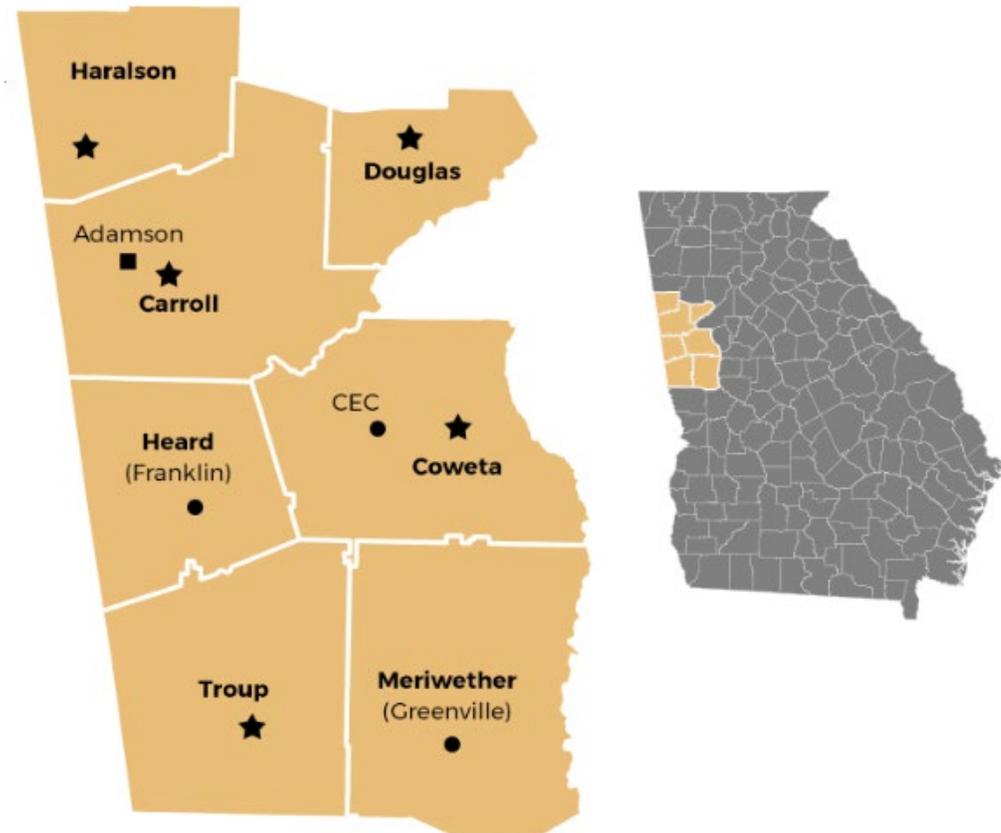# WGTC Dual Enrollment Orientation

West Georgia Technical College locations:

- Adamson Administrative Location (Carrollton, GA)
- Carroll Campus
- CEC Instructional Site
- Coweta Campus
- Douglas Campus
- Franklin Instructional Site
- Greenville Instructional Site
- LaGrange Campus
- Murphy Campus (Waco, GA)

West Georgia Technical College
High School Coordinators:

Jennifer Ball

Jennifer.Ball@westgatech.edu

Carroll & Coweta counties

Sheila Billingslea

Sheila.Billingslea@westgatech.edu

Douglas & Haralson counties

Kimberly Neese

Kimberly.Neese@westgatech.edu

Heard, Meriwether, & Troup counties

Who can participate
Students enrolled in a Georgia public or private high school or homeschool programs that meet criteria below:

10ᵗʰ Graders

- Can take eligible CTAE (trade & technical) programs
- MUST have a 1200 SAT or 26 ACT to take academic core classes

11ᵗʰ and 12ᵗʰ Graders

- Can take eligible CTAE (trade & technical) programs
- Can take academic core classes by meeting WGTC Admissions requirements

SELECTIVE SERVICE REGISTRATION
is required for ALL males who are or will be 18 years of age during the term of enrollment.

Registration can be completed at www.sss.gov/register

Know your login credentials

Once you are admitted to WGTC, the Admissions Office will send you a text message prompting you to login to your Student Portal. Inside the Portal, you can find your WGTC email address and your Student ID.

Single Sign On

You will use the same login credentials for Blackboard, Email, eCampus, Office365, and BannerWeb.

