

Georgia Christian University

Student Handbook



Academic Year  
2008 - 2009

## **Table of Contents**

Welcome  
Mission Statement  
Biblical Foundations Statement  
Objectives  
Core Values  
Philosophy of Education  
History  
Statement of Non-discrimination  
Students with Disability and Special Needs  
Attendance  
Responsibility for Notices  
Intellectual Property Policy & Respect System  
Policies on the Appropriate Use of Sources  
Student Alcohol Policy  
Policy on Sexual Harassment  
Procedures on Sexual Harassment  
STD & AIDS Prevention  
Parking  
Campus Safety  
Campus Emergency Procedures  
Programs Offered  
Admission Policies  
Admission Procedures  
Registration Process  
Registration Period  
Academic Advisement and Counseling  
Add or Drop Classes  
Independent Study  
Academic Dismissal  
Readmission  
Transcripts  
Transfer Students and Credits  
Tuition and Fees  
Scholarships  
Refund Policy  
Financial Planning  
Grading System  
Academic Misconduct  
Resident Life on Campus  
Library  
Student Government Association  
Student Employment  
Student Activities  
Area Information  
Administration

## **Welcome**

Welcome all of you to Georgia Christian University!

We are so glad you have chosen to get your education from this excellent academic institution which is unique by its educational philosophy with high expectations of its students. GCU's mission is to provide a quality education that will lead to an understanding and philosophy of life consistent with Christian ideals.

This handbook is prepared especially for our students and is designed to help in preparing for a professional future life. Upon registering, and on the course of your education, students agree to conform to the high expectations and policies set forth in this handbook. It is beneficial for the student to become familiar with the information contained within this handbook — the policies, procedures and inherent consequences of violation of the expectations set forth.

GCU has put a lot of effort to categorize vital information for students to be familiar with in five dimensions: University's Educational Goal, Safety and healthy life, Guidelines for academic success, Student organizations and activities, and areal information of Georgia Christian University.

GCU is a wonderful place to learn the skills for a happy and successful life. The Office of Student Affairs is here to serve you as you develop socially, academically, emotionally and spiritually. Please feel free to contact me, if I can be of assistance to you.

Hyun Sung CHO, D.Min.  
Director of Student Affairs

## **Mission Statement**

Georgia Christian University is an educational institution to glorify God by equipping students who will proclaim God's Word and to build up the body of Christ through education. GCU seeks to maintain an appropriate balance between training for effective vocational ministries and academics.

## Biblical Foundations Statement

The Georgia Christian University (GCU) is a Jesus Christ centered institution of higher learning that is unwavering in its belief that the following doctrinal statements are foundational to the educational and spiritual growth of each GCU trustee, faculty, student, and staff member:

- The Bible is the divinely inspired Word of God. It is accurate, without error, reliable, and authoritative. The sixty-six Old and New Testaments canonical books are **infallible**;
- There is one eternal, transcendent, omnipotent, personal God that exists as the **Trinity**. Three persons, the Father, The Son, and the Holy Spirit;
- **God**, the Father, is the first person of the Trinity. He is the infinite Spirit sovereign. He is eternal, immutable, and unchangeable in all His attributes. He exists without any time or space limitation;
- Jesus Christ is a person in the Godhead. He is the **Son of God**. He is the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth;
- The third person of the Godhead who convicts, illuminates, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him is the **Holy Spirit**. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation;
- The biblical record is the full **historicity** and perspicuity of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel;
- Jesus Christ became the substitutionary and redemptive **sacrifice** for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven;
- The gift that comes from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work is **Salvation**;
- There will be a future, personal, bodily **return** of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments;
- There was a special **creation** of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week; and
- **Satan** exists as a personal, malevolent being who acts as tempter and accuser.
- **Heaven and Hell**. Two distinct, different, and real places. Hell is the place of eternal punishment, where all who die outside of Christ are confined in conscious torment for eternity.

## **Objectives**

1. To nurture everyone's gift for Christian ministry, leadership in society, and service to the world.
2. To promote and encourage academic excellence, critical reflection, and involvement to the community service
3. Integrate cultural differences in effective academic development

## **Core Values**

1. God First, as the owner, creator and sustainer
2. Excellence in Teaching, Research, Scholarship and Management
3. Respect for Diverse Societies and to Fight for Social Justice
4. Commitment to Life-Long Learning and Teaching
5. Effective Career Development Opportunities

## **Philosophy of Education**

Georgia Christian University believes that God calls each individual to prepare intellectually and spiritually to share Christ throughout the world. Specifically, the University believes it has been called to offer academic programs where the curriculum as a whole and each course within that curriculum is:

1. Christ-centered;
2. Based on the truth of the Bible;
3. Academically relevant to degree programs that are based on the needs of God's world;
4. Based on academic excellence;
5. Taught by faculty who are Christians and who believe in the institution's doctrinal beliefs;
6. Taught by faculty who are dedicated to quality higher education;
7. Taught by faculty who are academically credentialed;
8. Taught in a environment conducive and that promotes academic and spiritual growth;
9. Taught to students who seek academic preparation based on the highest academic standards and who seek to serve and honor God through that preparation; and
10. Based on God's love for the world;

## **History**

Georgia Christian University had its beginning as the Immanuel Original Bible Institute in Alabama in the year of 1986. Its sole focus was on studying Biblical languages and Biblical interpretation. In 1995, the institute moved to Alpharetta, a northern metropolitan area of Atlanta, and changed its name to School of Theological Seminary in Georgia. In 1998, the school sought a larger space to build a bigger campus and purchased a location near the city of Lawrenceville, GA as well as the current Norcross facility. A new board of trustees was formed to run an efficient theological institution. In the same year, the new board decided not only to change its name to Georgia School of Theology, but also to study the potentiality of a joint program with the Johnson C. Smith Theological Seminary, one of the Theological institutions of the United States Presbyterian Church. This partnership consultation between the Johnson C. Smith Theological Seminary and the then Georgia School of Theology was short-lived.

On April 5, 2002, Georgia School of Theology was given authorization to begin issuing and applying for I-20 student visas from the United States Bureau of Citizenship and Immigration Services (BCIS), formerly known as the Immigration and Naturalization Services (INS). In August 2002, the Georgia School of Theology and what is now Georgia Christian University was divided into two separate institutions, the former a religiously exempt school and the latter an authorized university. On June 1, 2003, Georgia Christian University's Associate, Bachelor's and Master's programs in ESOL, Music, Theology, Mission, and Christian Education were approved by the Georgia Nonpublic Postsecondary Education Commission.

In July of 2004, Georgia Christian University moved to the current campus in Lilburn and expanded the campus in 2005. Also, in 2005, NPEC authorized MAOM courses at Georgia Christian University for Oriental Medicine. In 2006, the student association body was formed to guarantee better campus and student lives at GCU. Also, the graduates of GCU reformed their Georgia Christian University Alumni Association the same year. In 2007, to promote Georgia Christian University, the Alumni Association successfully organized the Spirituality Conference, and in October 2007, GCU was authorized to offer academic programs in Business Management with BA, Master's Degree in Divinity, and Doctoral Degree in Ministry.

## **Statement of Non-Discrimination**

Georgia Christian University does not discriminate against race and national origin in accordance with Title VI of the Civil Rights Act of 1964. Georgia Christian University does not discriminate against age according to the Age Discrimination Act of 1975. Also, GCU does not discriminate against sex in accordance with Title IX of the Education Amendments of 1972. Furthermore, GCU will not discriminate against disability or religion. However, as a Christian education institute all students are required to study and attend chapel regardless of their religion.

