

<b>New Student Orientation</b>	All new students MUST view! PDF is available at <a href="https://www.centralgatech.edu/orientation">https://www.centralgatech.edu/orientation</a>				
<b>Online Wellness Sessions</b> All new students MUST view!	To access the <b>Sexual Assault Prevention for Undergraduates</b> program and instructions for completing the program, please log in to the <b>Student Portal</b> , click <b>Resources</b> , then click <b>Sexual Assault Prevention for Undergraduates</b> .				
<b>CGTC Electronic Resources</b>	Information about CGTC electronic resources can be found on the <b>Student Technology Guide</b> available at <a href="https://www.centralgatech.edu/studenttech">https://www.centralgatech.edu/studenttech</a>  <b>BannerWeb</b> - Check your status, view grades and unofficial transcripts  <b>Blackboard</b> - Online learning system where you will complete assignments and communicate with your course instructors  <b>CGTC Mobile App</b> - Access the Student Portal and BannerWeb directly from your smart device, view campus maps, contact information, and more  <b>DegreeWorks</b> - See how close you are to graduation and what classes you need to complete, read notes from your advisor, and view your academic standing and GPA.  <b>Student Email</b> - Check your email frequently to learn about student activities, important dates and deadlines, career fairs, and more  <b>Student Portal</b> - View your class schedule, request to drop courses, communicate with instructors and your advisor, apply for graduation, and more  <b>Office 365</b> - Free access to Microsoft products, including Word, Excel, PowerPoint, and Outlook				
<b>Dual Enrollment Coordinators</b>	<b>Bleckley and Pulaski</b> Kim Gunn (478) 218-3236 kgunn@centralgatech.edu	<b>Bibb, Dooly, Monroe, and Twiggs</b> Ken Rozier (478) 476-5160 krozier@centralgatech.edu	<b>Baldwin, Jones, and Putnam</b> Lindsey Powell (478) 757-3493 lpowell@centralgatech.edu	<b>Houston and Peach</b> Aurelior Thompson (478) 218-3787 athompson@centralgatech.edu	<b>Crawford</b> Julia Nell Shaw (478) 218-3316 jshaw@centralgatech.edu
<b>Course Policies, Procedures, and Materials</b>	<b>Course Syllabus:</b> where you will find course standards/objectives, grading procedures, attendance policy, and other course requirements.	<b>Course Schedule:</b> where you will find important dates pertaining to your course (meeting dates, assignment deadlines, and exam dates).	All courses <b>do not</b> have the same attendance policies. Know the policy for each course. You can be dropped from a course for failure to attend.		
<b>Dropping or Adding a Course</b>	<b>During the Drop/Add Period:</b> 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.	<b>After the Drop/Add Period:</b> 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.	<b>Always see your advisor</b> before dropping or adding courses to your schedule. It may affect your Dual Enrollment eligibility!		
<b>Satisfactory Academic Progress (SAP)</b>	<b>SAP</b> is based on your academic standing and affects your ability to register for classes and your eligibility to receive Dual Enrollment funds.	<b>Academic standing</b> 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.		
<b>If you need help...</b>	<b>If you are experiencing difficulties in a course</b> , talk to your instructor or visit the Academic Success Center.	<b>Visit the Academic Success Center</b> for tutoring, computer assistance, study skills workshops, and test-taking strategies.	<b>If you have questions, ASK!</b> Contact your Dual Enrollment advisor.		
<b>Disability Services</b> Reasonable accommodations are available to students who identify themselves as having a disability.	<b>Kashatriya Eason</b> <i>Special Populations Director for Baldwin, Bibb, Jones, Monroe, and Putnam Counties</i> Macon Campus (478) 476-5137	<b>Felicia Mackey</b> <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](mailto: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>