Your **username** is your ENTIRE email address. Example: fakestudent4@student.westgatech.edu

Your **password** is initially set to your 8-digit birthday. Example: 05012006 (no dashes)

OKTA

WGTC uses a multi-factor authentication system called OKTA. You MUST set up OKTA **first** to be able to login successfully. From a computer, go to https://westgatech.okta.com and follow the prompts to set up your preferred authentication method.

myWGTC Dashboard

There is a link located at the top of the WGTC homepage to ease navigation to your needed platforms. Click myWGTC. Then select the *myWGTC Dashboard* button.

Your Dashboard will provide a direct link to Blackboard, Email, eCampus, Office365 and BannerWeb.

Check Your WGTC Email Every Day!

Course Delivery Methods

Web-enhanced
A traditional course that uses a web-based component that supports classroom instruction and may require students to use the Internet to interact with one another and/or the instructor, do research, complete and/or submit assignments, or take tests.

Hybrid
A course in which 25-50 percent of learning activities are conducted online. Meeting times will be predetermined and specified in the semester class schedule.

Online
Synchronous
Course meets at a specific time online.
Asynchronous
Assignments are due weekly. No scheduled meeting time.

A course in which all instruction occurs online and testing may occur online or in a proctored environment.

Blackboard & eCampus

- **Blackboard** and **eCampus** are the learning management systems students use to access course content, such as **course syllabi, assignments, tests, attendance, and grades** each semester.

- Courses are available beginning the first day of each semester.

- Tutorials are available inside each platform and you are encourage to view those prior to classes beginning.

Grade **GPA Points**

A = 4.0

B = 3.0

C = 2.0

Good Standing

D = 1.0

F = 0.0

At risk of Academic/Financial Aid Probation
Academic/Financial Aid Suspension

Work Ethics

All WGTC courses have a work ethic component. Work ethics assignments are a reflection of behavior, attendance, and other non-academic factors that demonstrate **how you might handle yourself in the workforce.**

If an employer requests student referrals from us, **we will evaluate your work ethics performance when making recommendations.**

Attendance

- WGTC strongly encourages regular and punctual class attendance; absences and tardiness may be reflected in a student's course grade.

- Individual programs may have differing **attendance requirements.** Please be aware of these requirements as stated in each course syllabus.

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TECHNICAL COLLEGE

You have **3** days to drop a class without penalty

- Students may modify their schedule through the first **3 days of the term** without academic penalty by emailing their WGTC High School Coordinator.

- The three days is from the **beginning of the semester**, not the beginning of when you start class.

- Courses dropped during drop/add will not appear on the student's official academic record.

- The drop/add period for each semester is published on the website in the Academic Calendar.

- No Shows are reported for nonattendance in the first week of the semester. Any student who fails to log in with academic activity for online classes within the **first seven days of the semester will be reported as a "No Show".** No shows will not appear on a student's record at WGTC.
  - Academically related activities include, but are not limited to: submitting an academic assignment; taking an exam; an interactive tutorial or computer-assisted instruction; and participating in an online discussion about academic matters.

Attention:

DE students have a hold on their account that prevents them from making changes to their class schedule.

Contact your High School Coordinator for assistance.

After the Drop/Add Period

Withdrawal

- Beginning the **4th day** of the semester until the Withdrawal Date, students can request to be withdrawn by emailing their WGTC High School Coordinator and High School Counselor.
- The student will be assigned a grade of "W" for those course(s) and these grades remain part of the student's academic record.
- While a grade of "W" does not count in the student's cumulative grade point average at WGTC, it does count in attempted hours for financial aid purposes and could affect a student's eligibility for aid at WGTC, if there are repeated withdrawals and course failures.

DE Program Limits on Withdrawals

- If a DE student accumulates a total of **2 withdrawals**, they are no longer eligible for dual enrollment funding.

Students who need to withdraw from one or more courses after the third day of the semester must do so by emailing their WGTC High School Coordinator and their High School Counselor. The course(s) will be included on the student's transcript.

Withdrawing or failing courses can negatively affect your academic standing with West Georgia Technical College and your eligibility to receive Dual Enrollment funds by not maintaining Satisfactory Academic Progress (SAP).

Maintain Satisfactory Academic Progress (SAP)

- Maintain a 2.0 GPA and a 66.6% course completion rate

- Not meeting SAP may cause you to **lose** DE funding

Dual Enrollment Student Class Registration Process

- After **discussing** the DE courses that you would like to register for **with your High School Counselor**, please select the course sections you would like to be registered for.