## **Students with Disability and Special Needs**

In accordance with Section 504 of the Rehabilitation Act of 1973, Georgia Christian University seeks to give equal opportunity and access to students with disability. The Office of Student Affairs coordinates accommodation requests of students with disability for the university. A student with disability who requires special attention or accommodation is advised to contact any officers at Student Affairs as soon as possible to establish his/her disability and make "Reasonable accommodation" requests.

Student should submit in writing the following information:

- 1) The nature of disability or special requests
- 2) Any documents establishing the disability or special need
- 3) Student's request for special accommodation

As some accommodation may take time to arrange or to be coordinated, requests should be made as soon as possible after a student is admitted to Georgia Christian University. On the day of Orientation for new students or during the first week of semester, the designated officer will meet with the student to discuss the request; then the request is submitted to the Academic Standing Committee for further recommendations for accommodation plan.

## **Attendance**

Georgia Christian University requires all students to attend all their registered classes including chapel. GCU understands the importance of class attendance for a pursuit of excellence in academia. Also, students are expected to follow clean dress code without a hat in any classrooms. Any students missing more than 3 class sessions will be permanently dismissed from the class for that particular semester with a grade of "F." (This attendance policy is non-negotiable and strictly imposed by the United Immigration Services for International Students; which allows university officials to terminate their F-1 Visa Status in any case of failure to attendance). Every 3 late attendance will be regarded as one absence.

In case of an emergency, student may submit official absence to each faculty in charge of the course, and the form is available at the Office of Admissions and Record; this absence request must be drafted and signed by the applicant only with a decision to grant recognized absence mainly rely on faculty's judgment and submitted documentations. If the student has permission from the Academic Affairs of GCU due to emergencies including accidents, hardship or sickness, the student may miss the class of the stated dates and will not count towards his/her attendance.

If an instructor should be late in meeting the class without notice, the students shall wait 30 minutes after the start time. If the instructor has not arrived by that time, the students may leave the class.

## **Responsibility for Notices**

All students are required to give written notice to Georgia Christian University regarding change of address, emergency contact changes, visa changes and/or any emergency situations on campus for effective communication and legal actions. It is the student's responsibility to notify school for all transfers and paperwork needs such as certificate of graduation in written format. Also, all students are required to check school website for any changes in school policies or schedules.

### Special Notice for International Students

It's important for students and exchange visitors to understand the concept of immigration status and the consequences of violating that status. Being aware of the requirements and possible consequences will make it more likely that you can avoid problems with maintaining your status.

Every visa is issued for a particular purpose and for a specific class of visitor. Each visa classification has a set of requirements that the visa holder must follow and maintain. Those who follow the requirements maintain their status and ensure their ability to remain in the United States. Those who do not follow the requirements violate their status and are considered "out of status."

Failure to maintain status can result in arrest, and violators may be required to leave the United States. Violation of status also can affect the prospect of readmission to the United States for a period of time. Most people who violate the terms of their status are barred from lawfully returning to the United States for years.

Also failure to provide proper notice of changes in personal mailing address or contact number, the University may hold responsibility to adjust the student's status. In order to avoid this unfortunate incident, the students are asked to visit the Office of International Student Advisement Center to file correct personal information.

## **Intellectual Property Policy & Respect System**

Georgia Christian University honors all intellectual properties including all copyrights, patents, trademarks, trade secrets and computer software, applies to students as well as to faculty and staff. All infringements of student, faculty and staff on intellectual properties are subject to punishment by law and by Georgia Christian University Policy.

All Georgia Christian University students are required to respect intellectual rights of fellow students and faculty members. Any activities such as copying or borrowing works are strictly prohibited. Any course material, printed information, documents, any visual material, recorded course works, and academic development are strictly protected by Georgia Christian University.

## **Policies on the Appropriate Use of Sources**

Education and campus life is an on-going, critical, ever-challenging, and constructive communication among students, faculty members, and administrative staffs not excluding academy and church, and the sources of knowledge which are used to inform it. When sources of information are not acknowledged or shared, the communication loses its power and authority, students lose their voice, and the sources lose their integrity.

Therefore, at GCU, plagiarism is considered a serious threat to good learning and academic standards because it threatens the communication necessary for better educational conditions at GCU.

## **Student Alcohol Policy**

Georgia Christian University complies with all federal, state, and local laws and policies on the abuse of alcohol and other drugs by its students. The legal drinking age in Georgia is 21. We strongly encourage each member of the community to be involved in the implementation of the Student Alcohol Policy. This policy is noted on our school website. Due to federal and state laws, health issues and success of students, all students are prohibited from engaging in the unlawful use or abuse, possession, manufacture, distribution, dispensation, and sale of alcoholic beverages, controlled substances, and other drugs on campus.

## **Policy on Sexual Harassment**

Sexual harassment, one form of prohibited harassment, includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or academic status, submission to or rejection of such conduct is the basis for an employment or academic decision affecting an individual or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Examples of sexual harassment include, but are not limited to, sexual innuendo, suggestive comments, insults, threats, jokes about gender, specific traits or sexual propositions, suggestive or insulting noises, leering, whistling or obscene gestures, and touching, pinching, brushing the body, coercing sexual intercourse or assault.

It is vital for any member of the university to understand that the offender or the victim of harassment can be anyone including a co-worker, a teacher, a student, a friend, a stranger, a family member, a male or a female. And Men as well as women can be victims of sexual harassment, and the harasser and the victim can be of same gender.

It is very vital for Georgia Christian University to be aware of such circumstances. For more information or concerns regarding this issue, contact the dean of students immediately at (770)279-0507.

The University will provide members of the school community with an environment free of prohibited harassment which has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, unreasonably interfering with an individual's work or academic performance or otherwise adversely affecting an individual's employment or academic opportunities. Such harassing treatment is unacceptable and contrary to our policy and the basic commitment to treat one another fairly with dignity and mutual respect.

If it is determined after an investigation that a member of the university has engaged in prohibited harassment or retaliation in violation of this policy, he/she, regardless of status at GCU, he/she will be subject to the appropriate disciplinary action up to and including dismissal or permanent termination of status.

## Procedures on Sexual Harassment

GCU is committed to maintaining confidentiality in any case that involves allegations of sexual harassment and will exert any resources and efforts to protect the privacy of all parties involved to the extent that is possible.

Georgia Christian University upholds strong policy against sexual harassment toward/by any members of faculty, administration or students. When incidents occur or witnessed, the matter should be reported to the Department of University Security immediately, and formal report shall be drafted and reported by the Security Officials to the Director of Student Affairs who shall decide the reverence of the incident. GCU operates a specially organized The Academic and Judicial Committee; where Faculty leaders decide the university's policies and decisions against the Accused and the Victim of the case.

### 1) Complaints

Any member of the university who believes that he or she has been a subject of sexual or any other forms of harassment or retaliation should report the matter as soon as possible to the President, The Executive Vice President of Academic Affairs, The Director for Student Affairs, The Human Resources Director, or any member of Faculty Judicial Committee. The report may be made orally or in writing. The complaint should be made as promptly as possible after the alleged incident takes place.

### 2) Resolution

The University officials who receives the complaint will hear the particulars of the situation, provide any immediate care that is necessary, and explain the options available. The complaint-receiving officials will report the matter to the Head of Faculty Judicial Committee.

