



# NEW STUDENT ORIENTATION

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

*This is CGTC*  
THIS IS COLLEGE

# WELCOME

Thank you for choosing CGTC!

Whether you are a new college student or returning to school to learn new skills, CGTC guarantees that you will be prepared to enter the workforce when you graduate.

We are happy that you are here, and we look forward to helping you achieve success.



CGTC

# At CGTC, we believe in:

- **Accessibility** – Everyone should have access to a college education. Earning a college education should be convenient. We offer day, evening, distance education/online classes to fit your schedule.
- **Affordability** – Earning a college education should be affordable. Low tuition rates and many options for financial assistance help ensure that the cost of a college education does not stand in your way.
- **Student Success** – Our highly-skilled and caring instructors and staff are committed to help you do your best. Academic and Student Support Services are available to assist you in making the most of your education.
- **Enjoyment** – You should not only learn, but also enjoy your time at CGTC. Extracurricular activities, such as student organizations, athletics, and special events, provide opportunities for involvement with your College community, service learning, and entertainment.

# At CGTC, we believe that everyone should have access to a college education.

CGTC serves eleven counties in central Georgia:

Baldwin

Bibb

Crawford

Dooly

Houston

Jones

Monroe

Peach

Pulaski

Putnam

Twiggs

[Locations and Contact Information for Campuses and Centers](#)

# Accessibility . . .

CGTC offers more than 220 degree, diploma, and certificate programs.

Our class schedules offer convenience with choices of day, evening, and online classes. We also offer distance education classes that feature state of the art video conferencing technology.



# At CGTC, we believe that earning a college education should be affordable.

We provide access to many types of financial aid (scholarships, grants, and loans) to help ensure that the cost of a college education does not stand in your way. Our financial aid counselors are available for consultation and assistance with your application and eligibility processes. Inquire today!

CGTC Website – Student Financial Services

or

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

# At CGTC, we believe in helping students succeed.

- Getting Started
- Electronic Resources
- Advisement and Registration
- Academic Success
- Student Rights and Responsibilities
- Special Populations and Disability Services



# Student Success . . . Getting Started

- **Know your Student ID number.** You will use this number on all forms and documents you complete for CGTC. You will also use your Student ID number to log into various CGTC electronic resources.
- **Keep your Student ID badge with you while on campus.** You will use your Student ID badge when accessing certain CGTC campus resources, such as library services, and admission to athletic events.
- **Display your CGTC parking tag** by hanging the decal from your vehicle's rear view mirror, and park in designated student parking while on campus.
- **Keep your student file updated.** Notify the Admissions Office of changes in your contact information (address, phone number, emergency contact, etc.).
- **Check your CGTC student e-mail** often. This will be one of your primary communication methods with the school.
- **Familiarize yourself with your program major and know who your program advisor is.**
- **Use ALL College resources.**

**When in doubt, always ask! There is no stupid question!**



# Student Success . . . Electronic Resources

- **Student Network Access** – A network login and password is provided to each student at CGTC to use whenever accessing the College's network whether in the classroom, library, or labs
- **Outlook Web Access Student E-mail** – An Outlook Web Access e-mail account is assigned to each student to use for e-mailing, calendaring, and other Outlook functions
- **BannerWeb** – used by students to register for courses, make tuition and fee payments, check your grades, and view your schedule.
- **Student Portal** – designed to be a place for active CGTC students to access commonly used resources of the College.
- **Blackboard learn** – Online classes and some web-enhanced classes use Blackboard to enable students to access learning resources on the internet.
- **My\_Lab Resources** – Used as online text and resources for some Academic courses – access codes purchased through the bookstore.



# Student Success . . . Electronic Resources

## Logging In to the Network

- Use in Classrooms, Library, or Labs
- Unique student login and password



**Username:** {first name initial} {last name} {number} - assigned on admission

**Password:** Initially set to your Date of Birth in the format (MMDDYY)

Example: Joe Littleman born on January 2, 1960

**Username:** jlittleman5

**Password:** 010260

## Student Outlook Webmail - <https://mymail.centralgatech.edu>

Username and password are the same as Network Log-in

Your own e-mail address ([jlittleman5@student.centralgatech.edu](mailto:jlittleman5@student.centralgatech.edu))

Through Webmail, you can:

- Stay organized by using the calendar
- Receive campus alerts and news
- Receive Instructor Updates and Course Information
- Keep current with classmates and CGTC activities



# Student Success . . . Electronic Resources

## **BANNER Web – Your Student Record**

- Register for Classes
- View & Pay Tuition & Fees Charges
- Check Financial Aid & Authorize Payment for Fees
- View Schedule
- Request Transcripts, Name & Address Changes
- Review Grades, Academic History, & Academic Standing



- Click on the "[BannerWeb](#)" tab which is located at the top of each technology page, then click on the BannerWeb link.
- Enter your Student ID Number as your User Identification Number.
- Your PIN is the two digit month, two digit day, followed by the last two numbers of your birth year (MMDDYY).  
For example, if you were born on June 5th, 1980, your PIN will be 060580.
- Click the Login button. You may change your PIN when you enter BannerWeb. Please make an effort to remember your PIN. You will be asked for a Security Question and Answer to help you if you forget your PIN. You may change your PIN, Security Question, and Answer anytime after you have logged into BannerWeb.

