

Dual Enrollment at Central Georgia Technical College

Student Orientation

Dual Enrollment Student Orientation

- [Here is your playlist](#)



Welcome to CGTC!

- Thank you for choosing Central Georgia Technical College as the institution to begin your college career. We are glad you are here! You are important to us, and we want you to have a great experience at CGTC.



Changes to Dual Enrollment

- New regs went into effect summer semester 2020:
 - **30 hour funding cap-No exceptions!**
 - Once students reach cap, **self pay** or **HOPE Grant** bridge for specific technical programs only
 - HOPE bridge not available for academic courses; self pay ok)
 - **Class re-takes not funded by dual enrollment** (D/F or W) self pay allowed
 - **Strict penalties for withdrawing from DE classes**; after 2nd withdrawal, no longer eligible for DE funding
- **9th graders-** no longer eligible for DE funding (can self pay)
- **10th graders-** eligible for funding for technical courses only
 - Exception is exceptional student status = SAT-1200/ ACT- 26; scores sent to GSFC
 - Can self pay for any course
- **11th & 12th graders-** eligible funding for academics and/or technical courses
- **New app on Gafutures.org** complete once per year; parent approval required

Directions to DE funding application

- You must complete the new funding application for 2021-22 in your GAfutures account, including parent approval. This must be done BEFORE class registration, and is only completed by the student/parent once per year.

- If you and your parent fail to complete the funding app, **you will be billed for the balance** on your student account.

- Flyer with instructions on DE webpage:
Centralgatech.edu/highschool > Financial Aid for High School Students

DUAL ENROLLMENT
@ CENTRAL GEORGIA TECHNICAL COLLEGE

Secure Funding (Financial Aid)

1 Have you EVER created an account in GAfutures?

YES **NO**

1. Go to www.gafutures.org
2. Click the Sign In button
3. Enter your Username and Password
4. Click the Sign In button

↓

1. Go to www.gafutures.org
2. Click the Create an Account button
3. Complete all information on the Create new account? screen
4. Click the Create Account button

2 Once you are signed in or have created a new account, complete the application:

1. Click My Dual Enrollment Profile.
2. Click The Upcoming 2021-22 School Year.
3. Under Student Demographic section, review your pre-populated information and verify that your SS# and DOB are correct. Enter any missing info.
4. Under High School section:
 - Click High School.
 - Select your high school name.
 - In the I Plan to Enroll statement, select May 2021 - April 2022.
 - Select your appropriate grade level.
5. Under College Selection section, select Central Georgia Technical College.
6. Under Participation Agreement section:
 - Go to Student Acknowledgement, read and click on each box to indicate your agreement/understanding.
 - Read the HOPE Grant Implications box and click 'I Understand'.
 - For Student Signature, type your first and last name.
 - Click Submit.
 - Write down the Dual Enrollment Application ID that appears.
 - * Your parent needs this so they can complete their part of the application!
7. Your parent will then receive an email with information on how to go in and complete the parent portion of your application. They will use the Dual Enrollment Application ID to access your application.
8. If you are attending more than one college for DE:
 - Click My Dual Enrollment Profile.
 - Click Add Colleges.
 - Select your second college.

Note: You must apply for and secure your Dual Enrollment funding in GAfutures **each year**. For help with your GAfutures application, please click the Help button on the GAfutures website or contact your high school initiatives coordinator.

Contact Information

Bleckley, Pulaski County
Kim Gunn
Director of High School Initiatives
kgunn@centralgatech.edu
(478) 218-2236

Baldwin, Jones, Putnam County
Lindsey Powell
High School Coordinator
lpowell@centralgatech.edu
(478) 757-3493

Bibb, Dooly, Monroe, Twiggs County
Kenneth Rozier
High School Coordinator
krozier@centralgatech.edu
(478) 476-5160

Crawford County
Julia Nell Shaw
High School Coordinator
jshaw@centralgatech.edu
(478) 218-3316

Houston, Peach County
Megan White
High School Coordinator
mwhite@centralgatech.edu
(478) 218-3258

