reclassification, a transfer evaluation will be made relative to his intended major.

## FORMER STUDENTS

A student of Clayton Junior College who does not attend for one quarter may re-enroll without applying for readmission providing he does not attend another college during that quarter. The student who attends another college during a one-quarter absence from Clayton Junior College must apply for readmission. Each former student who has not attended Clayton Junior College for two or more quarters must apply for readmission whether or not he has attended college in the interim. Readmission applications must be filed at least 10 days prior to the Registration Day of the quarter in which the student plans to re-enroll. Whenever attendance at other colleges has occurred in an interim, transcripts must be sent directly from those colleges to Clayton Junior College before a readmission decision can be made.

## STUDENTS 62 OR OLDER

Effective with the beginning of the 1977 Fall Quarter, citizens of the state of Georgia who are 62 years of age or older may attend Clayton Junior College (or any other University System institution) without payment of fees, except for supplies and laboratory or shop fees, when space is available in a course scheduled for resident credit.

Provisions to implement special enrollment privileges of students 62 years of age or older, according to an amendment to the Georgia Constitution, were established by the Board of Regents of the University System of Georgia.

To enroll under provisions of this amendment, such persons:

1. Must be residents of Georgia, 62 years of age or older at the time of registration, and must present a birth certificate or other comparable written documentation of age to enable the Registrar to determine eligibility.
2. May enroll as regular students in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies or laboratory or shop fees.
3. Must meet all System and institution admission requirements to include High School graduation, SAT Scores, and Special Studies.
4. Will have all usual student and institutional records maintained; however, institutions will not report such students for budgetary purposes.
5. Must meet all System, Institutional, and Legislated degree requirements such as Regents' Test, Major Area Exam and History and Constitution Instruction or Exams, if they are degree seeking students.
6. May not enroll in Dental, Medical, Veterinary, or Law Schools under the provisions of this policy.

## AUDITORS

A student who wishes to enroll for a course or courses at Clayton Junior College and receive no college credit may apply as an auditor. A student registering as an auditor must meet all admission requirements of the College except that of the Scholastic Aptitude Test and must pay the regular fees for enrollment. A student registering as an auditor is prohibited from receiving credit for the course. However, a student will be permitted to take the course for credit at a later date. In addition, a student must complete a request to audit form for each audited course in the Office of Admissions and Records.

## INTERNATIONAL STUDENTS

In addition to meeting regular admission requirements, prospective international students whose native language is not English must demonstrate proficiency in the English language by presenting scores on the Test of English as a Foreign Language (TOEFL) or the Georgia State University Test of English Proficiency. The required scores on these tests are 500 or a recommendation for admission, respectively.

It is also necessary for the applicant to provide proof of financial responsibility, including proof of ability to meet living expenses and transportation costs. A Foreign Student Visa (I-20) or an Extension of Stay (I-538) will be issued *only after* all admission requirements have been met by the international student.

Information on admission requirements, insurance, costs, and other basic information helpful to applicants from other countries is available upon request from the Office of Admissions and Records.

## DENTAL HYGIENE PROGRAM

The Dental Hygiene Program at Clayton Junior College begins with the Fall Quarter. Formal admission into the Program occurs after completion of the Fall Quarter if the student has a minimum Grade Point Average of 2.0 (C), a grade of "C" or higher in each of the two dental hygiene courses required during the first quarter, and meets the prerequisites for other courses prescribed for the Winter Quarter.

Although the dental hygiene courses are sequential in nature, beginning with "Dental Hygiene 101," a student may begin the general education courses required in the program during any quarter.

Applicants must meet the admission requirements of Clayton Junior College, and the Department of Dental Hygiene. (Refer to pages 18-24 for admission requirements and procedures for all students.)

Selections are made by the Admissions Committee based on those applicants who, in the opinion of the Committee, have the greatest potential for success in the Dental Hygiene Program.

An applicant to the Dental Hygiene Program must:

- a. Meet the requirements for admission to Clayton Junior College. Students should indicate on the application that the desired major is "Dental Hygiene." (NOTE: A student considering application for admission to the Dental Hygiene Program is advised that a graduate of the program must be 18 years of age or older in order to be licensed by the State of Georgia as a practicing dental hygienist.)
- b. Graduate from an accredited high school, or its equivalent, with a grade average of "C" or higher.
- c. Have two years of high school mathematics (one of which should be algebra), one year of high school chemistry, and one year of high school biology with a minimum grade average of "C" in each of these courses; or have appropriate post-secondary courses in these subjects with a grade of "C" or higher in each. (Appropriate courses at Clayton Junior College are Mathematics 099, Chemistry 111, and Biology 111.)

- d. Have a predicted Freshman Grade Point Average of 2.0 (A=4.0) or higher, and/or a college transfer average of "C" or higher from an accredited college or university.
- e. Have an acceptable score (composite — verbal and mathematical) on the Scholastic Aptitude Test given by the College Entrance Examination Board. (NOTE: It is suggested that this test be taken in December or January prior to the Fall Quarter for which a student seeks admission to insure sufficient time for review of the completed application. When applying for the test, applicants should be certain to list Clayton Junior College as the college to receive their scores. See page 19 for information on the Institutional Scholastic Aptitude Test administered to prospective Clayton Junior College students.)
- f. Take the Dental Hygiene Aptitude Test, preferably in November or January. A minimum average of "4" on the test is required. (NOTE: Clayton Junior College is a testing center for the Dental Hygiene Aptitude Test, which is administered by the American Dental Hygienists' Association. Applications for the test are available from the Office of Admissions and Records of Clayton Junior College, and the tentative dates on which the test actually will be administered on campus are listed in the Academic Calendar on pages 14 and 15 of this catalog. Interested students should call the Office of Counseling and Testing (363-7744) for exact dates. However, students are advised that completed applications and other data must be in the hands of the American Dental Hygienists' Association at least one month prior to the date on which they plan to take the test. In addition, a candidate for admission to the Dental Hygiene Program should take the Dental Hygiene Aptitude Test during the Fall or Winter Quarter prior to the Fall Quarter for which he seeks admission to the Dental Hygiene Program. Candidates should be sure to list Clayton Junior College's Code Number on the test itself in order for scores to be forwarded to the Office of Admissions and Records.)
- g. Complete the Personal Data Form required for admission into the Dental Hygiene Program.
- h. Complete the preliminary application to the University System Application Pool (Dental Hygiene).
- i. Be free of all health problems which would interfere with an applicant's ability to practice dental hygiene.
- j. Have qualifications or meet such standards as required by the Admissions Committee, the Department of Dental Hygiene, accrediting agencies, or the Board of Regents, at the time of acceptance or readmission. A personal interview may be required at the discretion of the Department of Dental Hygiene.

## MEDICAL LABORATORY TECHNOLOGY

The Medical Laboratory Technology Program at Clayton Junior College is offered in cooperation with Atlanta Area Technical School. However, admission into the program at Atlanta Area Technical School is not guaranteed. Each student is responsible for the application and admission procedure to Atlanta Area Technical School.

Students are responsible for knowing and fulfilling all requirements for graduation at Clayton Junior College. Students are expected to apply for graduation at Clayton Junior College at least two quarters prior to completion of all requirements. Please refer to pages 89 and 90 for additional information.

## NURSING PROGRAM

The Nursing Program at Clayton Junior College begins with the Fall Quarter. Formal admission into the Program occurs after completion of the Fall Quarter if the student has a minimum Grade Point Average of 2.0 (C), a grade of "C" or higher in the nursing course required during the first quarter, and meets the prerequisites for other courses prescribed for the Winter Quarter.

Although the nursing courses are sequential in nature, beginning with "Nursing 105," a student may begin the general education courses required in the program during any quarter.

All admission requirements are subject to policies that have been, or may be, established by the Board of Regents of the University System of Georgia and/or accrediting agencies.

Applicants must meet the admission requirements of Clayton Junior College, and the Department of Nursing. (Refer to pages 18-24 for admission requirements and procedures for all students.)

Selections are made by the Admissions Committee based on those applicants who, in the opinion of the Committee, have the greatest potential for success in the Nursing Program.

An applicant to the Nursing Program must:

- a. Meet the requirements for admission to Clayton Junior College. Students should indicate on the application form that the desired major is "Nursing." (NOTE: A student who has a felony conviction may be admitted to the Nursing Program at Clayton Junior College, but permission to sit for and to take the Registered Nurse Licensing examinations rests with the Georgia Board of Nurse Examiners.)
- b. Graduate from an accredited high school, or its equivalent, with a grade average of "C" or higher.
- c. Have one year of high school algebra, one year of high school chemistry, and one year of high school biology with a minimum grade average of "C" in each of these courses; or have appropriate post-secondary courses in these subjects with a grade of "C" or higher in each. (Appropriate courses at Clayton Junior College are Mathematics 098, Chemistry 111, and Biology 111.)
- d. Have a predicted Freshman Grade Point Average of 2.0 or higher, and/or a college transfer average of "C" or higher from an accredited college or university.

- e. Have an acceptable score (composite — verbal and mathematical) on the Scholastic Aptitude Test given by the College Entrance Examination Board. (NOTE: It is suggested that this test be taken in December or January prior to the Fall Quarter for which a student seeks admission to insure sufficient time for review of the completed application. When applying for the test, applicants should be certain to list Clayton Junior College as the college to receive their scores. See page 19 for information on the Institutional Scholastic Aptitude Test administered to prospective Clayton Junior College students.)
- f. Complete the Personal Data Form required for admission into the Nursing Program.
- g. Be free of all health problems which would interfere with an applicant's ability to practice nursing.
- \*h. Have the Medical Form of the Nursing Program completed by a physician or licensed nurse practitioner.
- i. Students who successfully complete Special Studies (if required by the College) must have a minimum of 20 quarter hours credit in academic subjects beyond Special Studies before being considered as a candidate for the Nursing Program. These students must earn a minimum Grade Point Average of 2.0 in these courses before they would begin the Fall Quarter of the freshman year in the Nursing Program.
- j. Have qualifications or meet such standards as required by the Admissions Committee, the Department of Nursing, accrediting agencies, or the Board of Regents, at the time of acceptance or readmission. A personal interview may be required at the discretion of the Department of Nursing.
- k. Applicants who have been previously enrolled in a Nursing Program must submit a letter of reference from the Director of that program and one from a Nursing faculty member.

\*Students are advised to submit their completed applications as soon as possible, as applications will be considered on a "first-come, first-served" basis. However, this item should not be sent with the application form. The Admissions Office will notify applicants when it should be sent.

## RESIDENCY REQUIREMENTS

Definition of resident students for the purpose of attending institutions of higher learning in Georgia are established by the Policies of the Board of Regents of the University System and do not necessarily parallel other definitions of residency.

A listing of these definitions follows:

1. (a) If a person is 18 years of age or older, he or she may register as a resident student only upon a showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.  
(b) No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
2. If a person is under 18 years of age, he or she may register as a resident student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
3. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees.
4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
5. Full-time teachers in the public schools of Georgia and their dependent children may enroll as students in the University System institutions on the payment of resident fees when such teachers have been legal residents of Georgia for the immediately preceding nine months, were engaged in teaching during such nine-month period, and have been employed to teach full-time in the public schools of Georgia during the ensuing school year.
6. Military personnel and their dependents stationed in Georgia and on active duty, except military personnel assigned to System institutions for educational purposes, shall pay the same fees assessed residents of Georgia.
7. All aliens shall be classified as non-resident students; provided, however, that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a citizen of the United States.
8. Foreign students who attend institutions of the University System under financial sponsorship of civic or religious groups located in this State, may be enrolled upon the payment of resident fees, provided the number of such foreign students in any one institution does not exceed the quota approved by the Board of Regents for that institution.
9. If the parents or legal guardian of a minor change his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve-month period the student may continue his registration only upon the payment of fees at the non-resident rate.
10. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fees.
11. Career Consular Officers and their dependents who are citizens of the foreign nation which their Consular Office represents, and who are stationed and living in Georgia under orders of their respective government, shall be entitled to enroll in University System institutions on payment of resident fees. This arrangement shall apply to those Consular Officers whose nations operate on the principle of educational reciprocity with the United States.