**CGTC Student Portal** – login same as that for BannerWeb – Use this area to submit forms associated with your student record. Log in and explore to see what resources are available.

# Student Success . . . Electronic Resources

## Online Course Electronic Resource

### **Blackboard learn** - Web-based course management

- The address for Blackboard is <http://centralgatech.blackboard.com>
- Blackboard courses are available the first day of class.
- For the steps needed to prepare for and access your online courses, please go to <http://www.centralgatech.edu/disted/> and click the links under the heading "Registered for an online course?"

### **Need Assistance with your Online Classes?**

- **Always Email your Instructor First!**
- **Contact CGTC Online Learning Department** - [online@centralgatech.edu](mailto:online@centralgatech.edu)
- **Website:** <http://www.centralgatech.edu/disted>

# Student Success . . . Advisement and Registration

**New Students** – New CGTC students receive one-on-one academic counseling and advisement. After reviewing students' educational backgrounds, goals, and support resources, students are advised and registered for their first semester courses. On the Warner Robins and Macon campuses, new student advisement takes place in the CARE Centers.

Warner Robins CARE Center – Building A

Macon CARE Center – Building J

Milledgeville Campus – Building A

CARE Center advisors also provide drop/add counseling, information regarding program majors, and community resource information/referrals.

For more information regarding CARE Center services, contact CGTC's Student Navigator, Ms. Kennethia Westbrook, (478)218-3314 or [kwestbrook@centralgatech.edu](mailto:kwestbrook@centralgatech.edu).

**Returning Students** – After your first semester, your program advisor will guide you in selecting classes each term and will help ensure that you are meeting the requirements for your program of study. Each semester, prior to the Current Student Registration period, schedule an appointment with your advisor to select your classes for the upcoming semester. At that time, you will receive a personal identification number (PIN) so that you may register for your classes using BANNER Web.

# Student Success . . . Advisement and Registration

## Scheduling Classes

College can be exciting and overwhelming when it comes to scheduling classes. You will need the support of your academic advisor to ensure your success. Consider the following to help you map out a schedule that best serves your specific needs.

**Program Requirements** – Because CGTC offers a wide variety of academic programs, different students may be required to complete different courses for their programs of study. If you have taken courses at other colleges or universities. Contact the Office of the Registrar for information on receiving transfer credit - **Warner Robins Campus** (478)988-6947, **Macon Campus** (478)757-3454, **Milledgeville Campus** (478)445-2334 or [registraroffice@centralgatech.edu](mailto:registraroffice@centralgatech.edu).

**Course Selection** – College courses require good study habits. You will need to learn to balance your school, home life, and work life when planning your college schedule. It is a good idea to ensure the types of classes you are taking are going to fit your unique schedule so you can be successful. Having a mixture of courses that includes reading, writing, problem solving, critical thinking, and hands-on practice will keep you mentally stimulated and interested in learning.

**Course Load** – To be considered a full-time student, you must be enrolled in a minimum of 12 semester credit hours. Try to balance your schedule so you are not too overwhelmed. Think about your commitments outside of school. Do you have children? Work responsibilities? Other activities that take up your time? Do not take more classes than you reasonably can expect to be successful in or you risk lowering your GPA or losing financial aid. Manage your time wisely!

**Time of Day** – CGTC offers classes on different days of the week and different times of day, so you should be able to find a schedule that works for you. Additionally, CGTC offers online and teleconferencing classes when it is not convenient for you to travel to a campus or center.

# Student Success . . . Advisement and Registration

## Program Change – Change of Major

- Students desiring to change their major must submit a Request for [Program Change Form](#) to the Admissions/Student Affairs Office. This form is available via the Student Portal. One program change per semester is allowed.
- Students are encouraged to make appropriate program changes prior to advisement and registration for the upcoming term.
- Students should consult with their Program Advisor.
- Students must meet the program requirements for the requested program. Learning Support courses may be required.
- Previous courses satisfactorily completed may be applicable to the new program.
- A student not approved for the requested program change will be sent a message to his/her CGTC email account.

