

# Perspective

## Schedule of Fall Classes



Trying to find your niche in life? See back page for degree programs.

### FALL 2009

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### Important Dates

#### August 25-27

Fall Quarter Priority  
Registration

#### September 10

Fall Quarter Admission &  
Financial Aid Deadline

#### September 12

Success Saturday  
Registration

#### September 21

Summer Quarter End Date

#### September 22

Registration

#### September 29

Last Chance Registration

#### September 30

Fall Quarter Begins

#### Sept. 30-Oct. 2

Drop/Add Period

#### October 6

Add Period Ends



A Unit of the Technical College System of Georgia

# Online Resources

## **BANNER WEB (<https://bannerweb.centralgatech.edu>)**

Register for courses, make tuition and fee payments, check your grades, view your schedule--all online!

**Username:** Either your CGTC Student ID number or social security number.

**Password:** Your date of birth (MMDDYY) (ex. Jan. 3, 1969 = 010369)

## **STUDENT EMAIL (<https://accesscgtc.centralgatech.edu>)**

All CGTC students receive student email accounts. **Student email is the main form of communication CGTC has with its students.**

**Username:** Check your acceptance letter or check the CGTC Student Pages.

**Password:** Your date of birth (MMDDYYYY)

(ex. Jan. 3, 1969 = 01031969)

*Email is the official medium for communication with students at Central Georgia Technical College.* Each registered student is assigned an official email address by the college. Students are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. Certain communications may be time-critical. While students may redirect email from their official college email address to another address (e.g., @hotmail.com, @aol.com), the college is not responsible for the delivery of email by other service providers. Use of student email accounts should be in accordance with appropriate conduct as described in the Student Handbook and the Acceptable Computer and Internet Use policy. Any student who does not own a personal computer or who does not have an Internet service provider may access his or her email account from the library or from other designated computers at any of Central Georgia Technical College's locations.

## **ANGEL (<http://gvtc.angellearning.com>)**

ANGEL allows you to begin your online learning experience. Once you enter your user name and password, you will go directly to your own course homepage. ANGEL courses are available the first day of class.

Username and password: schoolcode\_studentid

The school code for CGTC is 35 and your student id is the number printed on your ID card. You will NOT be able to use your social security number.

For example, if your school is Central Georgia Technical College and your student id is 910199999, your username would be 35\_910199999 and your password would be 35\_910199999.

## **TECHNICAL SUPPORT**

**(<http://www.centralgatech.edu/student/student.htm>)**

Problems accessing these resources? For technical support, visit the CGTC Student Pages on the web.

# Registration Checklist

### ► **READ THE ONLINE CATALOG:**

Find your program of study at [www.centralgatech.edu/catalog](http://www.centralgatech.edu/catalog) and learn the required curriculum.

### ► **PREPARE:** Consider family, work, and other time conflicts that may arise.

Know what classes you want to take before meeting with your advisor.

Remember **registration period is August 25-September 29.**

### ► **REGISTER AND RECEIVE YOUR SCHEDULE AND BILL:** Register online

using BannerWeb. Your schedule and bill can be viewed in BannerWeb.

Make sure your class schedule is correct. If there is an error contact your advisor or visit a Registration Help Station. Corrections must be made within the first five days of the quarter or by **October 2**. If you experience any difficulty visit a Registration Help Station.

### ► **AUTHORIZE CHARGES** to be covered by Financial Aid on Bannerweb. **Pay tuition and fees by October 16.**

### ► **BE AWARE OF THE DROP/ADD PERIOD.** Drop period: Students may drop a course until **October 2** (3rd day of the quarter) without tuition charge or any changes to academic history. Add period: Students may add a course until **October 6** (5th business day of quarter.)

After **October 2** (3rd Day of quarter) dropping a course is not available. To withdraw from a course or all courses, a student must complete & submit the Withdrawal Form (available online). State and college policy requires a "W" (Withdrawal) be assigned and full tuition and fees are charged.