General Questions
highschool@centralgatech.edu
(478) 218-3701
www.centralgatech.edu/highschool

Special Accommodations
Special accommodations are available for qualified students. For more information, contact the Special Populations Office:
Crawford, Dooly, Houston, Peach, Pulaski, Twiggs County
specialpops@centralgatech.edu
(478) 218-3229

Baldwin, Bibb, Jones, Monroe, Putnam County
specialpops@centralgatech.edu
(478) 476-5137

COVID

- **Fall 2021 Operational Plan**

- **While on campus:**

- CGTC will follow health and safety practices for on-campus activities and instruction that include routine cleaning and disinfecting of classrooms, labs and common areas, social distancing and personal hygiene practices, self-screening, and the use of personal protective equipment (PPE) as recommended by the Georgia Department of Public Health (GDPH) and the Centers for Disease Control (CDC)
- Masks are recommended if social distancing cannot be maintained in classroom/lab.
- **For COVID-19 Updates:**

www.centralgatech.edu/covid-19

- If classes taught on high school or Career Academy campus, follow school district's safety plan

Student Success

- **Get to know your CGTC student ID# (910..) Memorize it!**
 - You will use this number for all services at the college.
 - Picture ID- be sure to have your college schedule for college ID.
- **Attendance- GO TO CLASS!!** That also means attending online!
- **Submit your work on time!!** Follow instructions! Be aware of all due dates!
- **Keep your student ID with you at all times when on campus**
 - Cohort groups will receive these at their high school or Career Academy later in the semester
 - Students attending campus or online can go to the WR, Macon or Milledgeville campus for picture ID
 - You will use it to access all college resources (Library, athletic events, etc.)
- **Display your CGTC Parking decal in your rear view mirror**
 - Make sure you park in designated student parking; be sure to provide your car tag number

Student Success

- **Keep your student file updated**

- Notify your High School Coordinator of changes in your contact information (address, phone number, emergency contact, etc.)

- **Check your CGTC student email often!!** This is the primary communication method of the college. Learn about resources available to you, student and campus activities, and much more.

- **Familiarize yourself with your High School Coordinator and contact them with questions/concerns and ALL schedule changes**

- ALL registration for high school students MUST go through your High School Coordinator. You may NOT register yourself for classes or drop/add without speaking to your High School Coordinator.
- Make an appointment!
- Email is the best form of communication
- Parent contact

CGTC Dual Enrollment Contacts

Bleckley and Pulaski County students:

Kim Gunn, Director of High School Initiatives

kgunn@centralgatech.edu

(478) 218-3236

Baldwin, Jones, and Putnam County students:

Lindsey Powell, High School Coordinator

lpowell@centralgatech.edu

(478) 757-3493

Bibb, Dooly, Monroe, and Twiggs County students:

Kenneth Rozier, High School Coordinator

krozier@centralgatech.edu

(478) 476-5160

Crawford County students:

Julia Nell Shaw, High School Coordinator

jshaw@centralgatech.edu

(478) 218-3316

Houston and Peach County students:

Megan White, High School Coordinator

mwhite@centralgatech.edu

(478) 218-3258

Financial Aid/GaFutures

Lakesha Kendrick, Program Specialist

(478) 218-3701

DUAL ENROLLMENT GENERAL INFORMATION

highschool@centralgatech.edu

(478) 218-3752

Electronic Resources

- **Network login and password is provided to each student at CGTC**
 - Printed on schedule
 - Use when accessing the College's network in the classroom, library, or labs
 - cgtc.io/StudentTechnology
- **Single Sign On (SSO)**
 - <https://sso.centralgatech.edu/>
 - Students can access academic and technology resources in one place (Bb, Banner Self Service (formerly BannerWeb), Microsoft 365, and more)
 - Must set up multi-factor authentication
 - Use multiple MFA methods
- **Student Email (Microsoft 365 Mail)**
 - Check this often!
- **Student Portal**
 - Access directly from the college homepage website
 - Designed to be a place for active CGTC students to access resources of the college (view schedule, forms, etc.)

