

# GENERAL INFORMATION

Section Two

## A. THE COLLEGE

Darton College, formerly Albany Junior College, was founded in 1963 by the Board of Regents of the University System of Georgia when the citizens of Albany and Dougherty County approved a bond referendum for the original land and buildings. The first classes were offered by the college in 1966.

Darton College is a State College that offers select baccalaureate degree programs, two-year transfer and career degrees and one-year certificate programs. Graduates of transfer programs continue their studies at four-year colleges or universities, while graduates of career programs generally enter the work force upon receiving their two-year degrees. Just over 50 percent of the students enrolled at Darton College are traditional students immediately out of high school. Non-traditional students, who have been out of high school for five years or more, make up the rest of the student body.

To meet the needs of the community, Darton offers day, evening, weekend, online, and televised classes. Students may earn degrees by attending college in the traditional classroom setting, online, or via cable television.

## B. ACCREDITATION AND APPROVAL

Darton College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, (404)679-4501 to award Associate Degrees.

Specific programs of study and their accreditors follow:

**Nursing Program** – Georgia Board of Nursing and the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road, NE, Suite 500, Atlanta, GA 30326 Phone (404) 975-5000 FAX (404)-975-5020

**Cancer Registry Management Program** – Accredited by the National Cancer Registrars Association, Formal Education Program Review Committee, 1340 Braddock Place, Suite 203, Alexandria, VA 22314.

**Cardiovascular Technology Program** – Accredited by the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT), 1248 Harwood Road, Bedford, TX 76021. Phone (214) 206-3117 through the Committee on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL, 33756. Phone (727) 210-2350, Fax (727) 210-2354. Darton College is one of only thirty-three programs in the entire United States with such designation.

**Dental Hygiene Program** - Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312)440-2568 or at 211 East Chicago Avenue, Chicago, IL 60611.

**Emergency Medical Services Program** – Georgia Department of Human Resources Emergency Health Section.

**Health Information Technology Program** – Commission on Accreditation for Health Informatics and Information Management Education, 233 N. Michigan Avenue, Chicago, IL 60601-5519, (312)233-1100, [www.cahiim.org](http://www.cahiim.org) This is an agency of the American Health Information Management Association (AHIMA) 233 N. Michigan Ave., Chicago, IL 60601-5519 (312)787-2672 [www.ahima.org](http://www.ahima.org)

**Histotechnology Program** – The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119 (773) 714-8880, [www.naacls.org](http://www.naacls.org)

**Human Services Technology Program** – Council for Standards in Human Services Education (CSHSE), Susan Kincaid, VP Program Accreditation, Western Washington University, Dept. of Human Services, Woodring College of Education, Miller Hall #419 M-S 9087, 516 High Street, Bellingham, WA 98225 Telephone: (360)650-3531.

**Medical Laboratory Technology/Histology Program** - National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Ill. 60018-5119 Phone: (773) 714-8880, fax: (773) 714-8886. [www.naacls.org](http://www.naacls.org).

**Occupational Therapy Assistant Program** - Accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), The American Occupational Therapy Association, P.O. Box 31220, Bethesda, MD 20824-1220, (301)652-2682.

**Physical Therapist Assistant Program** - Accredited by the Commission on Accreditation in Physical Therapy Education, 1111 No. Fairfax Street, Alexandria, VA 22314, (703) 684-2782.

**Respiratory Care Program** - Accredited by the Commission on Accreditation for Respiratory Care (COARC), 1248 Harwood Rd., Bedford, TX 76021 (817) 283-2835.

The College is approved to disburse funds for programs of student aid and assistance by the Social Security Administration, the Georgia State Department of Veterans Service, and the Georgia State Department of Education - Division of Vocational Rehabilitation.

Darton College holds membership in several other state, regional and national associations and groups, including the American Association of Community Colleges, Southern Association of Colleges and Schools, American Library Association and the College Board.

### **C. VISION STATEMENT**

Darton College will create a more educated community, well prepared for a global, technological society, by providing first-rate undergraduate education and committed public service.

