

GEORGIA HIGHLANDS COLLEGE
BIOL 2700K - Genetics
Syllabus



COURSE INFORMATION:

SEMESTER/YEAR:	SPRING2023
LECTURE DAY/TIME:	T/R 9:30-10:45 LOCATION: C-220
LAB DAY/TIME	T/R 11:00 – 1:00 LOCATION: C-375
CREDIT HOURS:	4 credit hours

INSTRUCTOR INFORMATION:

NAME:	MERRY CLARK, Ph.D.
TITLE:	PROFESSOR OF BIOLOGY
OFFICE PHONE:	678-872-8413
EMAIL:	mclark@highlands.edu
OFFICE LOCATION:	254-E, BUILDING A
OFFICE HOURS:	MON - THURS: 9:15 – 9:30 MON/WED: 11:00 – 12:30 TUES/THURS: 1:00 – 2:00 ONLINE HOURS: 3:00 - 4:00 MON-THURS PLEASE EMAIL ME TO SCHEDULE AN APPOINTMENT OUTSIDE OF THESE TIMES

IMPORTANT CLASS DATES:

Drop/Add Period Ends:	JAN 13 TH
Last day to withdraw with a "W":	MARCH 13 TH
Last day of Classes:	MAY 1 ST
Course Final Exam:	MAY 4TH 9:30
Grades Due:	MAY 10 TH

COURSE DESCRIPTION:

PREREQUISITE: BIOL2107K and CHEM1211K with a grade of C or better

This course presents an introduction to the basic principles of genetics, including patterns of Mendelian and non-Mendelian inheritance, the molecular basis of heredity, DNA structure and function, biotechnological applications, and population genetics. Students will explore these principles in laboratory using fundamental techniques of genetic analysis. **Laboratory fee required**

COURSE MATERIALS:

All lecture and laboratory materials will be provided via D2L: <https://highlands.view.usg.edu/d2l/home/2808563>

STUDENT LEARNING OUTCOMES FOR SCIENCE: Students will demonstrate knowledge of the concepts of one scientific discipline, along with the application of those concepts through experimentation and observation

LEARNING OUTCOMES/COURSE OBJECTIVES FOR BIOL 2700K:

1.	Students will be able to describe cellular and chromosomal events that occur during the eukaryotic cell cycle and gamete formation.
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2.	Students will describe chromosome behavior and changes in chromosome structure and number as a cell progresses through a cell cycle.
3.	The student will be able to explain how meiosis and random fertilization contribute to genetic variation in sexually reproducing organisms.
4.	Students will be able to explain Mendelian and non-Mendelian patterns of inheritance and apply these to problems of inheritance.
5.	Students will be able to compare the effect of linkage and independent assortment on genetic outcomes and assess data to determine if genes are linked or on separate chromosomes.
6.	Students will plan and perform various types of genetic crosses and indicate when/why they would be used by a Geneticist.
7.	Students will be able to explain how crossing over produces recombination and use recombination frequencies to construct a genetic map, calculate gene linkage and predict gametic and mating outcomes.
8.	Students will be able to describe and recognize anomalies in chromosome structure and number and explain how these anomalies arise and are detected.
9.	Students will understand the importance of regulating gene expression in prokaryotes and eukaryotes and describe the levels at which gene expression is controlled.
10.	Students will be able to define and identify the various types of mutations that occur and recognize the relationship between mutations and new alleles.
11.	Students will be able to explain major methods and techniques used in molecular genetics to isolate, recombine, amplify and study genes of interest.
12.	Students will be able to analyze and explain pedigrees.
13.	Students will be familiar with common techniques used to analyze genetic variants and interpret SNP/STR data to pinpoint the chromosomal location of a human disease.
14.	Students will be able to make educated predictions of simple experiments and interpret data from experimentation testing.

EVALUATION METHODS and GRADING:

GRADE ITEM	POINTS POSSIBLE	POINTS EARNED	% OF COURSE GRADE
Vocabulary Assignment	5 points		5%
Quizzes/In Class Assignments	10 points		10%
In Class Presentation	5 points		5%
Midterm Exam	25 points		25%
Final Exam	25 points		25%
Laboratory Grade	25 points		25%
Class Participation/Discussion	5 points		5%
Total	100 points		100%

THERE ARE NO OPPORTUNITIES FOR EXTRA CREDIT IN THIS COURSE!

