

# Dual Enrollment at Central Georgia Technical College

## Student Orientation

# Dual Enrollment Student Orientation

- **Start Smart Videos:** [cgtc.io/deVids](https://cgtc.io/deVids)
- **Virtual Folder:** <https://www.centralgatech.edu/dual-enrollment-orientation>



SCAN FOR ORIENTATION VIDEOS

CGTC

CENTRAL GEORGIA

CGTC.IO/STARTSMART

SCAN FOR ORIENTATION FOLDER

CGTC

CGTC.IO/DEVIRTUALFOLDER

For more information: 478-218-3752  
highschool@centralgatech.edu

**CGTC DUAL ENROLLMENT ORIENTATION**

# 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.



# CGTC Dual Enrollment Team

## ***Bleckley County & Fullington Academy:***

**Kim Gunn**, Exec. Director of High School Initiatives

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(478) 218-3236

## ***Baldwin, Jones, & Putnam Counties:***

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(478) 757-3493

## ***Bibb, Dooly & Twiggs Counties:***

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(478) 476-5160

## ***Crawford County:***

**Julia Nell Shaw**, High School Coordinator

[jshaw@centralgatech.edu](mailto:jshaw@centralgatech.edu)

(478) 218-3316

## ***Homeschool, Monroe & Pulaski Counties & Ga Cyber Academy:***

**Dylan Boyd**, High School Coordinator

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## ***Perry & Veterans High (Houston Co. schools) & Peach***

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## ***Houston Co. High, Northside High, & Warner Robins High***

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## ***Dual Enrollment Success & Engagement (Rural counties)***

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## ***Dual Enrollment- GaFutures***

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Part Time:

**Lori Siegelman** (SAP & GaFutures) & **Felicia Mackey** (TEAMS)



# Dual Enrollment Regulations

- **30 hour funding cap-No exceptions!**
- Once students reach cap, **self pay** or **HOPE Grant** bridge for specific technical programs only
  - HOPE bridge **not** for academic courses
  - HOPE- separate app & residency required!
  - Check w/ counselor about self-pay credit
- **Class re-takes not funded by dual enrollment** (D/F or W) self-pay allowed
- **Strict penalties for withdrawing from DE classes**; after 2<sup>nd</sup> withdrawal, no longer eligible for DE funding
- Students **MUST** have counselor approval for all DE coursework!!
- **9<sup>th</sup> graders-** no longer eligible for DE funding (can self-pay)
- **10<sup>th</sup> 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
- **11<sup>th</sup> & 12<sup>th</sup> graders-** eligible funding for academics and/or technical courses
- **Funding app on Gafutures.org** complete once per year; parent approval required

**GAfutures**  
Explore. Plan. Succeed.



# Directions to DE funding application

- **You must complete the new funding application for 2024-25 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**
- \*Male DE students that turn 18 y/o while enrolled **must register** for Selective Service at **sss.gov**

**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](http://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](http://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 >> Apply Now >> Apply for Dual Enrollment**

2. Click **The Upcoming 2024-25 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 2024 - April 2025.**
- Select your appropriate grade level.

5. Under **College Selection** section, select **Central Georgia Technical College.**

6. Under **Participation Agreement** section:

- Go to **Student Acknowledgment**, 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.
  - \* The parent needs this so they can complete their part of the application!

7. The parent will then receive an email with information on how to log in and complete the parent portion of your application. They will use the **Dual Enrollment Application ID** and **Student's Date of Birth** to access the application.

8. If you are attending more than one college for DE:

**Contact Information**

General Questions:  
[highschool@centralgatech.edu](mailto:highschool@centralgatech.edu)  
(478) 218-3752  
[www.centralgatech.edu/highschool](http://www.centralgatech.edu/highschool)

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**Baldwin, Jones, Putnam County**  
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**Crawford County**  
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**Perry High, Veterans High (Houston County Schools), Peach County**  
Marsha Brooks  
High School Coordinator  
[mabrooks@centralgatech.edu](mailto:mabrooks@centralgatech.edu)  
(478) 218-3830

**Houston County High, Northside High, & Warner Robins High Schools (Houston County)**  
Holly Turner  
High School Coordinator

# Self-Pay



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- Sometimes, HS students must self-pay for a course (maxed hours, repeating a course, Suspension, etc.)
- Students should contact the **CGTC Business office** to make payment. Please have **CGTC ID#** and **amount due** when making payment (amount due will come from HS Coordinator)
- Students can call Cashier at **478-218-3738** or pay on campus
- Payments should be made after the semester begins, no later than mid-term
- Unpaid balances can prevent future class registration as well as transcripts being sent to another college!
- Remember, CGTC waives mandatory fees & book costs for students. DE students only pay standard tuition rate of **\$107 per credit hour**.
- **If using DE funding and/or HOPE Grant/HCG, no \$ due!**
- Malpractice fee \$11.50 for Barbering, Cosmetology & Nurse Aide

