

CENTRAL GEORGIA

**cgtc**  
TECHNICAL COLLEGE

GUIDE TO  
**STUDENT RESOURCES**





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# WIOA

## Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program. WIOA funds are available for dislocated workers, low-income individuals and out-of-school youth. The funds are administered specifically through services geared toward helping disadvantaged citizens obtain meaningful employment.

### FREQUENTLY ASKED QUESTIONS

**Q.** Who qualifies for WIOA assistance?

**A.** Youth and adults attending a CGTC occupational program or enrolled in the Adult Education program.

**Q.** Are there special conditions for students to be selected for WIOA?

**A.** Students must be enrolled full-time at CGTC in select occupational programs and be living on a low-income budget or attending Adult Education classes.

**Q.** What is the selection criteria to receive assistance?

**A.** Qualifications to receive WIOA assistance depends on the following criteria:

**If enrolled in an occupational credit program:**

- County of residence
- Completion of at least one semester of college
- GPA of at least 2.0
- Desire and commitment to seek and obtain full-time employment
- Type and level of program of study

**If enrolled in Adult Education Services (i.e. GED®)**

- Age 16– 24
- Not enrolled in a middle or high school
- Not enrolled in other educational programs or schools
- Have the desire and commitment to participate in Adult Education training until next level completions and participate in work experience opportunities

**Q.** What types of assistance does WIOA provide?

**A.** WIOA can assist students with tuition, fees, textbooks, program supplies, uniforms, and tools.

*\* Additional support services are available based on individual eligibility and WIOA policy.*

**Q.** Do WIOA funds cover all CGTC programs of study?

**A.** No. Only certain programs of study qualify for WIOA assistance.  
*\* See the WIOA program listing on the reverse side.*

**Q.** Who can students contact about WIOA?

**A. Warner Robins Campus**

Patrice Davis, MGC WIOA Facilitator  
A-Building, Room 121  
(478) 218-3208  
pdavis@centralgatech.edu

**Macon Campus**

Terri Booker, MGC WIOA Facilitator  
J-Building, Room 122  
(478) 757-3495  
tbooker@centralgatech.edu

**Adult Education Program**

Joi King  
WIOA Youth Project Manager  
A-Building, Room 211  
(478) 218-3779  
jking@centralgatech.edu

Revised 01/28/2020

## ELIGIBLE WIOA PROGRAMS OF STUDY

Major Code	Major Description	Award Level
AC13	Accounting	Degree
ACT2	Air Conditioning Technology	Diploma
AST2	Aircraft Structural	Diploma
AN43	Associate of Science in Nursing	Degree
AT14	Automotive Technology	Diploma
AM43	Aviation Maintenance Technology	Degree
CT13	Cardiovascular Technology	Degree
CD71	Cisco CCNP Network Specialist	Technical Certificate
CLT3	Clinical Laboratory Technology	Degree
CT61	Commercial Truck Driving	Technical Certificate
CS23	Computer Support Specialist	Degree
CA61	CompTIA A+ Certified Preparation	Technical Certificate
CA71	CompTIA A+ Certified Technician Preparation	Technical Certificate
CP23	Computer Programming	Degree
DH13	Dental Hygiene	Degree
DTM1	Diesel Truck Maintenance Technician	Technical Certificate
EC23	Echocardiography	Degree
ES22	Electrical Systems Construction and Maintenance	Diploma
ET13	Electronics Technology	Degree
IS13	Industrial Systems Technology	Degree
IST4	Industrial Systems Technology	Diploma
ITP3	IT Professional	Degree
DM23	Logistics Management	Degree
Non-Credit	Manufacturing Fundamentals	—
NS13	Networking Specialist	Degree
OT13	Orthopedic Technology	Degree
PT13	Paramedicine	Degree
PT22	Pharmacy Technology	Diploma
PTA3	Physical Therapist Assistant	Degree
PN12	Practical Nursing	Diploma
RT23	Radiologic Technology	Degree
ST13	Surgical Technology	Degree
WAJ2	Welding and Joining Technology	Diploma

(Warner Robins) Return Form to room A-121 or email to [pdavis@centralgatech.edu](mailto:pdavis@centralgatech.edu)

### WIOA PRE-SCREENING

(Print) FIRST, MI NAME: \_\_\_\_\_ (Print) LAST NAME: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ AGE: \_\_\_\_ SS# Last (4) digits: XXX-XX\_\_\_\_ COUNTY: \_\_\_\_\_

Residing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP : \_\_\_\_\_

Phone#: (\_\_\_\_) \_\_\_\_\_ Alt. Phone#: (\_\_\_\_) \_\_\_\_\_ Student ID#: \_\_\_\_\_

Married ☐ Single ☐ Separated ☐ Divorced ☐ Semester Year: Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

Who do you reside with? Parents/siblings ☐ Spouse ☐ Family member ☐ Friends ☐ Self ☐

### CURRENT EDUCATION

Major/Program of Study: \_\_\_\_\_ Level: DEGREE OR DIPLOMA GPA: \_\_\_\_\_

When do you expect to graduate from CGTC? Month/Year \_\_\_\_/\_\_\_\_

### PRIOR EDUCATION

List prior, most recent educational diploma, degree, and/or certification

College: \_\_\_\_\_ Credential: \_\_\_\_\_ Year Graduated \_\_\_\_\_

High School or GED? School Name: \_\_\_\_\_ Month/Year Graduated? \_\_\_\_/\_\_\_\_

### HEALTH PROGRAM STUDENTS

Have you completed core prerequisite classes and made the selection list into your program? ☐ YES ☐ NO

If Yes, Month/Year: \_\_\_\_/\_\_\_\_ If No, when do you expect to make selection? \_\_\_\_/\_\_\_\_

HAVE YOU APPLIED FOR PY21 (7/1/21 – 6/30/22) FINANCIAL AID? ☐ YES ☐ no

(A current financial aid application must be submitted regardless of your eligibility.)

### EMPLOYMENT

Current Employer's Name: \_\_\_\_\_ City: \_\_\_\_\_ Start Date: \_\_\_\_\_

Full-time: \_\_\_\_ OR Part-time \_\_\_\_ Hourly Wage: \$\_\_\_\_ Title: \_\_\_\_\_

If not, last date employed: Month/Year: \_\_\_\_/\_\_\_\_ Company's Name: \_\_\_\_\_

How many other adults employed in household? \_\_\_\_ Who referred you to WIOA? \_\_\_\_\_

### HOUSEHOLD (Individuals receiving Public assistance or Unemployment benefits are usually income eligible)

Do you currently receive any public assistance or benefits listed below? (Provide household amount)

Food Stamps (Monthly) \$\_\_\_\_ Unemployment Benefits (Weekly) \$\_\_\_\_ TANF (Monthly) \$\_\_\_\_

Child Support (Monthly) \$\_\_\_\_ Social Security (Monthly) \$\_\_\_\_ SSI (Monthly) \$\_\_\_\_

VA GIBill benefits ☐ PELL ☐ HOPE ☐ Student Loans ☐ Family/Friends ☐

Your Household Size? \_\_\_\_ Estimated Monthly Gross Household Income: \$\_\_\_\_

If applicable, how many of your children in the household are under the age of 13-yrs. old? \_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, you agree that all information you've listed on this form is true to the best of your knowledge.

WIOA is not an entitlement program; therefore, services are not provided to everyone. Our ability to serve you depends upon the following: Availability of funds to aid; Eligibility based on WIOA Selection policies & regulations; WIOA approved program of study; and Determination & qualifications necessary to graduate and obtain training-related employment.

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS AREA: Is student eligible for Application? YES \_\_\_\_ NO \_\_\_\_ Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_ WIOA Coordinator/CDF Initials: \_\_\_\_\_



# ► SPECIAL POPULATIONS

## Special Populations Office

CGTC's Special Populations Office provides support services to students who are classified as "special populations." Available services include:

- Assistance with books purchases through the Lending Library (based on availability of funds)
- Assistance with program materials such as smocks, scrubs, tools, and more
- Assistance with classroom accommodations
- Career guidance and assessments
- Student resource guides and referral information
- Identification of resources to meet student needs
- Language translation services, free website translation
- Transportation assistance
- Childcare assistance



## Special populations students fall within at least one of the following categories:

- **Single parents:** An individual who is not married and has custody of and is responsible for the care of one or more minor children, or an individual who is not married and is currently pregnant.
- **Out-of-Workforce Individuals:** Someone who has been out of the job market for a period of time and now needs to return to work for financial reasons due to separation, divorce, disability, or death of a spouse.
- **Individuals who are Economically Disadvantaged:** A credit-hour student who is a needs-based financial aid recipient of Pell or Temporary Aid to Needy Families (TANF); including low income youth and adults.
- **Individuals Preparing for Non-Traditional Fields:** A student enrolled in a program in which one gender makes up less than 25% of the total number of workers in that occupation (examples include, but are not limited to, a male student enrolled in the nursing program or a female student enrolled in the welding program).
- **English Learners:** A student whose first/native language is not English.
- **Individuals with Disabilities:** A student with a physical or mental impairment that substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- **Homeless Individuals**
- **Youth Populations:** Youth who are in, or have aged out of, the foster care system or youth with parents on active duty in the armed forces.