GRADE SCALE:

90 - 100% = A 80 - 89% = B 70 - 79% = C 60 - 69% = D < 59% = F

EXAM POLICIES:

1.	A pencil (or pen) is the only item allowed during a test and/or exam. I will provide additional paper if necessary. All other possessions (coats, purses, textbooks, bookbags, cell phones , food/drinks, etc.) should be put away prior to the start of the test.
2.	Be sure all cell phones are turned OFF prior to starting a test. If a student's phone rings during a test, the student will be required to turn in their test, leave the room, and not return until the next class meeting. The student will not be allowed to complete the test and the test will be graded "as is".

3.	If a student is late for an exam (15 minutes or more), his/her exam must be handed in with the rest of the class. If any exam has been handed in prior to the student's arrival, the student may not be allowed to take the exam and may receive a zero for that assignment.
4.	No tentative averages will be calculated by the instructor. The instructor provides detailed instructions on how to calculate the course grade in the syllabus (see above). Students are encouraged to use this information to make their own calculations.
5.	If a lecture test/quiz or assignment is missed for a documented emergency (i.e. hospitalization or death of an immediate family member, jury duty, military deployment, illness verified by a medical note, etc.), a make-up over the material missed may be administered at the discretion of the instructor and at a time and location that is convenient to the instructor. Students must present documentation of the emergency upon returning to school. Proper documentation includes: doctor's statement, hospital record, court appearance letter, police report of a traffic accident, funeral program, letter from employer, tow truck bill, etc. A letter from a student's mother does not constitute proper documentation. Students must contact the professor within 24 hours of the absence to schedule a make-up (preferably via email). Failure to contact the instructor within 24 hours of the absence will result in a loss of all rights to make up the work. If the student chooses to leave a voice message for the instructor, the student must leave a phone number or email address where they can be contacted.

GENERAL COURSE ETTIQUETE & POLICIES:

1.	EMAIL: GHC email is the official means of communication used by the college. If a student experiences technical difficulties with their Georgia Highlands College email, they should contact the IT Office immediately. The Cartersville IT Office is located in Room 171A. The instructor is not responsible for technical difficulties that arise with email (especially if the student is using an email account other than the provided Georgia Highlands College email account). Students may opt to have their GHC email forwarded to their personal email account however, the instructor will not respond to emails coming from personal email accounts. I do not use the mail feature in D2L! Please email me at mclark@highlands.edu
2.	DISRUPTIVE BEHAVIOR: Board of Regents policy: "Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment" (BR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98) source: USG Manual
3.	TECHNOLOGY: The instructor is not responsible for technical difficulties that arise with D2L. A "Getting Started Tutorial with D2L" is available at: http://www.highlands.edu/d2l . Students can get 24 Hour online Assistance at: https://d2lhelp.view.usg.edu . Students can retrieve their D2L login credentials from the GHC ID Lookup link at: http://www.highlands.edu/site/banner-portal .

ATTENDANCE POLICY:

In any science course, there is a direct correlation between class participation and academic performance. Attendance will be recorded for advisory purposes and administrative record keeping. **It is the student's sole responsibility to obtain all materials or announcements missed as a result of an absence.**

There are several in class assignments (or quizzes) planned for the semester. There are **NO MAKE-UPS** for these assignments without a documented excuse (see above policy). **Furthermore, part of the course grade is determined by PARTICIPATION in class: multiple absences will be reflected in the participation portion of your grade.**