### **D. MISSION STATEMENT**

Darton, a state college within the University System of Georgia, is focused on providing a wide diversity of constituents access to certificate, associate, and select baccalaureate programs of study. Dedicated to serving as an access institution, our College will empower students by engaging them in a student-centered, caring and technically advanced environment through innovative delivery systems. Darton is committed to providing exemplary teaching to students in our community, region, and state. As a multi-campus, residential institution, the College pursues traditional and unique mechanisms to deliver education to its richly diverse student body. In service to the community Darton College will offer cultural enrichment experiences, continuing education, and economic development programs.

Darton College will work towards:

1. Renewing excellence in undergraduate education to meet students' 21st century education needs.
2. Creating enrollment capacity to meet the needs of 10,000 additional students by 2020.
3. Increasing the University System's participation in research and economic development to the benefit of a global Georgia and enhance and encourage the creation of new knowledge and basic research across all disciplines.
4. Strengthening the College's partnerships with the state's other educational agencies.
5. Maintaining affordability so that money is not a barrier to participating in the benefits of higher education.
6. Contribute to the efficiency of the University System of Georgia.

## E. DEGREES AND CERTIFICATES

The College awards the Bachelor of Science in Nursing (B.S.N.), the Associate of Arts degree (A.A.), the Associate of Science degree (A.S.), the Associate of Applied Science degree (A.A.S.), and certificates. Students who complete the requirements for one of the college transfer programs are awarded either an A.A. or an A.S. degree depending upon their particular program of study. The A.S. degree is also awarded to students who complete a career program in certain health areas. The A.A.S. degree is awarded to students who complete other two-year career programs. Certificates are awarded to students who complete certain planned objectives or programs requiring less than two years of work.

## F. THE CAMPUS

The Darton College campus consists of 180 acres and is located in west Albany. Twelve buildings house the various activities of the college. The modern classrooms and labs and the beautifully landscaped campus offer students a picturesque setting in which to study.  
(SEE INSIDE BACK COVER)

The following is a list of the campus buildings with the offices or services normally accommodated in each; however, some adjustments may be made because of renovation or new construction:

**Academic Services Building-K (0016)** – The B.R. Tilley Academic Services Building houses student support services and administrative functions, including Academic Affairs, Admissions, Business and Financial Services, President’s Office, Financial Aid, Institutional Advancement, Human Resources, Purchasing, and Records.

**Allied Health, Community Services, Classroom Building-J (0015)** - Houses Allied Health Programs, Continuing Education facilities, classrooms, and a theater.

**Alpine Tower and Carolina Climbing Wall** – Located east of the Baseball Field. They are used with a low initiatives course for team building and leadership training.

**Classroom Building-B (0002)** - Houses the Science/Mathematics Division, Dental Hygiene facilities, the Math Center, the MESA Center, and a computer laboratory.

**Classroom Building-L (0017)** – Houses the Nursing Division.

**C.D. McKnight Building-F (0006)** - Houses the Humanities and Learning Support Divisions, and the Learning Support Writing, and Reading Laboratories.

**Classroom Building-I (0014)** - Houses the Business/Social Science Division, laboratories for Chemistry and Biology, computer laboratories. and the Learning Support Mathematics Laboratories.

**Physical Education Building-E (0005)** - Houses the Physical Education and Athletic Departments, including a Recreation gymnasium, the Cavalier Arena, a fitness center, and a 10 lane, 25 yard x 25 meter multi-use indoor heated pool equipped with two one-meter and one three-meter maxi flex model “B” springboards on cement standards. Outdoor athletic facilities surround the building and include a baseball field, soccer fields, softball field, eight all-weather lighted tennis courts, walking paths and a 5K cross-country course.

**Fitness Facility-E (0005)** - The Darton College Fitness Facility is located in E-105. It is equipped with StairMasters, Schwinn AirDynes, rowing machines, treadmills, Nautilus weight machines, and free weights.

