General Information

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between students and this institution. While the provisions of this catalog will ordinarily be applied as stated, West Georgia Technical College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of Student Affairs and on the college website. It is especially important that students know that it is their responsibility to remain informed of all changes, including academic requirements for graduation.

West Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of West Georgia Technical College. Programs accredited by individual associations include Dental Hygiene, by the American Dental Association; Radiologic Technology, by the Joint Review Committee on Education in Radiologic Technology (JRCERT); Licensed Practical Nursing, by the Georgia Board of Licensed Practical Nurses; Medical Assisting by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB); Clinical Laboratory Technology, by the National Accrediting Agency for Clinical Laboratory Sciences; Surgical Technology, by the Commission on Accreditation of Allied Health Programs (CAAHEP); Associate Degree Nursing by the National League for Nursing Accrediting Commission (NLNAC), approved by the Georgia Board of Nursing; Cosmetology, by the Georgia Board of Cosmetology; Barbering is approved by the Georgia State Board of Barbering; and Automotive by Automotive Service Excellence (ASE).

**West Georgia Technical College is a unit of the Technical College System of Georgia.**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Equity (Title IX) coordinator, Vice President for Student Affairs, 770.537.5729
176 Murphy Campus Blvd., Waco, GA 30182

ADA (Section 504) coordinator, Vice President for Administrative Services, 770.537.6079
176 Murphy Campus Blvd., Waco, GA 30182

Disabilities Services, Coordinator for Special Needs, 770.824.5247
176 Murphy Campus Blvd., Waco, GA 30182

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Student Catalog 2010-2011. Revised January 1, 2011
### Telephone Directory

<table>
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<tr>
<th>Department</th>
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<tr>
<td>Academic Affairs</td>
<td>770.537.7979</td>
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<td>Admissions</td>
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<td>Adult Education/GED</td>
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<td><strong>Bookstore</strong></td>
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<tr>
<td>Carroll</td>
<td>770.836.6702</td>
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<tr>
<td>Coweta</td>
<td>678.423.2000, ext. 261</td>
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<td>Douglas</td>
<td>770.947.7229</td>
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<tr>
<td>LaGrange</td>
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<td>LaGrange Campus</td>
<td>706.845.4323</td>
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<td>Murphy Campus</td>
<td>770.537.6000</td>
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<td>Career Resource Center</td>
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<td>Continuing Education</td>
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<td>Carroll</td>
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<tr>
<td>Coweta</td>
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<tr>
<td>LaGrange</td>
<td>706.756.4570</td>
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<tr>
<td>Murphy</td>
<td>770.537.6054</td>
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<td>Financial Aid</td>
<td>770.537.5740</td>
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<td>Human Resources</td>
<td>770.537.5731</td>
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<td><strong>Library</strong></td>
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<tr>
<td>Carroll</td>
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<tr>
<td>Douglas</td>
<td>770.947.7238</td>
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<tr>
<td>LaGrange</td>
<td>706.845.4323, ext. 3505</td>
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<tr>
<td>Murphy</td>
<td>770.537.6066</td>
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<tr>
<td>Public Relations/Marketing</td>
<td>770.537.5756</td>
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<tr>
<td>Registrar</td>
<td>770.537.5740</td>
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<tr>
<td>Student Affairs</td>
<td>770.537.5740</td>
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<tr>
<td>WGTC Website</td>
<td><a href="http://www.westgatech.edu">www.westgatech.edu</a></td>
</tr>
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</table>
# FY 2011 Academic Calendar

## Summer Quarter 2010 (201101)
- **July 1-2**: Workday/Annual Leave
- **July 5**: Holiday-Independence Day
- **July 6**: Late Student Registration
- **July 7**: Classes Begin
- **July 7-9**: Drop/Add
- **July 14**: No-Show Reports Due
- **July 15**: Graduation (Murphy Campus)
- **July 22**: Graduation (LaGrange Campus)
- **August 9-13**: Returning Student Registration
- **August 10**: Midpoint
- **August 16**: Open Registration Begins
- **September 6**: Holiday-Labor Day
- **September 9**: Open Registration Ends at 7 p.m.
- **September 15**: Classes End
- **September 16**: Final Exams
- **September 17**: Grades Due by Noon
- **September 20-24**: Workday/Annual Leave
- **September 27**: In-service