- Students taking Dual Enrollment courses, please use the **Banner Web Interactive Class Schedule to find the course reference numbers (CRNs)** for the courses you would like to register for. The Interactive Class Schedule is found at www.westgatech.edu/Banner. You may email this information to your WGTC High School Coordinator for advisement/registration.

Dual Enrollment Funding

- All WGTC Dual Enrollment students must have a completed funding application in GAfutures **prior to being registered** for any dual enrollment course.

- The program is offered during all terms of the school year: **fall, spring, and summer semesters.**

- Dual Enrollment funding limit is a **maximum of 15 semester per student per term.** This includes students attending more than one institution in a term.

- Dual Enrollment funding covers tuition.

- WGTC covers mandatory fees and textbooks.
  Textbooks are provided to the students for the semester.

- **Some program and course level fees are the responsibility of the students:**

    Example: **Lab Fee** $20/per semester
    Also, students may be responsible for **additional costs such as:** uniforms, welding shields, cosmetology kits, and etc.

- Hours paid under Dual Enrollment funding **DO NOT** count towards HOPE scholarship cap hours.

Steps to Complete the Dual Enrollment Funding Application

The DE funding application MUST be completed once at the beginning of the school year or your entry semester prior to registration

- Select the **Sign In** option at the top of the GAfutures homepage or **Create an Account**
- Enter your **Username** and **Password** information, then select **Sign In**
- Scroll down to "HOPE and State Aid Programs" then "State Scholarships and Grants"
- Scroll down and on left side, click on "Application Procedures and Deadline"
- Scroll down to about the middle of the page to "Dual Enrollment Funding Application"
- Select "Apply now"

   ** Dual Enrollment Online Funding Application is good for one academic year**

- Students must maintain **Satisfactory Academic Progress (SAP)** with WGTC to maintain eligibility for DE funding. Students must **maintain a 2.0 cumulative GPA and a 2.0 GPA for each semester.** They must **also have a 66.6% completion rate** for all courses attempted at WGTC. This eligibility is determined at the end of each semester. If students do not maintain this eligibility, they can be placed on financial aid **warning** or financial aid **suspension**. If they are placed on financial aid suspension, they will **not be eligible for DE funds** or **other financial aid** through WGTC.
  - For more details refer to
    https://westgatech.financialaidtv.com/browse/process/satisfactory-academic-progress-sap

DE Textbook Agreement

- DE students must be enrolled in WGTC courses to borrow textbooks from the WGTC bookstore. There is no charge for the textbooks.
  - If a student drops or withdraws from a course, they are responsible for returning the associated book(s) **within 24 hours of changing their schedule**.

- DE students are **personally responsible** for their borrowed textbooks at all times.

- DE students are **not allowed to mark, highlight, or write in their borrowed textbooks.**

- Textbooks must be **kept in good condition** and must be **returned in the same condition** as when issued.

- DE students are responsible for all replacement costs of textbooks if damaged, lost, stolen, or unreturned.
  - **A hold will be placed on their associated WGTC account(s)** until their borrowed textbooks are returned or the replacement costs are paid.
  - If a hold has been placed on a DE student's WGTC account, the student **will not be able to** register for the next term, obtain transcripts, or copies of their WGTC student records.