In a case where the alleged victim wishes to confront the alleged offender directly, seek resolution, then members of Faculty Judicial Committee oversee the overall course of communication between the parties to seek for informal resolution acceptable to both parties. If the complainant wishes to proceed with a formal investigation after the initial communication with the alleged offender for attempts at reaching an informal resolution, a written complaint should be submitted to the Head of Faculty Judicial Committee. The committee will then conduct formal investigation which is believed to be appropriate by the members including interviewing the complainant, the alleged offender, and any other witnesses of the incident to determine the facts of the case. The proceedings will be kept confidential and the record will be kept along with findings and recommendations to be reported to the University President. President will review the case and make a final decision, taking into account the recommendations of the committee. The president will inform the complainant and the alleged offender of the outcomes of the investigation.

## **STD and AIDS Prevention**

Georgia Christian University is fully aware of dangers of Sexually Transmitted Diseases and HIV and plan to increase awareness of the students. STD is an infection transmitted through sexual contact. About 66% of all new STD infections occur among people 25 and younger. STD can be transmitted through vaginal, anal and oral sex, sharing needles of any kind and/or in some cases just skin-skin contact.

The Human Immunodeficiency Virus (HIV) is the virus that causes AIDS (a type of STD) and about 50% of all new HIV infections are among people 25 and younger. HIV can be transmitted thorough vaginal, anal or oral sex with an infected partner, through contact with blood with a carrier, sharing needles with a carrier, mother as a carrier to infant, and/or transfusion. HIV is not transmitted through daily activities such as talking, shaking hands, hugging, sharing items, sneeze and/or insect bites.

The key to curing and treating STD is EARLY DETECTION and PREVENTION. If you like more information, please refer to [www.aids.org](http://www.aids.org).

## **Parking**

Parking is allowed for registered students, staffs and faculty members only on campus. Non-registered automobiles will be towed away at the owner's expense. Due to limited spaces available for parking, some restriction may apply without prior notice, and GCU considers highly of carpooling for commuting.

## **Campus Safety**

Georgia Christian University takes student, faculty and staff safety very seriously. There will be no drugs, alcohol, weapons, sexual activities, violent activities and/or any illegal activities allowed on campus. There will be no exceptions excluding prescription medicines. Illegitimate possession of harmful material on campus shall result in termination of student status (i.e expulsion) without any hesitation, and GCU shall formally seek legal actions against the violator to be reported to federal authorities in U.S.

In case of severe weather, please check with local weather forecast and school website for school closing. (Radio 94.1, Fox 5 news, [http://www.gcuniv.edu/index\\_program.asp](http://www.gcuniv.edu/index_program.asp))

We take 3 R measures to deal with emergency situations recommended by the U.S. Department of Education: Readiness, Response and Recovery. We like to prevent all unsafe situations by asking all members of Georgia Christian University to use their common sense. GCU is pursuing more effective measures to contact students in case of emergency; the Department of Campus Security shall transmit electronic message (SMS) via student' cellular phone and his/her email account to exert alertness and readiness for safety.

## **Campus Emergency Procedures**

We acknowledge some emergency situations are inevitable despite of all our efforts to prevent such disasters or calamities. The contingency procedures for such events are as followed.

1. Please contact the Georgia Christian University office immediately at 770-279-0507.
2. Office will call 911 and ask for professional and appropriate help.
3. Please utilize the fire extinguishers located in case of fire.
4. Please exit buildings immediately in orderly manner, and follow direction by your instructors or administrative officers at GCU.
5. Please do not leave the campus until you are directed to do so since unsupervised actions may cause unexpected casualties.

GCU strongly encourage everyone to follow our safety measures and emergency procedures to minimize any damages or misfortunes to the campus and everyone in it.

## **Programs Offered**

Georgia Christian University grants the following approved degrees:

### **Diploma (Certificate) Programs**

The diploma program is designed to serve the needs of lay leaders who want to participate in a structured program of theological studies without pursuing the higher level of degrees.

- Theology
- Massage Therapy
- ESOL

### **Bachelor of Arts Degrees**

- Theological Studies
- Christian Education
- Music
- Business Management

### **Master of Arts Degrees**

- Theological Studies
- Christian Education
- Mission Studies and World Christianity
- Divinity
- Music

### **Master of Science Degree**

- Oriental Medicine

### **Doctor Degree**

- Ministry

## **Admission Policies**

Applicants for admission to Georgia Christian University will be considered regardless of race, color, gender, and handicap, or national or ethnic origin according to our Non-discriminatory Policy. The prospective student is assessed according to academic background, moral character, and personal statement of faith by the Office of Admissions. Georgia Christian University reserves the right to refuse admission to any prospective students who does not meet our standard of excellence.

## Admission Procedures

### A. Undergraduate Level:

Each applicant must submit the following forms to the Admissions office, accompanied by a non-negotiable and non-refundable \$100.00 application fee. All forms should be received no later than 30 days prior to beginning of the semester in which the student seeks enrollment.

1. Application form for admission
2. \$100.00 non-refundable application fee
3. A brief autobiographical statement/personal statement of faith
4. Signed Biblical Foundations Statement
5. Official transcripts sealed
6. A recommendation letter
7. Two recent photos
8. A certified copy of his/her high school diploma

### B. Graduate Level:

Each applicant must submit the following forms to the Admissions office accompanied by a non-refundable \$100.00 application fee. All forms should be received no later than 30 days prior to beginning of the semester in which the student seeks enrollment.

1. Application form for admission
2. \$100.00 non-refundable application fee
3. A brief autobiographical statement/personal statement of faith
4. Signed Biblical Foundations Statement
5. A certified copy of his/her bachelor's degree with a minimum grade point average of 2.50 on a 4.0 scale or its equivalent from an accredited college or university.
6. Official transcripts of all college, university, or seminary records, showing all courses pursued, grades received, and degree(s) earned.
7. Three recommendation letters completed by the references listed on the application.
8. Two recent photos.

The Admissions Committee will review various indicators of potential academic success. Any student seeking admission must possess an accredited Bachelor of Arts or its equivalent and a grade point average of 2.50 on all previous post secondary credits to be admitted on other than a probationary status. Whenever it is deemed necessary, the Admissions Committee may request a personal interview with the candidate for admission.

When the necessary information and fees have been received, action will be taken on the application by the Admissions Committee. The Admissions Committee will notify the applicant. An approved student application to Georgia Christian University is valid for one year from the date of original approval.

### C. I-20 Admission - International Students

Georgia Christian University welcomes international students. At Georgia Christian University, applicant files are classified as “international” if they meet any of the criteria listed below. Supplemental application materials are needed for each of the following criteria, so review this Web site carefully to see what is needed in your specific case.

- You are not a U.S. citizen and are currently in the United States on an F-1 (student) visa.
- You will require an F-1 visa to enter and study in the United States.
- You are currently in the United States on some other class of visa. Please submit a copy of the visa from your passport.

In addition to the university's general admission requirements, the international student must follow the procedures listed below:

1. Complete and return the application form.
  
2. Have the high school and/ or college previously attended forward an official transcript in English. Applicants for admission who submit foreign transcripts must pay any costs associated with having those transcripts translated and/or evaluated before they can be admitted.
  
3. Results of the Test of English as a Foreign Language (TOEFL) must be submitted or electronically transmitted to the University except for applicants seeking ESOL certificate program.