# 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.



# Student Success



**IMPORTANT**

- **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!
- In college, **deadlines** are not a suggestion. 😊
- **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

# Being a college student..



## IMPORTANT

- **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. Virtual folder has tips on how to access!
- **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 & HS Counselor
  - Hold placed on DE students' accounts to prevent registration
  - Make an appointment!
  - Email is the best form of communication
  - Parent contact

# 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](http://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 | LIVE WORK | DIRECTORY | CONTACT US

**CENTRAL GEORGIA**  
**cgtc**  
TECHNICAL COLLEGE

» **APPLY TO CGTC**  
GET STARTED TODAY!

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ACADEMICS | ADMISSIONS & FINANCIAL AID | ADULT EDUCATION | ECONOMIC DEVELOPMENT | CONTINUING EDUCATION | ATHLETICS | STUDENT SERVICES | ABOUT CGTC



**CGTC IS *YOUR* COLLEGE  
FOR *OUR* COMMUNITY**

**APPLY TODAY!**

# 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

**Network Account Password Reset Tool**

Please use the form below to reset your network password. This is the password that you will use to log into CGTC computers, email, and Single Sign On applications (Student Portal, Blackboard, Banner Self Service, etc.). This form will NOT reset passwords for external applications (MyMathLab, MyITLab, etc.).

All fields are required and must match information that has been entered in the CGTC Banner student data system.

Last Name

Last Four of Social Security Number

Banner ID (910 number) OR Personal Email Address

ZIP code of your mailing address

Birthdate

Month  Day  Year

Reset Password?

Select One

Reset Multi Factor Authentication (MFA) for Single Sign On (SSO)?

Select One


**Submit**

- Enter your Last name (spelling and capitalization important!), last 4 of your SSN, CGTC ID#, home address zip code, Birthdate
  - Data entered should match what you submitted on your application
- Click Submit
- 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](https://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.

  
**Sign In**

Username

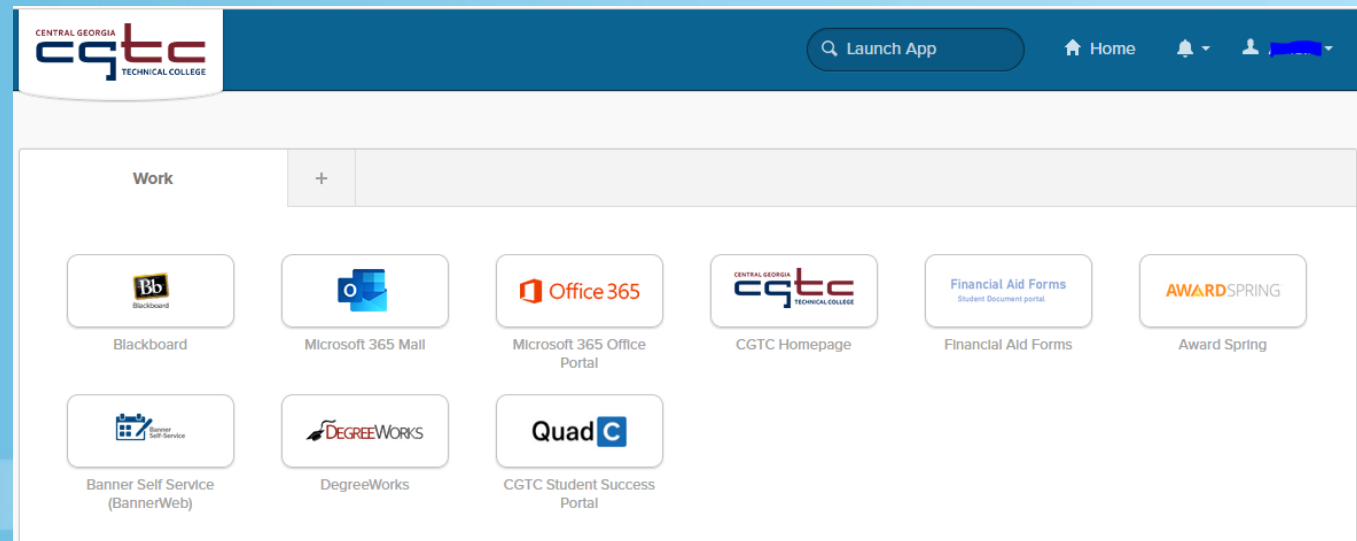
Password

☐ Remember me

Need help signing in?

