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Visit our Admissions & Financial Aid web page.

- First, type <https://cgtc.io/Apply> into your web browser or scan the following QR Code.
- Then click the **Apply Online** button.

Note: CGTC's Admissions & Financial Aid page also contains information for students regarding your Enrollment Checklist and required application items, Financial Aid, testing, updates from CGTC, and other important information for students.



2

Create a new account for the Online Application/Enrollment Hub.

- As first-time users, you will need to click the **New Users Click Here** link under the **Sign In** button.
- Next, enter your First Name, Last Name, and Email Address.
We recommend using an email account you have access to and will check often.
- After clicking the **Submit** button, a thank you message will appear prompting you to check your email for a link to set your password.

3

Check your email account.

- You will receive an email from acceptance@centralgatech.edu.
- After clicking the **Set Password** button in that email, you will be directed to a page where you can type in your desired password.
- You will then be logged into the Enrollment Hub.

4

Fill out your application.

- On the main page of the Enrollment Hub, you will see the **Application** section. This is where you will start a new application.
- Select your application type and location.
- Then fill out the application with your information and click the **Review Application** button at the end.
- After verifying your information is correct, please click the **Submit Your Application** button on the right side, or bottom of the page.

5

Using the Enrollment Hub and checking application status.

- Your application **is not complete** until all needed items have been submitted.
- Use the Enrollment Hub to check on the status of your application and to submit needed checklist items.
- We suggest that you refer back to the Enrollment Hub often.

What's next?

- Your acceptance letter from the Office of Admissions will be emailed to the account used on the application.
- After you are accepted, new students are advised and registered for classes by our CARE Center.
- You should apply for Financial Aid at studentaid.gov. Once processed, you can view your award in Banner Self-Service, or determine if additional documentation is needed.
- Please check your email frequently for important information.
- If you have any questions; ***we are here to help:***

Admissions

admissionoffice@centralgatech.edu
Phone: (478) 988-6850

Financial Aid

finaid@centralgatech.edu
Phone: (478) 988-6871

CARE Center

carecenter@centralgatech.edu
Warner Robins: (478) 218-3380
Macon: (478) 757-5295
Milledgeville: (478) 757-5295

Complete and submit all admissions forms and documents

- ☐ *Application for Admission* (Complete online at cgtc.io/apply)
- ☐ Provide a copy of your current driver's license or other accepted document (reference the *Verification of Lawful Presence in the United States* document for more information).

Application fee

- ☐ CGTC does not currently charge an application fee!

Request official transcripts

- ☐ Request an official high school transcript from the last high school that you attended (for GED® transcripts, visit tcsge.edu/ged_trans_req.php or use the *TCSG Official GED Transcript/Diploma Request* form).
- AND
- ☐ Request an official transcript(s) from all colleges attended. If you are sending transcripts electronically using a service such as eScrip, Parchment, or Credential Solutions, use the email address registraroffice@centralgatech.edu for electronic transcripts. If you are having your official transcripts sent via mail, please mail to one of the following addresses:

Warner Robins Campus

Central Georgia Technical College
ATTN: Office of Admissions
80 Cohen Walker Dr.
Warner Robins, GA 31088

Macon Campus

Central Georgia Technical College
ATTN: Office of Admissions
3300 Macon Tech Dr.
Macon, GA 31206

Milledgeville Campus

Central Georgia Technical College
ATTN: Office of Admissions
54 Highway 22 W
Milledgeville, GA 31061

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") 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**.
- ☐ If documents need to be submitted, click Financial Aid Forms in your **Single Sign On** home page to upload and submit documents electronically.

Find your starting point

- ☐ Submit a high school transcript with a GPA of at least 2.0 or a college transcript with at least 12 total earned hours, or successful completion of degree-level English and Math
- OR
- ☐ Take the free ACCUPLACER® college placement test (complete information, including testing schedules, 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 electronic acceptance letter to the email account provided on the application.
- After you are accepted, new students are advised and registered for classes by the CARE Center.
- After registering for courses, you may access your Financial Aid award in your Banner Self-Service account.
- Please check your email frequently for important information.
- Student Orientation information is online at: www.centralgatech.edu/admissions-financial-aid/orientation
- If you have any questions; *we are here to help:*

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