- **Banner Self Service**- check final grades, view your schedule, request transcripts, etc.
- **Blackboard Learn**- Online classes and web-enhanced classes; grades; communicate with instructors
- **My Lab Resources**- Used as online text and resources for some academic courses –access codes in the “textbook” (My Math Lab)



Student Portal



Single Sign On | **Student Portal** | Calendars | Catalog | Jobs @ CGTC | MORE SHORTCUTS

REQUEST INFO | MILITARY | STUDENT RESOURCES | FACULTY & STAFF | COMMUNITY | DIRECTORY | CONTACT US

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>> APPLY TO CGTC
GET STARTED TODAY!

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APPLY TODAY! FALL SEMESTER BEGINS AUGUST 17
www.centralgatech.edu


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NEWS STORIES

Ahead of Fall Semester, CGTC Adds Articulation Agreements with



Student Portal



CGTC Student Portal. Please Sign In.

User Name:

Password:

Login

[Forgot Student ID Number, User Name, or Email Address?](#)
[Reset Password?](#)

The Portal is designed to be a place for active CGTC students to access commonly used resources of the college.

You will automatically be logged out of the student portal after 20 minutes of inactivity. Even though you will be logged out automatically, please be sure to log out or close your browser window when you are done using the student portal.

Student Portal

CGTC Student Portal

[Back to Login Page](#)

Password Reset
Please use the form below to reset your network password. This will reset the password that you use to log into CGTC computers, email, student portal, BannerWeb, Blackboard, etc. This form WILL NOT reset external passwords such as MyMathLab, MyITLab, etc.

All fields are required!

CGTC Student ID (910 number)

Last Name (as entered in BANNER)

Birthday

Last four of SSN

Zip code (as entered in BANNER)

Reset Password

Please note - it may take several seconds to process your password reset, please do not click the submit button more than once!

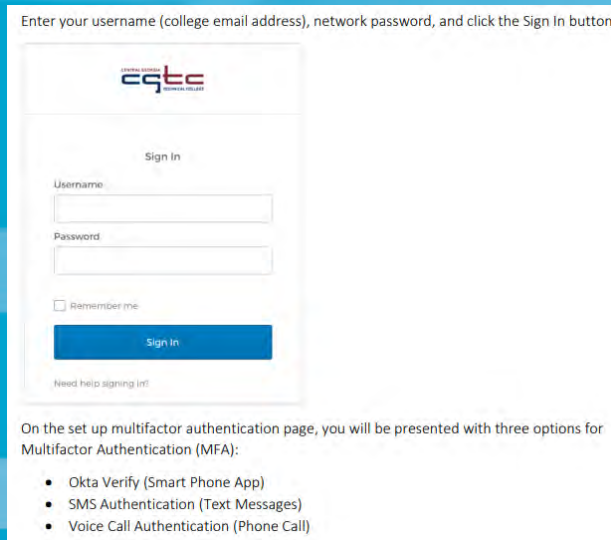
[Back to Login Page](#)

- Enter your CGTC Student ID#, last name (spelling and capitalization important!), birthday, last 4 of your SSN, and home address zip code
 - Data entered should match what you submitted on your application
- Click reset password
- If info is incorrect in CGTC's Banner Student Information System, or if we're missing your SSN or app, it may cause an error.
- Contact the CGTC Communications Center at 478-988-6800, option 1 for help resetting your password.

Single Sign On (SSO)

- To access SSO: click Single Sign On at the top of the College homepage or use sso.centralgatech.edu
- Set up Multi-Factor Authentication (MFA): text, Okta Verify app, phone call and/or security question
- Students access college email, Blackboard, Microsoft programs, Banner Self Service, QuadC (Tutoring), DegreeWorks, etc. from Single Sign On

Enter your username (college email address), network password, and click the Sign In button.