*Note: A change in program can affect the length of time or number of terms required to complete your program and graduate. Additionally, a change in program can affect your eligibility to receive Financial Aid, VA or other assistance.*

# Student Success . . . Academic Success

Academic Success requires active participation in all courses. Use these top 10 tips for Academic Success:

- 1. Attend every class.** When you miss classes, you miss notes, assignments, lectures, and more. If you violate the **attendance policy** for a class, you could fail the class. Avoid absences whenever possible, and know the attendance policy for the class!
- 2. Be organized.** Use a student planner to keep track of assignments and due dates. Keep a separate notebook for each class.
- 3. Manage your time well.** Schedule study sessions and time to complete homework. Learn to say no and learn how to take time for yourself.
- 4. Be committed to your class.** Do every assignment on time. Participate in class and communicate with your instructor.
- 5. Take good notes.** Take notes that are easy to read so that you can refer back to them. If you miss a class, ask for a copy of the lecture notes.
- 6. Know how to read a textbook.** SCAN words in **bold** and *italic* print, summaries, and charts. READ with a purpose. REVIEW by scanning the material again to check your comprehension.
  - 7. Study smart.** Find a quiet place to study that is free of distractions. Start studying as soon as possible while the information is still fresh.
  - 8. Know how to take tests.** Have all of the materials that you need. Answer the questions that you know first. Come back to the questions that you're not sure about.
  - 9. Reduce test anxiety.** Study early and often so that you're always prepared for a test. Take a deep breath, then read each question carefully, one at a time.
  - 10. Use CGTC's resources,** such as the Academic Success Center, instructors and advisors, and the library.



# Student Success . . . Academic Success

## CGTC Grading System

<b>GRADE</b>	<b>GRADE POINTS</b>
A (90-100) Excellent	4.00
B (80-89) Good	3.00
C (70-79) Satisfactory	2.00
D (60-69) Poor	1.00
F (Below 60) Failing	0.00
I Incomplete	Not computed
S Satisfactory	Not computed
U Unsatisfactory	Not computed
AC Articulated Credit	Not computed
AU Audit/Warranty Claim	Not computed
EX Credit by Exam	Not computed
IP In Progress	Not computed
TR Transfer Credit	Not computed
W Withdrawal (no grade)	Not computed
WP Withdrawal Passing	Not computed
WF Withdrawal Failing	0.00 (computed)

Final course grades are entered by instructional faculty into BANNER, the Student Management Information System. The Registrar's Office processes the grades and academic standing. All courses in degree, diploma, and certificate programs of study require a grade of "C" or higher in order to satisfy program requirements. Students are responsible for viewing their grades, academic history, and academic standing online through BannerWeb.

# Student Success . . . Academic Success

## Work Ethics Grades

The Technical College System of Georgia and CGTC believe it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. Therefore, a system to evaluate “work ethics” in occupational courses has been developed. Work ethics grades (3,2,1,0) are earned in each completed credit hour course and are included on the student's permanent record and transcript. A list of work ethics characteristics is detailed below and may include:

- **Appearance:** Displays appropriate dress, grooming, and hygiene
- **Attendance:** Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
- **Attitude:** Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command
- **Character:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
- **Communication:** Displays appropriate nonverbal, verbal, and written skills
- **Cooperation:** Handles criticism, conflicts, and complaints appropriately; works well with others
- **Organizational Skills:** Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment
- **Productivity:** Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities
- **Respect:** Tolerates other points of view; acknowledges and appreciates rights of others; has regard for diversity
- **Teamwork:** Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member

# Student Success . . . Academic Success

## Important points during the semester that could affect your course grades:

**The No Show Period** - To remain on the class roster, all enrolled day students are required to attend at least one of the first two days of class to maintain assurance of enrollment for any assigned class. All evening students are required to attend the first evening or night of class to maintain assurance of enrollment for any initial assigned class. All online students must submit their first assignment within the first week of the course.

**Students not meeting attendance verification requirements may be dropped from the class.**

**The Drop/Add Period** – During designated days at the beginning of the semester, a student may drop or add a course(s) to his/her schedule. Prior to doing so, the student should contact the program advisor and Financial Aid. If a student adds a course during this period, additional tuition will be applied to the student's account, and the student is responsible for any missed course work. If a student drops a course during this period, it may affect the amount of financial aid received. The student will not receive a grade for the course, and dropping during the drop/add period will not affect the student's GPA or Satisfactory Academic Progress.