# Financial Aid

## **Student Financial Aid Information**

CGTC offers a variety of financial aid options to assist students with the cost of their education. All students are encouraged to apply for financial aid. Financial Aid Specialists are ready to assist you with the online application process or if you have questions regarding your financial aid. Once the Financial Aid Office has received the results of your online financial aid applications, other documents may be needed to finalize your financial aid awards. Apply for financial aid by **September 10** so you have time to complete the process and be awarded before the tuition and fee payment deadline. The Summer Quarter starts the new financial aid year. All students need to reapply. Any charges not covered by financial aid must be paid or the student will no longer be eligible to attend class.

## **Reapply for Financial Aid...Complete the 2009-2010 Financial Aid Application Online**

### **HOPE Book Voucher Information**

- Apply, qualify, and be approved for HOPE Grant or HOPE Scholarship.
- Vouchers can be used for purchases in the Campus Bookstore only.
- Students enrolled for 6 or more credit hours may qualify for a \$100 book voucher.
- Students enrolled for 5 credit hours or fewer may qualify for a \$50 book voucher.
- HOPE book voucher will be reduced by \$35 to pay the Technology Fee, if not paid before making purchases at the Bookstore.



### **Pell Book Voucher**

- Must apply, qualify, and be approved for the Pell Grant.
- Must complete the online Pell Book Voucher Request Form with the amount needed.
- Vouchers are approved only if the Pell Grant Award exceeds tuition and fee costs.
- Amount approved may differ from amount requested.
- Please allow 48 hours processing time for voucher to be approved.
- The amount charged in the bookstore against your Pell voucher will reduce the amount of your Pell refund.

### **HOPE & PELL BOOK VOUCHER PROCESS**

Go to the CGTC website [www.centralgatech.edu](http://www.centralgatech.edu).

- Click on *Student Affairs*
- Click on *Financial Aid*
- Click on the *Book Voucher Information and Status* link
- Students can verify if they have been authorized a HOPE Voucher, request a Pell Voucher, and verify approval for a Pell Voucher.
- The Business Office will mail any unused awards to the student as a check between the 8th and 9th week of the quarter.

**Both HOPE and Pell Vouchers expire on Wednesday, October 14.**

### **FINANCIAL AID ELIGIBILITY**

Awards cannot be applied to courses exempted, audited, or courses that are cancelled. Students who withdraw from class are subject to the return of Title IV Funds and awards may be reduced. If you drop your classes you do not earn the awards.

### **CHECK YOUR FINANCIAL AID STATUS**

The Financial Aid Office has computers for students to check their financial aid status and student information.

# Registration Procedures Using Banner Web

All students are required to register via BannerWeb. Please see your advisor before registering.

## FOLLOW EACH STEP TO REGISTER

Go to [www.centralgatech.edu](http://www.centralgatech.edu)

- ▶ Quick Links (under picture)
- ▶ BannerWeb
- ▶ Enter BannerWeb

Enter User ID (Social Security Number or Student ID)

Enter PIN (Birthday in mmddyy format)

Select menu option:

- ▶ Student Services, Financial Aid & Registration
  - ▶ Registration
    - ▶ Add/drop classes
    - ▶ Submit

Alternate PIN: This number will be different each quarter and

CRN	Course	Title	Hrs	Begin	End	Days	Room	Instructor
30246	MAT96	Math II	5	9:00	9:50 AM	MTWThF	B-113	Arnold, M.

is given to you by your advisor each quarter.

Enter CRN or click "Class search"

### CRN as shown in the Perspective:

- ✓ If you choose "Class search," then you must select a subject to search.
- ✓ Choose your campus.
- ✓ Finally, click "Class search."

Once the class list appears, put a check by your selection by clicking on the empty box next to it, and then click "register." Once you are registered, there will be a message stating, "web registered."

If you want a copy of your schedule, go back to the Registration menu, click "Student Detail Schedule," and print.

For additional help, please see the BannerWeb help pages at <http://www.centralgatech.edu/student/login.html>.

## NEED HELP?

**Registration Help Stations** are available on scheduled registration dates to assist students with the registration process and questions.