## Contact Information

If you identify as one or more special populations categories and need assistance, contact the Special Populations Office:

**specialpops@centralgatech.edu**

### Warner Robins

*(Serving Crawford, Dooly, Houston, Peach, Pulaski, and Twiggs Counties)*  
**(478) 218-3229**

### Macon

*(Serving Baldwin, Bibb, Jones, Monroe, and Putnam Counties)*  
**(478) 476-5137**



**[www.centralgatech.edu/specialpops](http://www.centralgatech.edu/specialpops)**



# SPECIAL POPULATIONS FORM

Student Information			
Last Name	First Name	Middle	Student ID Number
Phone Number		Email Address	
Program of Study		<input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate	
In what semester and year are you taking classes? <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____			
Where are you taking classes? <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Macon Campus  <input type="checkbox"/> Milledgeville Campus  <input type="checkbox"/> Warner Robins Campus         </div> <div> <input type="checkbox"/> Crawford County Center  <input type="checkbox"/> Hawkinsville WDC  <input type="checkbox"/> Jones County Center         </div> <div> <input type="checkbox"/> Aerospace Training &amp; Sustainment Center (Boeing and Yulista)  <input type="checkbox"/> Monroe County Center  <input type="checkbox"/> Peach County WDC  <input type="checkbox"/> Putnam County Center         </div> <div> <input type="checkbox"/> GA VECTR Center  <input type="checkbox"/> Online  <input type="checkbox"/> High School: _____         </div> </div>			

Special Populations Information
<b>In order to best serve the needs of our students, please check all that apply to you:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> I have a physical, mental, and/or learning disability. *</li> <li><input type="checkbox"/> I am a single parent (divorced, widowed, never married, or single and currently pregnant).</li> <li><input type="checkbox"/> My native language is not English and I have a limited ability to write and/or understand English.</li> <li><input type="checkbox"/> I am from an economically disadvantaged family (includes low-income youths (14-24 years old) and adults).</li> <li><input type="checkbox"/> I am unemployed or underemployed.</li> <li><input type="checkbox"/> I am homeless. **</li> <li><input type="checkbox"/> I am 14-24 years old and in the foster care system, or I have aged out of the foster care system.</li> <li><input type="checkbox"/> I am 14-24 years old with one or more parents who are on active duty in the armed forces.</li> <li><input type="checkbox"/> I am preparing for a non-traditional career. ***</li> <li><input type="checkbox"/> None of the above apply to me or I choose not to disclose this information.</li> </ul>

<b>Office of Special Populations</b> Contact via email at <a href="mailto:specialpops@centralgatech.edu">specialpops@centralgatech.edu</a>
<input type="checkbox"/> <b>Macon Campus   Building J, Office 105</b> Phone: 478-476-5137 <i>Serving Baldwin, Bibb, Jones, Monroe, and Putnam counties</i>
<input type="checkbox"/> <b>Warner Robins Campus   Building C</b> Phone: 478-218-3229 <i>Serving Crawford, Dooley, Houston, Peach, Pulaski, and Twiggs counties</i>
<input type="checkbox"/> <b>Milledgeville   By appointment.</b>

\*Accommodations are available to students who are Disabled. To request special accommodations, please contact the Special Populations Office for your county.

\*\*Homeless, as described in the McKinney-Vento Homeless Education Assistance Act, you may be homeless if your address provided is: 1. temporary living arrangement due to loss of housing or economic hardship or 2. your current address a temporary living arrangement? If you answered YES to these two questions, and if you are staying in a motel/hotel; shelter; with more than one family in a house or apartment; a place not designed for ordinary sleeping accommodations, such as a car, park, or campsite; or moving from place to place, you are considered homeless.<sup>6</sup>

\*\*\*Non-traditional occupations are those in which one gender makes up less than 25% of the total number of workers. Examples of non-traditional careers for men include cosmetology, dental hygiene, early childhood care and education, and nursing. Examples of non-traditional careers for women include auto mechanic, carpenter, computer technician, and welder.

Signature \_\_\_\_\_

Date \_\_\_\_\_

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). The following person has been designated to handle inquiries regarding the non-discrimination policies: The Title VI/Title IX/Section 504/ADA Coordinator for CGTC non-discrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).







### Tuition and Fees Scholarships

\*Will require an essay and instructor recommendation\*

**2023 Fall Tuition Scholarships: July 11, 2023 – August 1, 2023**

**2024 Spring Tuition Scholarships: November 7, 2023 – December 5, 2023**

**2024 Summer Tuition Scholarships: March 20, 2024 – April 17, 2024**

### Textbook Scholarships

\*Awards are first come, first served based on your out-of-pocket expenses\*

\*You must upload a copy of your receipt from the purchase of your textbook(s)\*

\*All financial aid paperwork must be complete\*

\*All holds must be cleared from the account\*

**2023 Fall Textbook Scholarships: October 5, 2023 – October 12, 2023**

**2024 Spring Textbook Scholarships: March 1, 2024 – March 8, 2024**

**2024 Summer Textbook Scholarships: May 30, 2024 – June 6, 2024**

***\*Please note that the above scholarship dates are tentative and may be subject to change.***

### Scholarship Essay Tips

1. State the area of study/program that interests you and why.
2. Explain why a college education is so important to you.
3. Explain why you deserve this scholarship.
4. Have others proofread your essay!

### Instructor Recommendation Tips

1. Ask your instructor if they are willing to complete a recommendation on your behalf, upon request for the Foundation scholarships.





# THE HOME OF CENTRAL GEORGIA TECH ATHLETICS

[SPORTS](#)[INSIDE ATHLETICS](#)[MULTIMEDIA](#)[RECRUITS](#)[LINKS](#)[TEAM STORE](#)[CGTC HOME](#) 

## Athletics Facilities

### Titans Arena



Formerly known as The Historic Belard-Hudson School, Titans Arena opened in fall 2013 and is home to the CGTC Titans men's and women's basketball teams.

In addition to hosting the Titans' home basketball games, Titans Arena includes several classrooms that are used by the CGTC Adult Education divisions.

In 2016, the facility also became home to the William S. Hutchings College & Career Academy.

**Titans Arena**  
1780 Anthony Road  
Macon, GA 31204  
[Map](#)

### Larry Walker Arena



Named in honor of former Georgia legislator Lawrence C. "Larry" Walker, Jr. in January 2016, the facility originally opened in fall 2013.

The Walker Building is also home to the CGTC Titans men's and women's basketball games. In addition to housing Larry Walker Arena, the building includes classroom space, a well-equipped fitness center, and a weight room.

**Lawrence C. "Larry" Walker, Jr. Building**  
80 Cohen Walker Drive  
Warner Robins, GA 31086  
[Map](#)

### Wellness Centers



Central Georgia Technical College offers a wellness center on both the Macon and Warner Robins campuses. The centers are open to all CGTC student-athletes, students, faculty and staff. The facilities have a wide range of equipment including treadmills, stationary bikes, and elliptical machines. Other equipment includes free weights, bench presses, lifting platforms, and a universal machine. There are also jump ropes, pull up bars, foam rollers, stability balls, plyometric boxes, and exercise mats for use.

The facilities also have separate shower areas for men and women and flat screen televisions.

### Wellness Center Hours of Operation

#### Warner Robins Campus

Monday - Thursday | 7:45 a.m. - 4:45 p.m. and Friday 7:45 a.m. - 3:30 p.m.

#### Macon Campus

Monday - Thursday | 10:00 a.m. - 7:00 p.m. and Friday 10:00 a.m. - 3:30 p.m.