**Student Center-C (0008)** – Houses Student Activities, Student Success Program, Job Placement, Minority Advising, Food Services, Career Development Center, Disabled Student Services, International Student Program, the Writing Lab, the Student Government Association Office, the Peer Tutoring Center, the Game Room, some public services and meeting rooms, the Albany Symphony Orchestra offices, an indoor climbing wall, bowling alleys, racquet courts, and many more amenities to appeal to all students.

**Technology Building-A (0001)** – Houses Technology Services (Media Lab and Helpdesk), Campus Mail Room, an open computer laboratory, Division of Online Learning, Military Resource Center, Instructional Technology and Distance Learning Department, and the WebCT Help Desk.

**Harold B. Wetherbee Library-G (0007)** - Houses the College library, the Foreign Language Lab, television operations/studio area, and Testing Center.

**Maintenance Building-D (0004)** - Houses the Director of Plant Operations, maintenance shops, and storage for building and grounds service.

**Warehouse Building-H (0009)** - Houses Central Supply, Receiving, storage, and delivery.

**Provisions for Disabled Students** - All buildings include access and facilities to accommodate students with disabilities. The Disability Services Office is located upstairs in the Student Center.

**Parking** - Two lighted parking areas for 1,000 cars are located behind the Student Center. An additional parking lot is located in front of the Warehouse Building, adjacent to the Allied Health, Community Services, Classroom Building. Parking is also available to the west of the Physical Education Complex and to the east of the Challenge Course. Faculty, staff, and visitor parking areas are marked. Security personnel are employed to assist with parking and traffic safety. Traffic regulations are detailed in the Student Handbook and must be obeyed by all motorists.

**Tobacco Free** – The use of tobacco products is prohibited in all campus buildings and outdoor campus areas which include athletic fields, tennis courses, Challenge Course area and parking lots (with the exception of use in personal vehicles.)

**Drug Free - Darton College's Alcohol and Drug Policy** - Darton College is in compliance with the US Department of Education's Drug Free Schools and Community Act Part 86. Please review information about Darton College's alcohol and drug abuse policy and sanctions, available community resources, and associated health risks at [http://www.darton.edu/current/stu\\_aff/counseling.php](http://www.darton.edu/current/stu_aff/counseling.php).

## **G. OFF-CAMPUS CLASSES**

**Cordele** – Darton College offers college credit and continuing education courses in Cordele at the Crisp County Higher Education Center. College credit courses offered in Cordele lead to a two-year associate's degree. Courses are offered days and evenings to accommodate working adults as well as traditional age college students. The Cordele Center is located at 2705 E. 14<sup>th</sup> Avenue, in the Cordele Industrial Park. Administrative office hours are Monday through Thursday 8:00 a.m. to 8:00 p.m., and Friday 8:00 a.m. to 5:00 p.m. The telephone number is (229) 276-2589. Information about the Cordele Center, class schedules, and registration information is also available on the web at [www.darton.edu](http://www.darton.edu)

**Medical Laboratory Technology Degree Program** – Classes are offered at two off-campus sites: Rome and Waycross. Some travel to clinical sites may be required to complete the program. Admission and all other requirements for the off-campus programs are the same as they are for the main campus. Additional information may be obtained on the Darton College web site ([www.darton.edu](http://www.darton.edu)) or by calling the Allied Health Division (229) 317-6900.

**Nursing Degree Program** - Darton College offers its two-year nursing degree program in Cordele, Colquitt, Fort Benning, Sandersville, and Thomasville in addition to the Albany Campus. The four-year nursing degree program is currently offered in Albany. Some travel to Albany and clinical sites may be required to complete the program. Admission and all other requirements for the off-campus programs are the same as they are for the main campus. Additional information may be obtained on the Darton College web site ([www.darton.edu](http://www.darton.edu)) or by calling the Nursing Division (229) 317-6820.

## **CAMPUS DISRUPTIONS**

Students should note their Student Handbook concerning the disruption of instruction or operations of the College. The handbook defines what is considered disruptive behavior and explains the consequences that result.