**DROPPING A COURSE** – Once a student is on the class roster beyond the official drop/add period, he/she becomes responsible for payment (including reimbursing the College for any financial aid received). Any student who registers for a course must either complete the course requirements or officially withdraw. **A student should not assume that non-attendance constitutes official withdrawal. The student should contact his/her program advisor prior to withdrawing from a course (or school).** It is the student's responsibility to follow the College's withdrawal procedure as stated in the CGTC catalog (Academic Information section).

*Each semester, the College will publish a deadline for withdrawing from class with an issued grade of "W." A grade of "W" does not count toward the student's GPA; however, the course credit hours will be computed into the student's Satisfactory Academic Progress (SAP). Withdrawals after this date or for attendance violations earn a grade of "WP" or "WF." A grade of "WP" is not calculated into the GPA; however, the course credit hours are computed into the SAP. A grade of "WF" is calculated (as a grade of zero) into the GPA, and the course credit hours are computed into the SAP.*

***GPA and SAP are considered when establishing Academic Standing and Financial Aid Eligibility.***

# Student Success . . . Academic Success

## Dropping and Withdrawing From Classes May Affect Your Financial Aid

**Through the Drop/Add period of the term,** students may drop the courses they registered to take. Dropping a course is done through BannerWeb, the student database system. If you drop your course(s) during this time, you will incur:

- No academic penalty
- No tuition or fee charges
- No Financial Aid awarded

**After the Drop/Add period of the term,** students not able to complete a course(s) must complete a Withdrawal Form online through the Registrar's office. If you withdraw, be aware:

- You are assigned a grade of W, WP, or WF for each course from which you withdraw.
- Full Tuition and fees based on hours enrolled are charged – you are not given a refund for any tuition & fees according to state policy.
- Title IV Financial Aid (Pell Grant, SEOG, etc.) will be prorated based on the amount of aid the student earned for the period the student was enrolled. Unearned Title IV aid will be returned to the Department of Education as required by Return to Title IV regulations.
- The student will be responsible for paying the balance of tuition, fees and book charges not covered by the prorated Title IV and other aid received.

*Questions regarding specific refund information should be directed to the Financial Aid Office.*

*The above withdrawal process will also apply to those students who are dropped from all classes by the institution (administratively withdrawn) due to non-attendance based on the date the institution determines that the student stopped attending classes (see next slide).*

# Student Success . . . Academic Success

## Attendance

CGTC educates students for direct entry into the labor market. Therefore, CGTC stresses regular school attendance and evaluates attendance and punctuality as part of the Work Ethics grade for each occupational credit course.

**Attendance Requirements** The educational programs at Central Georgia Technical College reflect those requirements and standards that are necessary for future successful employment in business and industry. Employers expect their employees to be present and to be on time for work each and every day. Likewise, CGTC expects each student to be present and to be on time each and every day for all classes. Documented absences for military duty, jury duty, and/or observed religious holidays are excused. Students absent from class for any reason are still responsible for all work missed. Students should enroll only in those classes that they can reasonably expect to attend on a regular basis. Specific attendance requirements are established by each program area and are outlined in the course syllabus.

### Attendance for Online Delivery

In the online classroom environment, attendance is demonstrated through active participation. Online students must complete an academically related activity each week to be considered actively participating. **Simply logging into an online class is not considered being active and does not count toward attendance.**

**Attendance Dismissal** At any time during the semester, faculty may identify students who have stopped attending. Any student who fails to attend a course for fourteen (14) consecutive calendar days or who violates the respective course attendance policy may be administratively withdrawn from a course. Students submitted as "stopped attending" will be dismissed from the class for which they exceeded the attendance policy and will receive a grade of "WP" (withdrawal passing) or "WF" (withdrawal failing), based on the student's course average at the last date of attendance. *The ability to receive Financial Aid may be affected by being dropped from a class.* This policy applies to all students regardless of delivery method. Re-entry into the College will vary according to the nature of the instructional program. The cause of the excessive absenteeism should be resolved prior to re-entry.

# Student Success . . . Academic Success

## Academic Standing

At the end of each term the student's academic status is calculated and posted in BANNERWeb along with the student's course grades. Academic standing is a determining factor in a student's eligibility to continue in school and to receive financial aid. Academic Standing is based on the student's cumulative Grade Point Average and Course Completion Rate.

### Good Standing

Academic good standing means that a student is eligible to enroll or re-enroll in classes the following semester. To be in academic good standing, a student must have a cumulative grade point average of 2.0 or higher, must successfully completed at least 67% of all coursework attempted and must complete his/her program of study within 150% of the published length of the program measured in credit hours attempted.

### Academic Warning

A student who earns a cumulative grade point average below a 2.00 **or** fails to successfully complete at least 67% of the course work attempted will be placed on academic warning the next semester of enrollment and must appeal to Financial Aid to regain financial aid eligibility.

