CENTRAL GEORGIA cgtc TECHNICAL COLLEGE

MILITARY ENROLLMENT CHECKLIST

Complete and submit all admissions forms and documents

- ☐ *Application for Admission*
- ☐ *Student Agreement* form
- ☐ *Confirmation of Review of Military Identification Worksheet*
- ☐ Provide a copy of your current driver's license (front and back)
- ☐ Active Duty Military: Provide a copy of your current military order
- ☐ Veteran: Provide a copy of your DD-214

Request official transcripts

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

Warner Robins Campus
Central Georgia Technical College
ATTN: Office of Admissions
80 Cohen Walker Dr.
Warner Robins, GA 31088
Phone: (478) 988-6850

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

- ☐ Complete the *Free Application for Federal Student Aid (FAFSA)* online at **studentaid.gov** (under Apply for Aid, click "Complete the FAFSA® Form") You will need tax-related income information such as the Form 1040 and W2s. CGTC's school code is: **005763**.
- ☐ Submit all required documents. To find out which documents are required and which we have received, go to **www.centralgatech.edu**, click **Single Sign On**, enter your Full Student Email Address as your **Username** and your **Password** (Information regarding how to reset your password will be included in your acceptance letter), click the **Sign In** button, click **Banner Self-Service**, click **Student Services**, click **Financial Aid**, click **My Eligibility**, and click **Student Requirements**. You can also contact the Financial Aid Office. Any required documents can be submitted online through CGTC Student Financial Aid Forms.

Find your starting point

- ☐ Take the free Accuplacer® college placement test (a remote voucher notification will be emailed to you with complete testing information). Study guides and sample test questions, can be found at www.centralgatech.edu/testingcenter.
  OR
- ☐ Provide a copy of ACCUPLACER®, SAT, or ACT scores; this may exempt you from having to take placement tests.

What's next?

You will receive an acceptance letter from the CGTC Office of Admissions and Georgia VECTR Center as well as an award letter from the Office of Financial Aid. You will be registered for classes by CGTC's Student Affairs Coordinator. Please check your email frequently for important information and reach out if you have any questions; *we are here to help:*

Enrollment
Philamenia Brown
Student Affairs Coordinator
Georgia VECTR Center Division
P: (478) 218-3909
E: philamenia.brown@gavectr.org

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

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