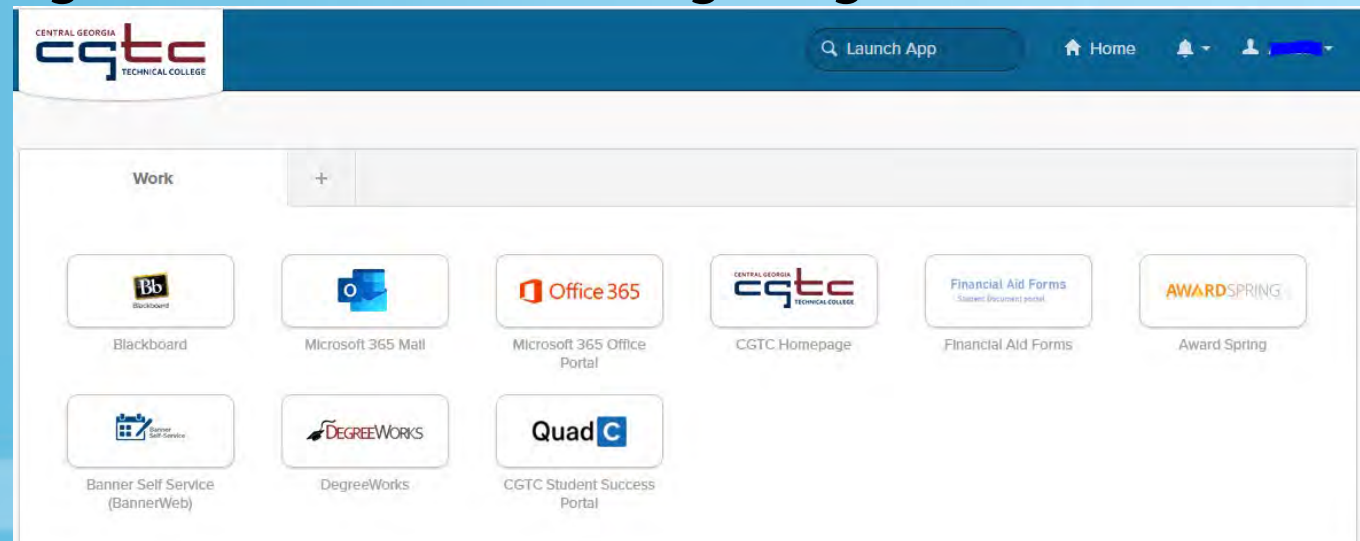


The screenshot shows a login form with the following fields and elements:

- Username input field
- Password input field
- Remember me
- Sign In button
- Need help signing in?

On the set up multifactor authentication page, you will be presented with three options for Multifactor Authentication (MFA):

- Okta Verify (Smart Phone App)
- SMS Authentication (Text Messages)
- Voice Call Authentication (Phone Call)



Blackboard

- Log on to Single Sign On
- Click Blackboard
- You should be taken directly to Blackboard; click on the course in your course list

The screenshot shows the Central Georgia Technical College (CGTC) Single Sign On dashboard. The header includes the CGTC logo on the left and navigation options: 'Launch App', 'Home', and a user profile icon. The main content area is titled 'Work' and contains a grid of application tiles. A red arrow points to the Blackboard tile, which is the first tile in the first row. Other tiles include Microsoft 365 Mail, Microsoft 365 Office Portal, CGTC Homepage, Financial Aid Forms, Award Spring, Banner Self Service (BannerWeb), DegreeWorks, and CGTC Student Success Portal.

Application	Icon
Blackboard	Bb logo
Microsoft 365 Mail	Outlook logo
Microsoft 365 Office Portal	Office 365 logo
CGTC Homepage	CGTC logo
Financial Aid Forms	Financial Aid Forms logo
Award Spring	AWARDSPRING logo
Banner Self Service (BannerWeb)	Banner Self-Service logo
DegreeWorks	DEGREEWORKS logo
CGTC Student Success Portal	Quad C logo