# THE HOME OF CENTRAL GEORGIA TECH ATHLETICS

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## Athletics Directory

### Administration

Name	Title	Phone	E-Mail
Cambri Steadman	Director of Athletics and Sports Information	478-216-3349	csteadman@centralgatech.edu
Cynthia Smith	Division Head of Students/Student-Athlete Advising	478-757-2562	csmith@centralgatech.edu
Ronnie Chester	Dorm Counselor/Wellness Center Coordinator	478-757-4363	rchester@centralgatech.edu

### Men's Basketball

Name	Title	Phone	E-Mail
Reco Dawson	Men's Basketball Head Coach	478-757-4360	rdawson@centralgatech.edu
Gerald Fitch	Men's Basketball Assistant Coach	478-476-5154	gfitch@centralgatech.edu

### Men's Cross Country

Name	Title	Phone	E-Mail
Craig Lawson	Cross Country Head Coach	478-476-5134	wlawson@centralgatech.edu
Elizabeth Bell	Cross Country Assistant Coach		ebell@centralgatech.edu

### Women's Basketball

Name	Title	Phone	E-Mail
Antonio Harris	Women's Basketball Head Coach	478-476-5129	aharris@centralgatech.edu
Nicole Porter	Women's Basketball Assistant Coach	478-757-6614	nporter@centralgatech.edu

### Women's Cross Country

Name	Title	Phone	E-Mail
Craig Lawson	Cross Country Head Coach	478-476-5134	wlawson@centralgatech.edu
Elizabeth Bell	Cross Country Assistant Coach		ebell@centralgatech.edu



## CGTC STUDENT CLUBS AND ORGANIZATIONS

### Cyber Security Club (CSC)

The Cyber Security Club is a student-run club with the goal of providing outside-of-class activities relevant to the ever-growing world of Cyber Security. The club also provides personal and professional networking opportunities for those who have an interest for Cyber Security. We bring in people in the field in order to teach and explain various topics in cyber security and career topics. Students leave with valuable experience proven to be useful during interviews and jobs. This club is not just for CIST students but membership is opened to ALL currently enrolled CGTC Students. Cyber Security is EVERYONE's business!



**Advisor:**

Macon Campus.....Jacqueline Farms..... [jfarms@centralgatech.edu](mailto:jfarms@centralgatech.edu).....(478) 757-3566

### Digital Titans Gaming Club (DTGC)

Our goal is to expand the students' creative, anime mind and build social skills among CGTC students. Esports is an ideal opportunity for students who are not necessarily interested in traditional athletics, but want to be part of a team. Esports bridges STEM education that involves data statistical analysis, media design, game coding with strategic learning in using computer programs. There will be opportunities to participate in college level competitive gaming sports while evolving a digital community of CGTC student gamers. The Digital Titans Gaming Club will allow students time to enjoy gaming while developing collaboration, responsiveness, and Esportsmanship which supports team building skills. Open to all currently enrolled CGTC students, including the dual enrollment student population. "Level up your creativity and become a Digital Titan!"



**Advisor:**

Macon Campus.....Karen S. White..... [kswwhite@centralgatech.edu](mailto:kswwhite@centralgatech.edu).....(478) 218-336

### Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL)

Future Business Leaders of America (FBLA) is a nonprofit educational association for students who are interested in learning more about the free enterprise system. FBLA is a nationally recognized club in the United States of America. The Phi Beta Lambda (PBL) division is for college students, with over 8,000 members and more than 350 chapters. FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.



**Advisors:**

Warner Robins Campus..... Courtney Watkins..... [cwatkins@centralgatech.edu](mailto:cwatkins@centralgatech.edu).....(478) 218-3716  
 Warner Robins Campus.....Sydney Hall..... [sshall@centralgatech.edu](mailto:sshall@centralgatech.edu).....(478) 476-5172



## Georgia Occupational Award of Leadership (GOAL)

The Georgia Occupational Award of Leadership (GOAL) program was launched during the 1971-1972 academic year. Since then, outstanding students attending Georgia's technical colleges have been recognized annually for academic excellence and personal achievement. The College selects an instructor-nominated student to represent the institution annually.



### Advisor:

Warner Robins Campus .....JoBen Rivera-Thompson .... [jrivera-thompson@centralgatech.edu](mailto:jrivera-thompson@centralgatech.edu) ..... (478) 757-3516

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## Glee Club

The mission of the CGTC Glee Club Organization is to provide students with a medium of musical expression in a creative learning environment, which encourages appropriate musical fundamentals, provides opportunities for individual and shared performances, and to represent the college throughout the community, region, nation, and world. We cultivate teamwork, leadership, creativity, and friendships that will support our members for the rest of their lives no matter what career path they choose.



### Advisor:

Macon Campus ..... Betty Finney ..... [bfinney@centralgatech.edu](mailto:bfinney@centralgatech.edu) ..... (478) 757-3559

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## Health Occupations Students of America (HOSA)

HOSA is a student led organization that provides opportunities for skills, leadership, and advocacy for healthcare students. HOSA core values are learn, lead, serve, and innovate. HOSA mission is to empower future health professionals to become leaders in the global health community through education, collaboration, and experience.



### Advisor:

Warner Robins Campus..... Mary Walker .....[mawalker@centralgatech.edu](mailto:mawalker@centralgatech.edu) .....(478) 218-3765

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## National Technical Honor Society (NTHS)

The National Technical Honor Society currently serves approximately 100,000 active members and nearly a million members since its inception in 1984. Has awarded over \$2 million in scholarships to NTHS honors the achievements of students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. For over 30 years, NTHS has been the acknowledged leader in the recognition of outstanding student achievement in career and technical education. NTHS helps schools recognize students for their achievement in career and technical education. Members receive a membership certificate in a professional presentation portfolio. In addition, members receive an official NTHS diploma seal, graduation tassel, lapel pin, and window decal to show their affiliation with NTHS.



### Advisor:

Warner Robins Campus..... Tammie Henderson .....[thenderson@centralgatech.edu](mailto:thenderson@centralgatech.edu) .....(478) 476-5152





## Raising Expectations of Achievement (REACH)

The REACH (Raising Expectations of Achievement) organization is a mentorship organization providing support to students, more specifically, men of color through mentorship and college internal and external resources. Mentors and male student participants continue to build the mentor-mentee relationship both during the bi-weekly sessions and during events outside of this designated group time. REACH strives to create a college community which pursues, empowers, and fosters an environment for student success, networking, and leadership during the college experience and beyond.



The virtual REACH sessions however are active and available for all to attend. These are bi-weekly Student Sessions accessible to students at all CGTC campus locations. For more information on the sessions and upcoming events, visit the webpage at <http://cgtc.io/reach>.

### Contact Information:

Macon Campus..... Rolandria Tolbert..... [rdtolbert@centralgatech.edu](mailto:rdtolbert@centralgatech.edu).....(478) 757-3404

### On-site REACH Session Locations:

Macon Campus..... (ASC; Room D-124).....[cgtcreach@centralgatech.edu](mailto:cgtcreach@centralgatech.edu).....(478) 757-3539

Milledgeville Campus..... (ASC; Room A-121)..... [cgtcreach@centralgatech.edu](mailto:cgtcreach@centralgatech.edu) .....(478) 445-2322

Warner Robins Campus..... (ASC; Room C-101).....[cgtcreach@centralgatech.edu](mailto:cgtcreach@centralgatech.edu).....(478) 218-3326

## Skills USA

A nationwide network of students and instructors in a common bond with industry. SkillsUSA is a partnership working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA activities develop positive attitudes, build self-esteem and empower students to excel. Students are given a head start in developing valuable professional skills such as communications, interpersonal abilities, time management, teamwork and more. Because SkillsUSA works hand-in-hand with business and industry, students get the skills employers want. Was established in 1965. Benefits of the organization include scholarships and award opportunities and access to career resources and industry contacts. Dues are required to join.



### Advisors:

Macon/Milledgeville Campus Brione Burrows .....[bburrows@centralgatech.edu](mailto:bburrows@centralgatech.edu) .....(478) 757-6636

Warner Robins Campus..... Andrew Hall .....[adhall@centralgatech.edu](mailto:adhall@centralgatech.edu).....(478) 218-3239

## Student Ambassadors

The club serves as hosts and hostesses for special groups and activities on all CGTC campuses. Participate in CGTC Graduation ceremony, Honor's Days, Senior Day, the Foundation Golf Tournament, Career Fairs, and other activities which promote CGTC. This organization assists with other clubs, activities, and organizations on each camp and/or centers.



### Advisor:

Warner Robins Campus..... Brenda Cliett.....[bcliett@centralgatech.edu](mailto:bcliett@centralgatech.edu) .....(478) 218-3326



## Student Government Association (SGA)

The Student Government Association (SGA) includes students from all programs of study with officers selected by the student body and/or SGA advisors. The purpose of the organization is to promote better relations between the students, faculty and administration. To improve moral and provide a forum. Provide orderly direction of campus life activities, develop attitudes of, and practices in good citizenship. To positively promote the general welfare of the college and provide an intellectual, social and cultural environment that maximizes potential and enhances student success.



