

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!	To access the Sexual Assault Prevention for Undergraduates program and instructions for completing the program, please log in to the Student Portal , click Resources , then click Sexual Assault Prevention for Undergraduates .				
CGTC Electronic Resources	Information about CGTC electronic resources can be found on the Student Technology Guide available at https://www.centralgatech.edu/studenttech				
	BannerWeb - Check your status, view grades and unofficial transcripts	Student Email - Check your email frequently to learn about student activities, important dates and deadlines, career fairs, and more. This is the primary communication at the College.			
	Blackboard - Online learning system where you will complete assignments and communicate with your course instructors	Student Portal - View your class schedule, communicate with instructors and your advisor, apply for college graduation, and more			
	CGTC Mobile App - Access the Student Portal and BannerWeb directly from your smart device, view campus maps, contact information, and more	Office 365 - Free access to Microsoft products, including Word, Excel, PowerPoint, and Outlook			
	DegreeWorks - 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.				
Dual Enrollment Coordinators	Bleckley and Pulaski Kim Gunn (478) 218-3236 kgunn@centralgatech.edu	Bibb, Dooly, Monroe, and Twiggs Ken Rozier (478) 476-5160 krozier@centralgatech.edu	Baldwin, Jones, and Putnam Lindsey Powell (478) 757-3493 lpowell@centralgatech.edu	Houston and Peach Megan White (478) 218-3258 mwhite@centralgatech.edu	Crawford Julia Nell Shaw (478) 218-3316 jshaw@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.		
Registering for Classes	All class registration must go through your CGTC dual enrollment coordinator and be approved by your high school counselor.	Withdrawing from Classes: 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). There are strict rules about dual enrollment withdrawing. After the second withdrawal, the student is no longer eligible for the dual enrollment program.	Always see your advisor before dropping or adding courses to your schedule. It may affect your Dual Enrollment eligibility! See above for your dual enrollment coordinator's contact information.		
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	Felicia Mackey <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: registraroffice@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>



Warner Robins | Macon | Milledgeville
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