*Individuals who enter the institution as non-resident students but later qualify as legal residents must fill out a Request for Residence Classification form which can be obtained from the Office of Admissions and Records. A student's residence status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student.*

## FINANCIAL INFORMATION

For answers to questions concerning this section of the catalog, please contact:

The Office of the Comptroller

Clayton Junior College conducts classes and charges fees on a quarterly basis. The College reserves the right to alter these fees at the end of any quarter without prior notice.

The following fees are payable on or before Registration Day each quarter, and payment is a required part of the College's registration process. Checks should be made payable to Clayton Junior College for the exact amount of the required fees.

### QUARTERLY FEES

Georgia Residents	\$112.00 for a student taking 12 quarter credit hours or more, or \$9.50 per quarter hour for fewer than 12 quarter credit hours.
Non-Residents	\$286.00 for a student taking 12 quarter credit hours or more, or \$24.50 per quarter hour for fewer than 12 quarter credit hours.

In addition, each student pays a Student Services Fee of \$8.00.

## BOOKS

Textbooks required for courses at Clayton Junior College are sold at the College Bookstore. The cost of textbooks varies with the course of study the student pursues; however, the average full-time student may expect to spend approximately \$45 each quarter for books.

## NURSING/DENTAL HYGIENE FEES

A student enrolling in a career program in nursing or dental hygiene should expect additional expenses for uniforms, graduation pins, and, in the case of dental hygiene students, instruments. A list of such costs will be provided by the Department of Dental Hygiene, the Department of Nursing, and the College Bookstore.

## AUDITOR FEES

A student who wishes to audit a course will be charged the same fees as a student taking the course for credit. Requirements for auditing are published in the section on Admissions and Academic Information of this catalog.

## STUDENTS 62 OR OLDER

A student 62 years of age or older may attend Clayton Junior College without payment of fees, except for supplies and laboratory or shop fees, when space is available in a course scheduled for resident credit. Provisions to implement these special enrollment privileges are given on page 23 in this catalog.

## CONTINUING EDUCATION COURSE FEES

Continuing Education Courses are offered each quarter by the Office of Community Services. Fees and refund policies for these courses are listed in quarterly brochures published by that office.

## RESIDENCY REQUIREMENTS

The definition of Georgia resident students for the purpose of assessing fees do not necessarily parallel other definitions of residency. A listing of these definitions is given on page 28 in this catalog. A student requiring individual guidance should refer his questions to the Director of Admissions and Registrar in the office of Admissions and Records.

## FINANCIAL OBLIGATIONS TO THE COLLEGE

A student who is delinquent in payment of any financial obligations to Clayton Junior College may be removed from his classes, will not be allowed to register at the College for another quarter until such delinquency is removed, will not be issued grades or records, and may be subject to further disciplinary action.

## REFUNDS

To receive any refund of fees paid Clayton Junior College, a student must initiate formal withdrawal from the College or from a course of the College in writing to the Office of Admissions and Records. Student Services Fees paid to the College are not refundable.

1. A student who has pre-registered at the College may receive full refund of any fees paid if he formally cancels his registration prior to the Registration Day of the quarter for which he has registered.
2. A student who formally withdraws from the College within four weeks following the Registration Day of any quarter is refunded a percentage of fees paid. The following refund period is based on regular calendar weeks beginning the day after Registration Day each quarter.

<i>Time of Withdrawal</i>	<i>Percentage Refund Received</i>
Within one week	80%
From one to two weeks	60%
From two to three weeks	40%
From three to four weeks	20%
After four weeks	No Refund

3. A student who formally drops a course within four weeks following the Registration Day of any quarter is refunded the difference in fees between his original course load, if a difference exists, according to the time and percentage schedule presented above.
4. In the case of a student who is drafted or otherwise ordered to active duty in the Armed Forces of the United States, refunds of all fees shall be made on a *pro rata* basis from the beginning of the quarter to the date of induction. A student applying for a *pro rata* refund must present a copy of his draft orders to the Business Office of the College. This waiver of the refund policy shall not apply to any student who at his own request is inducted or ordered to active duty with the Armed Forces of the United States. The general refund policy shall apply to such students.

# ACADEMIC INFORMATION

For answers to questions concerning this section of the catalog, please contact:

The Office of Admissions and Records

Personnel in that office include:

The Director of Admissions and Registrar  
or  
The Admissions Counselor

## OFFICE OF ADMISSIONS AND RECORDS

The Office of Admissions and Records is responsible for evaluating each student application, determining transfer of credit from previously-attended institutions, creating class rolls, processing and mailing grade reports, determining graduation lists, and maintaining a permanent record of credit earned by each student.

Note: The 1979-80 Academic Calendars are published on pages 14-15 in this catalog.

## REGISTERING FOR CLASSES

A Schedule of Classes for each academic quarter is published approximately six weeks before that quarter begins. On Registration Day, the student registers for the class schedule he has developed with his faculty advisor, or adjusts this schedule with suggested alternates, depending upon the availability of class space at the time of registration.

A student's schedule is determined officially by the course cards he deposits in his name with the Office of Admissions and Records on Registration Day. Since there may well be a variation between these cards and his originally anticipated schedule, the student is responsible for avoiding conflicts and for recording the schedule represented by the course cards. Unless a course is dropped officially with the Office of Admissions and Records, a student is enrolled in that course and section and will receive a grade at the end of the quarter, even if he should choose never to attend class.

## ACADEMIC ADVISEMENT

In the Advisement Program provided for the student at Clayton Junior College, faculty advisors are available for each of the major areas of study offered by the College. In addition, faculty advisors are eager to assist the student who has not yet selected a major area of study. Faculty advisors maintain regular office hours to encourage additional student conferences whenever questions arise or further information is needed during the academic quarter. *Since some transfer institutions have special requirements, it is important for a student to see an advisor for assistance in appropriate course selection in Area IV.*

## CHANGING SCHEDULES

Schedules may be changed after classes begin each quarter only within one calendar week after Registration Day on Schedule Change Days published in the Academic Calendar.

## DROPPING COURSES/WITHDRAWAL

The student's class schedule effective one calendar week after Registration Day becomes the official quarterly schedule for the student. Any courses dropped prior to this time are not shown on the official student record.

A student may officially drop a course by the designated date published in the Academic Calendar and receive a "W" grade for the quarter. The "W" grade is not computed in the student's average. A course is officially dropped by completing a Course Drop Request Form, obtaining the required approvals, and depositing it in the Office of Admissions and Records.

A course may not be dropped after the published deadline except with the approval of the Dean of the College for reasons of extenuating personal hardship. In such a case, the instructor involved will determine whether the grade assignment is to be a "W" or a "WF," depending on whether the student was passing or failing the course at the time of withdrawal.

A student who stops attending a course without processing a Course Drop Request Form will automatically receive a grade of "F" in the course.

## STUDIES ABROAD PROGRAM

Clayton Junior College is a participant in the Studies Abroad Program established by the Board of Regents for University System of Georgia institutions. The program provides foreign study opportunities for serious and selected students through special arrangements to educational institutions. Both languages and classics programs are available.

Adequate facilities will be provided for the social life of participating students. Personal contact with foreign students and the cultural activities of the host country will be encouraged. At the same time, academic standards acceptable at Clayton Junior College will be maintained.

College credit may be earned in the Studies Abroad Program. Further details of the program may be obtained from conferences with academic advisors.

## GRADING SYSTEM

Every course listed on a student's official quarterly schedule will be listed on the student's permanent record with some grade designation, even though the student may not complete the quarter's work.

The following grading system is used at Clayton Junior College:

<i>Grade</i>	<i>Numerical Equivalent</i>
A excellent	4.0
B good	3.0
C satisfactory	2.0
D passing	1.0
F failure	0.0
WF withdrew, failing	0.0

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average.

- I— Indicates that a student was doing satisfactory work but, for non-academic reasons beyond his control, was unable to meet the full requirements of the course. If an "I" is not satisfactorily removed during the next quarter of residence, the symbol "I" will be automatically changed to the grade "F." The assignment of an "I" may be made only with the written approval of the Dean of the College.
- W— Indicates that a student was permitted to withdraw without penalty. *Withdrawals will not be permitted after the mid-point of the total grading period (including final examinations) except in cases of personal hardship as determined by the Dean of the College. In such a case, the instructor involved will determine whether the grade assignment is to be a "W" or a "WF," depending on whether the student was passing or failing the course at the time of withdrawal.*
- V— Indicates that a student was given permission to audit this course. Students may not transfer from audit to credit status or vice versa.
- K— Indicates that a student was given credit for the course via a credit by examination program (CLEP, AP, Proficiency).

## CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average at Clayton Junior College is calculated by dividing the number of hours scheduled in all courses attempted in which a grade of A, B, C, D, F, or WF has been received into the number of grade points earned on those hours scheduled. The cumulative grade point average will be recorded on the student's permanent record. Credit in Special Studies courses is not included in the computation of the grade point average.

## REPEATING COURSES

Courses completed at Clayton Junior College with grades of "D," "F," or "WF" (but no others) may be repeated. A course in which a student has received a "W" may be repeated; however, such a course is not counted in the hours attempted. The record of all courses attempted will remain on the student's permanent record; and all grades earned will be used in calculating the cumulative grade point average.

## COURSE CREDIT

Credit for study at Clayton Junior College, and at each institution of the University System of Georgia, is measured quantitatively in quarter hours. One class hour scheduled each week throughout an academic quarter represents one quarter hour. The class hour consists of approximately 50 minutes rather than the usual 60 minute clock hour. Most courses offered at Clayton Junior College are scheduled for five class hours each week and carry five quarter hours of credit. A laboratory or activity period of two or three clock hours in such areas as art, choir, and physical education, for example, is considered the equivalent of one class hour, since out-of-class preparation is usually not required.

## COURSE LOAD

A student scheduling 12 or more quarter hours of credit is classified by the College as a full-time student. One scheduling fewer than 12 quarter hours of credit is classified as a part-time student. (The classification given by the College does not necessarily coincide with that of other agencies.) If a student wishes to schedule more than 17 quarter hours of credit, he must request written approval from the Dean of the College for an academic overload. In general, a student must have been at Clayton Junior College for two quarters and have achieved an overall "B" average before he should consider attempting an overload.

## AUDITING COURSES

Any regularly enrolled student wishing to audit a course must complete a Request to Audit form in the Office of the Registrar prior to the first day of class of the appropriate quarter.

## FRESHMAN SCHOLAR PROGRAM FOR HIGH SCHOOL SENIORS

The Freshman Scholar Program offers an opportunity for an outstanding high school senior to begin college courses while completing requirements for high school graduation.

While enrolled as a Freshman Scholar at Clayton Junior College, a student must remain on the official roll of his high school.

(See page 20 for admission requirements for Freshman Scholars.)



## ACADEMIC HONORS

A student with a quarterly average of 3.6 or higher will be placed on the Dean's List for that quarter. The hours considered here are exclusive of hours completed in the Special Studies Program.