### Advisors:

Macon Campus.....Valarie Edwards.....[vedwards@centralgatech.edu](mailto:vedwards@centralgatech.edu).....(478) 757-3496

Milledgeville Campus ..... Jessica Coats..... [jcoats@centralgatech.edu](mailto:jcoats@centralgatech.edu).....(478) 445-2322

## STEM Club

The vision of the CGTC STEM Club is to offer research skills development, critical thinking skills, confidence building, presentation training, and STEM project experiences to engage the minds of CGTC students in Science, Technology, Engineering, and Mathematics focused career paths.

To join visit [cgtc.io/STEM](http://cgtc.io/STEM) For more information, email [STEM@centralgatech.edu](mailto:STEM@centralgatech.edu)



### Advisor:

Warner Robins Campus..... Ekaterina Mirzakulova..... [emirzakulova@centralgatech.edu](mailto:emirzakulova@centralgatech.edu).....(478) 757-3496

## Titans Club Cheer Spirit Squad

Club Cheer is the spirit of CGTC! Members will cheer for the Titans and represent the college at community events. Positive attitude and CGTC pride are a must! As a student-led, club cheerleading team, members will perform exciting cheers and dance routines featuring skilled jumps and low to medium level stunts. Share your excitement for CGTC with Club Cheer and have fun doing it!



### Advisor:

Macon & WR Campus ..... Valarie Edwards.....[clubcheer@centralgatech.edu](mailto:clubcheer@centralgatech.edu).....(478) 757-3496

## Titans Club Football

We're excited about having football here at CGTC. We also look forward to creating an amazing atmosphere that football will bring to CGTC for years to come. Win the day with Titans Club Football!



### Coaches:

Warner Robins Campus.....Terry Kendrick.....[tdkendrick@centralgatech.edu](mailto:tdkendrick@centralgatech.edu) .....478-319-5916

Warner Robins Campus.....Kato Hitson



# Raising Expectations of ACHievement

The CGTC REACH Organization is designed to connect faculty and staff mentors with male college students to help guide them through their college experience.



## *Benefits of REACH*

Academic & Social Enrichment  
Professional Student Development  
Relationship Building & Networking  
Cultural/Educational Field Trips  
Faculty/Staff Mentors

Visit [cgtc.io/reach](https://cgtc.io/reach) for session dates and details.



Hear more about REACH on the Titans Talk podcast!



[cgtc.io/TitansTalkREACH](https://cgtc.io/TitansTalkREACH)



Scan QR code or use link for more info



[cgtc.io/CGTCreachform](https://cgtc.io/CGTCreachform)





**ARE YOU A SINGER, MUSICIAN, OR POET?**

# **CGTC GLEE CLUB NEEDS YOU!**

The Glee Club is a musical ensemble, comprised of both men and women, that will perform at a variety of events each semester. The club is open to all enrolled CGTC students in good standing.

\*Auditions are NOT required.

If you are interested in joining  
the CGTC Glee Club, please contact:  
**Betty Finney at [bfinney@centralgatech.edu](mailto:bfinney@centralgatech.edu)**





For more information:

Courtney Watkins

(478) 218-3716

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



*Join today!*



**FBΛ·ΦΒΛ®**

Future Business Leaders of America -  
Phi Beta Lambda is the largest business  
career student organization in the world!



# STUDENT GOVERNMENT ASSOCIATION

SUMMER MEETINGS: 11AM | JUNE 21 | JULY 19

## Student Officers:

Haneefat Adenijo



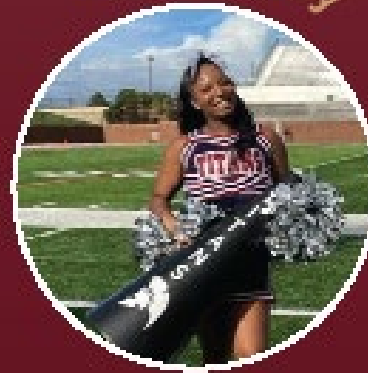
President

Roshon Jackson



Vice President  
State Officer

ZiAsia Stanley



Secretary

The Student Government Association (SGA) includes students from all programs of study with officers selected by the student body and/or appointed by club advisors. The purpose of the organization is to promote better relations between the students, faculty and administration. To improve moral and provide a forum. Provide orderly direction of campus life activities, develop attitudes of, and practices in good citizenship. To positively promote the general welfare of the college and provide an intellectual, social and cultural environment that maximizes potential and enhances student success.



### JOIN US IN PERSON:

MACON CAMPUS

A-BUILDING ROOM 320

WARNER ROBINS CAMPUS

ACADEMIC SUCCESS CENTER-ROOM C101

MILLEDGEVILLE CAMPUS

ACADEMIC SUCCESS CENTER-ROOM A12

**OPEN TO ALL CURRENT  
CGTC STUDENTS!**

For more info, contact:  
studentactivities@centralgatech.edu

OR JOIN VIA WEBEX: [cgtc.webex.com](https://cgtc.webex.com)

Meeting Number: 2623 474 3105 Password: SGA1

Join By Phone: +1-408-418-9388 US Toll

Join By Video System Or App:

Dial 26234743105@cgtc.webex.com

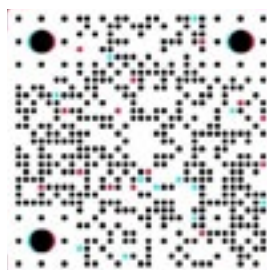
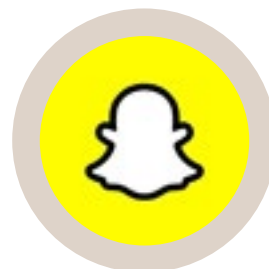


SCAN TO JOIN THE  
WEBEX MEETING!





*Follow us on social media!*



CENTRAL GEORGIA  
**cgtec**  
TECHNICAL COLLEGE

A unit of the Technical College System of Georgia • Equal Opportunity Institution

Are you a first time student?

Not sure where to begin?

START  
SMART



START  
SMART

# College Success

## VIDEO SERIES

Blackboard

Tips for Dual Enrollment Students

Study Strategies

Technology WalkThrus

and MORE!



[cgtc.io/startsmart](https://cgtc.io/startsmart)

Scan the QR code using your  
phone to instantly view our  
video playlist and start paving  
the path to success!





# DON'T PANIC! WE GOT YOU!

Life happens. That's why we've put together a list of CGTC support services to help you overcome whatever life throws your way, so you can stay on track and achieve your goals.

## TEAMS Outreach Center

The TEAMS Outreach center provides early intervention services and critical resources to students. If you are behind in your classes, in need of a laptop, feeling overwhelmed, or experiencing hardship, and need help getting back on track, submit a self-alert to the TEAMS Outreach Center for one-on-one assistance.

### Contact

 [cgtc.io/teams](https://cgtc.io/teams)



## Technology Resources

Learn how to use:

- Single Sign-On
- Banner
- Blackboard
- Degree Works
- Student email
- On campus computers

CGTC students have free access to Microsoft Office 365.

### Contact


 [cgtc.io/StudentTechnology](https://cgtc.io/StudentTechnology)



## Counseling Services

If you are experiencing personal, social, or psychological difficulties, the Counseling Resource Center provides confidential counseling services, offered by a non-judgemental, objective licensed professional.

### Contact

 (478) 476-5167

 [cgtc.io/counseling](https://cgtc.io/counseling)

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



## Special Populations

Students who are economically disadvantaged, physically/mentally disabled, single parents, homeless, out-of-work, English learners, or enrolled in non-traditional careers are eligible for the following services:

- Textbook & laptop assistance
- Classroom accommodations
- Career guidance
- Language translation
- Transportation assistance
- Childcare assistance
- Resource guides and referral information

### Contact

 [cgtc.io/specialpops](https://cgtc.io/specialpops)




## REACH Mentor Program

REACH connects faculty and staff mentors with male college students to help guide them through the college experience. While REACH is geared towards male students of color, all students are encouraged to attend the biweekly REACH Student Sessions.

### Contact

 Rolandria Tolbert

 (478) 757-3404

 [cgtc.io/reach](https://cgtc.io/reach)


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



## Communications Center

Have questions, but not sure who to ask? Call the Communications Center!

### Contact

 (478) 988-6800



## Academic Success Center

The Academic Success Center offers free tutoring to CGTC students. If you need assistance with your coursework or writing assignments, want to learn college and career skills to be successful, or need some help using the computer, professional tutors are available to help you! Call, email, or visit our webpage to book an in-person or online tutoring session.