### Academic Probation

A student who earns a semester-based grade point average below a 2.00 **or** fails to successfully complete at least 67% of the course work attempted while enrolled on academic warning will be placed on academic probation for the next semester of enrollment and must appeal to Financial Aid to regain financial aid eligibility.

### Academic Suspension

A student who earns a semester-based grade point average below a 2.00 or fails to successfully complete at least 67% of the course work attempted while enrolled on academic probation will be suspended for one semester and is no longer eligible to receive financial aid. Upon readmission, a student will be placed on academic probation for the next semester enrolled. Students placed on academic suspension who have demonstrated Satisfactory Academic Progress (SAP) in their most recent enrolled term have the right to appeal the suspension to the Vice President for Academic Affairs and to request reinstatement of eligibility.

# Student Success . . . Academic Success

## Satisfactory Academic Progress (SAP)

Students are considered to be making satisfactory academic progress if they are in good standing or on academic warning.

**Any student who is receiving financial aid must maintain Satisfactory Academic Progress to retain eligibility.**

Students on academic probation are allowed to register for classes, but must appeal for financial aid reinstatement. For more information on satisfactory academic progress and financial aid eligibility, please refer to the financial aid section of the catalog.

# Student Success . . . Academic Success

## Academic Success Centers

- **Locations**

Warner Robins (C Building)

Macon (D Building)

Milledgeville (A Building)

- **Tutoring** in general education subjects, computers, and allied health

- **Study Skills** Workshops





# Student Success . . . Academic Success

## Library Services

Broad collection of books, magazines,  
journals, and multi-media resources

Computer labs

Quiet study environment

Knowledgeable staff

Locations:

Warner Robins (A Building)

Macon (I Building)

Milledgeville (A Building)

Distance Ed and other sites via CGTC website



# Student Success . . . Academic Success

## CGTC Bookstore

Purchase or Rent Textbooks

School Supplies

CGTC/Titans Logo Items

Snacks



**Macon Campus**

**8:30-5:00 Mon-Thurs**

**8:30-12:30 Fri**

**CGTC Bookstore**

**Warner Robins Campus**

**8:00-6:00 Mon-Thurs**

**8:00-12:00 Fri**

**Milledgeville Campus**

**8:00-5:00 Mon-Thurs**

**8:00-12:00 Fri**

**\*Not open when school is closed\***

# Student Success . . . Academic Success

## Career Services

The [Career Services Office](#) offers a variety of programs designed to assist students in developing and managing effective career planning. From Career Counseling to assist in choosing the right program of study, to Job Search Assistance, Career Services is a valuable resource for students and graduates. Job search services include current full and part time job announcements, online services via the Career Services Job Database, resumé assistance, and much more.

Current students and graduates are encouraged to regularly view the Job Database listings to stay current with daily updates. Resumé review, individualized job search assistance, and occupational information services are also available. Special workshops covering a variety of topics are also offered each term. Be sure to check this website and your student e-mail often to keep up to date on the latest changes.

### Locations

Macon – L Building – (478) 757-3431

Warner Robins – A Building – (478) 218-3764

Milledgeville Campus – A Building (Student Affairs) – (478) 445-2313

# Student Success . . . Student Rights and Responsibilities

## General Code of Behavior

As stated in the CGTC Catalog, Central Georgia Technical College promotes a climate of academic integrity, rational and critical inquiry, strong work ethic, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. The College protects the rights of its educational mission and objectives. Please visit the CGTC Catalog website and familiarize yourself with the [General Code of Behavior](#) where you will find policies and procedures related to the rights and responsibilities of all students.

# Student Success . . . Student Rights and Responsibilities

## FERPA: Your Legal Rights as a Student

A brief summary of your rights as a student under the Family Educational Rights and Privacy Act (FERPA), the federal laws that govern release of and access to student education records:

- The right to inspect and review your education record within a reasonable time after the college receives a request for access. If you want to review your record, contact the Registrar's Office to make appropriate arrangements.
- The right to request an amendment of your education record if you believe it is inaccurate or misleading. Contact the Registrar's Office for this request.
- The right to privacy of your education records and consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with "legitimate educational interests" in the fulfillment of his/her official responsibilities.
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

# Student Success . . . Student Rights and Responsibilities

As stated in the CGTC Catalog, Central Georgia Technical College promotes a climate of academic integrity, rational and critical inquiry, strong work ethic, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. The College protects the rights of its educational mission and objectives. Students have the right:

1. To be in an atmosphere that is conducive to learning and to attend CGTC educational programs, courses, offerings and activities on campus or any activity sponsored by CGTC off campus in accordance with CGTC policies and procedures.
2. To obtain the necessary knowledge, skills, and abilities in order to obtain initial employment, maintain advanced levels of competence or acquire new levels of competence by participating in programs, courses, offerings, and activities in accordance with CGTC policies and procedures.
3. To develop intellectual, personal and social values.
  4. To follow due process procedures.
  5. To participate in institutional decision making in accordance with CGTC policies and procedures.
  6. To participate in approved student organizations in accordance with CGTC policies and procedures.
  7. To privacy as outlined in the Family Education Rights and Privacy Act (FERPA).