## Winter Quarter 2011 (201103)
- **January 4**: Late Student Registration
- **January 5**: Classes Begin
- **January 5-7**: Drop/Add
- **January 12**: No-Show Reports Due
- **January 13**: Graduation
- **January 17**: Holiday-MLK, Jr. Birthday
- **February 7-11**: Returning Student Registration
- **February 9**: Midpoint
- **February 14**: Open Registration Begins
- **March 10**: Open Registration Ends at 7 p.m.
- **March 16**: Classes End
- **March 17**: Final Exams
- **March 18**: Grades Due by Noon
- **March 21 - 25**: Workday/Annual Leave
- **March 28 - April 1**: Workday/Annual Leave

## Fall Quarter 2010 (201102)
- **September 28**: Late Student Registration
- **September 29**: Classes Begin
- **Sept. 29-Oct. 1**: Drop/Add
- **October 6**: No-Show Reports Due
- **October 14**: Graduation
- **November 1-5**: Returning Student Registration
- **November 2**: Midpoint
- **November 8**: Open Registration Begins
- **November 24**: No Classes – Workday/Annual Leave
- **November 25**: Holiday-Thanksgiving
- **November 26**: Holiday-Robert E. Lee’s Birthday
- **December 2**: Open Registration Ends at 7 p.m.
- **December 9**: Classes End
- **December 13**: Final Exams
- **December 14**: Grades Due by Noon
- **December 15**: In-service
- **December 16-17**: Workday/Annual Leave
- **December 20-24**: Workday/Annual Leave
- **December 27**: Holiday-Christmas (observed)
- **December 28**: Holiday-Veteran’s Day
- **December 29**: Holiday-Washington’s Birthday
- **December 30**: Holiday-Columbus Day
- **December 31**: Holiday-Confederate Mem. Day
- **January 3**: Holiday-New Year’s Day (observed)

## Spring Quarter 2011 (201104)
- **April 4**: In-service
- **April 5**: Late Student Registration
- **April 6**: Classes Begin
- **April 6-8**: Drop/Add
- **April 13**: No-Show Reports Due
- **May 9-13**: Returning Student Registration
- **May 9**: Midpoint
- **May 16**: Open Registration Begins
- **May 30**: Holiday-Memorial Day
- **June 9**: Open Registration Ends at 7 p.m.
- **June 15**: Classes End
- **June 16**: Final Exams
- **June 17**: Grades Due by Noon
SPECIAL INFORMATION FOR NEW 2011 STUDENTS:
Semester Academic Calendar Coming Soon!

If you're enrolling with us in the winter, spring or summer of 2011, you'll likely be transitioning with West Georgia Technical College and the entire Technical College System of Georgia as we convert to a semester calendar, beginning in August 2011.

You’re probably already familiar with the semester calendar, so it won’t be something new to you. It’s a great move for our system and our students as we align with most other colleges and universities in Georgia and across the country.

Why semesters?
The semester system offers many advantages to our students. The new academic calendar will:
• Align our calendar with 80 percent of other colleges and universities, and even with the K-12 system;
• Make it easier to transfer to other colleges and universities;
• Increase instructional time for mastery of course material;
• Improve scheduling for joint and dual enrollment high school students; and
• Provide more time for learning experiences like clinicals and internships.

How will this change affect students?
If you will graduate before August 2011, you will not be affected by the change to semesters.
If you enroll in 2011 and will not graduate before August 2011, you’ll begin on the quarter system and will make the change to semesters. Beginning in July 2010 and continuing throughout the year, college advisors will be working with transitional students to ensure a smooth conversion. You should plan to meet with your advisor to review the credit conversion schedule and receive a personal academic plan to complete your program under semesters.

Our Student Commitment
The technical college system is committed to serving and educating our students at the highest level of excellence. The conversion from quarters to semesters is a change that reflects our goal to provide students with seamless education in Georgia and the most advanced training, education and workforce preparation possible.

The guiding principle of the semester conversion process is that every effort will be made to see that each student will be successfully transitioned with as minimal disruption as possible to his or her coursework during the changeover.