A student eligible for graduation who has taken a minimum of 30 quarter hours of study at Clayton Junior College, has an average on all transferred credit of no less than 3.5, and has a final cumulative average at Clayton Junior College of no less than 3.5 will be graduated with honors.

## GOOD STANDING

A student is in good standing if his or her cumulative grade point average falls within the minimum acceptable range for the number of hours attempted plus transfer hours and if the quarterly average earned in the last quarter attended was above 1.0.

Quarter Hours Attempted at CJC Plus Transfer Hours	Minimum Acceptable Cumulative Grade Point Average For Good Standing
0-15	No Minimum
16-30	1.5
31-45	1.6
46-60	1.8
61-75	1.9
76-1 P	2.0

The *cumulative grade point average* is calculated by dividing the number of hours scheduled in *ALL* courses at Clayton Junior College in which a grade of A, B, C, D, F, or WF has been received into the number of grade points earned on those hours scheduled.

## ACADEMIC PROGRESS

A student may be considered to be making academic progress if he or she is in good standing or on probation.

A student who is placed on academic suspension because of his or her quarterly grade point average may be considered to be making academic progress, however, if his or her cumulative grade point average is above the minimum acceptable average for the number of hours attempted plus transfer hours.

## UNSATISFACTORY ACADEMIC PROGRESS

A student is considered to be making unsatisfactory academic progress if he or she has been placed on academic suspension because of his or her cumulative and quarterly grade point averages.

## PROBATION

Probationary status at Clayton Junior College is based on the concept of officially informing a student when his cumulative average is so low that graduation within a reasonable time is in doubt. The preceding table lists the minimum acceptable level of achievement for good standing, below which the student has placed himself on probation. Although grades transferred to Clayton Junior College are not included in the computation of a student's Grade Point Average, for a transfer student the left-hand column of the table refers to the sum of transferred hours, plus hours attempted at Clayton Junior College.

A student on probation is directed to consult a counselor before beginning the next quarter of attendance. *A student who is below the minimum acceptable standard for the second successive quarter may be continued on probation if his grade point average for the current quarter is 2.0 or higher.*

It is recommended that students on probation carry a reduced academic load until "good standing" is achieved.

## SUSPENSION

A student who is below the minimum acceptable standard for two successive quarters will be subject to suspension from the College. A student who earns no grade of "C" or higher in any one quarter may be subject to suspension, regardless of the student's cumulative academic average. In addition, a student who has a quarterly grade point average of 0.0 is automatically suspended. Suspension is for a minimum of two quarters.

Counseling is available for a suspended student to assist him in determining the best course of action. A student suspended for two quarters is eligible to apply for readmission and may be readmitted if there is any indication that further progress toward graduation is probable. A student who is readmitted to the College following academic suspension is required to earn a grade point average of 2.0 or higher during the quarter in which he is readmitted; otherwise, he is eligible for immediate suspension. A student suspended for the second time is subject to exclusion from the College for a minimum of four quarters. A student suspended for the third time is subject to exclusion from the College for a minimum of eight quarters.

Any appeal of academic status must be filed with the Dean of the College prior to the first day of classes of the succeeding quarter.

The University System of Georgia requires that each student receiving a degree from a state-supported college must have successfully completed all parts of a competency examination in reading and English composition. *A student may take the Regents' Test after completion of the required core English course(s). A student is required to take the test in the quarter after completing 45 degree quarter hours, including transfer hours. The student who fails to meet this requirement will be subject to academic probation. The student who fails to participate in the Regents' Testing Program during the second academic quarter following the completion of 45 quarter credit hours will be subject to suspension from the College. (See the complete Regents' Testing Program Policy on page 40.)*

## REGENTS' TESTING PROGRAM POLICY

It is the responsibility of each institution of the University System of Georgia to assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess the basic competence of academic literacy; that is, certain minimum skills of reading and writing.

The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the testing program are: (1) to provide System-wide information on the status of student competence in the areas of reading and writing, and (2) to provide a uniform means of identifying those students who fail to attain minimum levels of competence expected of graduates in the areas of reading and writing.

In order to implement effectively the goals of the Testing Program:

1. Students enrolled in degree programs will be required to take and pass the Regents' Test. Passing the test is a requirement for graduation. Students may take the test after they have completed the required basic core English courses. They will be required to take the test in the quarter after they have completed their 45th degree quarter hour if it has not been taken and passed previously. Students who have not passed the test by the time they have earned seventy-five quarter credit hours (exclusive of P.E. Activity Courses and ROIC) must give priority to taking remedial or review English (reading and writing) courses until they pass the test. Each institution is directed to develop procedures that will require its students to pass the Regents' Test prior to being classified as a junior-year student. Students who have not passed the Regents' Test by the time they have earned 105 quarter credit hours (excluding P.E. Activity Courses and ROIC) must be denied taking further credit courses and be limited to taking only remedial or review English (reading and writing) courses until they do pass the Regents' Test.
2. Having passed the Regents' Test shall not be a condition to transfer into an institution. All transfers within the System will be subject to paragraph 1, above. Students from colleges outside the System who transfer into a System institution in the lower division category and who have not passed the test must do so in accordance with paragraph 1, above. Students who transfer into an institution from outside the System in the classification of junior or senior and who have not passed the Regents' Test must take the test in the first quarter of their attendance. If they fail the test, they must be restricted to taking remedial or review courses in English (reading and writing) until they have passed the Regents' Test.
3. Students whose mother tongue is other than English may be exempted by the institution provided appropriate local procedures are employed to certify the competence of those students earning a degree.
4. The test is to be considered as a single unit and will be administered as such; passing the test is defined as scoring above the cutoff on all components of the test at the same administration.
5. Students who fail the test must retake and pass the test. Each institution will provide an appropriate program of remediation and may require delinquent students to participate in the program prior to retaking the test.
6. For extraordinary situations, each institution will develop special procedures for certifying the competency of students. A written description of these procedures will be submitted to the Chancellor's office for approval. Such procedures will include provision for remediation if needed and formal examination prior to certifying competency. Such examination will equal or exceed the standards of the Regents' Testing Program.

These revised procedures shall be followed by all students, effective July 1, 1979.

## DEGREES OFFERED

Clayton Junior College offers the Associate in Arts Degree through two types of degree programs: (1) College Programs which consist of the first two years of regular college studies leading to baccalaureate and professional degrees, and (2) Career Programs which consist of two-year courses of study designed to prepare the student for immediate gainful employment. In addition, the College offers the Associate in Fire Science Technology Degree jointly with the Southern Technical Institute, and the Associate in Science in Aviation Administration Degree.

## SECOND DEGREE

Any student wishing to pursue a second or subsequent degree at Clayton Junior College must complete a minimum of 30 hours of credit which has not been used to satisfy the requirements of a previous degree and all of the 30 hours must be earned at Clayton Junior College.

Any student planning to pursue a second degree must file a written request with the Registrar 20 days prior to enrolling in any of the courses for the additional degree. It should be noted that only a certain number of hours may be transferred from a junior college to a senior institution and by pursuing a second degree at the junior college level, students may lose credit in transfer.

## APPLICATION FOR GRADUATION

A student should file an application for graduation with the Registrar of the College two quarters prior to completion of graduation requirements to insure that all graduation requirements will be satisfied. A student may satisfy the requirements for a degree by meeting all of the requirements listed in any one of the catalogs in effect during the period of his enrollment in the College. A given catalog is "in effect" for a student only if that student's date of matriculation is prior to the ending date of the Spring Quarter printed in the Academic Calendar of that catalog. Degree requirements for the student enrolled in a College Program are published on pages 47 and 48 of this catalog; those for the student enrolled in a Career Program are published on pages 76 and 77.

Although a student may be graduated at the end of any quarter in which he fulfills the degree requirements of the College, one formal commencement exercise is held each year at the end of Spring Quarter. For students completing requirements in the Spring Quarter, it is expedient that graduation applications be received prior to April 1 in order to insure the arrival of diplomas prior to commencement.

## CORRESPONDENCE CREDIT

A maximum of twenty quarter hours of correspondence credit will be accepted in a degree program. A student wishing to receive correspondence credit must receive permission from the Registrar on a course by course basis.

## ADVANCED PLACEMENT PROGRAM

Clayton Junior College offers to its students a broad program of Advanced Placement. College credits may be earned in a number of college courses by successful completion of examinations designed to measure achievement. Credit earned by examination is recorded without a letter grade on the Clayton Junior College transcript and is transferable to any other unit of the University System of Georgia. The college places no limit on the number of hours of credit a student may earn by examination.

Several examinations are used to grant credit to students including the College-Level Examinations of the College Entrance Examination Board, the Certified Professional Secretary Examination and special examinations developed by the faculty of the college. Examinations are administered by the Office of Counseling and Testing and by several instructional departments and divisions. Students interested in credit by examination should contact the Office of Counseling and Testing, Room C-61, for further information.

The table on the following page lists the course titles and numbers in which credit by examination may be earned and the number of hours of credit that may be earned in each course.

### COURSES AND HOURS OF CREDIT AVAILABLE BY EXAMINATION

Course Title	Course Number	Hours of Credit
<b>HUMANITIES</b>		
Composition	ENG 111, 112	5-10
Survey of English Literature	ENG 211, 212	10
French-Elementary and Intermediate	FREN 111, 112, 211	5-15
Spanish-Elementary and Intermediate	SPAN 111, 112, 211	5-15
<b>NATURAL SCIENCES AND MATHEMATICS</b>		
Mathematics for Liberal Arts	MATH 105	5
College Algebra	MATH 111	5
Trigonometry and College Algebra	MATH 112	5
Calculus and Analytic Geometry	MATH 151, 152	10
Introductory Statistics	MATH 231	5
Principles of Biology	BIOL 111, 112	10
Microbiology	BIOL 250	5
General Chemistry	CHEM 111, 112	10
Dental Materials	DHYG 108	3
Head and Neck Anatomy	DHYG 102	3
Introduction to Nursing	NURS 105	6
*Must be certified by the Department of Dental Hygiene prior to taking the examination		
<b>SOCIAL SCIENCES</b>		
Introduction to Criminal Justice	CRJ 201	5
Americ in Civilization	HIST 251, 252	5-10
Americ in National Government	POLE 111	5
General Psychology	PSYC 201	5
Child Growth and Development	PSYC 204	5
Introduction to Sociology	SOC 105	5
<b>BUSINESS</b>		
Principles of Management and Supervision	BMGT 251	5
Principles of Accounting	ACCT 201, 202	10
Business Law I: Legal Environment of Business	BSAD 270	5
Principles of Economics	ECON 201, 202	10
Principles of Marketing	BMGT 281	5
Fundamentals of Money and Banking	BMGT 271	5
Business Communications	BSAD 205	5
Filing and Records Management	BSAD 206	5
Secretarial Office Practice	BSAD 207	5

## COLLEGE PROGRAMS

For answers to questions concerning this section of the catalog, please contact:

Your academic advisor

or

The chairman of the appropriate Advising Division:

The Chairman of the Division of Business

The Chairman of the Division of Humanities

The Chairman of the Division of Natural Sciences and Mathematics

The Chairman of the Division of Social Sciences

or

The Director of Admissions and Registrar

## CORE CURRICULUM

College Programs offered by Clayton Junior College are designed to comply with the Core Curriculum of the University System of Georgia. The Core Curriculum was established by the Board of Regents for the general purpose of aiding and facilitating the educational progress of students as they pursue baccalaureate degrees within and among the units of the University System. Under the guidelines of the Core Curriculum, the student who successfully completes the approved core or any portion of it at Clayton Junior College may transfer this work to any other junior college, senior college, or university of the University System without loss of credit. The Core Curriculum of the University System of Georgia provides the following four areas of study: Area I, Humanities; Area II, Natural Sciences and Mathematics; Area III, Social Sciences (20 quarter credit hours within each preceding area of study); and Area IV, Major Field Studies (30 quarter credit hours).