Academic Success

1. **Attend every class.** When you miss classes, you miss notes, assignments and lectures. If you violate the attendance policy for a class, you could fail the class. Avoid absences whenever possible, and know the attendance policy for the class!
2. **Be organized.** Use a student planner to keep track of assignments and due dates. Keep a separate notebook for each class.
3. **Manage your time well.** Schedule study sessions and time to complete homework.
4. **Be committed to your class.** Do every assignment on time. Participate in class and communicate with your instructor.
5. **Take good notes.** Take notes that are easy to read so that you can refer back to them. If you miss a class, ask for a copy of the lecture notes.
6. **Know how to read a textbook.** SCAN words in bold and italic print, summaries, and charts. READ with a purpose. REVIEW by scanning the material again to check your comprehension.
7. **Study smart.** Find a quiet place to study that is free of distractions. Start studying as soon as possible while the information is still fresh.
8. **Know how to take tests.** Have all of the materials that you need. Answer the questions that you know first. Come back to the questions that you're not sure about.
9. **Reduce test anxiety.** Study early and often so that you're always prepared for a test. Take a deep breath, then read each question carefully, one at a time.
10. **Use CGTC's resources** such as the **Academic Success Center**, the library, your instructors, and your advisor (High School Coordinator).

Library & Learning Resources

- Library available to all faculty, staff and students
 - Access via cgtc.io/Library
- Online catalog
- Live chat!
- GALILEO
- Academic Success Center- Tutoring
 - In person or online- QuadC (available through your single sign on page)



Grades

CGTC Grading System

- A (90-100) Excellent 4.00
- B (80-89) Good 3.00
- C (70-79) Satisfactory 2.00
- D (60-69) Poor 1.00
- F (Below 60) Failing 0.00
- Incomplete or Withdraw
- **High School students must contact their High School Coordinator to withdraw from a college class.**
 - Dual enrollment students cannot withdraw from a class without HS counselor consent!
- ******Dual enrollment students are only allowed 2 withdrawn courses, then no longer eligible for DE funding!**



Satisfactory Academic Progress (SAP)

- **Two requirements to meet SAP:**
 - **2.0 GPA**
 - **67% pass rate**
- If a student drops a class, the next term will be a warning term to improve. The following term, the student may be ineligible for Dual Enrollment funding.
 - Example - student takes 1 class fall semester and fails OR withdraws. They will have a 0.0 GPA and 0% pass rate. Student re-enrolls the next semester in one course and makes an A. He/she will have a 4.0 GPA, but a 50% pass rate (two courses taken, but only passed 1).
 - Example - student takes 2 classes and withdraws from 1 class fall semester. Student is on academic warning for spring term. If the student enrolls in 2 classes and withdraws from 1 class in the spring, the student will not be eligible for aid for the next enrollment term.

Campus Police

- **Become familiar with your buildings and surroundings**
 - Know where the stairways and exits are in case you have to crawl out in a fire or run out quickly in other emergencies.
 - Don't leave personal information facing up in your vehicle.
- **Become familiar with our Emergency Procedures**
 - There are Emergency Preparedness Guides posted online & on bulletin boards, hallways and classrooms throughout the college.
 - Take a few minutes to read these so you will know what actions to take during a bomb threat, fire, tornado warning or active shooter.
 - Become familiar with assembly areas and know what the safe evacuation distances are for fires & bomb threats.
 - Have a conversation with your instructors and each other on responding to active shooters. Discuss rapid escape, hiding (shelter in place and lockdowns) and techniques you'd use to fight if it becomes necessary.
- **Update your information in Banner**
 - CGTC communicates by email however, we also pull information from Banner to send emergency alerts and broadcasts.
 - If there is an emergency which affects your campus, center and/or community we may send an Emergency Alert to you by text, email and by telephone.
 - These alerts may keep you from arriving into an active scene and/or give you timely notification and recommended action in emergencies.
- **Read our Annual Security Report (ASR) Online**
 - Our ASR contains crime statistics, policies, procedures, a lot of information, and many resources which are available to you.
- **Call CGTC Police**
 - Please call us if you feel threatened or notice something suspicious. Report all crimes to CGTC Police. Our numbers are listed on the Emergency Preparedness Guide. You can also call 9-1-1 for emergencies.
 - Central Georgia Technical College Police are highly trained and capable of providing law enforcement and security services. Although we have security officers here to assist you, our police are "real" police with arrest powers.