To support this commitment, each TCSG transitional student will have a personal advising session to guide them through the conversion. At that meeting, each student will receive a semester crosswalk guide and an academic plan for their program under semesters.

How should students prepare?
If you'll be making the change from quarters to semesters, you'll have a personal advising session to create an academic plan that will guide you through the semester transition. Contact your advisor to schedule your meeting.

For more information: To learn more about the quarter to semester conversion, talk with your advisor or log on to www.westgatech.edu or www.TCSGSemester411.com.
**Board Members**

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Jerry Fulks, Troup County  
Terry Harper, Heard County  
Bill Hightower, Haralson County  
Daniel Jackson, Carroll County  
Dean Jackson, Coweta County  
Mike Lee, Douglas County  
Brandon Lovett, Coweta County  
Robert Reynolds, Douglas County  
William R. Stump, Troup County  
Janice Thompson, Douglas County

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Tommy David  
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Technical College System of Georgia

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Student Catalog 2010-2011. Revised January 1, 2011
Our Commitment to You

As a member of the Technical College System of Georgia, West Georgia Technical College is committed to providing excellence in both physical facilities designed for the learner and qualified faculty prepared to work with students. We believe in the partnership between faculty and students sharing the responsibility for learning.

Our Mission

The Mission of West Georgia Technical College, a unit of the Technical College System of Georgia, is to lead economic and workforce development by offering students aged 16 and above learning opportunities through quality technical education programs and services. These opportunities focus on the development of academic and technical competence; critical thinking skills; social, personal and intellectual values; and an understanding of society. These services of West Georgia Technical College include adult education, continuing education and corporate training as well as technical associate degree, diploma and certificate programs.

Our Vision

West Georgia Technical College is built upon the full participation of individual citizens, the collaboration of business, industry, social service providers, health care providers and education groups, and the best possible use of human, financial, and natural resources.

As West Georgia strives to promote individual student development and to improve the quality of life in an increasingly multicultural community, the effectiveness of West Georgia’s educational programs and services shall be measured against the following standards:

1. offering affordable and accessible credit and non-credit programs;
2. enhancing the economic well-being of regional business, industry and their employees;
3. adapting programs in response to changing societal, business, and industry needs;
4. providing state-of-the-art technology, educational resources and training; and
5. maintaining student success as the primary measure on which West Georgia is evaluated.

Our Core Values

West Georgia Technical College believes in the value of integrity, professionalism, excellence, and student centeredness in all aspects of our programs, services, and operations. Theses core values are fundamental to the success of West Georgia Technical College in realizing our mission and vision.

• **Integrity**: Our actions and words signal the institutional integrity of our college. We embrace honesty and base our decision making on a foundation of high ethical standards and practical considerations.

• **Professionalism**: We foster respect and truth through exhibiting ethical standards in a courteous and conscientious manner.

• **Excellence**: We exhibit high quality by meeting or exceeding the needs and expectations of our students and the community. We promote exceptional performance by recognizing and rewarding excellence in our students, faculty, staff, and community.

• **Student Centeredness**: We value and respect all students as unique individuals. We assist students in realizing their educational goals and continually strive to create a dynamic learning environment which includes them as stakeholders in their own learning.
Student Rights

West Georgia Technical College promotes a climate of academic integrity, 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, vision, and purpose. Students have the right to the following:

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

General Education Outcomes

West Georgia Technical College stands committed to its mission to focus on the development of academic and technical competence; critical thinking skills; social, personal, and intellectual values; and an understanding of society. In recognition of the growing complexity of society and the workplace, West Georgia Technical College has identified general education outcomes expected of each graduate of its credit programs. These general education outcomes reflect the breadth and balance necessary for success in a global society and provide the foundation for students’ lifelong learning experiences. West Georgia’s general education outcomes are intended to foster the development of effective communication skills, critical thinking and reasoning abilities, technological literacy, and respect for diversity that are vital for students’ success in today’s workplace and society. General education outcomes provide the tools to help students understand, in a critical and independent way, the issues and structures in which we are immersed and to develop learning skills that will equip students for a productive life in the 21st century.