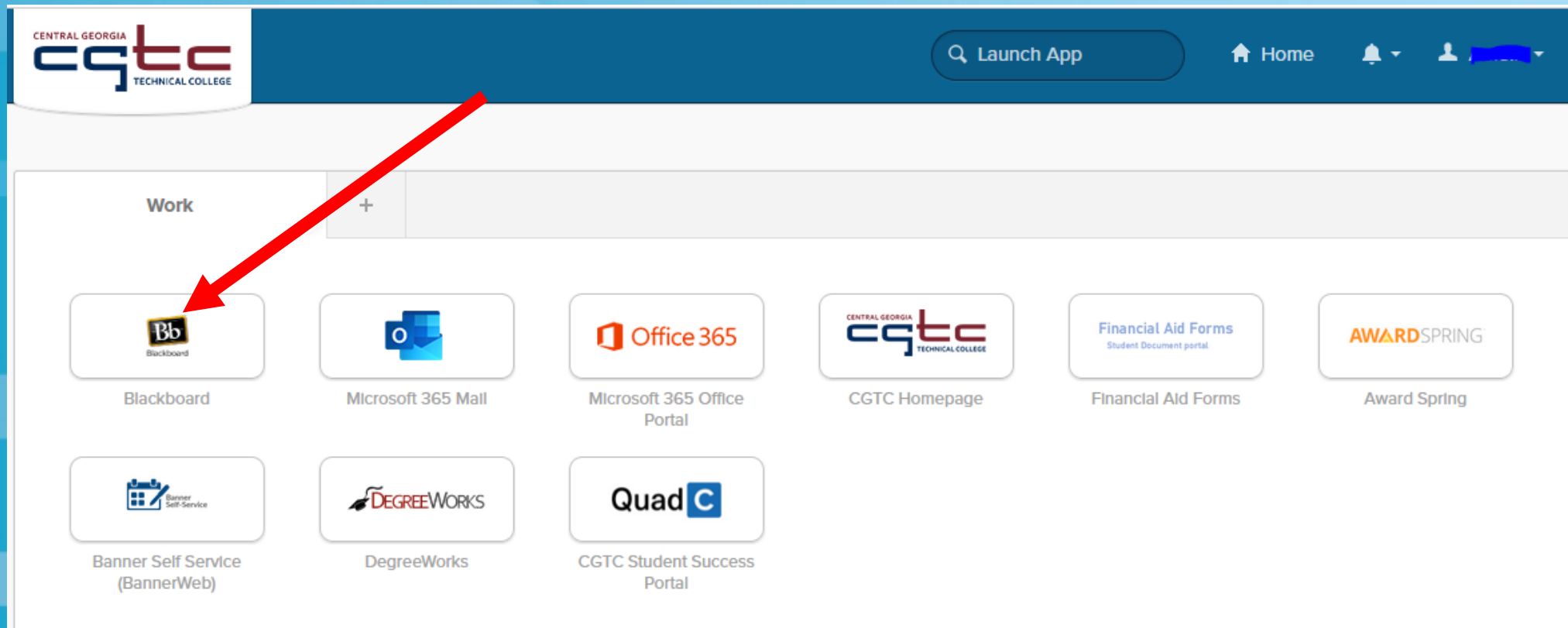
On the set up multifactor authentication page, you will be presented with three options for Multifactor Authentication (MFA):

- 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



# 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](https://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
- I/Incomplete or W/Withdraw \*Withdraw still counts as an attempted course
- **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 & on Warning. 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); student on suspension & not eligible for aid.
  - 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.

# Special Populations

- [specialpops@centralgatech.edu](mailto:specialpops@centralgatech.edu) **478-757-3532**
- Flyer in virtual folder



# On Campus Health Services

- Beginning Fall semester
- Increase access to quality health care
- Focus on wellness & prevention
- No cost to students (covered by tuition)
- Provide tele-health services (including mental health & wellness) for all students
- Wellness exams & First aid
- TB testing, drug screen, physicals, vaccine services (Truck driving, Allied health)
- Common illnesses treated (flu, strep)
- Services available on Macon & Warner Robins campuses & Baldwin Co. clinic
- Mon-Fri in person or virtual



# On Campus Health



## Feeling Sick? Or have another health need?

**Students have access to 3 health clinics.**

Monday – Friday (*hours vary*)

**CGTC Macon | 478-476-5300**

**CGTC Milledgeville | 478-776-4039**

**CGTC Warner Robins | 478-218-3890**



Scan the QR code  
for more information.



