

New Student Orientation	All new students MUST view! PDF is available at http://www.centralgatech.edu/orientation																		
Online Wellness Sessions All new students MUST view!	Check your CGTC student e-mail account DAILY during the first week of the semester for instructions on completing: Haven training.																		
CGTC Electronic Resources	<p>https://www.centralgatech.edu/student-services/studenttech/</p> <table border="0" data-bbox="407 420 1578 888"> <tr> <td data-bbox="407 420 779 514"> Student Portal https://portal.centralgatech.edu </td> <td colspan="2" data-bbox="779 420 1218 514"> Username: {first name initial}{last name}{number} Password: Your Date of Birth {MMDDYY} </td> <td data-bbox="1218 420 1578 514"></td> </tr> <tr> <td data-bbox="407 514 779 609"> myMail https://mymail.centralgatech.edu </td> <td colspan="2" data-bbox="779 514 1218 609"> Username: {first name initial}{last name}{number} Password: Your Date of Birth {MMDDYY} </td> <td data-bbox="1218 514 1578 609"></td> </tr> <tr> <td data-bbox="407 609 779 703"> BannerWeb and DegreeWorks https://bannerweb.centralgatech.edu </td> <td colspan="2" data-bbox="779 609 1218 703"> User Identification Number: {Your Student ID Number} PIN: Your Date of Birth {MMDDYY} </td> <td data-bbox="1218 609 1578 703"></td> </tr> <tr> <td data-bbox="407 703 779 888"> Blackboard Learn https://centralgatech.blackboard.com <i>Some online classes use a different platform. Math classes use MyMathLab (course code purchased in the bookstore).</i> </td> <td colspan="2" data-bbox="779 703 1218 888"> Username: 35_ {Your Student ID Number} Password: 35_ {Your Student ID Number} </td> <td data-bbox="1218 703 1578 888"></td> </tr> </table>			Student Portal https://portal.centralgatech.edu	Username: {first name initial}{last name}{number} Password: Your Date of Birth {MMDDYY}			myMail https://mymail.centralgatech.edu	Username: {first name initial}{last name}{number} Password: Your Date of Birth {MMDDYY}			BannerWeb and DegreeWorks https://bannerweb.centralgatech.edu	User Identification Number: {Your Student ID Number} PIN: Your Date of Birth {MMDDYY}			Blackboard Learn https://centralgatech.blackboard.com <i>Some online classes use a different platform. Math classes use MyMathLab (course code purchased in the bookstore).</i>	Username: 35_ {Your Student ID Number} Password: 35_ {Your Student ID Number}		
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Dual Enrollment Coordinators	Houston and Pulaski Kim Gunn (478) 218-3236 kgunn@centralgatech.edu	Dooly, Peach, and Twiggs Antonio Watkins (478) 218-3709 awatkins@centralgatech.edu	Baldwin, Jones, and Putnam Lindsey Powell (478) 757-3493 lpowell@centralgatech.edu	Bibb, Crawford, and Monroe Kenneth Rozier (478) 476-5160 krozier@centralgatech.edu															
Course Policies, Procedures, and Materials	Course Syllabus: where you will find course standards/objectives, grading procedures, attendance policy, and other course requirements.	Course Schedule: where you will find important dates pertaining to your course (meeting dates, assignment deadlines, and exam dates).	All courses do not have the same attendance policies. Know the policy for each course. You can be dropped from a course for failure to attend.																
Dropping or Adding a Course	During the Drop/Add Period: Usually the first 3 days of the semester, you may drop a course without academic penalty and without being charged. You may add a course in time for financial aid to be adjusted.	After the Drop/Add Period: If you are unable to complete a course, please contact your high school counselor and CGTC coordinator immediately. A grade will be assigned for a dropped course (W,WP,WF). Dropping a class affects your pass rate at the college.	Always see your advisor before dropping or adding courses to your schedule. It may affect your Dual Enrollment eligibility!																
Satisfactory Academic Progress (SAP)	SAP is based on your academic standing and affects your ability to register for classes and your eligibility to receive Dual Enrollment funds.	Academic standing is based on your cumulative Grade Point Average (GPA) and your Course Completion Rate. See New Student Orientation or Catalog for more information.	In order to continue to participate in the Dual Enrollment program and receive aid, students must maintain a 2.0 GPA and complete 67% of all attempted hours.																
If you need help...	If you are experiencing difficulties in a course, talk to your instructor or visit the Academic Success Center.	Visit the Academic Success Center for tutoring, computer assistance, study skills workshops, and test-taking strategies.	If you have questions, ASK! Contact your Dual Enrollment advisor.																
Disability Services Reasonable accommodations are available to students who identify themselves as having a disability.	Kashatriya Eason <i>Special Populations Director for Baldwin, Bibb, Jones, Monroe, and Putnam Counties</i> Macon Campus (478) 476-5137	Donna Dutcher <i>Special Populations Director for Crawford, Dooly, Houston, Peach, Pulaski, and Twiggs Counties</i> Warner Robins Campus A123 (478) 218-3229	Each student is responsible for providing documentation of his/her disability and requesting appropriate accommodations.																