IMPORTANT COLLEGE TERMS

Advisor Your main point of contact for academic guidance, your advisor will give advice on what classes you need, help you stay on track, sign you up for classes, or give you the alternate pin so that you can sign yourself up for classes. You can find your advisor's name and email address on the first screen of the **Student Portal**.

Faculty Another word for instructor; the people teaching the classes at CGTC. Part-time faculty are referred to as adjuncts.

FAFSA (Free Application for Federal Student Aid) The online application that you must complete each year to determine if you are eligible to receive financial aid such as the Pell Grant, student loans, and some scholarships. Completing the FAFSA does not automatically sign you up for aid.

HOLD Placed on a student's account if the student has not completed a requirement, such as paying a bill, submitting high school transcripts, returning a library book, etc. A hold can prevent you from signing up for classes, graduating, and more, so it's important to clear any holds as soon as possible. To view hold(s) on your account, log in to **BannerWeb**, click **Student Services**, click **Student Records**, and click **View Holds**.

Prerequisite A class that you must take and pass before you can take another class. For example, you must take English 1101 before you can take English 1102.

SAP (Satisfactory Academic Progress) Used to determine if a student is eligible to receive financial aid. SAP is based on overall *grade point average* (GPA) (for all classes, other than learning support classes, that you have taken) and *course completion rate* (percentage of the number of credit hours for classes that you sign up for versus the number of credit hours for classes that you pass). You are making SAP if your GPA is 2.0 or higher and your course completion rate is 67% or higher. If your GPA is less than 2.0 and/or your course completion rate is less than 67%, you are NOT making satisfactory academic progress and you could lose your financial aid.

Syllabus An outline of the important information about the class that you are taking. The syllabus will include your instructor's contact information, assignment and test dates, attendance policies, and other guidelines.

Transcript The permanent academic record of a student. Your transcript will show every class that you have taken, the semester that you took each class, and the grade that you made in each class. To view your transcript, log in to **BannerWeb**, click **Student Services**, click **Student Records**, and click **Academic Transcript**.

Withdraw To drop out of a class. You must submit a form in order to withdraw from a class; if you just stop going to class, you could receive a grade of F (which will negatively impact your grade point average and SAP). Always check with the Financial Aid office before withdrawing to find out how your financial aid will be affected. *You might owe money and have to pay out of pocket if you withdraw.*

CENTRAL GEORGIA cgtc TECHNICAL COLLEGE

www.centralgatech.edu • (478) 988-6800

frequently asked QUESTIONS?

PAYING FOR COLLEGE

Do you offer a payment plan?
YES! Sign up with Titans FlexPay to have your tuition and fees divided into several payments. The amount of the down payment is based on when you sign up. For complete information or to sign up, visit **www.mycollegepaymentplan.com/CGTC**.

Do you offer scholarships?
YES! For information about scholarships offered by the CGTC Foundation, go to **www.centralgatech.edu/foundation** and click **Scholarships and Textbook Assistance**. Information about scholarships offered by other organizations can be found at the bottom of the web page.

GETTING INVOLVED

How can I join a club or student organization?
For information on clubs, organizations, and student activities, go to **www.centralgatech.edu**, click **Current Students**, click **Student Affairs**, and click **Student Activities**.

How can I find out about important dates, special events, and opportunities for students?
Check your CGTC student email address for important dates and deadlines, scholarship opportunities, special events, and more. Have information sent to your cell phone by signing up for TitansVIP (send a text message to 81010 and include @titansvip in the message area). Academic and student activities calendars are available at **www.centralgatech.edu** (click **College Calendars** at the top of the screen).

FINDING HELP

How can I get help with assignments?
The Academic Success Center provides individual and group tutoring, academic and study skills workshops, program placement test guidance, and more. All of the resources at the Academic Success Center are offered at no charge.

What am I supposed to do for my class?
Your instructor will give you a syllabus that lists all requirements for the class. Students taking online classes (other than math) should go to Blackboard for instructions (see the *Student Technology Guide* for help logging in to Blackboard).

Tips for Success

1 **Start with the CARE Center.** Online videos are available to help you get started, check your financial aid status, sign up for classes, and more. Visit **www.centralgatech.edu/carecenter** or stop by in person.

2 **Go to class.** You can't learn if you aren't there. Attend every class meeting and go to class prepared. If you will need to miss a class, let your instructor know so that you can find out what will be discussed in class.

3 **Do the work.** You can't pass the class and learn what you need for your new career if you don't do the work and turn in all assignments.

4 **Talk to your instructor.** Your instructor is there to help you. If you don't understand an assignment or if you start falling behind in class, let your instructor know.

5 **Think before you withdraw or stop going to class.** Your financial aid depends on the number of classes that you finish; if you withdraw or stop going to class, you could have to pay for college out of pocket.

6 **Meet with your advisor** every semester. Your advisor will let you know what classes you need to stay on track and give you the alternate pin that you'll need to sign up for classes.

7 **Ask for help!** You don't have to figure it out on your own. CGTC offers resources such as free tutoring, resume assistance, career counseling, and more, to help you succeed.

How to Read Your Schedule

Central Georgia Technical College
09-22-2016 09:52:13
201714

Jane Doe
910123456
123 Any Street
Warner Robins, C

1: Full semester
S1: Mini-mester session 1
S2: Mini-mester session 2
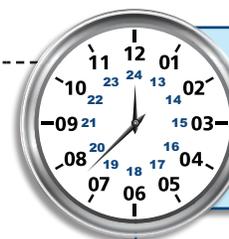
Time that your class starts and ends. The times are in military time (ex: 1800 means that the class starts at 6:00 p.m.; 0800 means that the class starts at 8:00 a.m.).

CRN	SUBJ	CRSE	SEC	PT	CAMP	TITLE	CRED	ST	DAYS	TIMES	BLDG	ROOM	INSTRUCTOR
11836	BUSN	1190	04	S1	1	DIGITAL TECHNOLOGIES IN BUSN	2	KV	F	1800-1930	B	130	Smith, Jim
10100	BUSN	1400	VB	S2	9	WORD PROCESSING	4	KV	TR	1800-2030	A-WR	221	Jones, Kim
10119	BUSN	1440	10	1	9	DOCUMENT PRODUCTION	4	KV	MW	0800-1035	C	112	Waters, Jane
11211	BUSN	1420	15	1	9	DATABASE APPLICATIONS	4	KV	NA	NA-NA	NA		Stark, Ned

Total Credit Hours: 14

The campus/center where the class will meet:
M1: Warner Robins   5: Jones County
1: Macon   6: Monroe County
2: Milledgeville   8: Twiggs County
3: Putnam County   9: Online Class
4: Crawford County   HAW: Hawkinsville

The day(s) of the week that your class will meet:
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday. If there are letters for two days, the class meets two days a week (ex: TR means that the class meets Tuesday and Thursday). NA is typically associated with an online class.

The building and room number where your class will meet.