- Textbooks are to be **returned no later than the last day of final exams**.
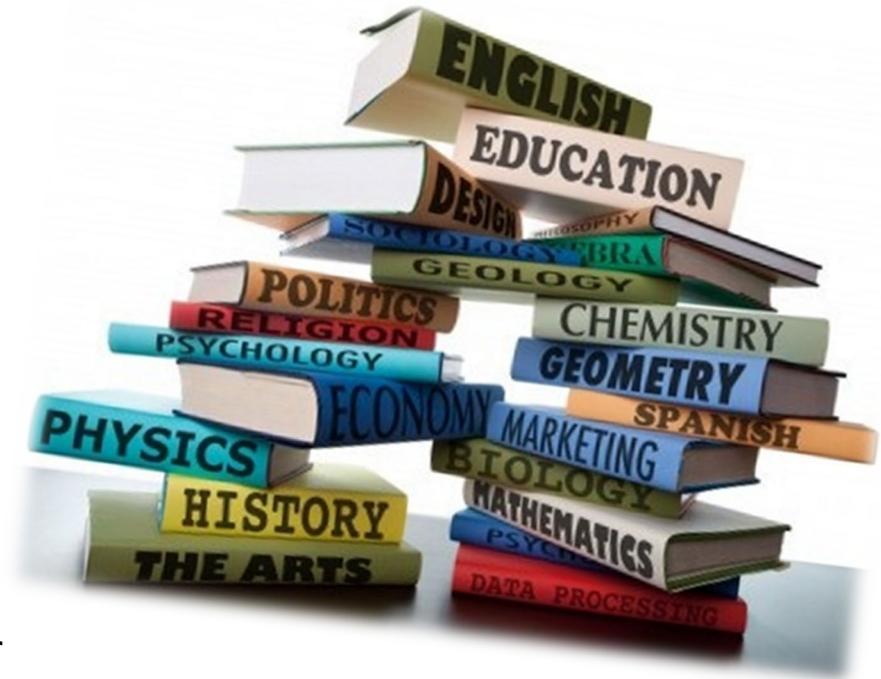
Holds

Any accounts with balances that are incurred during the semester will be placed on hold

This will prevent:
- Registration for the next term
- Obtaining transcripts
- Viewing your Banner account

The hold remains until balance is paid in full

Balances that remain unpaid may be sent to a collection agency

Academic & Student Support Services

Connects Students To Resources They Need To Be Academically Successful At WGTC

Tutoring

wgtcsuccess@westgatech.edu

Upswing

Free Online Tutoring – 24/7 All Subjects

ARC

Academic Resource Center

Locations On All Campuses
Writing Lab
Math Lab

Campus Libraries

*Hours vary by Campus

Library Hours

Monday - Thursday

8 AM to 7 PM

Friday*

WEST GEORGIA TECHNICAL COLLEGE

KnightCare

If you notice distressing behaviors on campus or online, **SAY SOMETHING.**

Visit www.westgatech.edu/knightcare
Email knightcare@westgatech.edu
Call 770-755-7887

Your report is *simple, safe,* and *confidential.*

WEST GEORGIA TECHNICAL COLLEGE

KnightCARE
Supporting a *safe* and *healthy* WGTC community.

**Golden:
A Student Counseling Resource**

GOLDEN

A STUDENT COUNSELING RESOURCE

—

CALL ANYTIME 24/7 TO SPEAK CONFIDENTIALLY WITH A COUNSELOR
770-834-8327

—

WEST GEORGIA TECHNICAL COLLEGE
STUDENT LIFE

Accessibility Services

Providing students with a documented disability with classroom accommodations to aid them in the learning process

Common Accommodations:

Extra time on tests and assignments

Note taking

Interpreting

Adaptive devices

Use of calculators

Preferential seating

Testing in a non-distracting environment

Use of assistive devices

Accessibility

Tangie.key@westgatech.edu 770.824.5241
keith.clifton@westgatech.edu 706.756.4573

Note: All services listed on this slide are confidential

**Family Educational Rights to Privacy Act (FERPA)**
Student records will not be made available to others except where permitted by law or students can allow third-party access to their records by completing the Student Consent Form available in the Student Affairs Office.

Student Code of Conduct – KNOW THE CODE
At WGTC, students can be denied participation in Dual Enrollment at any time **for violation** of secondary (high school) or postsecondary (college) rules.

The Code of Conduct is provided in the WGTC Student Catalog & Handbook. The Catalog can be located at:

https://www.westgatech.edu/program-explorer/academic-resources/catalog-student-handbook/
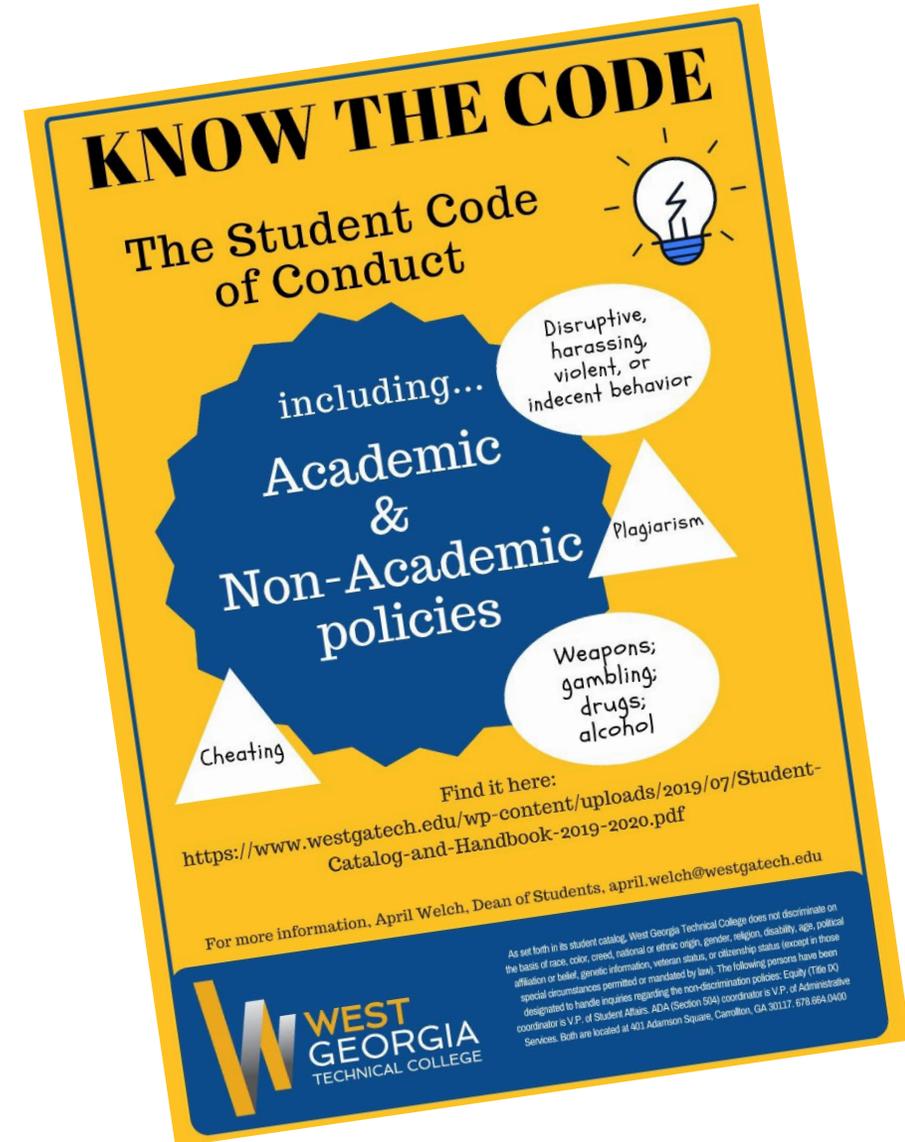
Safety

Program the WGTC Police number in your phone:
1.855.579.4357

WGTC strives to provide students with a **safe and secure** learning environment.

See Something, Say Something

- Officers are in uniform and on campus anytime classes are in session.

- Fully functioning police department; police escort available if needed.

- Students who represent a clear and present danger to others and/or are disruptive to the learning process must be **immediately** removed from the campus and will be subject to disciplinary procedures; this may include suspension.

- WGTC exercises **ZERO** tolerance for violations of the Weapons and Drug policy.

POLICE
WEST GEORGIA
TECHNICAL COLLEGE

Student ID

- Libraries on each campus issue Student IDs
- You must have proof of your registered course schedule and a photo ID to obtain your Student ID.

Vehicle Hang Tag

- All students, faculty and staff must have a WGTC car hang tag for on campus parking.
- You obtain these with Campus Police Office on each campus.

Next Steps @ WGTC!

Once you graduate high school....

- **Continue in your Technical Studies and complete a Diploma or Associate of Applied Science degree in your occupational area.**

- **Continue with an Associate of Science Degree. Apply the academic courses you've taken and complete an Associates Degree at WGTC and then transfer to a four-year university.** Tuition rates at WGTC are substantially less than public four-year institutions and private colleges. Why pay a higher rate for the same courses?

- **Visit as a Transient student. Take WGTC course during Summer terms or in addition to your courses at your other institution.**

Do not hesitate to contact WGTC Dual Enrollment at:

DualEnroll@westgatech.edu

Please Visit WGTC's Dual Enrollment Website at:

www.westgatech.edu/admissions/dual-enrollment

DUAL
ENROLLMENT
@ WEST GEORGIA TECH