- Apply appropriate reading, writing, speaking, and listening skills to express ideas, and opinions.
- Collaborate effectively with others to share information, solve problems, or complete tasks.
- Use everyday mathematical concepts and basic mathematical tools to obtain or convey information.
- Develop critical thinking and reasoning skills for problem solving.
- Apply the principles of purposeful, organized thinking.
- Practice analytical, explorative, and innovative thinking.
- Develop technological literacy.
- Demonstrate knowledge of the applications of technology in everyday life.
- Develop an understanding of gender, ethnic, minority, multicultural, and global issues.
- Possess a sense of personal, social, professional, and work ethics.
Student Warranty

West Georgia Technical College provides a guarantee of quality to all graduates of diploma or degree programs. To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia’s businesses and industries, the Board of the Technical College System of Georgia will warrant every graduate from programs offering a diploma or associate degree according to the following stipulations:

- This warranty guarantees the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard and Program Guide; any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or employee for tuition or instruction fees.
- Any claim against the warranty will be based upon an agreement between the employer and the college graduate that the individual could not perform one or more of the competencies contained in the industry-validated Standard and Program Guide.
- This warranty is included as a part of the original tuition cost at all state technical colleges in Georgia and is applicable to graduates of any diploma or degree program who entered the program subsequent to the mandated standards implementation date.
- This warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state technical college which offers the same program.
- This warranty shall be issued in writing to each graduate who enters a diploma or degree program subsequent to the mandated standards implementation date beginning in the fall quarter, 1989.

http://www.technicalcollegesystemofgeorgia.org/our_guarantee.php

WGTC Non-Discrimination Policy and Grievance Procedure

West Georgia Technical College is in compliance with the rules and regulations for the administration of Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Public Law 83-318, as amended by Section 3 of Public Law 93-568; Title VI, Section 504 of the Rehabilitation Act of 1973; and Public Law 101-336, The Americans with Disabilities Act of 1990.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

West Georgia Technical College is adamantly opposed to inappropriate workplace behavior, including unlawful harassment, discrimination, and retaliation, and will take effective measures to stop such behaviors. Since the College can take action to stop such behavior only if it is aware of such activities, it is crucial that employees seek assistance. Please seek assistance if you feel that you have been personally harassed, discriminated against, or have been retaliated against.
Grievance Procedure
The following procedure is to be used in reporting and settling grievances in regard to the policy on the previous page.

1. Opportunities will be provided to resolve the complaint informally through meetings with proper faculty, staff, students, and appropriate administrators.

2. All grievances or complaints alleging action of a discriminatory nature shall be addressed, in writing, to the appropriate coordinator listed below.
   - In regard to Race or Gender discrimination: Equity/Title IX Coordinator, 770.537.5729, Vice President for Student Affairs
   - In regard to the Americans with Disabilities Act (ADA): Section 504/ADA Coordinator, 770.824.5247, Vice President of Administrative Services

3. Upon written notification of the complaint, the appropriate coordinator shall select (or serve as) a thorough and impartial investigator to examine the allegation including:
   - Interviewing the complainant and the alleged perpetrator separately.
   - Interviewing any witnesses named.
   - Rendering an opinion as to the merit of the complaint based upon the information gathered.
   - Recommending an appropriate response to the allegation.

4. The investigator will complete the investigation and inform the President of the College (and the appropriate coordinator if necessary) as to the results of the investigation and the recommended action within thirty (30) calendar days of submittal of the written complaint.

5. The President will have ten (10) calendar days to render a final decision and inform the alleged perpetrator of the results of the investigation and then enforce any disciplinary action to be taken (if complaint is found to be justified).

6. The appropriate coordinator will inform the complainant as to the outcome of the investigation.

7. The President’s decision may be appealed in writing, respectively to the West Georgia Technical College Board of Directors, the Commissioner of the Technical College System of Georgia, and the Board of Directors of the Technical College System of Georgia.
Our Role and Scope

West Georgia Technical College provides opportunities for students seeking postsecondary technical education. The services and programs offered include the following:

**Administrative Services** areas of the College provide effective leadership by setting the tone and direction of the institution, as well as providing resources, qualified personnel, and facilities, thus allowing West Georgia employees to carry out their duties.