TENTATIVE LECTURE SCHEDULE

JAN 10	Course Introduction, History of Genetics
JAN 12	Review of basic genetic concepts, terminology
JAN 17	IN CLASS - DISORDER ASSIGNMENT Review of cell cycle, Mitosis/Meiosis
JAN 19	Review of cell cycle cont., review chromosome structure
JAN 24	Mendelian Genetics
JAN 26	Mendel - probability, PEDIGREES
JAN 31	Extensions of Mendelian Genetics (Epistasis, X-linkage)
FEB 2	Recombination/linkage as a way to MAP CHROMOSOMES PEDIGREE QUIZ
FEB 7	STRs, SNPs, RFLP analysis
FEB 9	Sex chromosomes – Male vs. Female, Sexual dimorphism, Sex determination in humans and other animals, Y chromosome regions, unequal crossing over
FEB 14	Dosage compensation, X inactivation, Chromosomal Aberrations - Nondisjunction, Aneuploidy CHOOSE PRESENTATION TOPIC
FEB 16	Translocation/deletion/duplication/deletion Globin disorders – Thalassemia (deletions vs. duplications), Genetic anticipation (duplication), Fragile X – trinucleotide repeats, Pseudogenes, human genome overview LINKAGE/MAPPING QUIZ
FEB 21	DNA Structure, Replication, Organization (Griffith, Hershey/Chase, AMM, Franklin) RNA processing (INTRONS), Telomeres
FEB 23	VOCABULARY SCAVENGER HUNT
FEB 28	Chromatin remodeling/histones, DNA methylation, REVISIT pseudogenes/thalassemia IF TIME VOCABULARY SCAVENGER HUNT DUE
MAR 2	Review of DNA Transcription/Translation, Mutations, Protein Misfolding – PRIONS
MAR 7	Catch up, Review for Midterm Exam
MAR 9	MIDTERM EXAM (midpoint is MARCH 13)
MAR 14	Discuss Midterm FINALIZE PRESENTATION TOPICS
MAR 16	Recombinant DNA Technology — Cloning, Techniques, Restriction Maps, Gene editing/therapy
MAR 21	Recombinant DNA Technology —Genetic Testing - ETHICAL ISSUES STUDENT PRESENTATIONS
MAR 23	Neurogenetics - Nancy Wexler videos/interviews STUDENT PRESENTATIONS
MAR 28	Neurogenetics – History of Huntington Disease RESTRICTION MAPPING QUIZ STUDENT PRESENTATIONS
MAR 30	Neurogenetics – Trinucleotide repeats (revisit but in depth), ETHICAL ISSUES (with testing) STUDENT PRESENTATIONS
APR 3 - 7	NO CLASS – SPRING BREAK
APR 11	Mitochondrial DNA - Versus nuclear STUDENT PRESENTATIONS
APR 13	Mitochondrial DNA - Disorders (MERF, LHON), 3 parent child, Cancer link, ETHICAL ISSUES STUDENT PRESENTATIONS
APR 18	Evolutionary Genetics - Micro versus macro, Phylogenetic trees, De novo genes (REISIT PSUDOGENES?) STUDENT PRESENTATIONS
APR 20	EUGENICS/GENETIC ENGINEERING DEBATE
APR 25	EPIGENETICS -Genes vs. Environment
APR 27	IN CLASS - DISORDER ASSIGNMENT Review for Final Exam
MAY 4	FINAL EXAM 9:30AM

LABORATORY INFORMATION: Since this course involves a laboratory component, there are specific safety issues that students need to be aware of. It is the student's responsibility to be aware of all such issues and act in a cautious manner to avoid any potential causes for accidents in the laboratory. GHC is not liable for any accident in the lab due to negligence on the part of any individual.

LABORATORY GRADE: **Students are required to bring lab handouts and lab notebook to each lab.**

The overall laboratory grade constitutes 25% of the course grade. The laboratory grade is based on active participation, quality of scientific documentation (laboratory notebook) and mastery of lab topics (final exam).

- **EXERCISES:** Students are expected to come to lab prepared, and to complete the scheduled activity. **Any student who arrives unprepared or leaves early will NOT receive credit for the activity that day. NO EXCUSES.**
- **LAB NOTEBOOK:** Students are expected to bring a laboratory notebook to EVERY lab. It can be a composition book, a journal, a 3-ring binder, a stack of paper stapled together, etc. but IT MUST BE ORGANIZED and it MUST BE designated for this lab. For some labs, you will be required to write the protocol beforehand. Some labs might not require any writing in your notebook, but you might need to make calculations (and you will probably need to remember those calculations). I will discuss lab notebooks more during the first lab, but please plan to bring a notebook to the FIRST LAB. Also, **no pencils in lab – everything you write in your notebook is permanent.**
- **LAB FINAL EXAM:** A final laboratory exam will be administered at the end of the semester to assess student comprehension of topics and laboratory techniques.