If English is not your first language, then you must provide proof of English proficiency. There are four ways to do this:

- (1) Submit an official SAT-I verbal score of 430 or higher. All first-year applicants must submit SAT-I scores.
  - (2) Submit an official TOEFL score of at least 80 on the Internet-based exam or 213 on the computer-based version. Remember that all score reports must be official. TOEFL scores must be less than two years old if you have not been studying at a U.S. institution since taking the exam. Information regarding the test dates and centers can be found at [www.ets.org](http://www.ets.org).
  - (3) Take the equivalent of English 101 and 102 (first-year composition) at an accredited U.S. institution and earn a minimum 2.5 combined GPA for the two courses. This must be reflected on an official transcript.
  - (4) Submit proof of a bachelor’s degree earned at an accredited institution in the U.S.
4. Once a student has been accepted, a physical examination is required. The form to be used by the physician will be provided by the University in Admission Packet.

5. Have on deposit, in an account in the Office of Business Affairs of GCU, sufficient funds to cover tuition, books, fees, and personal expenses for one academic year. The amount may differ in each applicant's case, and average amount of deposit made is approximately \$3,000.00.

6. Proof of accidental and hospital insurance must be submitted along with application for admission. Students who can prove that they have comparable insurance coverage will not be required to purchase insurance through the university.

7. All of the above items must be submitted to Admissions office no later than four (4) months prior to the student's planned enrollment. The university will issue a SEVIS (I-20) after items one through six have been completed and approved by the International Student Advisor in consultation of Admission, Degree & Graduation Faculty Committee at GCU.

Special Note: Every International Student applying for an admission, shall be levied of International Student Fee in the amount of \$500.00 US.

# Registration Process

## **SEMESTER / QUARTER SYSTEM**

For NPEC authorized academic programs of Undergraduate and Graduate degrees, GCU operates on the semester system. The academic year consists of a fall and a spring semester, and summer terms. One semester hour represents one hour of class work per week or its equivalent in other forms of class performance. Each semester constitutes 15 to 16 weeks of classes, including the final exam week. In accordance with the decision of each school's faculty, term papers may be submitted in place of exams.

Course examinations are given at least twice a semester (mid-term and finals) in addition to occasional quizzes and term papers. A student whose class attendance is less than two-thirds of all the classes held is not eligible for taking the final exam. Those who have missed any final exams due to circumstances beyond their control are entitled to take make-up exams. (Please refer to Attendance section.)

It is Georgia Christian University's liberty to offer Non-degree granting course works and classes based on quarterly system. Especially GCU's School of ESOL is operating under this system, and various life-long educational programs may be offered quarterly. Each quarter shall consist of 8 weeks of curriculum and total of five quarters are available throughout an academic year.

## **SPECIAL SUMMER & WINTER TERMS**

During these terms, regular courses as well as short-term seminars and workshops are offered. These courses, particularly travel seminars, are offered in various locations domestically and internationally such as New Jersey, Florida, Arizona, Israel, Turkey, Kenya, or Korea. During these special terms, carefully selected and scheduled continuing education courses are offered for community education. Enrollment for either of these terms is limited to six credit hours.

It is students' benefit since they may enroll to these terms for the purpose of making up lost credits or adjust his/her Grade Point Average. Schedules for these terms may vary per terms and students may have access to this information at GCU's website and other publicized material.

## **Registration Period**

Regular registration period is approximately 2-3 weeks prior to beginning of each semester. There is also late registration period available with certain non-refundable fee accrued. Any students who fail to register during registration period without written notification to be approved by the Office of Admissions and Record, is subject to academic dismissal, and the University takes no responsibilities of student's status aftermath.

Through many media available for students at GCU, including website([www.gcuniv.edu](http://www.gcuniv.edu)), publicized notice, orientation material, and calendar provided by GCU, students can vividly have detailed information on registration period.

## **Academic Advisement and Counseling**

Academic advising is available at the main office with the student affairs and academic counselor. The session will be appointment recommended and otherwise will be done on first come first serve basis.

Any students seeking advisement are asked to make an appointment to get help with registration at least 3 weeks prior to registration. Please keep in mind, during registration period, wait time will be extremely long and may lose the given privileges of valuable information for registration.

## **Add or Drop Classes**

Please consider all possibilities and recommendation by your counselor and your instructors before adding or dropping courses. Course Add/Drop form and Change of Course form are available at the Office of Admissions and Record. Any added course tuition will be due the same day or registration. Please refer to the refund policy for any refund that may incur. Also, keep in mind that all international students should be a full time student for visa purposes at any time.

## **Independent Study**

Students who have completed at least two semester of academic work with a current average of at least 3.0 on GPA scale in the B.A. or M.A. program may apply for a directed study in order to pursue topics of special interest. Students who are enrolled in the Theological studies program are entitled to request directed studies from the first semester. The student is responsible for obtaining the instructor's consent before registering for a directed study and must submit the Direct Study form to the Registrar. Directed studies may not substitute for courses regularly taught and may not be used to fulfill requirement courses. Ordinarily no more than three credit hours may be taken as a directed study per semester.

## **Academic Dismissal**

A student who falls into one or more of the following categories shall be dismissed:

1. Failure to register during the prescribed period,
2. Violation of school regulation governing discipline and conduct,
3. Absence of more than 4 weeks without notice,
4. Disqualification by regulation of graduation.

Any Student wishing to withdraw from the institution during the school year is required to notify the Registrar and fill out the necessary withdrawal forms. Failure to comply with proper withdrawal procedure can mean the denial of future readmission.

## **Readmission**

Any former student seeking re-admission after an absence less than one year is required to submit a new application form. After one year of absence, student seeking re-admission must complete the entire application process. A Student who has been placed on academic probation is eligible to reapply the following term. Requests for re-instatement must be addressed in writing to the Admissions Committee of GCU. All requests must be completed and submitted to the Office of Admissions and Record at least 30 days before registration begins. A re-admitted student will enroll on academic probation status. If re-admission is granted, the student must pay re-admission charges in addition to the regular tuition.

## **Transcripts**

All grades are permanently recorded on the student's academic transcript and become a part of his or her scholastic record. Record sheets of all academic work done at Georgia Christian University and the cumulative academic record at other post-secondary institutions are permanently kept. The cumulative academic record includes personal identification (Name, I.D. number, date of birth, birth place, institution from which admitted, date of entrance), degree sought and conferred, and the date.

Student academic records are available for inspection by the student involved, but these records are regarded as confidential and are never released to unauthorized persons. Student academic records are released to other persons or institutions only with the written consent of the student, and are made available only to authorized persons designated on the consent form.

No official document of a student's records will be released until all financial obligations have been resolved.

## Transfer Students and Credits

Students transferring into GCU from another academic institution must have official record in English indicating academic achievement of at least a "C" for undergraduate level work or a "B" for graduate level.

In addition to the minimum grade levels on transfers, each course transferred must be necessary for the student's program of study. GCU reserves the right to accept or reject credits or degrees from any non-accredited institutions. It is the policy of the University that the last 30 semester hours (10 courses) of regular course work must be done with GCU to be eligible for graduation.