The general curriculum to be followed by each College Program student at Clayton Junior College to fulfill requirements within Areas I, II, and III of the Core Curriculum is outlined on the following three pages.

## CHOOSING A COURSE OF STUDY

Each student is required to declare a major field of study with the Office of Admissions and Records on or before completing 60 quarter credit hours of work. Although an Advisement Program is provided the student at Clayton Junior College, *each student who plans to transfer to a senior institution is responsible for knowing and for fulfilling the curriculum requirements within his major, and for the graduation requirements of the College.*

## UNDECIDED MAJOR

*A student who is undecided about the major course of study he wishes to pursue should follow the general guidelines for Areas I, II, and III of the Core Curriculum until he has selected a major.*

## FULFILLING DEGREE REQUIREMENTS FOR COLLEGE PROGRAMS

For graduation with the Associate in Arts Degree, the following requirements must be completed by each student enrolled in a College Program in accordance with the academic regulations stated in this catalog:

1. Satisfy Core Curriculum requirements for areas I, II, and III: 60 quarter credit hours:

**Note I: Foreign Language.** When a foreign language is required, or chosen as an elective, within a major, a student taking 10 quarter hours must complete this credit within the *same* language. A student with proven competence in a language may receive credit by examination.

**Note II: History and Constitution Requirements.** The State of Georgia requires that any person receiving a degree from a state-supported college must demonstrate a knowledge of the history and Constitution of the United States and Georgia.

To meet both requirements, students are required to complete either History 251, American Civilization I, or History 252, American Civilization II; and Political Science 111, American National Government.

Transfer students from non-University System institutions with previous credit for American History and American Government must complete competency examinations on Georgia history and Georgia Constitution. For information on these examinations, contact the Division of Social Sciences or the Office of Admissions and Records.

2. Satisfy Core Curriculum requirements for Area IV for one specific major field of study: 30 quarter credit hours;
3. Satisfy the College's requirements in Health and Physical Education: 6 quarter credit hours:

**Note III: Health and Physical Education Requirements.** Each full-time student enrolled in a College Program who is registered for at least one day class shall complete one quarter credit hour in physical education for each academic quarter of full-time registration up to a maximum of six quarter credit hours.

Veterans are eligible to receive one quarter credit hour in physical education for each three-month period of active duty up to a maximum of six quarter credit hours. Any veteran wishing to receive this credit must complete the appropriate form in the Office of the Registrar and attach to it a copy of his DD-214.

4. Complete the above requirements with a minimum 2.0 Grade Point Average;
5. Complete a minimum of 30 of the last 35 quarter credit hours of degree requirements at Clayton Junior College;
6. Successfully complete the Regents' Testing Program of the University System of Georgia.

**Note IV: Regents' Testing Program.** The University System of Georgia requires that each student receiving a degree from a state-supported

college must have successfully completed all parts of a competency examination in reading and English composition. A student may take the Regents' Test after completion of the required core English course(s). A student is required to take the test in the quarter after completing 45 degree quarter hours, including transfer hours. The student who fails to meet this requirement will be subject to academic probation. The student who fails to participate in the Regents' Testing Program during the second academic quarter following the completion of 45 quarter credit hours will be subject to suspension from the College. (See the complete Regents' Testing Program Policy on page 40.)

The Regents' Testing Program of the University System of Georgia is administered at Clayton Junior College once during each quarter through the Office of Counseling and Testing. The dates on which the Regents' Testing Program will be administered are published in the Academic Calendar on pages 14 and 15.

The College provides a program of remedial instruction for the student who does not successfully complete the Regents' Testing Program. Any student who does not successfully complete the examination is required to complete the remedial program prescribed by the college during the next quarter of attendance in order to be permitted to retake the examination at a later date.

A student transferring 45 quarter hours from another institution who has not successfully completed the Regents' Testing Program will be required to take the examination during his first quarter of attendance at Clayton Junior College.

## CORE CURRICULUM REQUIREMENTS, AREAS I, II, III

### AREA I — HUMANITIES

Course	Number	Title	Quarter Credit Hours
A. Engl	111 and 112	Composition	10
B. Choose two of the following:			10
Art	211	Art Appreciation	
Art	213	Ancient, Medieval, and Renaissance Art	
Drama	211	Appreciation of the Dramatic Arts	
Engl	201	Survey of World Literature I	
Engl	202	Survey of World Literature II	
Engl	211	Survey of English Literature I	
Engl	212	Survey of English Literature II	
Engl	221	American Literature I	
*Fren	111	Elementary French	
*Fren	112	Elementary French	
*Idst	101	Selected Topics	
Musi	211	Music Appreciation	
Phil	211	Introduction to Philosophy	
*Span	111	Elementary Spanish	
*Span	112	Elementary Spanish	
Spch	121	Communications	
		Total	20

\*Foreign Language. When a foreign language is required, or chosen as an elective, within a major, a student taking 10 quarter hours must complete this credit within the *same* language. A student with proven competence in a language may receive credit by examination.

\*Interdisciplinary Studies may count for credit in any of the areas of the Core represented. This selection must be made at the time of registration for the course.

**AREA II — NATURAL SCIENCES AND MATHEMATICS**

Course	Number	Title	Quarter Credit Hours
A.	Any mathematics course numbered 100 or higher		5
B.	Choose one of the following sequences:		10
Biol	111 and 112	Principles of Biology	
Biol	111 and 113	Principles of Biology	
Chem	111 and 112	General Chemistry	
Chem	151 and 152	Principles of Chemistry	
Phys	151 and 152	Introductory General Physics I and II	
Phys	151 and 153	Introductory General Physics I and III	
Phys	251 and 252	General Physics I and II	
C.	Making sure that no more than a total of 10 hours is being elected in any one subject, choose one of the following:		5
	1) one additional course from the science courses listed above;		
	2) any additional mathematics course numbered 100 or higher;		
3) Chem	121	Survey of Chemistry	
4) Comp	201	Introduction to Computing	
5) Idst	101	Selected Topics	
6) Sci	105	Environmental Science	
	Total		20

\*Interdisciplinary studies may count for credit in any of the areas of the Core represented. This selection must be made at the time of registration for the course.

**AREA III — SOCIAL SCIENCES**

Course	Number	Title	Quarter Credit Hours
A.	*Hist 251 or 252		5
B.	**Polit 111		5
C.	Choose one of the following:		5
Econ	110	Consumer Economics	
Psyc	201	General Psychology	
Soci	105	Introduction to Sociology	
D.	***Hist 112		5
	Total		20

\*Either HIST 251 or HIST 252 satisfies the legislative requirement for the study of U.S. and Georgia history.

\*\*POLI 111 satisfies the legislative requirement for the study of the U.S. and Georgia Constitutions.

\*\*\*The completion of A, B, and C are prerequisites to enrollment in D.

You are encouraged to use the "Personal Curriculum Guide for Transfer Students" and the "Degree Requirement Checklist" on page 50.

**PERSONAL CURRICULUM GUIDE: TRANSFER STUDENTS**

Course	Date Completed or Exempted	Grade Received	Quarter Credit Hours Earned
<b>AREA I — HUMANITIES</b>			
A. Engl 111	_____	_____	_____
Engl 112	_____	_____	_____
B.	_____	_____	_____
	_____	_____	_____

**AREA II — NATURAL SCIENCES AND MATHEMATICS**

A. Math	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

**AREA III — SOCIAL SCIENCES**

A. Hist	_____	_____	_____
B. Poli 111	_____	_____	_____
C.	_____	_____	_____
D. *Hist 112	_____	_____	_____

\*The completion of A, B, and C are prerequisites to enrollment in D.

**AREA IV — MAJOR FIELD**

(A total of 30 quarter credit hours is required in Area IV, the student's major field.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**DEGREE REQUIREMENT CHECKLIST**

1. United States and Georgia History (see page 47) \_\_\_\_\_
2. United States and Georgia Constitution (see page 47) \_\_\_\_\_
3. Regents' Testing Program, University System of Georgia (see page 48) \_\_\_\_\_
4. Major Field Declared with Registrar (see page 46) \_\_\_\_\_
5. Health and Physical Education (see page 47) \_\_\_\_\_
6. Foreign Language (see page 47) \_\_\_\_\_
7. Application for Graduation (see page 41) \_\_\_\_\_

# CAREER PROGRAMS

For answers to questions concerning this section of the catalog, please contact:

Your academic advisor  
or  
The chairman of the appropriate Advising Division:  
The Chairman of the Division of Business  
The Chairman of the Division of Humanities  
The Chairman of the Division of Natural Sciences and Mathematics  
The Chairman of the Division of Social Sciences  
or  
The Director of Admissions and Registrar  
or  
The Admissions Counselor  
or  
The Dean of the College

## FULFILLING DEGREE REQUIREMENTS FOR CAREER PROGRAMS

For graduation with the Associate in Arts Degree, the Associate in Fire Science Technology Degree, or the Associate in Science in Aviation Administration Degree, the following requirements must be completed by each student enrolled in a Career Program in accordance with the academic regulations stated in this catalog.

1. Complete the prescribed career curriculum with a minimum 2.0 Grade Point Average for all courses in the curriculum and with a minimum 2.0 average for all courses in the major.

**Note I: History and Constitution Requirements.** The State of Georgia requires that any person receiving a degree from a state-supported college must demonstrate a knowledge of the history and Constitution of the United States and Georgia.

To meet both requirements, students are required to complete either History 251, American Civilization I; or History 252, American Civilization II; and Political Science 111, American National Government.

Transfer students from non-university system institutions with previous credit for American History and American Government must complete competency examinations on Georgia history and the Georgia Constitution. For information on these examinations, contact the Division of Social Sciences or the Office of the Registrar.

2. In most career programs, a minimum of 30 of the last 35 quarter credit hours of degree requirements must be completed at Clayton Junior College. Exceptions to this are programs in Aviation Administration, Fire Science Technology, and Medical Laboratory Technology. In these programs, a minimum of 20 quarter credit hours of requirements must be completed at Clayton Junior College.

**Note II: Dental Hygiene and Nursing Students.** Most dental hygiene or nursing students complete all professional courses within the major at Clayton Junior College. Courses completed at other institutions will be evaluated on a course-by-course basis.

3. Successfully complete the Regents' Testing Program of the University System of Georgia.

**Note III: Regents' Testing Program.** The University System of Georgia requires that each student receiving a degree from a state-supported college must have successfully completed all parts of a competency examination in reading and English composition. A student may take the Regents' Test after completion of the required core English course(s). A student is required to take the test in the quarter after completing 45 degree quarter hours, including transfer hours. The student who fails to meet this requirement will be subject to academic probation. The student who fails to participate in the Regents' Testing Program during the second academic quarter following the completion of 45 quarter credit hours will be subject to suspension from the College. (See the complete Regents' Testing Program Policy on page 40.)

The Regents' Testing Program of the University System of Georgia is administered at Clayton Junior College once during each quarter through the Office of the Dean of Students. The dates on which the Regents' Testing Program will be administered are published in the Academic Calendar on pages 14 and 15.

The College provides a program of remedial instruction for the student who does not successfully complete the Regents' Testing Program. Any student who does not successfully complete the examination is required to complete the remedial program prescribed by the College during the next quarter of attendance in order to be permitted to retake the examination at a later date.