# Student Success . . . Student Rights and Responsibilities

## Campus Police and Security Services

Central Georgia Technical College Police Department personnel are certified Georgia Peace Officers who have primary jurisdiction on all CGTC campuses and properties.

**Services Provided include, but are not limited to:**

Law Enforcement (Patrol, Traffic, Accident and Crime Investigation, Emergency Response, etc.)

**Other Services Provided by Police and Security Staff:**

Security (Building and Grounds Patrol)

Lost and Found – Public Safety (Police and Security) maintains “Lost and Found” items on campus. Please turn in all “found” items to and/or check with Campus Police/Security if you lose something

**When available and approved by a supervisor Police and Security may provide these additional services:**

Emergency jump starts

Escorts

Unlock Vehicles

# Student Success . . . Student Rights and Responsibilities

## CGTC Statement of Equal Opportunity

As set forth in its student catalog, Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination 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).



# Student Success . . . Student Rights and Responsibilities

## Unlawful Harassment and Discrimination Procedure

CGTC follows the Technical College System of Georgia's State Board policies and procedures regarding [Unlawful Harassment and Discrimination](#). A complete copy of the procedure can be found in the College catalog. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence, and/or retaliation (prohibited conduct) against themselves or others, regardless of where the incident occurred.

Students may report allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence, or unlawful retaliation may be reported to the College's Title IX and Section 504 Coordinator, the College President, or the Commissioner.

All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.

The College will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure

# Student Success . . . Student Rights and Responsibilities

## Grievance Procedures

It is the policy of the Technical College System of Georgia (TCSG) and Central Georgia Technical College (CGTC) to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. Procedures for informal and formal grievances are outlined in the CGTC Catalog (CGTC website) entitled “Student Grievance Procedure” in the “Code of Behavior” section.

# Student Success . . . Special Populations and Disability Services

**Special Populations** – The mission of Special Populations services is to provide student-centered comprehensive programs, services, and events, which promote equality, enhance the educational experience, foster success and contribute to the economic self-sufficiency of students who are members of special populations.

**Available Services** – Services are available to students who are economically disadvantaged, special needs populations, single parents, displaced homemakers, dislocated workers, and those enrolled in non-traditional programs. Services are also available for students with limited English proficiency.

- Assist with securing books through the Lending Library (based on availability of books/funds)
- Assist with classroom accommodations
- Provide career guidance and assessments
- Provide student resource guides and referral information
- Assist with identifying resources to meet student needs

# Student Success . . . Special Populations and Disability Services

**Disability Services** – CGTC recognizes the importance of encouraging and helping students with disabilities reach their full potential. The Special Populations Disability Services Office at CGTC coordinates services for students with disabilities in order to assist these students in realizing and maximizing their academic and personal goals. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the College ensures that admissions, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities. Reasonable accommodations are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for providing documentation of his/her disability and requesting appropriate accommodations.

## Special Populations Directors

### **Kashatriya Eason**

serving Bibb, Baldwin, Jones  
Monroe, and Putnam Counties  
Macon Campus, J105  
(478)476-5137

### **Donna Dutcher**

serving Crawford, Dooly, Houston,  
Peach, Pulaski, and Twiggs Counties  
Warner Robins Campus, A132  
(478)218-3229

# Student Success . . . Military and Veteran Services



CGTC honors the service of active duty military personnel and veterans and values their experiences and perspectives that are brought to the classroom. Military and Veteran Services offers academic advising (in cooperation with the student's program advisor), transitional guidance, and opportunities to connect with other military and veteran students.