### Contact




-  WR: (478) 218-3727
-  MAC: (478) 757-3674
-  MIL: (478) 445-2343
-  [cgtc.io/asc](http://cgtc.io/asc)
-  [tutor@centralgatech.edu](mailto:tutor@centralgatech.edu)



## Bookstore - Textbooks

If you receive the Federal Pell Grant or another form of financial aid, you may have funds already available on your account to use towards the purchase of textbooks. Contact the Bookstore as soon as possible to check your available funds. You do not have to wait until you receive your financial aid refund.

### Contact





-  (478) 988-6805
-  [cgtc.io/bookstore](http://cgtc.io/bookstore)
-  [cgtc@bkstr.com](mailto:cgtc@bkstr.com)



## Public Safety - Campus Police & Security

The members of the CGTC Department of Public Safety are committed to providing the highest level of security and safety for students, faculty, and staff.

### Contact

-  WR: (478) 988-6993
-  MAC: (478) 757-3453
-  MIL: (478) 445-2350
-  [cgtc.io/PublicSafety](http://cgtc.io/PublicSafety)



## Library Services

If you have questions or need assistance locating a resource, the CGTC Library is here to help! Library staff can show you how to find the information you need to complete your assignments and help answer any questions you may have. In addition to research assistance, the Library also provides access to the following:

- Computers/Wi-Fi
- Printing, photocopying, and scanning
- Study spaces
- Books, periodicals, and videos
- Online resources--eBooks, articles, test prep, and more!
- Online chat--Visit our webpage to submit your reference questions online.

### Contact

-  WR: (478) 988-6863
-  MAC: (478) 757-3549
-  MIL: (478) 445-2333
-  (478) 215-9861
-  [cgtc.io/library](http://cgtc.io/library)
-  [library@centralgatech.edu](mailto:library@centralgatech.edu)



### College Success Series

Check out CGTC's collection of short college skills videos:  
[cgtc.io/startsmart](http://cgtc.io/startsmart)



## BART - Behavior Assessment and Recommendation Team

See something? Say Something!  
If you notice someone exhibiting concerning behavior on CGTC property or at a college-sanctioned event, call Public Safety or fill out the BART Behavioral Concern Form online.

### Contact

-  [cgtc.io/bart](http://cgtc.io/bart)





CENTRAL GEORGIA TECHNICAL COLLEGE



## Warner Robins Campus

Room C-101

(478) 218-3727

### Hours

Monday - Thursday  
8:00 a.m. - 7:00 p.m.

### Friday

8:00 a.m. - 3:00 p.m.

## Macon Campus

Room D-124

(478) 757-3674

### Hours

Monday - Thursday  
8:00 a.m. - 7:00 p.m.

### Friday

8:00 a.m. - 3:00 p.m.

## Milledgeville Campus

Room A-121

(478) 445-2343

### Hours

Monday - Thursday  
8:00 a.m. - 5:00 p.m.

### Friday

8:00 a.m. - 3:00 p.m.

# Tutoring and Workshops

The **Academic Success Center** offers **FREE** tutoring, success skills workshops, and computer assistance.

At the Academic Success Center, you'll receive help with math, English and other course assignments and learn to

- Study smarter, not harder
- Improve test taking skills
- Take better notes
- Comprehend and retain what you read
- Improve computer skills
- ...and more!

Tutors are friendly, patient, and eager to help.

You can also access online tutoring 24 hours a day with



Visit [www.centralgatech.edu/success](http://www.centralgatech.edu/success) for a list of tutors available at each campus.



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## CENTRAL GEORGIA TECHNICAL COLLEGE **LIBRARY SERVICES**

The **Central Georgia Technical College Libraries** are here to support and assist you in completing your education and moving into a rewarding career.

Visit our campus libraries to:

- ✓ Access computers and study online
- ✓ Print course assignments and scan materials
- ✓ Borrow books and view videos
- ✓ Enjoy quiet study and reading areas
- ✓ Receive help with research

Visit [www.centralgatech.edu/library](http://www.centralgatech.edu/library) to explore all of the resources available to you, including:

- ✓ GALILEO
  - ✓ eBooks
  - ✓ Films On Demand
  - ✓ Learning Express
  - ✓ Ask-A-Librarian - Via Text or Website
-  [Via Text — 478-215-9861](Text: 478-215-9861)
-  [Ask Online — libanswers.centralgatech.edu](http://libanswers.centralgatech.edu)

### **Warner Robins Campus**

Building A, Room 108  
(478) 988-6863

### **Macon Campus**

Building I, Room 201  
(478) 757-3549

### **Milledgeville Campus**

Building H, Room 201  
(478) 445-2333

### **Library Hours**

Monday - Thursday  
7:45 a.m. - 8:00 p.m.  
Friday  
7:45 a.m. - 3:00 p.m.

[www.centralgatech.edu/library](http://www.centralgatech.edu/library)

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To access student technology resources, go to [www.centralgatech.edu](http://www.centralgatech.edu), and click **Single Sign-On** at the top of the page. Once you log in to the Single Sign-On portal, you will be able to select the technology resource you wish to use without the need to sign in again. To use Single Sign-On, you must set up **Multi-Factor Authentication**. You will need your CGTC **student email address** and **password** to login:

## New Students:

Once you're accepted to the college, you should receive an email to the personal email address you provided with your application. This email will include your student credentials and information on how to reset your password.

## To reset your password (if you are a new student or have forgotten your password):

1. Click **Student Portal** on the CGTC homepage and click **Reset Password?** under the green login button.
2. Enter your information on the Password Reset form. (All fields are required and all information must be entered exactly as it appears in our records.)
3. Select the drop-down menu under **Reset Password?** Choose **Yes, reset my password**. And select **Submit**.
4. The system will generate a random password for you. It will be displayed in bold. Highlight and copy the password or write it down. Select CGTC Single Sign On page to return to the login screen and log in with your new password.

## To change your password:

1. Click **Single Sign On** from the CGTC homepage.
2. In the top right corner of the page, select the **arrow** next to your name and choose **Settings** from the drop down menu.
3. Select **Edit Profile**, verify your current password, then fill out the **Change Password box**, then click **Change Password**.

## Set up Multi-Factor Authentication (MFA)

1. Click the Single Sign-On link at the top of the CGTC homepage
2. Enter your college username (student email address) and password
3. Click Sign In
4. Choose an option for MFA set up and follow the prompts

It is recommended that you set up multiple options for MFA. You should use your own phone number to ensure access. CGTC technology resources cannot be accessed without MFA. For specific instructions related to the MFA process for single sign-on, go to [cgtc.io/SSOguide](http://cgtc.io/SSOguide).

## Log in to Single Sign-On to Use CGTC Technology Resources

1. Click the Single Sign-On link at the top of the CGTC homepage
2. Enter your complete student email address (including the **@student.centralgatech.edu** part) in the username box, type in your password, and click Sign In

Once you access Single Sign-On, you will have access to many academic and technology resources offered for CGTC students. Click the icon for the tool you wish to access and you will be automatically linked to the resource without the need for additional log in. To understand the resources available to you in the Single Sign-On home page, see the back/next page of this guide.



## Computers at CGTC

Students can use computers in computer labs, the Academic Success Center, and the Library.

### To use a computer on campus

1. Type your **User Name** and **Password** in each box
2. Click the arrow button to proceed

### To save your work

Students may save their classwork and education-related documents/files to their Microsoft 365 OneDrive (accessible anywhere with an Internet connection). Personal files such as photos, songs, videos, illegal content, and anything that is not CGTC-related may be deleted without notice. For complete information, visit [cgtc.io/StudentTechnology](http://cgtc.io/StudentTechnology).

### OneDrive

1. Log on using Single Sign-On
2. Click the Microsoft 365 Office Portal icon
3. Click the OneDrive icon in the Apps section



## Acceptable Computer and Internet Use

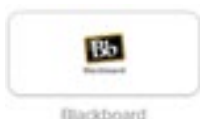
Access to technology resources at CGTC is a privilege and not a right. In order to use any of CGTC's technology services, including computers and Internet services, you must abide by the acceptable computer and Internet use guidelines outlined in the catalog, which is available online at [cgtc.io/Catalog](http://cgtc.io/Catalog).

Emails, files stored on College computers, and computer usage are **NOT** private; all usage is monitored for compliance with applicable laws and policies and may be reviewed by College administrators and authorized law enforcement officials. For a list of uses that are NOT permitted, view the Acceptable Computer and Internet Use section of the catalog.