A student transferring 45 quarter hours from another institution who has not successfully completed the Regents' Testing Program will be required to take the examination during the first quarter of attendance at Clayton Junior College.

# SPECIAL STUDIES PROGRAM

Advisement: Department of Special Studies

For a variety of reasons, some applicants to Clayton Junior College find themselves unable to progress satisfactorily in a regular college degree program. Some have not followed a program of study which prepared them for college. Others have decided after a record of poor academic performance that further education is desirable. Still others have decided to undertake college studies many years after high school graduation or after leaving school. For such students, Clayton Junior College offers a program of Special Studies courses designed to "bridge the gap" between high school and college.

A student is initially admitted to the Special Studies Program when evaluation of his high school and/or previous college transcript and Scholastic Aptitude Test scores indicates deficiencies in basic academic skills. The specific special studies courses to be taken are determined through additional testing at scheduled sessions prior to the Registration Day of each academic quarter.

The primary purpose of the Special Studies Program at Clayton Junior College is to identify and to assist the student who needs to develop and/or to review basic academic skills in reading, English, and/or mathematics — skills vital to competency in all other academic areas. In addition, a Developmental Seminar (Psychology 98) is offered to assist the student in his orientation to College; in the exploration of his interests, aptitudes, and abilities; and in the establishment of appropriate educational and vocational goals.

Special Studies courses are not applicable to any degree programs currently offered by the College and are not transferable to other institutions. However, a student who successfully completes all of his required Special Studies courses will be able to schedule degree-applicable courses during the second quarter, and some students may even be able to schedule some degree-applicable courses during the first quarter of attendance. In any case, an advisor in the Special Studies Program must advise and approve the schedule of a student who is required to take Special Studies courses.

It is the general policy of Clayton Junior College that students in Special Studies who attempt a course twice and make little measurable progress or demonstrate no sincere effort (by absences or lack of preparation) be placed on academic probation. A student who attempts a Special Studies course three times and makes no measurable progress or demonstrates no sincere effort will be considered to be making no satisfactory academic progress and will be subject to suspension from the College.

In some instances, a student who is enrolled in a degree program may wish to elect, with the permission of a Special Studies advisor, Special Studies courses to review basic academic skills. In addition, the resources of the Department of Special Studies are available to students who do not successfully complete the Regents' Testing Program of the University System of Georgia.

Please refer to pages 123 and 124 of this catalog for a listing of specific Special Studies courses offered by the College.

# FINANCIAL AID

For answers to questions concerning this section of the catalog, please contact:

The Director of Financial Aid and Placement  
Located in  
The Office of the Dean of Students

## PURPOSE OF FINANCIAL AID PROGRAM

The purpose of financial aid at Clayton Junior College is to provide assistance to the student who otherwise could not attend college. Clayton Junior College has established the guideline that the primary responsibility for financing a college education lies with the student and his family. Thus the needs of an individual student for financial assistance are determined by the difference between what he and his family can contribute and the actual cost of attending Clayton Junior College. A student's family contribution and need analysis will be processed by the College Scholarship Service when the Financial Aid Form is filed for processing. Financial Aid Forms are available from most secondary school counselors, from the Director of Financial Aid at Clayton Junior College, or from the College Scholarship Service, Box 176, Princeton, New Jersey 08540.

## INFORMATION FOR FINANCIAL AID APPLICANTS

1. File a formal application for admission to Clayton Junior College;
2. File a general application for financial aid (available from the Director of Financial Aid at Clayton Junior College);
3. For all students applying for Federally funded programs based on financial need, including the Basic Education Opportunity Grant, the student should do the following:
  - a. Complete steps (1) and (2) above.
  - b. File a Financial Aid form through the College Scholarship Service requesting that a copy of the need analysis be sent to Clayton Junior College (Code No. 5145).
  - c. Georgia residents should also request that a copy of the need analysis be sent to the Georgia Higher Education Assistance Authority (code No. 0472) to determine the eligibility for the Georgia Incentive Scholarship.
  - d. Request that the information on the Financial Aid Form be processed for Basic Grant eligibility by listing Clayton Junior College (Code No. 5145) in Section 83 of the Financial Aid Form.
  - e. The charge for processing the Financial Aid Form is currently \$4.75, and \$2.50 for each additional copy requested. There is no additional charge for the processing of the Basic Education Opportunity Grant.
  - f. The Financial Aid Form analysis will be forwarded to Clayton Junior College and any other recipients requested by the College Scholarship Service.
  - g. The Basic Education Opportunity Grant report will be sent to the student, and should be forwarded to the Director of Financial Aid, Clayton Junior College.

4. For students applying for scholarships that do not require financial need to be shown, the student should do the following:
  - a. Complete steps (1) and (2) above.
  - b. Secure an application from either High School Counselor or Financial Aid Officer.
  - c. Complete all data required on the application.
  - d. Submit all required data, once completed to the Director of Financial Aid, Clayton Junior College.
5. The awarding of Financial Aid at Clayton Junior College is based upon these factors: (a) The student having a completed Financial Aid Folder; (b) showing financial need (for those programs requiring need), (c) and the institutions availability of funds. A completed Financial Aid folder includes a general application, a Basic Education Opportunity Grant eligibility report, and a Financial Aid Form analysis for those students desiring aid other than the Basic Education Opportunity Grant.
6. Applicants for Federal and State need-based Financial Aid programs at Clayton Junior College must meet the following criteria:
  - a. Be a U.S. citizen, National or permanent resident.
  - b. Be enrolled on at least a half-time basis (6 hours or more) in a Degree program.
  - c. Must be making academic progress in their course of study, which is outlined in the Academic information section of the catalog. A student who is making unsatisfactory academic progress will have his financial aid removed. Students must return to school on their own and complete at least one quarter with a grade point average of 2.0 or better. At that time, they will be reconsidered for funds as long as they still show financial need and funds are available.
  - d. Must not be in default of a student loan at Clayton Junior College or other institutions previously attended.
  - e. Must have established financial need by filing a Financial Aid Form for those programs requiring need to be shown.
7. Financial Aid is awarded on a quarterly basis. All awards are disbursed in equal shares. For example, a student receiving a loan of \$300 would receive \$100 a quarter for Fall, Winter and Spring quarters. Except for the College Work-Study program, aid is disbursed through a Financial Aid voucher from the Financial Aid Office. The voucher is accepted in place of cash or personal check for a students tuition and fees. For students receiving aid in excess of tuition and fees, they will receive the balance in two payments. The first payment will be made on registration day for those students who early register and within one week of registration for those students who register at regular registration. All students will receive the second payment following the last day to officially drop courses without academic penalty (approximately the sixth week of the quarter).
8. Schedules concerning the repayment of student loans are available from the College's Business Office or Financial Aid Office. Information regarding the refunding of student fees may be found in the Financial Information section of this catalog.
9. The cost of attendance at Clayton Junior College may be found in the Financial Information section of this catalog.

## GENERAL LOAN PROGRAMS

### GEORGIA HIGHER EDUCATION ASSISTANCE CORPORATION (GHEAC)

Educational loans may be obtained annually by qualified Georgia residents from private lending institutions participating in the state and federal guaranteed student loan programs. The maximum loan is \$2,500 per year with an aggregate amount not to exceed \$7,500 for an undergraduate student.

Loans made to students by private lending institutions are guaranteed by GHEAC. All interest on such loans made to students is paid the lender by the United States Government through GHEAC while the student is in school. Loans are repayable by students in monthly installments following graduation or withdrawal from school together with interest then accruing on the loan.

Loans may be obtained for study at approved colleges, graduate schools and post-secondary schools. Students wishing to apply for a guaranteed Student Loan for a specific career field may review data in the Office of the Director of Financial Aid, as to employment and salary of people already employed in the specific career field.

Further information and applications may be obtained from the Director of Financial Aid, Clayton Junior College or directly from GHEAC, Suite 110, 9 LaVista Perimeter Park, 2187 Northlake Parkway, Tucker, Georgia 30084.

### NATIONAL DIRECT STUDENT LOAN

The National Direct Student Loan is available to students with financial need at the time of his enrollment or thereafter. Interest at three percent begins to accrue nine months after the borrower leaves school. The loan may be repaid in one lump sum or in installments. Borrowers who elect to teach in certain eligible schools located in areas of primarily low-income families may qualify for cancellation of the entire obligation over a five year period. A student may not receive an aggregate amount in excess of \$2,500 for the first two years of an academic program.

Clayton Junior College is able to provide matching funds for National Direct Student Loans and Nursing Student Loans and Emergency Loans to students through a generous grant by the John Word West Education Foundation, Inc.

### EMERGENCY LOANS

In cases of exceptional circumstances, a student may apply for an Emergency Loan of up to 80% of his matriculation fee. A student wishing to apply for an Emergency Loan should secure from the Director of Financial Aid a copy of the guidelines and application form, to be returned to the Director of Financial Aid at least two working days prior to the Official Registration Day of the quarter in which he plans to enroll. Emergency Loans are not available at Early Registration and must be repaid within a period of 30 days.



## GENERAL SCHOLARSHIP PROGRAMS

### REGENTS' SCHOLARSHIPS

Regents' Scholarships were established for the purpose of assisting the student of superior ability who needs financial aid in order to attend college. The scholarship program is administered by Clayton Junior College in accordance with policies established by the Board of Regents.

In order to qualify for a Regents' Scholarship, an applicant must enroll as a full-time student and have average grades or predicted average grades that place him in the upper 25% of his class. The amount of the scholarship will depend upon the financial need of the applicant as determined by the College Scholarship Service Need Analysis Report. The maximum Regents' Scholarship award during any academic year is \$500 for a junior college student.

Recipients of a Regents' Scholarship are expected, upon completion of their program of study, to reside in the State of Georgia and to engage in work for which they were prepared through scholarship aid for a period of one year for each \$1,000 of scholarship aid received.

### GEORGIA INCENTIVE SCHOLARSHIP

The Georgia Incentive Scholarship was created by an act of the 1974 Georgia General Assembly in order to establish a program of needs, creating scholarships for qualified Georgia residents to enable them to attend eligible post-secondary institutions of their choice within the state. The scholarship awards are designed to provide only a portion of the student's resources in financing the total cost of post-secondary education.

Further information and applications may be obtained from the director of Financial Aid, Clayton Junior College or directly from Georgia Higher Education Assistance Authority, Suite 110, 9 LaVista Perimeter Park, 2187 Northlake Parkway, Tucker, Georgia 30084.

### CLAYTON JUNIOR COLLEGE FOUNDATION SCHOLARSHIPS

The Clayton Junior College Foundation, Inc. provides financial assistance for students in the form of two-year, full-tuition scholarships. This award must be utilized within a three-year period. Eligibility to receive these awards is based upon academic excellence (and a course of study selection).

To be eligible, students must have a minimum score of 1,000 on the Scholastic Aptitude Test. A total of ten awards will be made for the 1979-80 year. Scholarships will go to students of superior ability and talent who plan to major in business, music, art, or a number of health-related fields. In addition, at least three scholarships will be awarded to an outstanding student with any major.

Students wishing to apply for Clayton Junior College Foundation Scholarships should contact the Director of Financial Aid at Clayton Junior College.

## CLAYTON JUNIOR COLLEGE FOUNDATION MERIT SCHOLARSHIPS

"Foundation Merit Scholarships" are sponsored by the Clayton Junior College Foundation, Inc. to recognize and reward outstanding area high school students for their record of academic achievement.

Awards for recipients of "Foundation Merit Scholarships" are provided for the highest ranking graduates of selected area high schools who elect to attend Clayton Junior College. To be eligible, students must be in the top five percent of their class.