## Tuition and Fees

The cost of tuition covers only a portion of the student's education and therefore, Georgia Christian University depends upon the generosity of its supporters to make up the difference. In our endeavor to keep costs as low as possible, the following tuition & fees have been determined:

Application Fee	\$ 100.00
SEVIS I-20 Application Fee (Reproduction)	\$ 100.00
SEVIS I-901 Fee	\$ 200.00
USCIS I-539 Application Fee	\$ 300.00
USCIS I-539 Filing Charge	\$ 500.00
Diploma and Continuing Education per Credit Hour	\$ 100.00
Tuition-Undergraduate Level per Credit Hour	\$ 185.00
Tuition-Master Level per Credit Hour	\$ 215.00
Tuition-Doctorate Level per Credit Hour	\$ 250.00
ESOL Spring I, II, Fall I, II Tuition	\$ 1400.00
ESOL Special Summer Tuition	\$ 1500.00
Course Audit Fee per Credit Hour	\$ 100.00
Late Registration Fee	\$ 100.00
Tuition Installment Fee (2 payment plan)	\$ 60.00
Tuition Installment Fee (3 payment plan)	\$ 100.00
Graduation Fee	\$ 300.00
Dissertation Advisement Fee – Master Level	\$ 600.00
Dissertation Advisement Fee – Doctoral Level	\$ 800.00
Dissertation Continuation Fee	\$ 300.00
International Student Fee	\$ 500.00
Official Transcript / Document Fee	\$ 5.00
Apostille Fee (per Document)	\$15.00
Techno Fee (for all students)	\$ 50.00
Music Facility Fee (for Music School)	\$ 200.00
Student Government Association Fee (Semester)	\$ 50.00
Textbook Charges (Due upon registration)	Varies
Student ID Reproduction Fee	\$ 10.00
Insufficient Fund Charge	\$ 50.00 (per Case)

Late Payment Interest Surcharge	18% Annually
Credit Card Convenience Charge (per Case)	2.5% for total amount

Any fee and tuition listed in this catalog is subject to change at the discretion of the Board of Trustees of Georgia Christian University. The fees may be changed without prior notifications, although as much advanced notice as possible shall be given and published.

(Updated on October 9, 2009 by GCU Board of Trustees)

## Scholarships

Limited scholarships are available and the applicants' standings will be evaluated by the Academic and Judicial Committee. If you like to apply, please fill out a Tuition Assistance form at the Office of Admissions. The followings are the available scholarships from Georgia Christian University;

1. President's Scholarship
2. Board of Director's Award
3. Academic Achievement Scholarship
4. Senior Citizen Tuition Assistance
5. Spousal Tuition Assistance
6. Tuition Assistance for Ministers
7. Tuition Plan for Legal Aliens or US Citizens
8. Others

For local or permanent residents or citizens of the United States, applications for federal financial aid in the form of PLUS, subsidized, and unsubsidized loans may be obtained from the Office of Student Affairs. Citizens or permanent residents may also qualify for federal Pell Grants which do not require repayment. However, be sure that you understand the difference between a **grant** (you are not obligated to repay) and a **loan** (you must repay after graduation or termination of studies). If you have any further questions concerning financial aid, you may call the Office of Student Affairs at GCU or the Georgia Student Finance Commission at 1-800-414-3080 or the US Department of Education at 1-800-433-3243.

## Refund Policy

Tuition may be refunded as scheduled below (Usually fees are not refundable). Not attending classes does NOT constitute a formal withdrawal. Dated and Signed Tuition Refund Request Form must be submitted to the Office of Business Affairs by the scheduled time shown to be entitled to any refunds:

Students will receive refunds for overpayments and/or withdrawal from classes. Students will not receive refunds on late fee charges, any administrative charges, any private scholarships, late payment fees, application fee, I-20 fee, and penalty for non payment or default payment fees. The President may consider refunds on an individual basis where personal emergency or extreme hardship is involved.

### (For Post-Secondary Education Programs)

Prior to or during the first week of semester	100 % refunded
During the second week of semester	85% refunded
During the third week of semester	70% refunded
During the fourth week of semester	55% refunded
During the fifth week of semester	40% refunded
After the fifth week of semester	No Refund

### (For Diploma Programs)

During or prior to the first week of classes	100%
During the second week of classes	75%
During the third week of classes	50%
After the third week of classes	No Refund

*\* International students studying on university-sponsored F-1 visas are ineligible for a complete refund. Students submitting written notification of the intent to withdraw, during or prior to the first week of class, will receive the full tuition minus a non-negotiable \$500 administrative fee.*

*\* For domestic students, refunds will be available within 60 working days of withdrawal. For international students, it may take 3 to 4 months to complete the refund process.*

(Updated on October 9, 2009 by GCU Board of Trustees)

## Financial Planning

All registration tuition and fees shall be due and payable at the time of registration. GCU encourages all students to pay all fees in full at registration. GCU provides Tuition Installment Plan for registering students with some restrictions to ease applicant's financial difficulties, and information on Installment Plan is available at the Office of Admissions and Record.

## Grading System

The quality of work done by students in courses is reported by use of the following scale:

GRADE	POINT VALUE	DEFINITION
A	4.00	Excellent
A-	3.70	
B+	3.30	
B	3.00	Good
B-	2.70	
C+	2.30	
C	2.00	Satisfactory
C-	1.70	
D+	1.30	
D	1.00	Poor
D-	0.70	
F	0.00	Failure

A simplified system of grading available for use in appropriate cases is as follows:

GRADE	POINT VALUE	DEFINITION
P	0.00	Passing (Satisfactory)
F	0.00	Failure (Unsatisfactory)

Students may choose one of these grading systems with instructor's approval prior to beginning of the class. Once notified, the grading system can not be converted.

All course work must be completed by the last day of the semester in which the course is taken. In exceptional cases and at the discretion of the instructor, a student may apply for an incomplete ("I") grade for the courses. This petition must be submitted to the instructor by the last day of the semester. If granted, the student must complete all the work by the date designated by the instructor. The extended time cannot exceed four weeks from the end of the term. If the work is not completed by that date, the grade "I" will automatically change to a grade of "F."

Any academic misconduct including plagiarism, cheating, collusion, and or other behaviors will result in dismissal or a grade of "F" for the particular course.

## Academic Misconduct

*(All Students are advised to refer to Assessment Policy of Georgia Christian University at [www.gcuniv.edu](http://www.gcuniv.edu))*

Academic misconduct includes, but is not limited to the following actions.

**Plagiarism:** A student plagiarizes if student uses the ideas, words or work of another person as their own ideas, words or work. Plagiarism is to be distinguished from inadequate and/or inappropriate attempts to acknowledge the words, works or ideas of someone else. Plagiarism includes, but is not limited to:

- Copying unacknowledged passages from textbooks;
- Reusing in whole or in part the work of another student or persons modified or otherwise;
- Obtaining materials from the Web and submitting them, modified or otherwise, as one's own work;

**Cheating:** A student is considered cheating if student does not abide by the conditions set for a particular learning experience, items of assessment and/or examination. Cheating includes, but is not limited to:

- Falsifying data obtained from surveys or similar activities;
- Copying the answers of another student in an examination or allowing another students to copy answers in an examination;
- Taking unauthorized materials into an examination;
- Sitting in examination for another student or having another person at an examination on behalf of oneself;
- Removing an examination question paper from an examination room where this is contrary to instructions;
- Improperly obtaining and using information about an examination before an examination;
- Making changes to an assignment that has been marked then returning it for re-marking claiming that it was not correctly marked.

