ENROLLMENT CHECKLIST

Complete and submit all admissions forms and documents

☐ *Application for Admission*

☐ Provide a copy of your current driver's license or other accepted document (reference the *Verification of Lawful Presence in the United States* document for more information).

Pay application fee

☐ Pay non-refundable application fee of $25.00 by cash, check, money order, or credit/debit card (Visa or MasterCard).

- Payment can be made at the cashier window (Warner Robins: A-129, Macon: J-152, Milledgeville: A-141), by phone at (478) 757-3412 (credit/debit card), or by mail (check/money order) to: Central Georgia Technical College, ATTN: Cashier, 3300 Macon Tech Dr., Macon, GA 31206.

Request official transcripts

☐ Request an official high school transcript from the last high school that you attended (for GED® transcripts, visit **tcsg.edu/ged_trans_req.php** or use the *TCSG Official GED Transcript/Diploma Request* form).
AND

☐ Request an official transcript(s) from all colleges attended. If you are sending transcripts electronically using a service such as eScrip, Parchment, or Credential Solutions, email transcripts to **registraroffice@centralgatech.edu**. If you are having your official transcripts sent via mail, please mail to one of the following addresses:

Warner Robins Campus	**Macon Campus**	**Milledgeville Campus**
Central Georgia Technical College	Central Georgia Technical College	Central Georgia Technical College
ATTN: Office of Admissions	ATTN: Office of Admissions	ATTN: Office of Admissions
80 Cohen Walker Dr.	3300 Macon Tech Dr.	54 Highway 22 W
Warner Robins, GA 31088	Macon, GA 31206	Milledgeville, GA 31061

Apply for financial aid as soon as possible (*Don't wait!* The financial aid application process can take time and funds cannot be awarded until we have received all documentation.)

☐ Complete the *Free Application for Federal Student Aid (FAFSA)* online at **www.fafsa.ed.gov** (you will need tax-related income information such as the Form 1040 and W2s). CGTC's school code is: **005763**.

☐ Submit all required documents. To find out which documents are required and which we have received, go to **www.centralgatech.edu**, click **Single Sign On**, enter your Full Student Email Address as your **Username** and your **Password** (Information regarding how to reset your password will be included in your acceptance letter), click the **Sign In** button, click **Banner Self Service (BannerWeb)**, click **Student Services**, click **Financial Aid**, click **My Eligibility**, and click **Student Requirements**. You can also contact the Financial Aid Office.

Find your starting point

☐ Take the free ACCUPLACER® college placement test (complete information, including testing schedules, study guides, and sample test questions, can be found at **www.centralgatech.edu/testingcenter**)
OR

☐ Provide a copy of ASSET, COMPASS, ACCUPLACER®, SAT, or ACT scores; this may exempt you from having to take the placement test.

What's next?

You will receive an acceptance letter from the Office of Admissions to your email account. You may access your Financial Aid award in your BannerWeb account. You will also receive instructions on how to sign up for classes to your email account. Check your email frequently for important information and reach out if you have any questions; *we are here to help:*

Admissions
admissionsoffice@centralgatech.edu
Warner Robins: (478) 988-6850
Macon: (478) 757-3403
Milledgeville: (478) 445-2303

Financial Aid
finaid@centralgatech.edu
Warner Robins: (478) 988-6871
Macon: (478) 757-3422
Milledgeville: (478) 445-2317