IT IS NOT POSSIBLE TO MAKE UP ANY LAB.

Lab Grade will be based on the following:	Points Possible	Points Earned
Weekly Lab Exercises	75 points	
Lab Notebook	75 points	
Lab Final Exam	100 points	
Total	250 points	

TENTATIVE LABORATORY SCHEDULE

JAN 19	LAB SAFETY, NOTEBOOKS, STATION SET-UP WRITE PROTOCOLS FOR LAB #1 IN NOTEBOOK PRIOR TO LAB #1
JAN 24	Basic Molecular Techniques – PIPETTING, GEL PREP/LOADING, CENTRIFUGATION
JAN 26	Cell Cycle Mutations – SIMULATION
JAN 31	Chi Square Corn Analysis
FEB 2	Mendelian Genetics & Probability (Sickle Cell Anemia) – PUNNETT SQUARES AND STATISTICS
FEB 7	Detecting Inherited Forms of Cancer –PEDIGREE CONSTRUCTION & ANALYSIS
FEB 9	Detecting Inherited Forms of Cancer –ENZYME DIGEST AND GEL
FEB 14	Examining Human Chromosome Disorders –KARYOTYPING & CYTOGENETICS
FEB 16	PREPARE FOR FINGERPRINTING LAB –PCR OVERVIEW
FEB 21	DNA Fingerprinting -PCR
FEB 23	DNA Fingerprinting - ELECTROPHORESIS
FEB 28	DNA Fingerprinting – GEL DRYING/ANALYSIS
MAR 2	Sickle Cell Southern Blot – Cast & Run Gels
MAR 7	Southern Blot – Denature & Transfer
MAR 9	Southern Blot – Detection & Analysis
MAR 14	GENE REGULATION: pGLO TRANSFORMATION - OVERVIEW
MAR 16	pGLO - PREPARE STARTER PLATES
MAR 21	pGLO - STREAK STARTER PLATES
MAR 23	pGLO - Bacterial Transformation
MAR 28	pGLO – TRANSFORMATION ANALYSIS
MAR 30	CRISPR Gene Editing – OVERVIEW
APR 11	CRISPR Gene Editing – PLATE PREPARATION
APR 13	CRISPR Gene Editing - TRANSFORMATION
APR 18	CRISPR – ANALYSIS
APR 20	CRISPR – GENOTYPING
APR 25	LAB FINAL

GENERAL COLLEGE POLICIES

<https://sites.highlands.edu/cetl/wp-content/uploads/sites/18/2022/12/SyllabusPolicies-Spring2023.pdf>

Campus Carry Sources: <https://sites.highlands.edu/campuspolice/safety/campus-carry/> , USG's Guidance on H.B. 280 Georgia Highlands College is committed to providing a safe environment for students, employees, and campus visitors, while respecting the rights of individuals who are licensed to carry a concealed handgun as permitted by Georgia state law in regards to House Bill 280, commonly known as the "campus carry" legislation, effective on July 1, 2017. It will be the responsibility of those license-holders who choose to carry concealed handguns on campus to know the law and to understand where they can go while carrying. No. HB 280 prohibits handguns in rooms and spaces that are being used for classes in which high school students are enrolled. (Instructors can find this information in Banner.) It does not prohibit license-holders from carrying concealed handguns in other areas where those high school students may go while on campus.

COVID-19

GHC Campus Guidelines

Please visit the FAQs page for more information and details. On this page, you will find a full list of FAQs. If you have additional questions not answered there, reach out to hr_covid-19@highlands.edu (Updated Spring 2023)

Disability Statement

Your experience in this class is important to me. If you have already established accommodations with the Student Support Services Office of Disability Access, please provide your accommodation notice to me at your earliest convenience so we can discuss your needs in this course. If you have not yet established services through Disability Access, but want to request accommodations due to a disability. Accommodations may be requested (such as providing materials in alternative formats, assuring physical access to classrooms or being sensitive to interaction difficulties that may be posed by communication and/or learning disabilities) through Student Support Services on all campuses. Contact the campus Disability Access Office via email at disabilityaccess@highlands.edu It is important to Georgia Highlands College to create inclusive and accessible learning environments consistent with federal and state law. (Updated Fall 2022)