**Collusion:** A student colludes when student works without the permission of the instructor with another person or persons to produce work which is then presented as work completed independently by the student. Collusion includes, but is not limited to:

- Writing the whole or part of an assignment with another person;
- Using the notes of another person to prepare an assignment;
- Using the resource materials of another person that have been annotated or parts of the text highlighted or underlined by another person;
- Allowing another student, who has to submit an assignment on the same topic, access to one's own assignment under conditions which would give that other student an advantage in submitting his or her assignment.

**Other:** A student commits an act of academic misconduct when student inhibits or prevents other people's legitimate learning or teaching. Such actions include but are not limited to:

- Any infringement of the library rules, including specifically (i) withholding books from the library in such a way as prevents other students having access to the books at the time they may need them (ii) defacing books from the library, or (iii) stealing books from the library;
- Any disruption of classes;
- Any other conduct which unreasonably impairs the rights of other persons to pursue their work, studies or research.

## **Resident Life on Campus**

Georgia Christian University has four dormitory buildings located in Lilburn, Georgia. Two of the buildings are for male students and other two are for female students. There are no co-ed facilities available at present time.

Each building has three furnished bedrooms, two bathrooms, a kitchen, a living area and a laundry room. All common areas are shared by the others in the building. If you are interested in dormitory residency, fill out the dormitory application and turn it into the registrar's office.

Here are some rules and regulations for our dormitories:

1. Dormitories are open from 9am to 9pm. Without permission, no visitors are allowed off hours. Students may leave after 5am and need to report back before 11:30pm.
2. There will be no gambling, smoking, drinking and/or any violent activities in the dormitories.
3. No pets are allowed.
4. The resident will be responsible to replace and/or fix the item(s) for any damages to the facilities or equipments.
5. Be Courteous to others with noises, trash, temperature and/or their personal belongings.
6. Use common sense!

### **Guest Housing**

Guest rooms are available for short-term guests and prospective students visiting the university sites. The cost of a guest room is \$25 per night per person, and the payment should be arranged and made to the Office of Business Affairs prior to actual staying; then formal accommodation request is made to the Department of Housing for further assistance.

### **Cable Television**

Even if GCU's dormitories are equipped with television, cable television services or satellite service should be arranged at inquirer's own expense. Installation charges vary and monthly service charge is averaging \$39.00 per month. The request for installation should be made through the service from the Department of Housing at GCU.

### **Conservation of Energy**

To conserve energy and reduce utility costs, please turn off lights or any other electrical appliances when not in use. Excessive use or waste of utility may cause increase of housing expenses regardless of all the efforts that GCU is exerting to minimize the additional costs for students receiving housing services.

### **Cooking**

Because GCU admits students from a variety of cultures without any discrimination, and students may live within limited space of residential facilities, we ask that you be

sensitive to your neighbors if you are cooking foods with strong odor. Please open your windows and utilize the fans to eliminate odor and ventilate.

### **Furniture**

Students or guests may provide their own furniture at their living facility. Furniture that you place in common areas in the space must be shared and used by all persons living in the facility. For a \$45 monthly fee, residents may rent a set of furniture for their room. This set includes a bed, desk, chair, dresser, lamp, bookshelf. Televisions or other electrical or electronic devices are not included and those items should be furnished by the resident only.

### **Heating or Air Conditioning**

At all GCU's dormitories, central heating and air-conditioning are available. Regardless of the weather patterns or climate changes, this system is always operable and they may be used at any time of resident's interest; however, GCU strongly advise residents to conserve energy all the time.

## Library

This part of Student Handbook has been prepared to acquaint students with Library resources and services, some of which have been designed especially for faculty and staff of Georgia Christian University. It is GCU's desire to provide services and resources for students, both in conjunction with the teaching of classes and in areas of personal and professional growth and development. GCU welcomes the opportunity to serve both the faculty and students.

### General Information

There are 36 computers students can use for school activities during the library hours. There are approximately 28,500 books in the library available to be utilized as students and faculty's references as of March 2008, and GCU extensively working rigorously to create better and more library resources for academic institutional development.

Most of the books are written in multiple languages for our student's convenience and to promote of cultural integration. There are religious, language, fiction, non-fiction, references, philosophy, history and/or art books available.

### Hours of Operations

Monday through Friday	9am to 7pm
Saturday	9am to 6pm
Sunday	Closed

Hours may vary during Holidays and Summer Term.

### Obtaining a Library Card

Georgia Christian University library card is required to check out library materials. All GCU students can use their school ID card as their library card. For all other, a copy of your driver's license and a \$20 processing fee are needed to obtain the library card. There are no annual fees.

### Library Contact

Website: <http://library.gcuniv.edu>  
Phone: 770-279-0507/0650

### Library Staff

Myo Ryoung Kim Head Librarian  
Contact E-Mail: [estherkim17@yahoo.com](mailto:estherkim17@yahoo.com)

### Rental Policies

Students:	5 books / max period 14 days
Faculty:	10 books / max period 1 month
Staff:	10 books / max period 1 month
Print/Copy fees:	5 cents per copy

### **Reserves**

To better serve all library users, GCU library has reserve system in place via website. If you are interested in a material checked out by others, you can use this system to reserve your turn.

### **Overdue Materials**

All overdue materials are subject to 10 cents per book per day charge and immediate suspension of GCU library membership. If you need extension on the materials, please contact the librarian or go on the library website.

### **Lost or Damaged Materials**

Patrons are responsible for the materials that they check out. In the event that materials are damaged, destroyed or lost, they will need to pay the book cost plus \$10 processing fee. Adequate clearance of fines and return of materials is necessary before registration or graduation.

### **Rules & Regulations**

1. All Georgia Christian University Student rules & regulations do apply.
2. Food, Drinks and tobacco are not allowed in the library.
3. Please control the noise level and remember to log out of computers.
4. For circulation purposes, please return all books to the librarian.
5. Please use common sense.

### **Donation**

GCU library welcomes all members of the community who like to share their love for all reading materials. We are looking for variety of books including fiction, non-fiction, religious, arts, history, biographical, biblical and references. If you like to donate, please contact the librarian at 770-279-0507

## Student Government Association

### GCU Student Government Association Mission Statement

GCU Student Government Association will protect and promote students rights and help student relationship to promote the mission of GCU.

### GCU Student Government Association Rules & Regulations

All registered students can join the SGA as a member. SGA election is held in April of each year. SGA fee will be collected at the time of registration and SGA treasurer will account the fees. All announcements and event changes will be notified on the GCU web site and scattered bulletin boards throughout campus.

### 2009-2010 GCU Student Government Association Officers

President:	James D. CHONG	jamesalx@hanmail.net
Vice President:	Kyung Seok LIM	skslks4314@yahoo.co.kr
Vice President:	Hae Yong JUNG	seldprh0@hanmail.net
Business Affairs	Jun Chel AN	wnscl8520@gmail.com
Treasurer:	Hyun Ju HAN	hyunju710962@yahoo.co.kr
Secretary:	Ae Keyong SONG	cksgml412@yahoo.co.kr
Dept. Rep. (Business):	Chan YOU	channyou@naver.com
Dept. Rep. (Music):	Ye Sook OH	LCS322003@empal.com
Dept. Rep. (ESOL):	Surn Min PARK	surnmin@naver.com

## Student Employment

While student demographics of GCU shows high ratio of international students in student composition, GCU is experiencing bigger-than-ever demands for student employment opportunities. The Office of Student Affairs at GCU is now available to help students with financial hardships and difficulties. GCU understands balancing work and academic pursuits is a significant challenge faced by the University and students. GCU also understands the importance of working experiences for our students to start a career.