# Technology Resources Available Through Single Sign-On

## Blackboard

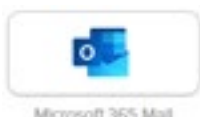
- Access your online, hybrid, or web-enhanced class
- See the syllabus for each class
- See your class schedule, assignments, and messages
- Check assignment grades (if applicable for your class)



New students will have access to Blackboard within 12 hours of signing up for a Blackboard class; existing students will have access to Blackboard as soon as they sign up for a Blackboard class. Students will not see their classes in Blackboard until the first day of class.

## Student Email (Microsoft 365 Mail)

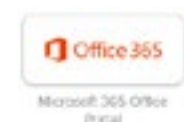
- Check for important information regarding your CGTC student account, including financial aid, balances, and holds
- Stay up to date on campus activities, job opportunities, and more
- Learn about scholarships and college other resources
- Email your instructors and advisor



CGTC student email is the official form of communication for students. **It is important to check your email often and delete messages to avoid a full inbox.**

## Microsoft 365 Office Portal

- Access your CGTC-provided One Drive where you can store files and documents for easy access from anywhere
- Microsoft 365 also offers students no-cost access to software such as MS Word, Excel, PowerPoint, Stream, and many more
- Your instructors may require use of one or more of these resources to complete coursework



## Financial Aid Forms

- Financial aid staff use this tool to communicate with you regarding requirements to finalize aid
- Register your account to complete the FAFSA verification process, if applicable
- View outstanding requirements and securely upload documents from your phone or other device



## Award Spring (Scholarships)

- View available scholarships each term
- Apply directly online
- Check the status of awards
- Check your student email for notices related to the open application period and awards



## Banner Self-Service

- Sign up for classes and see your class schedule
- Drop classes (within first three days of the term)
- See financial aid award amounts and accept terms and conditions
- See charges and payments on your student account
- Update your contact information
- See your grades and unofficial transcripts, and more



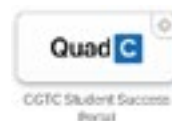
## Degree Works (Advisement)

- See a list of classes that you must take for your major
- Check your plan and progress toward graduation (to view your plan, click the Plans tab)
- Read notes from your advisor including suggested courses for the upcoming registration period
- View your academic standing and GPA



## Quad C (Online Tutoring)

- Schedule an appointment or online tutoring session
- Choose from a list of available tutors based on area of expertise
- Review a list of upcoming Academic Success Center (ASC) workshops and events



## ? Need more help?

- Call the **Communications Center** at (478) 988-6800
- Visit [cgtc.io/StudentTechnology](https://cgtc.io/StudentTechnology) for more information
- For questions about student technology other than Blackboard, send an email to [info@centralgatech.edu](mailto:info@centralgatech.edu).
- For problems with your class in Blackboard, email your instructor for help first. If a response is not received within 24 hours, email [online@centralgatech.edu](mailto:online@centralgatech.edu).

## CGTC Student Portal

The Student Portal is accessible directly from the CGTC website by clicking the link at the top of the home page.

### How to sign in to the Student Portal:

1. Type your **Username** and **Password** (Your Student Portal username is the portion of your student email before the @ sign. Your Password is the same network password used for Single Sign-On.)
2. Click the **Login** button

### Use the Student Portal to:

- Withdraw from classes
- Find your advisor name and contact information
- Apply for graduation or competitive selection
- Access forms and link to other resources
- Request student record changes/updates and transcripts
- Print your schedule, and more

# Need help with Single Sign-On?

.....



[cgtc.io/ssohelp](https://cgtc.io/ssohelp)

**CGTC**  
**Communications Center**

**478-988-6800**







# DISABILITY SERVICES

**Disability Services provides equal access and educational opportunities for students with disabilities at Central Georgia Technical College.**

## What are considered disabilities?

Disabilities that affect learning and/or that necessitate a physical alteration will require medical or psychological documentation verifying criteria for:

- **Learning Disabilities**
- **ADD/ADHD**
- **Brain Injuries**
- **Visual/Hearing/Health/Mobility Impairments**
- **Psychological Disorders**

Accommodations are determined on an individual basis, based on documentation provided, and the interview with the student. Efforts will be made to remove any barriers, physical & cognitive, that might limit program accessibility.

## Academic Accommodations

May include but are not limited to:

- **Digital audio recorders**
- **ECHO pens**
- **Speech to text ECHO Assistive Technology**
- **Extended time**
- **Distraction-free environment**
- **Alternative format**
- **Books in electronic format**
- **Magnification software**
- **Computer equipment**
- **Sign Language interpreters**
- **Captioning**

## How do I sign up for disability services?

Students should contact the service provider and schedule an intake counseling session. Student will need to bring a copy of the current documentation of the disability.

Documentation includes but is not limited to:

1. Psychological evaluation
2. Letters from a physician or Vocational Rehabilitation counselor
3. Current Individualized Education Program (IEP) from High School

*Documentation must not be more than 3 years old.*

The Special Populations Directors will determine all requests for reasonable accommodations. Decisions made regarding accommodations are based upon the current documentation and the program or course requirements.

## Is my information kept confidential?

All information is confidential. The service provider is the only person allowed to know your disability, and all files are maintained in a locked cabinet.

## Contact Information

For more information or to request disability services, contact your local Special Populations office:

**specialpops@centralgatech.edu**

### Warner Robins

(Serving Crawford, Dooly, Houston, Peach, Pulaski, and Twiggs Counties)  
**(478) 218-3229**

### Macon

(Serving Baldwin, Bibb, Jones, Monroe, and Putnam Counties)  
**(478) 476-5137**



# DISABILITY SERVICES

**Disability Services provides equal access and educational opportunities for students with disabilities at Central Georgia Technical College.**

## Documentation Requirements

Proper documentation helps the Special Populations Office navigate a qualified student's disability and determines eligibility for and defines appropriate accommodations. Documentation legitimizes a student's request for accommodations and, in general, includes the following:

The purpose of the documentation is twofold: to help the Special Populations Office determine if the student is a qualified individual with a disability and eligible for accommodations, and to determine appropriate accommodations. Documentation legitimizes a student's request for accommodations and, in general, includes the following:

- Identification of the nature and extent of the disability
- Specific information on the functional limitations as related to the academic environment
- Description of the current course of treatment, including medical side effects
- Prognosis for the disability
- Recommended reasonable accommodations

The documentation should be prepared by a professional and should be in the form of an assessment rather than a statement. The documentation should be dated within the last three years.

## What services will not be provided?

- **Personal devices** such as hearing aids or glasses, and personal services such as assistance with eating, restroom, or dressing will not be provided.
- **Accommodations that excessively lower or change classroom or program standards will not be provided.** Example: Some instructors may allow alternative assignments or tests, these alternatives will not be easier or more difficult than the tests they are replacing.
- **Accommodations that would change the essence of a program will not be provided.** Example: A student with limited use of hands who is taking an air conditioning repair class. He or she may not ask to take a written test instead of physically repairing an air conditioning unit. The essence of the course is to physically repair the unit.

## Americans With Disabilities Act Grievance Procedures

Students who have a complaint about accommodations provided by Central Georgia Technical College must attempt to resolve conflicts by contacting the Special Populations Office.

If the results of this process are unsatisfactory to the student, he or she must contact the Executive Director of Conduct, Appeals, and Compliance, who will investigate the complaint and make reasonable efforts to resolve the matter. The investigation shall be informal but thorough, affording all persons an opportunity to submit evidence or other relevant information.

If the complainant is not satisfied with the decision of the Executive Director of Conduct, Appeals, and Compliance, he/she can contact the Vice President of Student Affairs. The Vice President of Student Affairs shall provide a written or verbal final response to the student. Use of this grievance procedure does not limit a student's pursuit of other remedies, including the right to pursue a complaint with the U.S. Department of Education, Office of Civil Rights.



## TEAMS Outreach Center: How to Access Student Resources

Whether you are struggling with classes, have a specific hardship, or just have general questions, we have resources to help you.

- 1 Go to the CGTC homepage [www.centralgatech.edu](http://www.centralgatech.edu)
- 2 Click the **Student Resources** tab located at the top right of the homepage

Use the Student Resources page to access **FREE** and low-cost assistance with:

- Personal Hardships
- Tutoring
- Accessing Electronic Resources
- Employment
- Paying for College
- Counseling Services

**Questions? Contact a TEAMS Staff Member:**  
[TEAMS@centralgatech.edu](mailto:TEAMS@centralgatech.edu)



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## TEAMS Outreach Center Support: How to Self-Alert

If you are behind in classes, feeling overwhelmed, or need help getting back on track, click the **NEED HELP** button in the TEAMS section to request one-on-one assistance from a **TEAMS Staff Member**.