Early Alert Program

Georgia Highlands College requires that all faculty members report their students' progress throughout the course of the semester as part of the institution-wide Early Alert Program (EAP). The objective of the program is to support academic success by reviewing early indicators of student progress. In accordance with EAP, faculty members provide the Registrar's Office and Academic Success Center with academic reports of each student enrolled in their course(s) at checkpoints staggered throughout the semester. The following success factors are reported at their corresponding checkpoint: • Week 2: Notification of Non-attendance (Registrar via Score) • 40% mark of term: Navigate Student Progress Report (Academic Success Center via Navigate) (Updated Fall 2022)

Early Grades

Source: GHC Intranet > Faculty > Policies and Procedures > Academic Course Syllabus Guidelines

GHC offers a variety of part-of-term classes to allow our students to have flexible schedules. However, there are only three Semesters each year; Spring, Summer and Fall. It is only at the end of each Semester that grades are rolled to academic history and available on the official transcript. After each part-of-term, as soon as Instructors have entered grades, they may be viewed online by logging into the SCORE. Transcripts may also be requested at any time by logging into the SCORE. Prior to the end of term, should a student need an early grade letter sent to another institution they may complete the request form and submit it to the Registrar's Office for processing. Please contact the Registrar's Office at registrar@highlands.edu if you need any assistance. (Updated Fall 2022)

Extended Absence

Source: GHC Intranet > Faculty > Policies and Procedures > Academic Course Syllabus Guidelines

Students who have circumstances that prevent them from continuing to attend classes over an extended period of time sometimes request that the faculty member permit them to submit work in absentia to receive credit to complete the course. If the concurrent absences will constitute more than 15% of the class sessions for the term, then written permission from the Academic Dean is required before any course assignments can be completed while missing class. The student must be in good academic standing in the course to make the request. All approved coursework must be completed by the end of the semester in which the course was begun. (Note: If a program has a more stringent absence policy than this, then the program policy prevails.) (Updated Fall 2021)

Financial Aid

Source: GHC Intranet > Faculty > Policies and Procedures > Academic Course Syllabus Guidelines

This message applies only to students receiving financial aid: Federal regulations state that if a student did not attend classes and received failing grades, then the grades were not earned and financial aid needs to be reduced accordingly. Please be advised that any student receiving a 0.00 GPA will be required to prove that the 0.00 GPA was earned by attending classes or completing requirements for each class. Students who have earned at least one grade for the semester will not be affected by this regulation. If a student has properly withdrawn from all classes, the student's financial aid should be adjusted from the time they signed the withdrawal form. (Updated Fall 2022)

Inclement Weather

Source: GHC Intranet > Human Resources > Policies

When inclement weather creates a condition under which there might be a question of whether the College will operate on a normal basis, the President, or a designated official will release to each campus and local news media a statement concerning the College schedule. If the weather condition occurs during working hours, the statement will be released through normal distribution channels on campus. Media statements regarding the college's schedule may also be distributed through the school website, GHC Notify, or on local radio and television stations. To be prepared, consider the different ways to sign up for inclement weather notifications with GHC Notify. It is assumed that all distance-learning courses are considered accessible even during periods of inclement weather. (During this time, instructors should communicate their expectations with students through email or d2l.)

Incomplete and Unearned F

Source: GHC Intranet > Faculty > Policies and Procedures > Grade of Incomplete Policy

Incomplete: A grade of Incomplete indicates that a student who is performing satisfactory work is unable to meet the full course requirements for non-academic reasons beyond the student's control. An "I" must be removed within two semesters of residence, or one calendar year, whichever is shorter, or it will automatically become an F. An "I" grade is not given in Learning Support courses. An "I" grade is assigned through the Incomplete Grade form. Faculty access the form through the GHC Intranet: https://www.highlands.edu/facultystaff/?_ga=2.26859327.361760660.1656334467-368854907.1650991830 . Instructor and student must sign the form before it is submitted by the instructor to the Registrar's Office. Arrangements for the removal of an "I" should be made with the instructor during the semester immediately succeeding the semester in which the "I" was awarded. Students cannot re-register for a class in which an "I" has been given. All grade change requests must be made within two semesters of residence following the semester during which the course was taken, or one calendar year, whichever is shorter. After this time, any grade change request must be made through the Office of the Provost and Chief Academic Officer.