Even though the number of recruitment is still small, GCU is recruiting on-campus employment during normal registration period for a number of positions requested by each Schools and administrative Offices at GCU every semester. Then, the Office of Student Affairs, through public notice, openly receives applications from students. Applicants can learn about GCU's part-time positions on and off campus as well as summer employment on our website. GCU's part-time positions have pay-rate between \$5.85 and \$9.00 per hour. GCU will help students learn about the positions and application process. For more information, please contact the Office of Student Affairs at 770-279-0507.

## **Student Activities**

### **GCU Soccer Team**

GCU highly values and appreciates student activities and self-regulating organization within the University. Especially student body's athletic activities are welcomed to enhance the interest of physical health and the promotion of teamwork among students. GCU Soccer Team was formally established on April 14, 2007 after winning the 2007 Kosiers Fc 1<sup>st</sup> Indiana Korean Soccer Tournament in Indiana. GCU Soccer Team exists to provide students opportunities to be socially and physically challenged. We also hope that the Soccer Team becomes another avenue of opportunities to acquaint with many different schools not only in Greater-Atlanta area, in the State of Georgia, and in the United States of America.

GCU Soccer Team members practice and train every weekend to fully prepare themselves for challenges ahead of them such as tournaments and to promote social gatherings amongst students. GCU students, faculty, and staff members can become members of the GCU Soccer Team. All members of the team can be nominated as captains or co-captains through voting process every year. All members are required to participate in every tournament to promote team effort. GCU Soccer Team is a student governing body sponsored by the school. Currently, the 1<sup>st</sup> GCU Soccer Tournament is planned by GCU Soccer Team for Fall Semester of 2007. For further information about the team or the tournament, please call GCU administration at 770-279-0507.

### **Chamber Orchestra**

GCU Chamber Orchestra exists to praise God, to promote musical knowledge in community and to enjoy gifts of fellow members.

GCU students, faculty & staff members can be members of the GCU Chamber Orchestra. GCU Chamber Orchestra is a student governing body sponsored by the school. GCU Chamber Orchestra has positions available such as pianist, cellist, violinist and vocalist. Anyone who is interested can contact the music department of GCU at 770-279-0507. All tentative plans of GCU Chamber Orchestra are on GCU school website.

The School of Music of GCU is conducting and directing Annual Music Festival composed of GCU's finest instructors and students. Each performance is scheduled well in advance so to invite community leaders both from the State of Georgia and Korea. We plan to expand the Concert to wider area advocating the importance of music education and bringing out interests from prospective students. Georgia Christian University is a growing educational institute devoting all available resources to create better educational environment and to open professional opportunities for students. This tradition of recital and concert of GCU's faculty and students started from 2004 and this program has been on-going and ever-growing to bigger and better every year.

**GCU Choir**

GCU's School of Music courteously invites any GCU students in GCU Choir where they can meet with challenges and efforts to create harmonious campus life. Choir lead by The school head incorporates with other faculty members and visiting performers is planning national Christian Choir Tour in 2008 Academic year.

**GCU Sorority**

GCU's Office of Student Affairs oversees any and all sorority club activities including assignment, approval, and financial support. Understanding campus life being flourished with student activities, the Office of Student Affairs constantly sets the guidelines and oversees the program in accordance with bylaws of Student Government Association. For detailed information on application and approval of sorority activities, please contact the Office of Student Affairs at 770-279-0507.

## Area Information

### Public Libraries

Decatur	404-370-3070
Chamblee	770-936-1380
Doraville	770-936-3852
Buford	770-945-4196
Duluth	770-476-1992
Lawrenceville	770-822-4522
Norcross	770-448-4938
Peachtree Corners	770-729-0931
Atlanta Fulton	404-730-1700
Marietta	770-509-2711

### Parks

Gwinnett County Park & Recreation Department	770-822-8840
Cobb County Park & Recreation Department	770-528-8800
Dekalb County Park & Recreation Department	404-371-2631
Fulton County Park & Recreation Department	404-730-6200

### Medical Centers

Gwinnett Medical Center	678-442-3600
Joan Glancy Memorial Hospital	678-584-6800
Wellstar Cobb Hospital	770-732-4000
Decatur Hospital	404-501-6700
Emory University Hospital	404-712-2000
Dekalb Medial Center	404-501-1000
Children's Healthcare at Scottish Rite	404-256-5252
Children's Healthcare at Egleston	404-325-6000
Crawford Long of Emory	404-686-4411
Grady Memorial	404-616-4307
Northside Hospital	404-851-8000
Piedmont Hospital	866-605-5111
St. Joseph's Hospital	404-851-7001

### Attractions

*Atlanta Botanical Garden* 404-876-5859

1345 Piedmont Ave., Atlanta, GA 30309

Hours: April-October: Tue-Sun 9am-7pm, November-March – Tue-sun 9am-5pm

Consists of several green houses, the exotic garden stands like an oasis in the middle of the bustling city. Great for dates, the extraordinary plants and Japanese architectures are worth seeing.

*Atlanta History Center* 404-814-4000

130 W. Paces Ferry Road., Atlanta, GA 30305

Hours: Mon-Sat 10am-5:30 pm, Sun 12pm-5:30pm

This museum has the entire history of Atlanta from Indian settlements to the Civil War to the Civil Right movement histories and to 1996 Olympic Games. 33 acre gardens, two historic houses and nature trails allow visitors to enjoy Atlanta in whole another perspective.

*Atlantic Station*

18<sup>th</sup> St., Atlanta, GA 30363

The newest addition to the city used to be a 138 acre steel mill. The new shopping and restaurant district was built after \$2 billion development. Parking is always plentiful at the parking decks below.

*Buckhead*

In the heart of uptown Atlanta, this shopping and restaurant district is always filled with visitors and locals alike.

*Callaway Garden*

800-225-5292

5887 Georgia Hwy 354

Hours: March 19-Labor Day Weekend 9am-6pm, Labor Day – March 19 9am-5pm

The garden is located in Pine Mountain, Georgia, 60 minutes southwest of Atlanta. This beautiful attraction has plenty of walking paths through gorgeously landscaped gardens. The butterfly conservatory is definitely worth your visit.

*Carter Museum & Library*

404-865-1700

441 Freedom Pkwy., Atlanta, GA 30307

Museum Hours: Mon-Sat 9am-4:45pm, Sun noon-4:45pm

Library Hours: M-F: 8:30am-4:30pm

The one and only president from Georgia, Jimmy Carter's Museum & Library display the formal president's legacy and his current community projects. The exhibit is part of the Presidential Library system administered by the National Archives and Records Administration, a Federal government agency.

*Centennial Olympic Park*

404-223-4412

265 Park Ave., Atlanta, GA 30313

This Olympic memorabilia often is associated with the 1996 Olympic bombing.

Competitive sports, skating, biking or feeding birds are not allowed in the park.

*CNN Center*

404-827-2300

1 CNN Center, Atlanta, GA 30303

Hours Daily: 9am-5pm

News is the business of CNN and they are showing you all the secrets of the broadcasting in the world. You will take a tour of the real live newsroom and you can even try to host your own show with the nominal fee.