- 1 Go to the CGTC homepage [www.centralgatech.edu](http://www.centralgatech.edu)
- 2 Click the **Student Resources** tab located at the top right of the homepage
- 3 Click the **NEED HELP** link located in the paragraph at the top of the page or scroll to the very bottom of the page to click the **NEED HELP** icon
- 4 Complete the quick **TEAMS Outreach Center Self-Alert Form**, then click **Submit**

Be on the lookout for communications from a TEAMS Staff using the contact information you provided in the Self-Alert Form.

## **TEAMS TIPS to a Successful Term:** **BE PROACTIVE!**

- **Read & follow the directions** provided to you on **your syllabus**.
- **Submit** assignments/tests completely and **on time**.
- **Communicate with your instructors**. Make sure they are the first to know of any problems you may be having with your assignments, with attendance, with understanding the materials, etc.
- **Check your CGTC and Blackboard emails daily**.
- **Promptly respond** to communications from your instructors.
- Make studying and completing assignments a routine. **Don't wait until the last minute**.
- **Utilize** Student Resources.





# COUNSELING SERVICES

## The Counseling Resource Center

provides assistance and guidance in resolving personal, social, or psychological problems and difficulties through counseling, so that students are better able to achieve their academic goals and reach their full potential. The Center offers confidential assistance with issues such as anxiety, stress, emotional problems, relationships, and alcohol/substance abuse.

The services offered by the Counseling Resource Center are provided by a non-judgmental, objective, licensed professional who is trained to help with reflection, support, and solutions. Students may have up to four Solution Focused Brief Therapy counseling sessions.

## Locations:

Warner Robins Campus, C-102  
Macon Campus, J-156

## Services may include:

- **Coping Skills**
- **Crisis Management**
- **Anger Management**
- **Support Groups**
- **Community Referrals**
- **Consultation**
- **Coaching**

## To request an appointment:



(478) 476-5167



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



[centralgatech.edu/counseling](http://centralgatech.edu/counseling)



## Tuition and Fees

### Charge Summary

### Standard Rates

#### FULL TIME CARE

Toddlers  
(2 yr old classrooms) \$165 per week

Preschool  
(3-4yr old classrooms) \$145 per week

Georgia Pre-K Lottery funded

School Age Summer Care \$145 per week

#### SCHEDULE-BASED CARE

Pre-K Extended Care up to \$80 per week\*  
Before and After Georgia Pre-K \*see EC Tuition calendar  
~only on days Pre-K meets~

In-service Care \$29 per day  
(When Pre-K is closed;  
Reservations Required)

#### FEES

Registration Fee \$75 per year

**Childcare tuition assistance available for eligible CGTC Students!**



**Macon Center: 3-5 yrs – ENROLLING SPRING 2022**

**Warner Robins Center: 2-12yrs – Call for availability**



**Come visit our dental hygiene clinic!**

## **Affordable Preventive Dental Care**

### **OUR SERVICES INCLUDE:**

- ❖ Dental Cleanings (adults, teens and children)
  - Adult \$25.00
  - Child/Geriatric/Empl. \$15.00
  - New Patient Adult Pkg \$45.00
  - New Patient Child Pkg \$35.00
- ❖ Periodontal Cleanings \$25.00
- ❖ Radiographs
  - Four Bitewings \$10.00
  - Full Mouth Set \$20.00
  - Occlusal Per Arch \$5.00
  - Panorex \$15.00
  - Panorex w/Four Bitewings \$20.00
  - Periapical \$5.00
- ❖ Comprehensive Oral Evaluation
- ❖ Nutritional & Tobacco Cessation Counseling
- ❖ Oral Hygiene Instruction
- ❖ Night Guard/Mouth Guard \$25.00 Per Arch
- ❖ Whitening \$80.00
- ❖ Sealants \$5.00 Per Tooth



**DON'T DELAY CALL TODAY!**

**WE WANT YOU  
TO SMILE YOUR  
BRIGHTEST**

**Don't let your  
breath speak  
louder than your  
words.**



**got floss?**



**Central Georgia Technical  
College Dental Hygiene  
Department**

**MACON**

**3300 Macon Tech Drive  
Building J**

**478-757-3488**

**WARNER ROBINS**

**80 Cohen Walker Drive  
Building B**

**478-218-3348**





# COSMETOLOGY PROGRAM LIVE WORK SERVICES

## FACIAL

Plain Facial .....	\$5.00
Wax	
Eyebrow .....	\$5.00
Lip or Chin .....	\$3.00

## HAIR & SCALP TREATMENT

Shampoo Only (no style) .....	\$2.00
Hot Oil .....	\$3.00
Seabreeze .....	\$1.00
Deep Conditioner .....	\$3.00

## HAIR COLOR (Includes Cut and Style)

Corrective Color .....	\$30.00 & up
Color (Virgin or all-over color) .....	\$30.00 & up
Color Touch-up & Semi-permanent .....	\$20.00 & up
Includes Jazzing, Beautiful Collection & Prizms	
Color Touch-up w/ Demi or Semi on Ends .....	\$25.00 & up
Highlight OR Lowlight w/Foil (Full) .....	\$50.00 & up
Highlight OR Lowlight w/Foil (Partial Foil) .....	\$25.00 & up
Highlight & Lowlight w/Foil (Full) .....	\$60.00 & up
Highlight & Lowlight w/Foil (Partial Foil) .....	\$30.00 & up
Highlight w/ Cap .....	\$30.00 & up

The following color services are add-on. If done as stand-alone color services, they **WILL NOT** include cut and style:

A Few Foils for Special Effects .....	\$2.00 per foil
Temporary Rinse (Roux Fanci-Full) .....	\$2.00

## HAIRCUTS

Haircut Only (Style Not Included) .....	\$10.00
Bang/Neck Trim .....	\$2.00
Beard Trim .....	\$2.00

\* Micro-braids, braid extensions, locs, dread locs, kinky twits, weaves and some natural hair services are not offered due to time constraints.

## PERMANENT WAVES/CURLS/RELAXERS (Includes cut & style)

Permanent Waves .....	\$25.00 & up
Spiral/Piggy Back .....	\$50.00 & up
Jheri Curls .....	\$40.00 & up
Virgin Relaxer w/ Basic Set .....	\$40.00 & up
Virgin Relaxer w/ Special Style .....	\$50.00 & up
Relaxer Re-Touch w/ Basic Set .....	\$25.00 & up
Relaxer Re-Touch w/ Special Style .....	\$35.00 & up

\*Affirm Sensitive Scalp Relaxers will be an additional \$5.00

\*Jazzing added to relaxer services will be an additional \$10.00

## SHAMPOO/STYLE (Haircut not included)

Blow Dry Only .....	\$5.00 & up
Basic Set 9-Section .....	\$10.00 & up
Special Set (bricklay, curvature) .....	\$15.00 & up
French Braid .....	\$10.00 & up
Curling or Flat Iron .....	\$10.00 & up
Wrap .....	\$10.00 & up
Finger Waves .....	\$15.00 & up
Roller Wrap .....	\$15.00 & up
Crimps .....	\$15.00 & up
Ponytail .....	\$15.00 & up
Press & Curl .....	\$20.00 & up
Braid/Twist .....	\$20.00 & up
Spiral Set .....	\$20.00 & up
Set w/ Up-do .....	\$25.00 & up
Create a Style .....	\$15.00 & up
Add Twists/Braids/Snails .....	\$2.00 each

## NAIL SERVICES

Manicure .....	\$5.00
Pedicure .....	\$15.00
Basic Polish .....	\$3.00

\*Includes nail trim, buff, and file



## APPOINTMENTS ON:

## TUES/THURS/FRI 9:00 AM TUES/WED 6:00 PM



# COSMETOLOGY PROGRAM LIVE WORK SERVICES

## FACIAL

Plain Facial .....	\$5.00
Wax	
Eyebrow .....	\$5.00
Lip or Chin .....	\$3.00

## HAIR & SCALP TREATMENT

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Hot Oil .....	\$3.00
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Deep Conditioner .....	\$3.00

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Highlight OR Lowlight w/Foil (Full) .....	\$50.00 & up
Highlight OR Lowlight w/Foil (Partial Foil) .....	\$25.00 & up
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Highlight w/ Cap .....	\$30.00 & up

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Add Twists/Braids/Snails .....	\$2.00 each

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Pedicure .....	\$15.00
Basic Polish .....	\$3.00