Executive Director for Military and Veteran Services:

Dan Webb

Phone: (478) 218-3909

Email: [dwebb@centralgatech.edu](mailto:dwebb@centralgatech.edu)

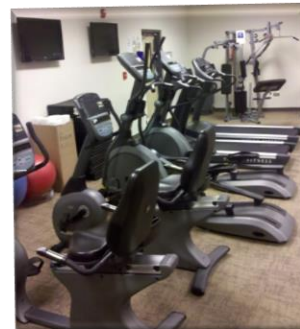
**At CGTC, we believe that a college education should be enjoyable.**

## **Student Facilities**

**Inviting Campuses** – comfortable classrooms and outdoor seating for enjoying those pleasant Central Georgia days

**Student Centers** at all campuses – places where students can meet, gather, socialize, study – vending machines available

**Fitness Centers** at all campuses – supporting students in establishing healthy lifestyle habits – places to exercise and release stress from those long study sessions



# Enjoyment . . .

## Student Activities

Sponsored by the Student Leadership Council and other student organizations, check the website and individual campuses and sites for announcements regarding **Fall Festival, Spring Fling, Summer Cookout, Back-to-School Bash, and more!** **Free to students!!! Enjoy the fun!!!**



# Enjoyment . . .

## Student Organizations

Get involved!!! Join a student organization – meet fellow students with interests similar to yours, participate in service projects and competitive events, learn more about your school and your program!!!

- Student Leadership Council
- Future Business Leaders of America/Phi Beta Lambda (FBLA-PBL)
- National Technical Honor Society
- Skills USA
- Student Ambassadors
- Various program organizations







# Enjoyment . . .



## Athletics Facilities

### Macon Location

1780 Anthony Road  
Macon, GA 31204

### Warner Robins Location G Building

80 Cohen Walker Drive  
Warner Robins, GA 31088

## Titans Athletics

- Men's Basketball
- Women's Basketball
- Men's Cross Country
- Women's Cross Country
- Cheer/Dance Team

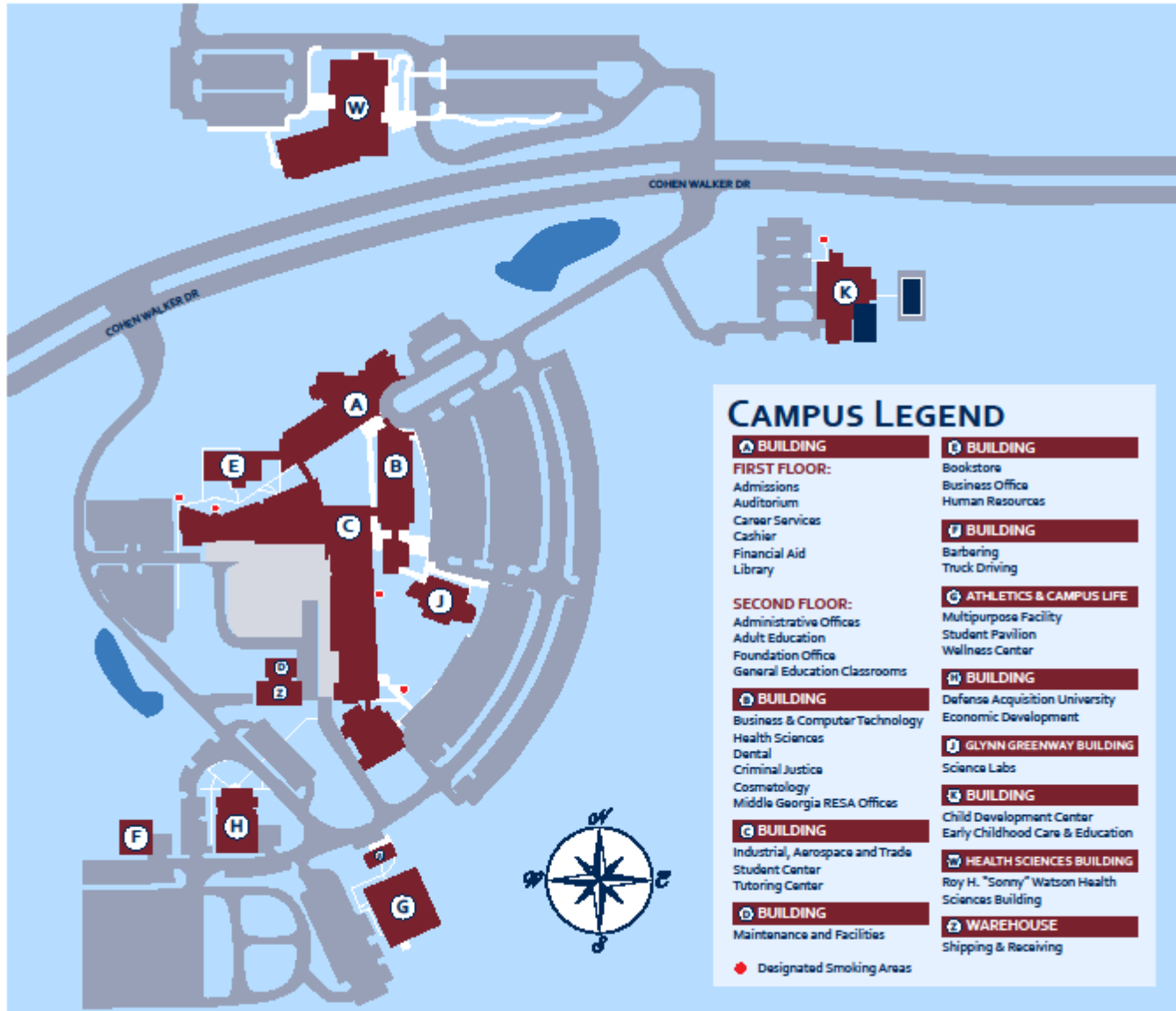
*Free Admission to athletic events with  
current CGTC Student ID!*