*Fernbank*

404-634-7127

767 Clifton Road, Atlanta, GA 30307

Hours: Mon-Sat: 10am-5pm, Sun 12pm-5pm

This natural history museum houses 160,000 square foot of some of the most interesting object in the world and is located in the Druid Hills area. Fernbank exhibits fossils, a collection of the world's largest dinosaurs and IMAX theatre.

*Fox Theatre* 404-881-2100

660 Peachtree St., Atlanta, GA 30308

Hours: Mon-Fri: 9am-6pm, Sat 10am-3pm

Built in 1920s, this facility hosts variety of cultural experiences like musicals, ballet performances, classic films, opera and many others. The huge ballroom play host to many extravagant affairs. There is plenty of parking available around the venue.

*Georgia Aquarium* 404-581-4000

225 Baker St., Atlanta, GA 30313

Hours: Sun-Thu: 8am-6pm, Fri-Sat 8am-8pm

As one of the largest aquariums in the world, this facility boasts 8 million gallons of water and 100,000-plus animals including whale sharks, goliath grouper, stingrays, hammerhead sharks, pacific octopus, sea lions, beluga whales and penguins. The children's exhibit enables children to touch and interact with the sea animals.

*Helen Georgia*

A German town in Georgia has Octoberfest and year round activities including tube riding down the river, horse carriage rides, glass arts and shopping. Horseback riding is also available.

*High Museum* 404-733-4400

1280 Peachtree St., Atlanta, GA 30309

Hours: Tue-Wed,Fri-Sat: 10am-5pm, Thu 10am-8pm, Sun 12pm-5pm

As the Atlanta's premier art museum, educational and exhibition programs are available for both adults and youngsters. The museum seasonally hosts special exhibition such as Monet, Van Gogh, Picasso, Michelangelo and Louvre.

*Lake Lanier* 770-932-7200

6950 Holiday Road, Buford, GA 30518

Hours: May-Sept. Sun-Fri 10am-6pm, Sat 10am-7pm

Built in 1957, the 38,000 acre lake and 540 miles of shoreline consists of beaches, boat docks, resorts and golf courses. During winter, Lake Lanier hosts the biggest Christmas Light show in Atlanta area.

*Margaret Mitchell House* 404-249-7012

990 Peachtree St., Atlanta, GA 30309

Hours Daily: 9:30am-5pm

"The Dump", Margaret Mitchell called this place, is an exhibit of the life of "Gone with the Wind" author. This facility exhibits her early works, movie memorabilia and the author's personal items.

*Martin Luther King Memorial* 404-331-6922

450 Auburn Ave., Atlanta GA 30312

Hours Daily: 9am-5pm, Memorial Day to Labor Day: 9am-6pm

As the American civil-right movement head, Martin Luther King Jr. is an important figure in Atlanta history. His birth home, church where he preached and memorabilia are among the attractions in this sight.

*Oakland Cemetery* 404-688-2107

248 Oakland Ave., Atlanta, GA 30312

Hours: Spring & Summer: 8am-8pm, Fall & Winter: 8am-6pm

This 88 acre active cemetery is on the National Register of Historic Places made of victorian, gothic, neoclassical mausoleums and tombstones. Guided tours are available on Saturday and Sunday. Please call for more information.

Piedmont Park

*Stone Mountain Park* 770-498-5690

Hwy 78 E (Exit 8), Stone Mountain, GA 30087

Hours Daily: 6am-12am Most Attractions Open At 10am

The 3200 acre park centering the world's largest hunk of exposed granite offers walking trails, railroad rides, 4-D Theatre, 1870 Old Town replica, golf, tennis, water slides and fishing. This is the ultimate recreational heaven in metro Atlanta.

*The World of Coca Cola* 404-676-5151

121 Baker St., Atlanta, GA 30313

Hours Daily: 9am-5pm Closed Easter, Thanksgiving, Christmas Day

Just opened in new location, this Coca Cola shrine is full of memorabilia and collections. Also, a "4-D" theatre will enhance your experience.

*Zoo Atlanta* 404-624-5600

800 Cherokee Ave., Atlanta, GA 30315

Hours: Mon-Fri. 9:30am-4:30pm, Sat-Sun: 9:30am-5:30pm

Situated in Grant Park, this natural habitat zoo provides exciting experience for adults and children. The key attractions are Starlet O'Hara the elephant, Kudzoo and Ivan the gorillas, and Yang Yang and Lun Lun the giant pandas. There is a petting zoo open daily where kids can touch goats, pigs and sheep.

### **Transportations**

Whatever your transportation needs, from business traveler to site seer to shopper—Atlanta has many forms of transportation available.

#### **Air**

Hartsfield-Jackson International Airport is the busiest passenger airport in the United States. It is located approximately 10 miles from downtown Atlanta. <http://www.atlanta-airport.com/>

Customer Service: 404.530.7700 or 1.800.897.1910.

#### **AMTRAK**

The AMTRAK station is located at 1688 Peachtree Street, NW. For more information visit their WEB site <http://www.amtrak.com/> or call the local station information line 404.881.3062.

#### Rental Cars

All major car rental companies are available at Hartsfield-Jackson International Airport and throughout the city. For more information see Ground Transportation at airport's WEB site <http://www.atlanta-airport.com/> or the Yellow Pages.

#### MARTA Bus

The Metropolitan Atlanta Rapid Transit Authority (MARTA) provides bus service to over 125 routes and shuttle service to several attractions. For route maps, visitor's passes, schedules and much more visit the MARTA WEB site <http://www.itsmarta.com/> Customer Service: 404.848.4711.

#### MARTA Train

The Metropolitan Atlanta Rapid Transit Authority (MARTA) provides rail services on two lines.

South-North line runs from Hartsfield-Jackson International Airport to Atlanta's downtown, Mid-town, Buckhead, Doraville and Dunwoody.

East-West line runs from Indian Creek to Hamilton Holmes.

For route maps, visitor's passes, schedules and much more visit the MARTA WEB site <http://www.itsmarta.com/> Customer Service: 404.848.4711.

#### Taxi

There are taxi's available at the Hartsfield-Jackson International Airport, Ground Transportation Center, at local hotels and special events throughout the city. Consult the Yellow Pages for local listings.

#### Shuttle Services

There is Shuttle Service available for inside and outside the Metro area. For more information contact the Hartsfield-Jackson International Airport, Ground Transportation Center for service to businesses, locations, hotels and residences. [www.atlanta-airport.com](http://www.atlanta-airport.com)

## **GCU Administration - Georgia**

Georgia Christian University  
646 Exchange Place  
Lilburn, GA 30047

Tel: 770-279-0507  
770-279-0650  
Fax: 770-279-0308  
Web: [www.gcuniv.edu](http://www.gcuniv.edu)  
Email: [admin@gcuniv.edu](mailto:admin@gcuniv.edu)

## **GCU Administration - New Jersey**

Georgia Christian University  
121 Bridle Way  
Fort Lee, NJ. 07024

Tel: 201-224-8506  
Fax: 201-224-8507  
Web: [www.gcuniv.edu](http://www.gcuniv.edu)  
Email: [admin@gcuniv.edu](mailto:admin@gcuniv.edu)

## **GCU Administration - Korea**

조지아크리스찬대학교  
서울시 서초구 서초동 1599-2 LG 애플라트 #2019  
Seoul, Korea

Tel: 02-598-5181  
Fax: 02-598-5183  
Web: [www.gcuniv.edu](http://www.gcuniv.edu)  
Email: [admin@gcuniv.edu](mailto:admin@gcuniv.edu)