A special feature in the Merit Scholarship Program provides awards to the 1979 STAR Students from the counties of Clayton, Henry, Fayette, and Fulton.

The following area high schools participate in this program:

Forest Park Senior High	Fayette County High	College Park High
Jonesboro Senior High	Briarwood High	M. D. Collins High
Morrow Senior High	Campbell High	Russell High
North Clayton Senior High	Lakeshore High	Hapeville High
Henry County High	Westwood High	Palmetto High
Stockbridge High	Headland High	

These awards cover the entire cost of Georgia residency tuition and fees for a full-time student for two years, and must be utilized within a 3-year period. A financial aid application is not required for this scholarship as each high school designates those eligible.

### JOHN WORD WEST SCHOLARSHIPS

Financial assistance is available to deserving students as the result of a generous grant made to Clayton Junior College by the John Word West Educational Foundation, Inc. These funds provide for assistance in the form of scholarships to deserving students.

This assistance is designed to provide incentive for those deserving students who might not go to college without this financial encouragement. It is further the intent of the Fund to provide an attraction for those exceptional students who due to this recognition, would continue to develop their talents.

Those students who would profit from attending college and who have shown reasonable academic promise are encouraged to apply for a John Word West Scholarship.

Scholarship recipients will normally receive a scholarship to cover all resident tuition and fees for one academic year to attend Clayton Junior College. Students awarded a one-year scholarship will be given preference for a second one-year award. Scholarships may be awarded for periods of less than one academic year.

## GENERAL WORK PROGRAMS

### COLLEGE WORK-STUDY PROGRAM

The College Work-Study Program is available to the qualified student at the time of initial enrollment or thereafter. Family income is the primary basis for determining eligibility. Satisfactory academic progress and work performance is

required. Under present arrangements, a student may work each class day during the regular quarter, based upon the amount of his financial need. There also is the possibility of full-time summer work. Since the student earns the funds, no repayment is necessary.

A student who qualifies for aid under the College Work-Study Program also may qualify for a loan and/or a grant, thereby making it possible for him to receive sufficient aid to meet virtually all educational expenses.

### **COOPERATIVE EDUCATION PROGRAM**

Clayton Junior College offers a cooperative plan of education both to give the participating student experience in business or industry and to provide financial assistance. Usually a co-op student alternates a quarter of classes with a quarter of work; however, certain programs of study are more adaptable to a parallel arrangement in which the student attends classes part day and works part day. Each individual study/work schedule will be adapted to meet the needs of the student and the employer. Complete information concerning the program is available from the Director of Cooperative Education.

## **GRANTS**

### **BASIC EDUCATIONAL OPPORTUNITY GRANTS**

The Basic Educational Opportunity Grant Program is a Federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. Basic Grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. The amount of your Basic Grant is determined on the basis of your own and your family's financial resources. Recent changes in federal legislation have drastically raised the family income levels for Basic Grant eligibility. Every student is encouraged to apply for the Basic Grant.

The Basic Educational Opportunity Grant Award is a grant and, unlike a loan, does not have to be repaid. It is estimated that during the 1979-80 academic year the awards will range between \$50 and \$1,000.

To apply for a basic grant, a student must complete a Financial Aid Form (FAF) and indicate in the area designated to be computed for Basic Grant eligibility. Copies are available from the Director of Financial Aid.

### **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

This program has the single purpose of making a college education available to the high school graduate of exceptional financial need who, without the grant, would be unable to attend college. The minimum grant is \$200, but this may not exceed one-half of the student's financial need as established by the Financial Aid Form. Further, the SEOG can be no more than one-half of the financial aid supplied by the College. The balance could include a National Direct Student Loan or earnings under the College Work-Study Program.

## **SPECIALIZED SCHOLARSHIP AND LOAN PROGRAMS**

### **LEEP GRANT PROGRAM**

The Law Enforcement Educational Grant Program (LEEP) is administered by the Department of Justice to provide financial assistance for the in-service law enforcement officer continuing his education at the college or university level. An in-service employee of an enforcement agency can receive up to \$200 per academic quarter, not to exceed the cost of tuition and fees. Repayment of the award can be made through two years of employment within the field of law enforcement following completion of any course funded by a grant, or in cash at seven percent simple interest per annum through regular monthly payments of at least \$50 to the U.S. Department of Justice.

### **NURSING SCHOLARSHIP/LOAN PROGRAM**

The purpose of the program is to assist a student of exceptional financial need to undertake courses of study leading to an Associate of Arts degree in Nursing. The maximum scholarship amount is \$2,000, or the amount of financial need, whichever is less. The maximum amount that may be borrowed for an academic year is \$2,500. This is subject to availability of funds and to the amount of need. Loans are repayable over a ten year period beginning nine months after the student leaves school. Interest begins to accrue at the time the loan becomes repayable at the rate of three percent per annum. If a borrower is employed full-time as a professional nurse in any public or nonprofit private agency, institution, or organization (including neighborhood health centers), up to 85% of the Nursing Student Loan plus interest may be canceled at the rate of 15% a year for the first three years and 20% a year for the next two years.

Clayton Junior College is able to provide matching funds for National Direct Student Loans and Nursing Student Loans and Emergency Loans to students through a generous grant by the John Word West Education Foundation, Inc.

### **STATE DIRECT STUDENT LOANS**

State Direct Student Loans may be made to students who plan to enroll in educational programs leading to careers in approved health-care fields. Students may borrow up to \$1,500 per academic year and may elect to cancel the repayment obligation by practicing their professions in Georgia one calendar year for each \$1,000 of financial assistance.

Approved undergraduate fields of study include dental Hygiene, dietetics, hospital administration, laboratory technology, medical records administration, medical technology, nursing, occupational therapy, physical therapy, physician assistant, radiologic technology and respiratory therapy. Graduate and specialized fields of study include dentistry, special education, hospital administration, nurse anesthesia, nursing, optometry, pharmacy, physical therapy, school psychology and veterinary medicine.

## STUDENT SERVICES AND STUDENT ACTIVITIES

For answers to questions concerning this section of the catalog, please contact: The Office of the Dean of Students

Personnel in that office include:

The Dean of Students  
The Director of Counseling and Testing  
The Director of Financial Aid and Placement  
The Director of Student Activities  
The Veteran Certification Officer

### CLUBS/ORGANIZATIONS

The organization of student-interest groups related to the programs and the purposes of the College is encouraged. Clubs and organizations now in operation include: the American Dental Hygiene Association (Student Chapter), the Art Club, Baptist Student Union, Black Cultural Awareness Association, Collegiate Civitan, 4-H Natural Science Club, Georgia Association of Nursing Students, Junior Dental Hygienists of America, Lambda Alpha Epsilon Criminal Justice Fraternity, Music Club, Outreach (Nondenominational Religious Organization), Phi Beta Lambda Business Club, Phi Theta Kappa National Junior College Honorary, and the Student Association of Educators.

### LYCEUM

Each quarter the Lyceum Committee presents a series of concerts, recitals and lectures for the intellectual enrichment and enjoyment of the student. These programs are often offered in conjunction with a particular course in mind. Among the major lecturers in recent years have been Senator Sam Ervin, Dean Rusk, Stuart Udall, Walter Heller, Eric Sevareid, Ben Bradlee, Senator Birch Bayh, Congressman Peter Rodino, Paul Ehrlich, John Barth and Elizabeth Janeway. These programs are open to the general public at no cost.

### GENERAL ENTERTAINMENT

General Entertainment presents many outstanding recent feature films during the year; some of the major ones have been "Rocky," "Saturday Night Fever," "The Goodbye Girl," "Oh God!" and "Coming Home." General Entertainment also presents popular concerts and dances throughout the year including folk, rock, country, and jazz.

### CAREER LIBRARY

The Career Library is located in the Office of Counseling and Testing (Room C-61). It contains a large collection of college catalogs and applications to assist students in transferring to senior colleges. There is also an up-to-date library of career-related materials and occupational information.

### COUNSELING/TESTING

Counseling is available to Clayton Junior College students in a variety of areas. Our goal is to assist students in gaining a better understanding of themselves so they are better able to make informed personal academic and vocational choices. In addition to individual counseling, numerous group programs are regularly available on topics such as Study Skills, Test Anxiety Reduction, Career Planning, Job Search Skills and Values Clarification. The Counseling staff is available to conduct group or individual sessions on these and other areas of concern. A broad range of interest and personality tests are offered to the individual student at no cost.

The Office of Counseling and Testing also administers the GED (High School Equivalency Test), the Scholastic Aptitude Test, the Dental Hygiene Aptitude Test, examinations of the Advanced Placement Program, the Regents' Testing Program of the University System of Georgia, and the English Expressions Test.

### DRAMA ACTIVITIES

The student interested in acting and stage craft is encouraged to participate in drama productions sponsored by the Lyceum Committee. Auditions open to all students of the College are held for productions staged throughout the academic year. These range from improvisational presentations and chamber theatre to three-act plays.

### FINANCIAL AID

A full program of Financial Aid, including employment, loans, scholarships, and grants, is available to the student through the College. Information about financial aid is published in the preceding section of this catalog.

### FRESHMAN SCHOLARS

A student enrolled as a Freshman Scholar at Clayton Junior College is eligible and is encouraged to participate both in the activities of his high school and of the College.

## HEALTH SERVICES

A student at Clayton Junior College is responsible for making arrangements for his own health care with the following exceptions:

1. First aid for minor accidents is available in the Office of the Dean of Students and in the Physical Education Building;
2. On-campus emergencies will be handled by the Department of Public Safety or the Office of the Dean of Students;
3. A group policy of health and/or accident insurance is available through the Office of the Dean of Students for the student who elects to subscribe.

## HOUSING INFORMATION

Information on housing near the campus is available to the student through the Office of the Dean of Students. However, the College neither approves nor disapproves housing, and the selection of student housing is the responsibility of the student and/or his parents or guardian.

## INTRAMURAL ATHLETICS

A full program of intramural athletics involving both team and individual activities is scheduled during each academic quarter and is open to each student of the College.

## MUSICAL GROUPS

Organized musical groups on campus include the Clayton Junior College Brass Ensemble, Choir, Concert Band, Jazz Orchestra, Piano Ensemble, Renaissance Consort, and String Ensemble. Each of these groups performs both on and off campus. A student interested in membership auditions through the music faculty of the College.

## ORIENTATION

An Orientation Session is held in Room G-132 at the beginning of each academic quarter to acquaint new students with the campus and with college programs and policies.

During Orientation new students will also meet with faculty advisors to work out appropriate course schedules.

## PLACEMENT SERVICE

The Placement Office in the Office of the Dean of Students functions to assist the student and the graduate of the College in securing employment. This office maintains a listing of part- and full-time employment opportunities available in the community. These listings include jobs for the student currently enrolled at the College and permanent employment opportunities for the graduate.

Employment information is located on the bulletin board outside the Dean of Students Office.

## PUBLICATIONS

The Publications Committee is responsible for assisting the *Bent Tree* (student newspaper) and the *Clay Tablet* (magazine of the arts) staffs in coordinating financial matters and in establishing and maintaining standards of responsible journalism. Academic credit can be received for participating as a member of the *Bent Tree* staff or the *Clay Tablet* staff.

## STUDENT AFFAIRS COMMITTEES

Several faculty/student committees, sub-committees, and commissions are responsible for coordinating and supervising student-oriented functions and activities through the Office of the Dean of Students. These include the Student Affairs Committee, the Lyceum Committee, the General Entertainment Committee, the Publications Committee, the Judicial Commission, the Intramurals Committee, and the Health and Safety Committee.