F\$ – This symbol is for an unearned F (F\$% is for an unearned F in a Learning Support class), which indicates that the student stopped attending class and did not fill out appropriate paperwork to withdraw. This grade is computed in the grade point average as an F. For students with financial aid, federal regulations state that if a student stopped attending classes and received all failing grades, then the grades were not earned and aid needs to be reduced accordingly. Students who have earned at least one grade for the semester will not be affected by this regulation. If a student has properly withdrawn from all classes, the student's financial aid should be adjusted from the time they signed the withdrawal form. (Updated Fall 2022)

Laboratory Statement

In any course that involves a laboratory component, there are specific safety issues that students need to be aware of

(such as use of safety goggles, or any other such example specifically related to that course). It is the student's responsibility to be aware of all such issues and act in an extremely cautious manner to avoid any potential causes for accidents in the laboratory. GHC (including its faculty and staff) is not liable for any accident in the lab due to negligence on the part of any individual. Specific safety issues are discussed in the lab manual and/or during each lab day. (Updated Fall 2022)

Student Code of Conduct and Academic Integrity

Source: <https://sites.highlands.edu/academic-affairs/student-interests/academic-integrity-documents/students-rights/>
The Student Code of Conduct and Academic Integrity Code outlines the behaviors and actions that are prohibited and outlines the procedures for adjudicating them. Georgia Highlands College seeks to promote and ensure academic integrity on its campuses. Adherence to the principles of academic integrity ensures students are provided opportunities that foster their academic growth.

Students are expected to complete all work without cheating, lying, plagiarizing, stealing, receiving or giving unauthorized assistance. Students with questions about any of these policies or definitions should seek clarification from their instructor, the Chair or Dean of their Department/School or the Provost and Chief Academic Officer.

The faculty should list of their expectations about academic integrity. Here's one example: Cheating is strictly prohibited. Any evidence of cheating or collaboration in cheating will result in a zero on the assigned materials and possible further disciplinary actions, which may include failure in the course. Behavior that may be perceived as cheating includes, but is not limited to:

- Talking during an exam
- Looking in the direction of or copying off another student's exam
- Fumbling through a backpack, purse, etc. during an exam
- Use of unauthorized notes, textbooks, materials during an exam
- Use of a cell phone or electronic device during an exam
- Copying laboratory data, laboratory reports, graphs, etc. from another student.

Any appearance of cheating will be regarded as cheating. (Updated Fall 2022)

Tobacco-Free Campus

Source: GHC Intranet > Faculty > Policies and Procedures > Academic Course Syllabus Guidelines

Georgia Highlands College prohibits the use of tobacco products on any property owned, leased, or controlled by GHC. All faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products (i.e., cigarettes, eCigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, etc.) while on GHC property.

Withdrawal Policy

Source: GHC Intranet > Faculty > Policies and Procedures > Academic Course Syllabus Guidelines
Students who wish to withdraw officially from a course after the drop/add period ends and before the last date to withdraw with a W may do so in any campus office or online using the SCORE. The student will receive no refund for dropping a course. Those who withdraw before the last date to withdraw with a W will receive a W (withdrawal without penalty). Withdrawals without penalty will not be given after the midpoint of the total grading period (including final examinations) except in cases documented as hardship. Abandoning a course instead of following the official drop procedure will result in a grade of F or F\$ at the end of the course.