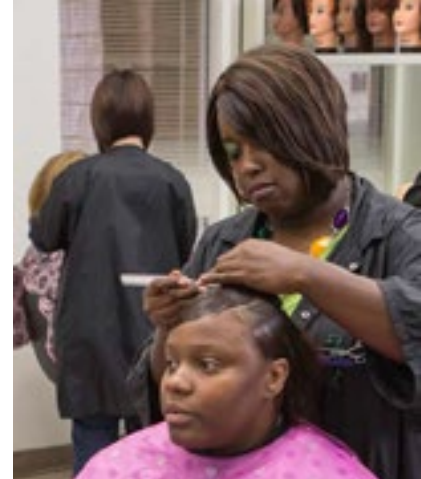
\*Includes nail trim, buff, and file



**APPOINTMENTS ON:**

**TUES/THURS/FRI • 9:00 AM**  
**TUES/WED • 6:00 PM**





# COSMETOLOGY PROGRAM LIVE WORK SERVICES

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Add Twists/Braids/Snails .....	\$2.00 each

## NAIL SERVICES

Manicure .....	\$5.00
Pedicure .....	\$15.00
Basic Polish .....	\$3.00

\*Includes nail trim, buff, and file



**APPOINTMENTS ON: TUES/THURS/FRI • 9:00 AM**





# Titans Closet

## A Professional Clothing Bank

### Free - New or Lightly Used - Business Ready

The Titans Closet is a campus wide effort **providing professional clothing to all CGTC students in need!** We accept donations of **lightly used business professional clothing** to help prepare our students for their initial steps in the professional workplace.

Whether it is for an internship, a networking event, a class presentation, or attending Career Fairs, **we want to keep our Titans outfitted for their best look!**

### Donate Today!

The Titans Closet is sustained fully by donations! We accept suits, blazers, ties, dress shirts, blouses, dresses, belts, & shoes. If you wish to make a donation, please fill out the following form so we can prepare for your donation: [cgtc.io/TitansCloset](https://cgtc.io/TitansCloset)

Donations can be dropped off at any CGTC campus:

Warner Robins - G-Building, Room 124

Macon - J-Building, Room 104

Milledgeville - A-Building, Room D-103

For tax purposes, please complete an **In Kind Donation Form** and leave a copy with your donation at the drop off location.

Forms can be found online here: [cgtc.io/Give2CGTCF](https://cgtc.io/Give2CGTCF)

**For students to receive clothes, contact us at [studentactivities@centralgatech.edu](mailto:studentactivities@centralgatech.edu).**





A CGTC podcast, with Executive Director for Counseling Services, Tonja Simmons Lee, hosted by Amyre Makupson





## CENTRAL GEORGIA TECHNICAL COLLEGE **CAREER SERVICES**

Central Georgia Technical College provides students with the necessary training to get a good job. **The Career Services Office** is available to assist you while you are in school and after you graduate.

**Services to help you plan, accomplish, and succeed!**

- ✓ Job Search Assistance
- ✓ Resume Review/Assistance
- ✓ Interview Techniques
- ✓ Career Assessment
- ✓ Job Announcements

Visit [www.centralgatech.edu/career](http://www.centralgatech.edu/career) to learn more!



### **Warner Robins Campus**

Building A  
(478) 218-3808

### **Macon Campus**

Building L  
(next to Bookstore)  
(478) 757-3431

### **Milledgeville Campus**

Student Affairs Office  
(478) 445-2305

### **Office Hours**

Monday - Thursday  
7:45 a.m. - 4:45 p.m.

Friday  
7:45 a.m. - 3:30 p.m.

[www.centralgatech.edu/career](http://www.centralgatech.edu/career)







# FEDERAL WORK STUDY POSITIONS



## MINIMUM QUALIFICATIONS

- Must be enrolled as a student at CGTC
- Must have completed a financial aid file on record with the CGTC Financial Aid office
- Financial need and PELL eligible as determined by the FAFSA
- Satisfactory academic progress for Federal Student Aid programs

★ FWS is part of the student's financial aid package and work hours may be limited based on other aid the student receives

## VIEW AVAILABLE POSITIONS & APPLY AT [CGTC.IO/JOBS](https://cgtc.io/jobs)

Positions are listed under Student Employment.



\$12/hour

**WORK  
UP TO 20  
HRS/WEEK**



## ELIGIBILITY FORM SUBMISSION

Students must complete the Federal Work Study Eligibility Form, submit to Financial Aid to verify they are eligible to receive FWS funds and load the completed form to their application. The eligibility form is provided as page 4 of the job announcement.



## Available Student Employment Federal Work Study Opportunities

Apply online at <http://cgtc.io/jobs>

Contact Name: Human Resources

Contact Email: [mhall@centralgatech.edu](mailto:mhall@centralgatech.edu)

Contact Phone: (478) 757-3449

- ☐ Academic Success Center (Macon Campus)
- ☐ Academic Success Center (Milledgeville Campus)
- ☐ Academic Success Center (Warner Robins Campus)
- ☐ Admissions (Macon Campus)
- ☐ Admissions (Milledgeville Campus)
- ☐ Admissions (Warner Robins Campus)
- ☐ Child Development Center (Warner Robins Campus)
- ☐ Economic Development (Macon Campus)
- ☐ Financial Aid (Macon Campus)
- ☐ Financial Aid (Warner Robins)
- ☐ High School Initiatives (Warner Robins Campus)
- ☐ Institutional Effectiveness (Macon Campus)
- ☐ Library (Warner Robins Campus)
- ☐ Macon Titans Arena (Macon Titans Arena-Macon, GA)
- ☐ TEAMS Outreach Center (Macon Campus)
- ☐ VECTR Center (VECTR Center-Warner Robins, GA)

# FIND YOUR NICHE IN A NONTRADITIONAL CAREER!



Nontraditional occupations are those in which one gender makes up less than 25% of the total number of workers.

Promoting nontraditional career opportunities opens doors for every individual and breaks the mold of expectations in an atmosphere free from stereotypes.



## Why Consider a Nontraditional Career?

- Interesting and rewarding employment opportunities
- Opportunities for advancement
- Increased job satisfaction
- Competitive wages

## CGTC PROGRAMS CONSIDERED NON-TRADITIONAL FOR MALE GENDER STUDENTS:

- Accounting
- Associate of Science in Nursing
- Banking and Finance
- Business Technology
- Certified Nursing Assistant
- Cosmetology
- Dental Assisting
- Dental Hygiene
- Early Childhood Care and Education
- Medical Assisting
- Orthopedic Technology
- Paralegal Studies
- Pharmacy Technology
- Phlebotomy Technician
- Practical Nursing
- Surgical Technology

## CGTC PROGRAMS CONSIDERED NON-TRADITIONAL FOR FEMALE GENDER STUDENTS:

- Agribusiness
- Air Conditioning Technology
- Aircraft Structural Technology
- Automotive Collision Repair
- Automotive Technology
- Aviation Maintenance Technology
- Barbering
- Business Management
- Cabinetmaking
- Carpentry
- Commercial Truck Driving
- Computer Programming
- Computer Support Specialist
- Construction Management
- Criminal Justice
- Cybersecurity
- Diesel Equipment Technology
- Drafting
- Electrical Systems Technology
- Electronics Technology
- Engineering Technology
- Industrial Systems Technology
- Logistics Management
- Metrology (Measurement Science)
- Networking Specialist
- Precision Machine & Manufacturing
- Welding and Joining Technology



Equal Employment Opportunity

REVISED: JUNE 2021





3300 Macon Tech Drive  
Macon, GA 31206  
p: 478.757.3503 f: 478.471.5195  
e: foundation@centralgatech.edu



## IN-KIND DONATION FORM

### DONOR INFORMATION

Date of Donation \_\_\_\_\_ This donation is from a ☐ Business/Organization ☐ Individual

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Name to Publish \_\_\_\_\_ Remain Anonymous? ☐ Yes ☐ No

### DONATED ITEMS

The CGTC Foundation is a non-profit, 501(c)3 organization – all contributions are tax-deductible as allowable by law. According to IRS guidelines, it is the donor's responsibility to determine the present fair market value (FMV) of items donated. Your estimate below will help us recognize your gift appropriately.

Description of item(s) or service(s)	Estimated FMV
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

I agree to donate the item(s) listed above to the CGTC Foundation to be used, auctioned, or sold as needed to benefit the College.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR FOUNDATION OFFICE USE ONLY

Date Received \_\_\_\_\_ Foundation Representative \_\_\_\_\_

Notes \_\_\_\_\_