### BannerWeb Registration Lab Locations:

#### Macon Campus

Academic Success Center D-125 and D-126  
H Building, Room 252

#### Milledgeville Campus

B-109

#### Putnam County Center

General Core Lab

#### Crawford County Center

Media Lab

## Campuses and Centers

### Macon Campus

478-757-3400

### Milledgeville Campus

478-445-2300

### Crawford County Center

478-836-6001

### Putnam County Center

706-923-5000

### Jones County Center

478-986-4370

### Twiggs County Center

478-945-6951

## Macon Campus Directory

Academic Affairs	757-3427
ADA Coordinator	757-3676
Admissions	757-3403
Bookstore	757-3409
Business Office	757-3412
Career Services	757-3432
Continuing Education	757-3544
Financial Aid	757-3422
GED Office	757-2512
Library	757-3549
PERSPECTIVE Editor	757-3516
Vice President of Student Affairs	757-3507
Tutorial Services	757-3432
Workforce Investment Act/VA	757-6621

## [www.centralgatech.edu](http://www.centralgatech.edu)

PERSPECTIVE is printed quarterly by the  
Office of Public Relations,  
Central Georgia Technical College, (478) 757-3516.

Class offerings and availability are also available on the Central Georgia Technical College website ([www.centralgatech.edu](http://www.centralgatech.edu)). Please note that print copies of the CGTC Schedule of Classes will not always represent the most up-to-date course schedule information.

### TECHNICAL EDUCATION WARRANTY

*The Technical College System of Georgia warranty guarantees employers that graduates of Georgia technical colleges have demonstrated competencies as defined by the Industry Technical Committee and which are included in approved state curriculum standards. Should any student within two years of graduation not be able to perform one or more of the competencies as specified in the standards, including failure to pass a state required licensure examination, the Department agrees to provide specific retraining at any state technical college offering the program to the former student at no cost to the employer or graduate for tuition or instructional fees.*

# Save the Date

## CGTC Calendar

Fall Quarter Priority Registration for current students.	August 25-27
Fall Quarter Registration Open Period Orientation, Advising, and Registration Help Available	August 25 - September 29
Application Deadline for Fall Quarter Admissions and Financial Aid	September 10
Fall Quarter Success Saturday	September 12
Summer Quarter Day Classes End	September 16
Summer Quarter Evening Classes End	September 21
Fall Quarter Registration	September 22
First Tuition and Fees Payment Deadline	September 23
Last Fall Quarter Registration	September 29
Fall Quarter Begins	September 30
Drop/Add: Last day registered students may drop and/or add classes.	October 2
Add: Last day registered students may add a class	October 6
Columbus Day Holiday	October 12
Fall Quarter Midterm	November 5
Winter Quarter Priority Registration	December 1-3

### Important Information for Fall Quarter Registration:

- Students should contact their advisor before registering via Banner Web.
- Registration will be held August 25 and September 22
- However, BannerWeb is available 24 hours, 7 days a week.
- Deadline for Drop/Add is October 2. Students may drop a course without tuition charge or change in academic history.
- Deadline to add a course will be October 6.

CGTC does not discriminate on the basis of sex, race, color, national origin, age, political affiliation, belief, or disability in admissions, in employment, or in access to its educational programs and/or activities. The Vice President of Student Affairs, Dr. Eddy Dixon, Room A319, phone number 757-3400, is the coordinator for Title IX and Section 504, and is responsible for the administration of the student recourse procedure. The Vice President of Institutional Effectiveness and Facilities, Dana Davis, Room A317, phone number 757-3400, is the coordinator for structural concerns under ADA. Dr. Eddy Dixon is also the ADA coordinator for student concerns, or Sabrina Coneway, Special Populations-Disability Coordinator can be contacted at 757-3676.

To award associate degrees, Central Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 1866 Southern Lane ~ Decatur, GA 30033-4097, (404) 679-4501.