**Adult Education** programs provide individuals a variety of locations and times to take advantage of training in reading, math and other basic skills. Classes prepare students for the General Educational Development (GED) Tests, allow students to improve their English language skills in English Literacy Programs (formerly English as Second Language or ESL), and equip students to function effectively in the workplace.

**Advisory Committees**, composed of representatives from business and industry, meet with school faculty to make recommendations, offer suggestions, and assist in the evaluation of each training program. Input from community representatives ensures that West Georgia’s programs and skills remain relevant to workforce needs.

**Career Services** personnel provide students and alumni access to career exploration and job search resources while connecting them with potential employers.

**Continuing Education** offerings provide skills upgrading areas of technical, computer, and other related proficiencies, as well as training for new and interesting occupations in the technical, computer, medical, and clerical fields. Courses are offered to assist in professional development and a wide variety of enrichment courses in areas of personal interest and health. Participants may also earn Continuing Education Units (CEUs) for noncredit courses and seminars.

**Corporate Training** can assist the business and industry community by designing, developing, and delivering customized training programs. We can conduct quality training on-site at a business or at one of the four campus locations for a reasonable cost that will result in value-added employees for your business. Participants may also earn Continuing Education Units (CEUs) for noncredit courses and seminars.

**Disability Services** are provided to the student with a disability or who exhibits an economic or academic disadvantage. This includes, but is not limited to, setting realistic goals, developing individual programs of study, providing job orientation, providing assistance in determining the degree and nature of disability and/or disadvantage, and providing referrals to appropriate offices or agencies for assistance. Students may contact Student Affairs for assistance with accommodations for a disability, academic, or economic need.

**Distance Learning** programs provide activities and services including credit/noncredit and continuing education instruction, video teleconferencing, interactive multimedia, online courses, and other instructional delivery technologies.

**Economic Development** programs assist local chambers of commerce, development authorities, and other groups in promoting economic development in Carroll, Coweta, Douglas, Haralson, Heard, Meriwether and Troup counties through Quick Start projects for new and expanding industries and customized training for all industries.
Educational Degree, Diploma, and Certificate programs provide technical and general education skills required for employment and career growth. Graduates earn Associate in Applied Science degrees, technical diplomas, and technical certificates of credit.

Institutional Advancement activities communicate the College’s programs and services to both internal and external audiences.

Institutional Effectiveness efforts provide continuous planning, reviewing, and evaluating of the College's progress in meeting accreditation needs.

Learning Support programs help students improve their academic and personal preparedness for postsecondary level study.

Library Services and facilities provide printed, audio-visual, and electronic materials that aid students in the pursuit of education, information, and/or research.

Student Affairs offices provide services and activities to support the transition into higher education, maximize chances for success, and enhance the potential for personal and educational growth of the individual.

Technical Support operations provide computing services and learning resources hardware and software support to West Georgia’s educational programs and administrative areas of the College.

Tutoring Services are available on the Douglas, Carroll, Coweta, LaGrange and Murphy campuses for students taking reading, English, mathematics, science, or introductory computer courses. Please check in each campus Learning Resources Lab for hours and sign-up sheets.
Our History

On September 4, 2008, the State Board of the Technical College System of Georgia voted unanimously to consolidate 14 technical colleges statewide into six. The West Georgia Technical College/West Central Technical College merger made the newly named West Georgia Technical College the second largest technical college in Georgia. West Georgia Technical College serves seven counties – Carroll, Coweta, Douglas, Haralson, Heard, Meriwether and Troup.

With over 100 approved programs of study, West Georgia Technical College is poised to meet the needs of business, industry and an ever-changing community. Students have multiple opportunities to participate in student groups and organizations. Additionally, students have the opportunity to participate in athletics through the Golden Knights men’s and women’s athletic teams.

West Georgia Technical College is proud to provide post secondary education and training to the citizens of West Georgia. Through this process, our students have the opportunity to improve their quality of life, achieve their dreams and make our community a better place to live.

The faculty and staff are committed to providing technical education that is responsive to the changing needs of business and industry, students and the community at large. Today, West Georgia’s unwavering commitment to educational excellence and student success has made our graduates some of the most competitive individuals in the workforce. West Georgia Technical College’s excellent leadership, strong faculty and staff, accessible locations and affordability will continue the rich tradition of excellence.