## STUDENT HANDBOOK: RIGHTS AND RESPONSIBILITIES

The Student Handbook details the rights and responsibilities of a student at Clayton Junior College. A copy of the Student Handbook is presented to each student during Orientation. It is anticipated that students at Clayton Junior College will conduct themselves in accordance with the regulations set down in this catalog and in the Student Handbook. A violation of the student conduct code will be adjudicated through the Office of the Dean of Students.

## STUDENT GOVERNMENT

It is the philosophy of Clayton Junior College that student government should provide an organizational framework within which a student may participate in and contribute to the operation and development of the College. The Clayton Junior College Student Government Association is a bicameral body comprising of 18 student representatives elected proportionally from the following groups: 1) career majors; 2) humanities majors; 3) natural sciences and mathematics majors; 4) social sciences majors; 5) business majors; and 6) undeclared majors. All members of the Student Government Association, including the President and Vice-President, are elected directly by the student body of the College in elections held Spring and Fall Quarters.

## TUTORING

The Dean of Students Office provides a list of qualified tutors in numerous subjects. Students experiencing academic difficulty or wishing to become tutors may inquire about the Tutorial Program at the Office of Counseling and Testing in room C-61. A veteran attending Clayton Junior College under the G.I. Bill or a serviceman enrolled at Clayton Junior College is eligible to participate in the Veterans' Tutorial Program, which provides funds for veterans and servicemen requiring tutors; veterans seeking tutorial assistance should contact Counseling and Testing in C-61.

## VEHICLE REGISTRATION

To insure efficient control of traffic and parking on campus and the safety of all persons and vehicles, each motorized vehicle operated at Clayton Junior College must be registered with the Department of Public Safety and must display an affixed decal. These decals are issued without cost to the student at the Business Office.

## VETERANS' SERVICES

The Veterans' Affairs Office was established at Clayton Junior College to assist the veteran in utilizing his educational benefits to the fullest advantage. Federal, state and institutional policies and procedures concerning standards of progress (i.e., attendance, length of program and specific classes pursued) are currently in effect for all students receiving veteran benefits. Information concerning these procedures is available in the Veterans' Office and is routinely mailed to all enrolled veterans. Any veteran enrolled or planning to enroll at Clayton Junior College is invited to contact the Veterans' Affairs Office in the Office of the Dean of Students with questions about his educational benefits under the G.I. Bill.

The veteran enrolled at Clayton Junior College is encouraged to take advantage of such programs as the Veterans' Tutorial Program for the veteran who is experiencing academic difficulties and the Special Studies Program for the student who needs to review basic academic skills. The veteran enrolled at Clayton Junior College also may contact the Office of Veterans' Affairs for assistance in dealing with difficulties with the Veterans' Administration.

The following is a guide for veterans applying for veterans' benefits to be used at Clayton Junior College:

1. *New Students.* A veteran who has never used his educational benefits should obtain Form #1990 from the Veterans' Affairs Office and return the completed form together with a certified copy of his DD 214 to the Veterans' Affairs Office.
2. *Previously-Enrolled and Transfer Students.* A veteran who has received benefits previously at Clayton Junior College or at another college or university should obtain Form #1995 from the Veterans' Affairs Office, complete the form, and return it to the Veterans' Affairs Office.
3. *Each* veteran attending Clayton Junior College is requested to notify the Veterans' Affairs Office each quarter of his total number of enrolled hours. This will insure that each eligible veteran will continue to receive his benefits during the following quarter.

## OFFICE OF COMMUNITY SERVICES

Clayton Junior College is dedicated to serving the educational and cultural needs of the south metropolitan Atlanta community. As an institution of the University System of Georgia, the College shares with its sister institutions the philosophy that such service should extend beyond purely academic offerings to the special educational and cultural needs of the community itself, especially through continuing education for adults in all walks of life. It is the mission of the Office of Community Services to act as a liaison between the College and the community.

Last year, more than 6,000 persons participated in continuing education programs offered through the Office of Community Services during the four quarters of the year. Directed towards personal and professional enrichment, continuing education programs require no college prerequisites or tests. They are offered both on the Morrow campus and at off-campus centers within the community.

Courses offered through the Office of Community Services have several purposes. Career-oriented courses are designed to help individuals improve skills and move towards new occupational opportunities. Personal growth courses provide individuals the opportunity for greater self-awareness and progress towards their full potential. Courses in the area of sports and self-defense provide the opportunity for physical activity aimed at the development of a sounder physical condition, while leisure time and personal enrichment courses are designed to improve the quality of life through art, music, hobbies, and special interest programs.

This office also works with groups of individuals within the community to generate continuing education workshops and seminars to meet other special educational needs. During the last several years, for example, the Office of Community Services has sponsored and conducted workshops in continuing professional education for dental hygienists entitled "Patient Examination and Evaluation," on state certification of Teacher Aides at the early childhood level, as well as forums on areas of community concern such as "Troubled Youth in the Changing Family."

Workshops and courses also are planned and conducted to meet special needs of local government officials and of the business community. Local governments have benefitted from programs such as Land Use Planning Seminars. State government employees regularly attend classes in the Certified Public Manager Program jointly planned by the State Merit System and the University of Georgia and conducted on the Clayton Junior College campus. The business community has participated in special programs in the areas of banking and supervisory development.

Community Services Bulletins describing continuing education courses to be offered, their meeting dates, and fees are distributed throughout the community before the beginning of each quarter. A person wishing to be placed on the mailing list of Community Services Bulletins is invited to contact the Office of Community Services.

As an institution of the University System of Georgia, Clayton Junior College also serves as the official representative of the resources of the entire University

System for the south metropolitan Atlanta community. Therefore, the Office of Community Services is a liaison between individuals and groups within the community and other institutions of the University System of Georgia, bringing the resources of those institutions to bear on educational needs within the College's service area. The Director or Assistant Director of Community Services is always eager to discuss with individuals or groups within the community special educational and/or cultural needs which may be met through the resources of Clayton Junior College, through the resources of another institution of the University System of Georgia, or through institutional cooperation.

### USE OF COLLEGE FACILITIES

Facilities and equipment of the College are provided for the purpose of supporting the educational programs and services approved for the College by the Board of Regents.

The Office of Community Services is responsible for sanctioning the use of college facilities by groups not affiliated with the College. The primary considerations in determining use of college facilities by outside groups are whether the proposed activity is in keeping with the mission of the College and whether the College has the resources to co-sponsor the activity as one of its own programs.

Activities of other educational agencies, state and local governments, and non-profit organizations which are in conformity with the purposes of the College are usually approved and co-sponsored by the College.

The facilities of the Physical Education Building are available for use by members of the college community during the normal operating hours of that building. The adjacent playing fields, tennis courts, and putting green also are available for use by members of the college community.

Policies governing the use of these facilities are designed to permit maximum utilization by students, faculty, staff, and their guests; to insure the safety and well-being of the participants; to provide for the protection, care, and maintenance of the facilities.

### CAMPUS FACILITIES

A. The ADMINISTRATION BUILDING houses the offices of the President, the Dean of the College, Admissions and Records, Comptroller, Community Services, Public Information, the Director of Cooperative Education, and the Director of the Computer Center. The College's Computer Center is located in the Administration Building with additional terminals located in the Library.

B. The ROUND BUILDING contains six lecture rooms. These lecture rooms accommodate from 50 to 150 students. Each is served by a multi-media backscreen projection audio-visual system.

C. The ACADEMIC BUILDING contains general classroom and special purpose rooms and laboratories for science, nursing, and secretarial studies. Located in the office complexes within the Academic Building are the offices of the chairman and faculty of the Division of Business and the Division of Natural Sciences and Mathematics, the offices of the head and faculty of the Department of Nursing and the Department of Dental Hygiene, and the offices of the staff of the Dean of Students.

D. The STUDENT CENTER houses the College's Dental Hygiene Clinic and laboratory; Student Lounge, and area of Student Government Association and student publications offices; Bookstore; and dining facilities and grill service.

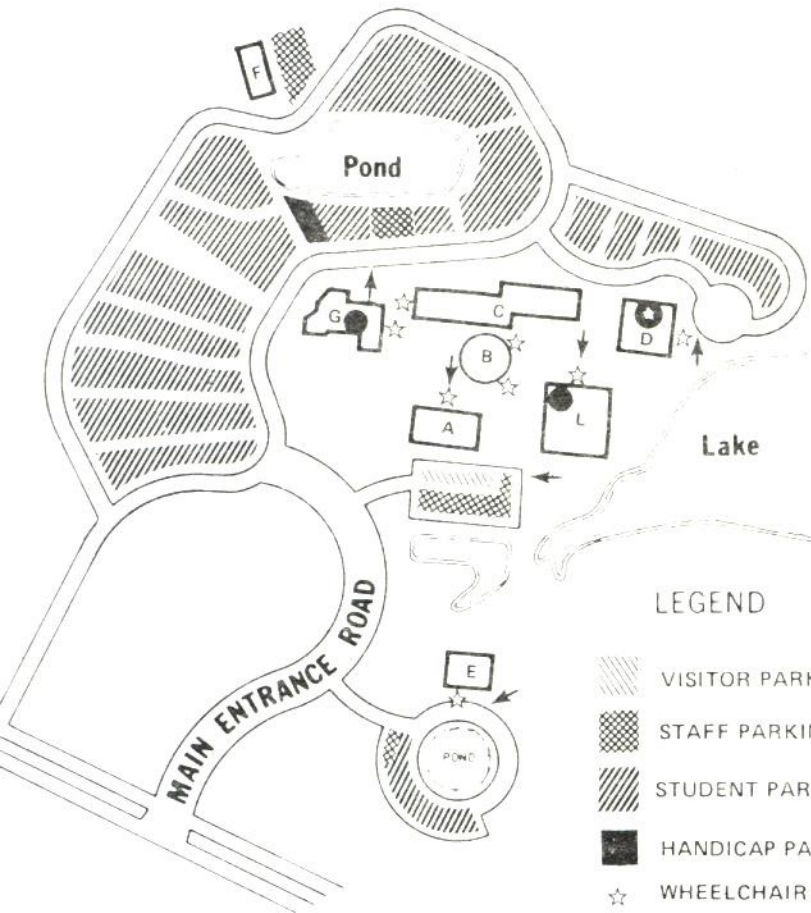
E. The PHYSICAL EDUCATION BUILDING contains instructional and activity areas for physical education; shower and locker rooms for men and women; and faculty offices. Playing fields for softball and baseball, tennis courts, and a putting green for golf are located adjacent to the Physical Education Building.

F. The MAINTENANCE BUILDING contains the offices of the Director of Public Safety, the Director of Plant Operations, and storage area for the College's inventory of operating supplies.

G. The CLASSROOM BUILDING includes specialized areas for music and art, and the College's modern 230-seat Lecture Hall. Located in the office complexes within the Classroom Building are the offices of the chairman and faculty of the Division of Humanities and the Division of Social Sciences.

L. The LEARNING RESOURCES CENTER houses a variety of instructional services and resources. The newest building on campus, the two-story structure includes areas for library public services, technical services, and media services; and for videotape and closed circuit or cable television. Also included is an area for the College's graphics arts and central duplicating services. Instructional areas for the Department of Special Studies, and office spaces for the Head and faculty of the Department of Special Studies are provided along with office spaces for the Director of Learning Resources and his staff.