College policy prohibits pets or unenrolled or unauthorized persons access to the classrooms or any other service areas of the college unless specifically authorized by the instructor or person in charge of the activity area. This restriction on persons does not apply to special functions. Family members and friends are always welcome at public activities on campus.

## **DEPARTMENT OF PUBLIC SAFETY**

The Darton Police Department provides 24 hour police patrol. All Darton College Officers are sworn Georgia Law Enforcement Officers. They have the same police authority as any officer in your local police department. The safety and well-being of our students, faculty, staff and visitors is always our primary concern. We are located on the second floor of C-Building, office 208. Office Hours are Monday-Friday 8:00 a.m. – 5:00 p.m. The telephone number is 229-317-6316 or 229-317-6315. The campus police cell phone number is 344-2029 or 376-2700. The emergency phone number is 317-6911. Darton also employs the services of Vinson Security Guards. **Crime Statistics Disclosed in an Annual Report** – The Darton Police Department keeps statistical information on crimes as well as any other misdemeanors and felonies that occur on campus. A "College Campus Security Report" is distributed annually and includes crime statistics for the most current year as well as statistics for the three (3) preceding years. These reports are distributed via email to all faculty/staff and students and flyers are available at the Darton Police Department.

Statistics will be reported on this site for Darton College and the satellite campus in Cordele.

**Daily Crime Logs** – Daily crime logs are open to public inspection within two (2) business days of report except where prohibited by law or disclosure jeopardizes victim's confidentiality. Logs may be requested at the office of the Darton College Department of Public Safety Monday through Friday between the hours of 8:00 a.m. – 5:00 p.m.

All crimes reported to the Darton Police will be listed in the daily crime Log. Logs remain open for sixty (60) days.

The Darton Police may withhold information from the crime log when there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual. In cases where there is clear and convincing evidence to withhold information, the information will be disclosed when the adverse effect no longer exists.

**Timely Reports to the Campus Community on Crimes Considered to be a Threat to those on Campus** - In the event that a situation arises, either on or off campus, that, in the

judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

Timely warnings will be issued for any crimes that may pose a serious or continuing threat to the campus community. The warning will be issued through the college email system to students, faculty, staff and posted on the Darton College web site.

A safety bulletin will usually be issued the same day of the incident or as soon as possible thereafter by the Darton College Chief of Police. The bulletins will be posted on the main page for the Darton web site, on the public safety web page and sent to employees and students via email.

**Vehicle Assistance** – Officers can assist with jump starting your vehicle and in most cases, an officer can assist in entering a locked car. Proper identification and signing a waiver is all that is needed.

**Lost and Found Property** – The Darton Police Department is responsible for operating the central Lost and Found operations for the campus. Lost items from all areas of the campus are eventually turned over to the Police. If you have lost an item, a faculty or staff member can provide you with the Lost Property Affidavit or you may come to the station and fill out a form.

You may fill out the form at anytime, however, please make all inquiries at the station between the hours of 8:00 a.m. to 5:00 p.m. Monday thru Friday. A current log of all property that has been turned into the department is available on [SharePoint](#) and can be accessed by any faculty or staff member.

**All property turned into Lost and Found will be kept a minimum of 60 days. If known, every attempt will be made by our department to contact the owner. If items are unclaimed after 60 days, they will be disposed of appropriately.**

**Personal Property Registration** – The “Personal Property Registration Form” is designed to help identify your property in the event it is stolen, lost or destroyed.

Members of the campus community are encouraged to register laptops and bicycles at no cost. The serial number and pertinent data are recorded on the registration form and kept on file at the public safety office.

**Silent Witness Form** – If you have information regarding any crime that has occurred or is occurring on campus, we would like you to report it. Please fill out the form located under the forms section for the Public Safety webpage and click “Submit to Campus Police.” **You will be providing this information under condition of anonymity.** Within the limits of the law, all information will be kept confidential.