# Warner Robins Campus Map

03753

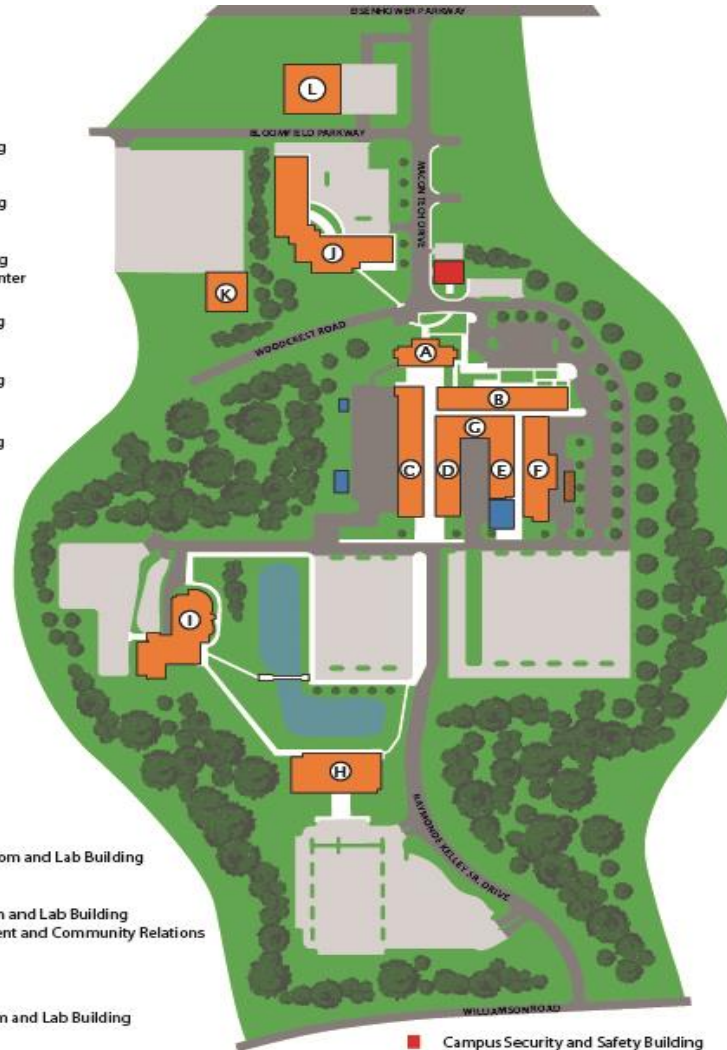
Warner Robins Campus  
80 Cohen Walker Drive  
Warner Robins, GA 31088



# Macon Campus Map

## Campus Map Legend

- A Administrative Building  
 President's Office  
 Human Resources
- B Classroom and Lab Building  
 Snack Bar
- C Classroom and Lab Building
- D Classroom and Lab Building  
 Academic Success Center
- E Classroom and Lab Building
- F Classroom and Lab Building
- G Classroom and Lab Building
- H Health Technology Classroom and Lab Building  
 Auditorium
- I Arts and Sciences Classroom and Lab Building  
 Economic Development and Community Relations  
 Food Court  
 Bookstore  
 Library
- J Melton Palmer, Jr. Classroom and Lab Building  
 Business Office  
 Student Affairs  
 Professional Testing Center
- K Adult Learning Center
- L Bookstore
- Estheticians Lab Modular Building
- Campus Security and Safety Building
- Public Parking  
 (except where indicated)
- Restricted Parking
- Plant Operations



## **Semester Calendars**

are located on the homepage of the CGTC website.

Here you will find important dates and deadlines to be aware of (such as the drop/add period, registration dates, final exam dates, etc.), as well as school holidays.

**Thank you!**

**Thank you for choosing CGTC. Our commitment to you is that we will provide you with the opportunity to achieve a quality education that prepares you to enter the workforce. We want you to be successful and will provide you with the tools to make that happen!**

*This is CGTC*  
**THIS IS COLLEGE**