# CJC CAMPUS

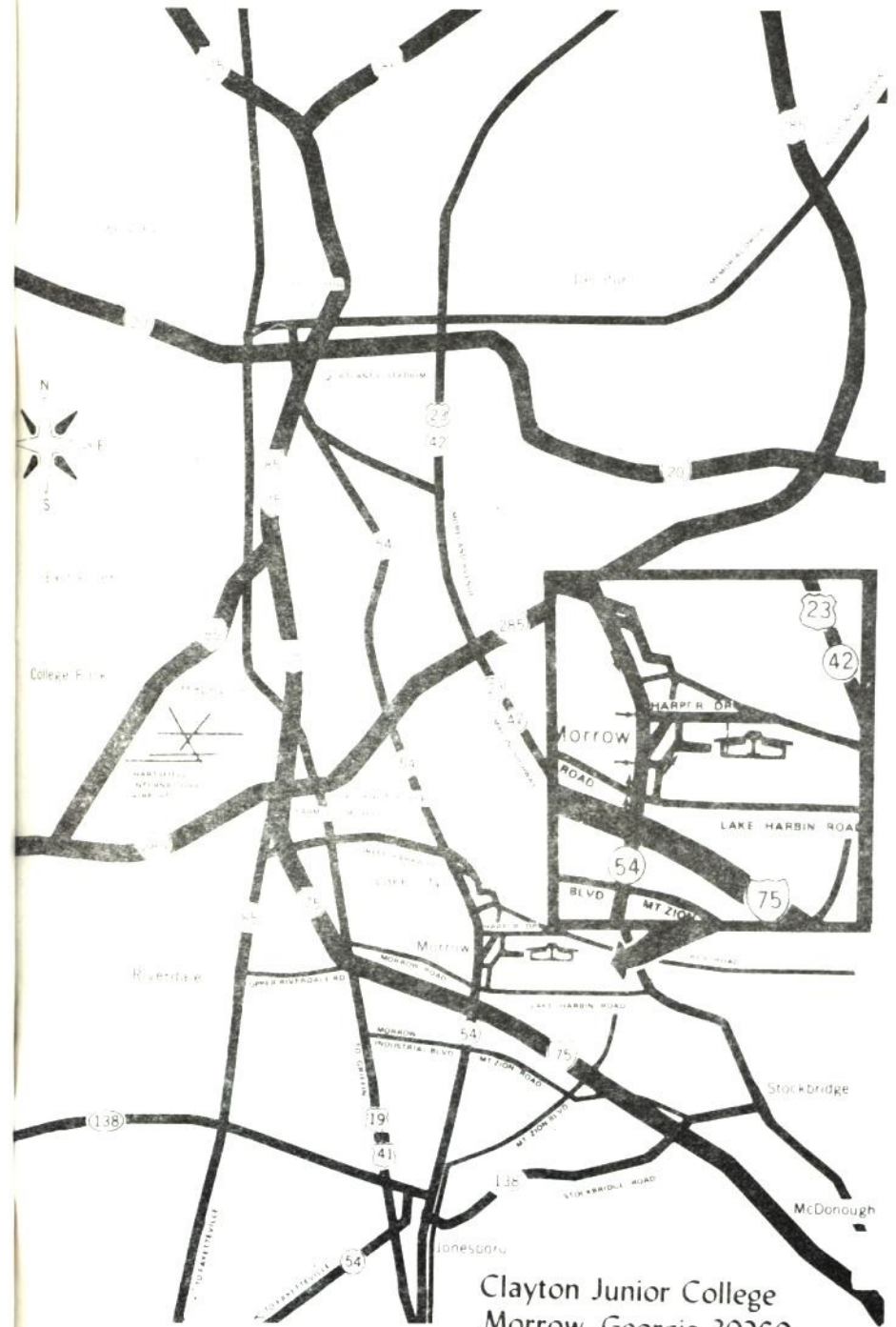


## LEGEND

- VISITOR PARKING
- STAFF PARKING
- STUDENT PARKING
- HANDICAP PARKING
- WHEELCHAIR ENTRANCE
- CURB CUT OR RAMP
- ELEVATORS
- ELEVATOR (handicap use only)

CLAYTON JUNIOR COLLEGE  
MORROW, GEORGIA 30260  
TELEPHONE (404) 363-7700

- A Administration Building
- B Round Building
- C Academic Building
- D Library/Student Center
- E Physical Education
- F Maintenance Building
- G Classroom Building
- L Learning Resources Center



Clayton Junior College  
Morrow, Georgia 30260

AN INSTITUTION OF  
THE UNIVERSITY SYSTEM OF GEORGIA  
SERVING SOUTH METROPOLITAN ATLANTA

# THE UNIVERSITY SYSTEM OF GEORGIA

## UNIVERSITY SYSTEM INSTITUTIONS

### Universities and Colleges

Georgia Institute of Technology  
President Joseph M. Pettit  
225 North Avenue, N.W.  
Atlanta, Georgia 30332  
894-2000 GIST 222-2000

Georgia State University  
President Noah Langdale, Jr.  
University Plaza  
Atlanta, Georgia 30303  
658-2000 GIST 223-2000

Medical College of Georgia  
President William H. Moritz  
1120 — 15th Street  
Augusta, Georgia 30902  
828-0211 GIST 331-0211

University of Georgia  
President Fred C. Davison  
Arms, Georgia 30601  
542-3030 GIST 241-3030

Albany State College  
President Charles L. Hayes  
504 College Drive  
Albany, Georgia 31705  
439-4234 GIST 341-4234

Armstrong State College  
President Henry L. Ashmore  
11935 Abercorn Street Ext  
Savannah, Georgia 31402  
925-4200 GIST 369-5211

Augusta College  
President George A. Christensen  
2500 Walton Way  
Augusta, Georgia 30904  
828-3054 GIST 331-3054

Columbus College  
President Thomas Y. Whitley  
Algonquin Drive  
Columbus, Georgia 31907  
568-2011 GIST 251-2011

Fort Valley State College  
President Cleveland W. Pettigrew  
805 State College Drive  
Fort Valley, Georgia 31830  
825-6211 GIST 327-6211

Georgia College  
President J. Whitley Bunting  
231 West Hancock  
Milledgeville, Georgia 31061  
453-5187 GIST 324-5187

Georgia Southern College  
President Dale W. Dick  
Statesboro, Georgia 30459  
561-5611 GIST 364-5611

Georgia Southwestern College  
President Harold J. Johnson  
(Acting)  
Wheatly Street  
Americus, Georgia 31709  
928-1279 GIST 345-1279

Kennesaw College  
President Horace W. Sturgis  
3430 Fry Lake Road, N.W.  
Marietta, Georgia 30060  
422-8776 GIST 220-4011

North Georgia College  
President John H. Owen  
Dahlonega, Georgia 30533  
864-3391 GIST 244-6011

Savannah State College  
President Clyde W. Hill, Acting  
Savannah, Georgia 31404  
356-2186 GIST 362-2186

Valdosta State College  
President Hugh C. Bailey  
North Patterson Street  
Valdosta, Georgia 31601  
247-3286 GIST 343-4286

West Georgia College  
President Maurice K. Townsend  
Carrollton, Georgia 30116  
834-1211 GIST 232-1115

### Junior Colleges

Abraham Baldwin  
Agricultural College  
President Stanley B. Anderson  
Moore Highway  
Tifton, Georgia 31794  
886-3236 GIST 342-3236

Albany Junior College  
President B. R. Tuley  
2400 Gulltown Road  
Albany, Georgia 31701  
439-4200 GIST 341-4200

Atlanta Junior College  
President Edson A. Thompson  
1630 Stewart Avenue, S.W.  
Atlanta, Georgia 30310  
565-6444 GIST 291-6444

Bainbridge Junior College  
President Edward D. Mobley  
U.S. Highway 84E  
Bainbridge, Georgia 31502  
246-7941 GIST 312-246-7941

Brunswick Junior College  
President John W. Teel  
Brunswick, Georgia 31502  
264-7211 GIST 365-2011

Clayton Junior College  
President Harry S. Downs  
5900 Lee Street  
Morrow, Georgia 30260  
363-7700 GIST 220-7700

Dalton Junior College  
President Derrell C. Roberts  
Dalton, Georgia 30720  
278-3133 GIST 245-5221

Emanuel County Junior College  
President Willie D. Gunn  
Swainsboro, Georgia 30401  
277-7831 GIST 314-4011

Floyd Junior College  
President David B. McCorkle  
L. S. 27 S.  
Rome, Georgia 30161  
295-6339 GIST 231-6339

Gainesville Junior College  
President Hugh M. Mills, Jr.  
Mundy Mill Road  
Gainesville, Georgia 30501  
536-5226 GIST 246-4011

Gordon Junior College  
President James F. Stockland  
(Acting)  
103 College Street  
Barnesville, Georgia 30204  
358-1700 GIST 258-4011

Macon Junior College  
President William W. Wright, Jr.  
Highway 80  
Macon, Georgia 31201  
474-2700 GIST 323-7011

Middle Georgia College  
President Louis C. Alderman, Jr.  
Sarah Street  
Cochran, Georgia 31014  
934-6221 GIST 325-3011

South Georgia College  
President Douglas P. Carter  
Douglas, Georgia 31531  
484-1100 GIST 347-4011

Waycross Junior College  
President James M. Dye  
2001 Francis Street  
Waycross, Georgia 31501  
937-7170 GIST 317-7170

Complete information about programs and courses offered by Clayton Junior College is not included in this Summary of the 1979-80 Catalog. Use the following telephone guide to contact the appropriate office for further information. You will receive a 1980-81 Catalog prior to the start of classes for Summer Quarter, 1980.

	UNTIL May 26, 1980	AFTER May 26, 1980
College Information	363-7700	961-3400
Admissions and Records Annette Satterfield, Director Judith C. Nichols, Counselor	363-7723	961-3500
Business Division John E. Feathers, Chairman	363-7781	961-3410
Faculties of:		
Accounting		
Business Administration		
Business Education		
Economics		
Small Business Development Center		
Business Office	363-7713	961-3525
Robert H. Koermer, Comptroller		
Community Services (Non-credit classes) Ricardo D. Sanchez, Director Kathleen J. K. Robichaud, Assistant Director	363-7717	961-3550
Dean of the College Dr. Billy R. Nail	363-7741	961-3485
Dean of Students Robert C. Bolander, Dean Robert J. Taylor, Director of Student Activities Constance King, Director of Financial Aid Dr. Jean M. Jones, Director of Counseling and Testing	363-7735	961-3510
Dental Hygiene Department Dr. Leonard K. Schreiber, Head	363-7761	961-3440
Humanities Division Dr. Elliott McElroy, Chairman	363-7743	961-3420
Faculties of:		
Art		
English		
French		
Music		
Philosophy		
Spanish		
Speech		
Library/Learning Resources Center Dr. Jack A. Bennett, Director	363-7765	961-3520
Natural Sciences and Mathematics Division Dr. O. C. Lam, III, Chairman	363-7753	961-3430
Faculties of:		
Biology		
Chemistry		
Computer Services		
Mathematics		
Physics		
Nursing Department Joy Lynn Douglas, Head	363-7771	961-3450
Police and Public Safety E. Bill Hart, Director	363-7792	961-3540
President Dr. Harry S. Downs	363-7738	961-3531
Social Sciences Division Dr. Harvey H. Jackson, Chairman	363-7773	961-3460
Faculties of:		
Criminal Justice		
Education		
History		
Library/Media Technical Assistants		
Physical Education		
Political Science		
Psychology		
Sociology		
Special Studies Department Dr. Judy C. Brown, Head	363-7746	961-3470
Faculties of:		
English		
Reading		
Mathematics		



**Clayton Junior College  
Morrow, Georgia 30260**

**Serving South Metropolitan Atlanta**

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