# Students Need to Know

## TUITION AND FEE CHARGES

Credit Hour	STANDARD*				
	Tuition + Fees = Total				
1	40	+	81	=	121
2	80	+	81	=	161
3	120	+	81	=	201
4	160	+	81	=	241
5	200	+	81	=	281
6	240	+	81	=	321
7	280	+	81	=	361
8	320	+	81	=	401
9	360	+	81	=	441
10	400	+	81	=	481
11	440	+	81	=	521
12+	480	+	81	=	561

## Required Quarterly Student Fees

Registration Fee	\$26.00
Student Activities	\$16.00
Student Accident Insurance	\$4.00
Technology Fee	\$35.00
<b>Total</b>	<b>\$81.00</b>

## Work Ethics Program

The Technical College System of Georgia and CGTC believe it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. Therefore, a system to evaluate "work ethics" in each credit course has been developed. Work ethics grades (3,2,1,0) are earned in each completed credit hour course and are included on the student's permanent record and transcript. A list of work ethics characteristics is detailed below and may include:

- |               |                          |
|---------------|--------------------------|
| 1. Attendance | 6. Productivity          |
| 2. Character  | 7. Organizational Skills |
| 3. Teamwork   | 8. Communication         |
| 4. Appearance | 9. Cooperation           |
| 5. Attitude   | 10. Respect              |

### Explanation of Work Ethics Grades

3= Exceeds Expectations: Work Ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.

2= Meets Expectations: All work ethics standards are met. The quality of student's work ethics performance is that of a good employee in the normal work environment.

1= Needs Improvement: Some standards were not met. Additional training in employability skills is recommended.

0= Unacceptable: Work ethics performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment.

## Campus Security Report

The Crime Awareness and Campus Security Act requires the annual disclosure of crime information to employees, students, parents, prospective students and employees of Central Georgia Technical College. This act is known throughout the country as "The Clery Laws." During the period of May 13, 2009 thru July 31, 2009, there were three reported thefts, two reports of vehicular vandalism, and one reported Clery action. Any unusual occurrence around campus should be reported to instructional, security, or administrative personnel on campus.

# Bookstore



## MACON CAMPUS (478) 757-3409

### Regular Schedule:

Monday-Thursday: 8 a.m.-6 p.m.

Friday: 8 a.m.-noon

## MILLEDGEVILLE CAMPUS (478) 445-7281

### Regular Schedule:

Monday-Thursday: 8 a.m.-5 p.m.

Friday: 8 a.m.-noon

## Fall Quarter

### Macon Campus

September 24: 8 a.m.-7 p.m.

September 26: 9 a.m.-2 p.m.

September 28-October 1: 8 a.m.-8 p.m.

October 2: 8 a.m.-5 p.m.

October 3: 9 a.m.-2 p.m.

October 5-8: 8 a.m.-8 p.m.

October 9: 8 a.m.-4 p.m.

### Milledgeville Campus

September 24: 8 a.m.-5 p.m.

September 28-October 1: 8 a.m.-8 p.m.

October 2: 8 a.m.-4 p.m.

October 5-8: 8 a.m.-7 p.m.

October 9: 8 a.m.-4 p.m.

### The Bookstore Refund Policy

- ▶ Textbooks may be refunded, with a receipt, 15 calendar days from the start of classes or within two days of purchase thereafter.
- ▶ The last day for a full refund is posted in the bookstore each quarter.
- ▶ Textbooks purchased during the last week of classes or during exams are not refundable, but may be sold back under the book buy-back policy.
- ▶ Textbooks that are shrink-wrapped may be returned providing that the shrink-wrap has not been opened.
- ▶ To receive a full refund, all textbooks returned must be returned in the same condition as when purchased (i.e. new books must not be written or marked in).
- ▶ Non-textbook items may also be refunded or exchanged at any time with original receipt, providing the merchandise is in resalable condition.
- ▶ All purchases made with checks may be refunded five days after the purchase.
- ▶ For purchase made by a credit card, the card holder must be present.

# Academic Success Center

Free help with Math, English, Reading,  
Computer Assistance and more

*The key to success!*

Now Open:

Mondays - Thursdays:

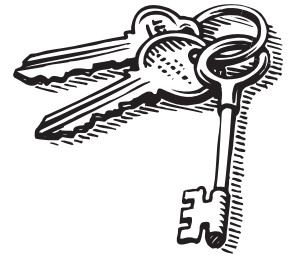
8 a.m.-8 p.m.