# Student Activities

- Campus events: Spring Fling, Titans athletics
- Student Organizations:
  - Student Government
  - STEM Club
  - Cybersecurity Club
  - Club Cheer
  - Club Football



# CGTC Dual Enrollment Study Abroad

## **Tentative: June 8-18, 2024**

- No firm price yet but the 2023 cost was **\$3,100 all-inclusive**
- Tuition paid by Dual Enrollment funding or HOPE/Pell for graduating seniors
- **HUMN 1101** (3 credit hours)
- Student must have completed **ENGL 1101** (prerequisite) to participate

## **For additional info, contact:**

**JoBen Rivera-Thompson, Director of Marketing**

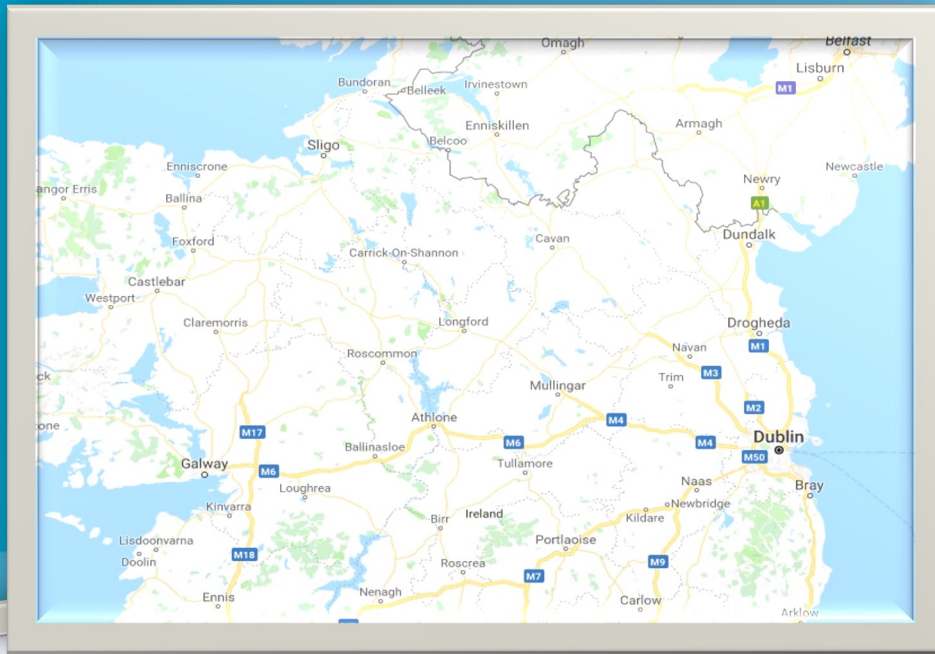
[Jrivera-thompson@centralgatech.edu](mailto:Jrivera-thompson@centralgatech.edu)

## **Interest survey:**

<https://forms.office.com/r/ES5iiJXR9F>







• Video link: <https://vimeo.com/852798681?share=copy>

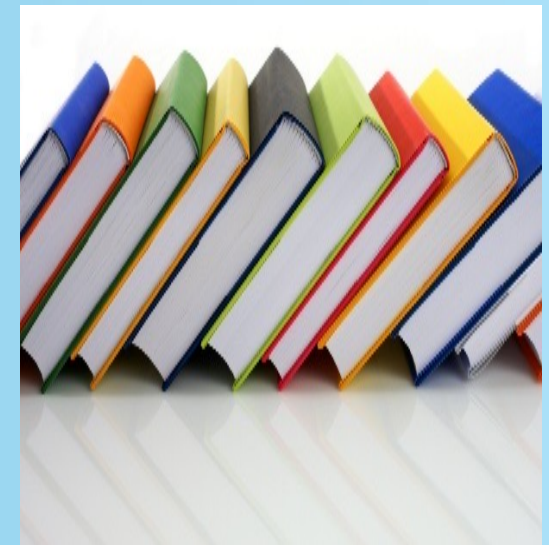




# Textbooks



- DE students **do not pay** for textbooks!
  - Please return fall books to campus bookstore by **Dec. 15, 2024** IF able to return (no access codes, etc)
  - The Bookstore will email any **MATH** course codes, **PSYC 2103** and **HIST1111** access codes to your **CGTC student email address** at the start of semester. You need the access code to complete coursework. **PLEASE check your college email!**
- Courses that do NOT require a textbook (OER):
    - BIOL1111/2117 & CHEM1211/1212
    - ECON1101/2105/2106
    - ENGL1010/1101/1102/2130
    - EMPL1000
    - HIST2111/2112
    - MATH1012/1101
    - POLS1101
    - PSYC1101
    - SOCI1101
    - SPAN1101/1102
    - SPCH1101



# 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
  - Available in virtual orientation folder!
- Contact High School Coordinator for info on how to register for next semester classes. **Make note of deadlines!**
- Holds placed on DE students so you cannot drop/add classes or change schedule
- 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
  - Request info in virtual orientation folder
- No progress report grades in college; parents welcome to check Blackboard for grade updates.
- GO TO CLASS!!!!
- **SUBMIT ASSIGNMENTS ON TIME, EACH TIME!**
- Deadlines are real in college!



# BEST OF LUCK THIS SEMESTER!

QUESTIONS????

## DUAL ENROLLMENT

@ CENTRAL GEORGIA TECHNICAL COLLEGE

**Earn college credit while in high school!**