In order to drop a class after mid-semester without penalty, a student may apply for a hardship withdrawal. The Hardship Withdrawal Application Form is available in the Office of the Provost and Chief Academic Officer or from any other Administrative office at any campus location and on the linked website. Dropping after mid-semester is not allowed unless the student presents documentation of extenuating circumstances, and the hardship is approved by the Provost and Chief Academic Officer. If the hardship is not approved by the Provost and Chief Academic Officer, the student will receive the course grade earned. If the hardship is approved, the student may receive a W. The possibility that a student may fail a course after mid-semester will not be considered a hardship. While a hardship withdrawal may help a student's academic status (GPA) it could still have an adverse effect on the student's financial aid. For further information on Satisfactory Academic Progress (SAP), refer to the policy that is found on the Financial Aid website. (Updated Fall 2021)

Copyright

Some material in the course is protected by copyright and has been included solely for educational purposes. You may not sell, alter or further reproduce or distribute any part of this material to any other person. Where provided to you in electronic format, you may only print from it for your own private study and research. Failure to comply with the terms of this warning may expose you to legal action for copyright infringement. (Updated Fall 2022)

Student Support Services (Updated Spring 2023) To help facilitate progression through college, Student Support Services provides resources from a student-centered perspective, free of charge, through personal counseling and disability-access. Contact Information Phone: 706-295-6336 Email: • Counseling sss@highlands.edu • Disability Access disabilityaccess@highlands.edu • Career Services careerservices@highlands.edu

Counseling Support: We offer a variety of services designed to assist students with making decisions and adjusting to college life as well as resources designed to support student success.

Disability Access: We are committed to providing students with disabilities access to our campuses' resources and opportunities to obtain a quality educational experience at GHC.

Career Services: We can help you navigate opportunities that might otherwise get passed up and help you prepare for your job search and career success beyond graduation.

Career Clothes Closet: Students in need of appropriate professional attire may visit any of the Career Clothes Closets located on the Cartersville and/or Paulding sites to select and keep relevant items.

Food Pantry: Food and toiletry items are available at all Georgia Highlands College Food Pantry locations to members of our GHC community. Thrive@GHC: provided through Christie Campus Health, gives students 24/7 access to counselors and mental health resources.

Student Support Services

Georgia Highlands College provides career services, counseling, disability support, and a food pantry on every site to its students. Other services include a Nursing Mother's room, and professional clothes closet. Please visit the Student Support Services website for more information about these services <https://sites.highlands.edu/student-support-services/> Our Virtual Hub hours are on Tuesdays from 1:00-1:30pm and Thursday from 10:00-10:30am (Updated Fall 2022)

Technology Assistance and Help Desk Ticket

If you have technology questions, GHC Information Technology is available to answer them. Contact GHC IT is to create an IT service ticket by filling out the form at Need IT Help? Or contact GHC IT is by phone at (706) 295-6775

While you can stop by one of our offices, using the ticketing system is the best wait to set up an appointment with a GHC IT professional staff member. The hours and locations are: Monday - Thursday 8:00am - 5:30pm Friday 8:00am - 12:00pm (remote operations only) ITS Locations: Cartersville Suite 171 Marietta Office N50024 Floyd Suite W-100 Paulding Bagby Office 402a (Updated Fall 2022)

Testing Center

Georgia Highlands College has five testing locations in Northwest Georgia. Testing is by appointment only. Please visit Testing Center Website for more information and to schedule testing. Students who are eligible for special accommodations when testing should contact the Disabilities Support Services specialist at their campus to arrange a special accommodation testing appointment. (Updated Fall 2022)

Tutorial Center The purpose of the Georgia Highlands College Tutorial Center is to help students to improve their academic skills and succeed in their chosen college curriculum. The staff of the Tutorial Center is dedicated to helping students acquire the skills to become independent learners and enhancing the education received by students in the classroom. Tutors do not grade papers or in any way substitute for classroom instruction and course instructors provide the standard for grading.

The Tutorial Center provides tutorial services to all GHC students. Face-to-face tutoring in Math, English, Reading, Science and online tutoring are available to all currently enrolled students. Tutoring hours are offered on the Rome, Cartersville, Marietta, and Paulding sites. No appointment is necessary. Drop by one of our centers during the hours posted here and see a tutor today.

Academic help services will be conducted in-person and online through Zoom. Students can make appointments with the Tutorial Center and the Writing Center using Navigate. One-on-one sessions will be available for math, science, English, and many other classes. For more information, visit Tutoring Center, Writing Center, or STEM411. (Updated Fall 2022)