Fridays:

8 a.m.-2 p.m.

Saturdays:

9 a.m.-1 p.m.



Located in D-124

For more information, contact Foster Bell,  
Academic Success Center Coordinator  
(478) 757-3674 • [fbell@centralgatech.edu](mailto:fbell@centralgatech.edu)

## Academic Workshops

offered by the *Academic Success Center*

### Macon Campus, D-124

CGTC Email Help	Tuesday, October 6	12:30-1:10 p.m.
		2:30-3:10 p.m.
		4:20-5:00 p.m.
		12:30-1:10 p.m.
Time Management	Tuesday, October 13	2:30-3:10 p.m.
		4:20-5:00 p.m.
Test Taking	Tuesday, October 20	12:30-1:10 p.m.
		2:30-3:10 p.m.
		4:20-5:00 p.m.
Note Taking	Tuesday, October 27	12:30-1:10 p.m.
		2:30-3:10 p.m.
		4:20-5:00 p.m.
Reading Comprehension	Tuesday, November 3	12:30-1:10 p.m.
		2:30-3:10 p.m.
		4:20-5:00 p.m.
Test Taking	Tuesday, November 10	12:30-1:10 p.m.
		2:30-3:10 p.m.
		4:20-5:00 p.m.

### Milledgeville Campus, Conference Room

Time Management	Monday, October 5	12:30-1:10 p.m.
		2:30-3:10 p.m.
		4:20-5:00 p.m.
Test Taking	Monday, October 19	12:30-1:10 p.m.
		2:30-3:10 p.m.
		4:20-5:00 p.m.
Note Taking	Monday, October 26	12:30-1:10 p.m.
		2:30-3:10 p.m.
		4:20-5:00 p.m.
Reading Comprehension	Monday, November 2	12:30-1:10 p.m.
		2:30-3:10 p.m.
		4:20-5:00 p.m.
Test Taking	Monday, November 9	12:30-1:10 p.m.
		2:30-3:10 p.m.
		4:20-5:00 p.m.

# Turn it up a degree!

With a degree from Central Georgia Technical College, you can get your education and career on the fast track.

## **Business Office Technology**

Accounting  
Banking and Finance  
Business Administrative Technology  
Business Studies  
Distribution and Materials Management  
Hotel/Restaurant/Tourism Management  
Management and Supervisory Development  
Management and Supervisory Development Tech Specialist  
Marketing Management

## **Health Technology**

Biotechnology  
Cardiovascular Technology  
Clinical Laboratory Technology  
Dental Hygiene  
Gerontology  
Health Studies  
Medical Assisting  
Orthopedic Technology  
Paramedic Technology

Advanced Medical Imaging  
Radiologic Technology

## **Information Technology**

Computer Programming  
Web Applications and Services Development  
Computer Support Specialist  
Networking Specialist

## **Public Services**

Criminal Justice Technology  
Early Childhood Care and Education  
Emergency Management  
Paralegal Studies

## **Technical**

Computer Animation and Multimedia  
Drafting  
Electronics Technology  
Geographic Information Systems Technology  
Industrial Systems Technology  
Metrology  
Technical Studies

## **Trade and Industrial**

Cabinetmaking  
Carpentry  
Construction Management



## **Cosmetology Instructor Training Technical Certificate**

- Become a licensed instructor
  - Gain experience and become more qualified
  - Find a career at a technical college
  - Teach in Georgia and other states
- 
- Need 2 years experience to begin program
  - Courses will be taught by experienced instructors

Visit the Cosmetology Department to find out more.

## **Cosmetic Esthetician Technical Certificate**

- Become a licensed Esthetician
  - Begin a rewarding career at spas or salons
  - Learn the latest trends and techniques
- 
- Available on the Macon Campus
  - Courses will be taught by experienced instructors

Visit the Cosmetology Department to find out more.

