

New Student Orientation	All new students MUST view! PDF is available at https://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"> BannerWeb and DegreeWorks https://bannerweb.centralgatech.edu </td> <td colspan="2" data-bbox="779 420 1218 514"> Username: Your CGTC student username (example: jdoe1) Password: Your date of birth in MMDDYY format </td> <td data-bbox="1218 420 1578 514"></td> </tr> <tr> <td data-bbox="407 514 779 661"> 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="779 514 1218 661"> Username: Your CGTC student username (example: jdoe1) Password: Your date of birth in MMDDYY format </td> <td data-bbox="1218 514 1578 661"></td> </tr> <tr> <td data-bbox="407 661 779 766"> Student Portal https://portal.centralgatech.edu </td> <td colspan="2" data-bbox="779 661 1218 766"> Username: Your CGTC student username (example: jdoe1) Password: Your date of birth in MMDDYY format </td> <td data-bbox="1218 661 1578 766"></td> </tr> <tr> <td data-bbox="407 766 779 888"> Student Email https://outlook.office.com </td> <td colspan="2" data-bbox="779 766 1218 888"> Username: Your FULL CGTC student email address (including @student.centralgatech.edu) Password: Your date of birth in MMDDYY format </td> <td data-bbox="1218 766 1578 888"></td> </tr> </table>			BannerWeb and DegreeWorks https://bannerweb.centralgatech.edu	Username: Your CGTC student username (example: jdoe1) Password: Your date of birth in MMDDYY format			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: Your CGTC student username (example: jdoe1) Password: Your date of birth in MMDDYY format			Student Portal https://portal.centralgatech.edu	Username: Your CGTC student username (example: jdoe1) Password: Your date of birth in MMDDYY format			Student Email https://outlook.office.com	Username: Your FULL CGTC student email address (including @student.centralgatech.edu) Password: Your date of birth in MMDDYY format		
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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.																

Transcript Request

Order official transcripts online at <https://www.centralgatech.edu/registrar>

YOU WILL NEED:

1. A valid **credit card**
2. A valid **email address**

CGTC no longer accepts transcript orders via email, fax, or in person. All requests for official transcripts **MUST** be submitted **online**.

Please direct questions to the Registrar's Office

Phone: (478) 757-5294

Email: registraoffice@centralgatech.edu

Library Services

<https://www.centralgatech.edu/library>

Students may visit the library to access computers and study online, print course assignments, borrow books and view videos, enjoy quiet study and reading areas, and receive help with research.

Warner Robins Campus

Building A, Room 108
M-Th: 7:45 am - 8:00 pm
Fri: 7:45 am - 3:30 pm
(478) 988-6863

Macon Campus

Building I, Room 201
M-Th: 7:45 am - 8:00 pm
Fri: 7:45 am - 3:30 pm
(478) 757-3549

Milledgeville Campus

Building H, Room 201
M-Th: 7:45 am - 8:00 pm
Fri: 7:45 am - 3:30 pm
(478) 445-2333

Academic Success Center

<https://www.centralgatech.edu/success>

The Academic Success Center offers FREE tutoring, success skills workshops, and computer assistance for CGTC students.

Warner Robins Campus

Building C, Room 101
M-Th: 8:00 am to 7:00 pm
Fri: 8:00 am to 3:00 pm
(478) 218-3727

Macon Campus

Building D, Room 124
M-Th: 8:00 am - 7:00 pm
Fri: 8:00 am - 3:00 pm
(478) 757-3674

Milledgeville Campus

Building A, Room 121
M-Th: 8:00 am - 6:00 pm
Fri: 8:00 am - 3:00 pm
(478) 445-2343

You can also access online tutoring 24 hours a day with Smarthinking Online Tutoring.

Visit <https://www.centralgatech.edu/success/smarthinking>