Things to Remember

- Please visit the Academic Support Center for free tutoring and success workshops!
- **Follow the college calendar!**
 - Unless your courses are taught at a high school or Career Academy
- Contact High School Coordinator for info on how to register for next semester classes. **Make note of deadlines!**
- Apply for Dual Enrollment at **GaFutures.org**. Parents must approve to be complete!
- Grades are sent to high school after the end of each semester (processing can take up to a 10 business days)
- Transcript Request- \$7.50
- Check your college email regularly
- GO TO CLASS!!!!
- SUBMIT ASSIGNMENTS ON TIME, EACH TIME!

Textbooks



- Bookstore pick up begins **Aug. 9** at your campus bookstore
 - If you attend a class on your high school campus or at the Career Academy, you will use a class set
- Please return books to campus bookstore by **Dec. 15, 2021** IF you picked books up.
- The Bookstore will email any **MATH** course codes, **PSYC 2103** and **HIST1111** access codes to your college student email address at the start of semester. You need these codes to complete coursework. PLEASE check your college email!
- Courses that do NOT require a textbook (OER):
 - CHEM1211/LAB
 - ECON1101/2105/2106
 - ENGL1010/1101/2130
 - EMPL1000
 - HIST2111/2112
 - POLS1101
 - PSYC1101
 - SOCI1101
 - SPAN1101
 - SPCH1101



CGTC Dual Enrollment Study Abroad

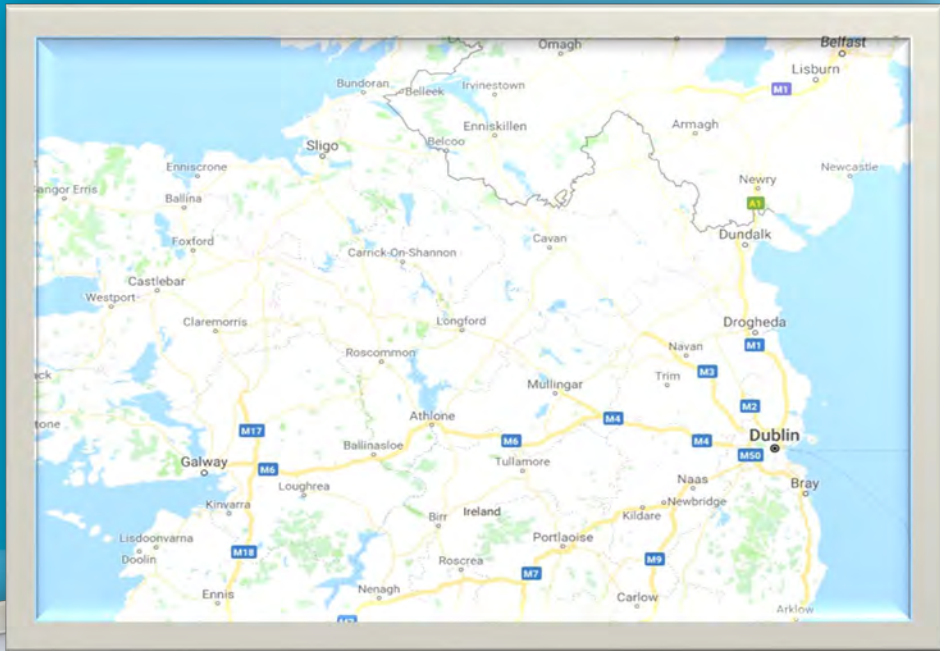
Probable dates: June 4-15, 2022

- No firm price yet but the 2020 cost was **\$2,900 all-inclusive**
- Tuition paid by Dual Enrollment or HOPE/Pell
- **HUMN 1101** (3 credit hours)
- Student must have completed **ENGL 1101** (pre-requisite) to participate
- Info sessions coming this fall-Check student email for information
- If interested, please apply NOW for a passport!

JoBen Rivera-Thompson, Marketing and International Outreach Coordinator

JRivera-Thompson@centralgatech.edu





BEST OF LUCK THIS SEMESTER!

QUESTIONS????

DUAL ENROLLMENT

@ CENTRAL GEORGIA TECHNICAL COLLEGE

Earn college credit while in high school!

