

# Student Affairs Support Services

Personnel from Student Affairs help to provide a successful learning environment for students at West Georgia Technical College. They support the total educational effort through services that include testing, admissions, financial aid, job placement assistance, student follow-up, and student records.

## Career Interest Evaluation

Interest and abilities testing is available to help an applicant decide which program to enter. During program placement sessions with potential students, admission counselors may use the information gathered from testing to help students explore pre-enrollment career options or develop educational plans.

## Student Records

Procedures relating to the establishment of student records are in accordance with the provision of the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment), as amended, with the policies of West Georgia Technical College, and with the regulations of the Department of Health, Education, and Welfare.

Each student at West Georgia Technical College has the right and may request to inspect his or her general education records within 45 days of the day the college receives a request for access. This right of inspection includes academic records maintained by the Office of Student Affairs. All college records are confidential and are not available without the student's written consent. Directory information (full name of student, address(es), telephone number(s), county of residence, email address(es), major and field(s) of study, degrees and awards including nature and date received, dates of attendance, school or division of enrollment, enrollment status (i.e., full or part-time, undergraduate, graduate), name of institution last attended, participation in official sports and activities, height and weight of athletic team members, photograph(s)) will normally be released without student notification or consent unless a student has requested that such information not be released.

Students desiring access to their records should contact the Registrar's Office. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The student has the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write the Registrar, clearly identify the records they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend a record as requested by the student, the school will notify the student of his or her right to a hearing regarding the request for an amendment. A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, and academic or research, or support staff position (including law enforcement personnel and health staff) a person or company with whom the school has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records to officials of another school in which a student seeks or intends to enroll. The student has the

right to file a complaint with the U.S. Department of Education concerning alleged failures by West Georgia Technical College to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

## **Career Services**

The mission of the West Georgia Technical College Career Services Department is to provide support to students, graduates, and employers while creating a viable link between students and potential career sources.

Career Services is designed to assist students in preparing for the job search process and locating major-related employment upon graduation. Career Services maintains contact with the instructional staff and acts as a conduit for referrals. Students may access services such as individual career counseling, career workshops, assessments, and online career resources at any time during their enrollment or after graduating.

Periodic follow-up surveys are conducted to obtain data from former students and employers. This data assists the College as it seeks to meet its training objectives. When contacted, former students and employers are urged to promptly return the completed materials.

The Career Services Jobweb is the primary resource for advertising available employment opportunities to students and alumni of West Georgia Technical College.

### **Get Connected ... with eRecruiting/Experience and the WGTC Job Web**

- Log on to <http://www.westgatech.edu/jobweb>
- View “Student” box on left of screen.
- Click “Create Account” and follow instructions for completing your personal profile, uploading your resume and conducting a job search.
- Click “submit” after carefully proofreading your profile.
- When applying for any position on eRecruiting/Experience, follow the instructions in the description. You may only apply online if requested by the employer.
- Logon frequently for Weekly Job Listing and daily position updates and other important announcements.
- By setting up a WGTC Job Web account, you will receive email notices for career fairs, on-campus recruiters and other important career-related information.

Questions: Contact the Director of Career Services, 770.824.5245 or 706.756.4628 or [careerservices@westgatech.edu](mailto:careerservices@westgatech.edu).

Email [careerservices@westgatech.edu](mailto:careerservices@westgatech.edu) for Job Search Assistance, help preparing a professional résumé and cover letter with WinWay Resume program or to practice successful interviewing and networking skills.

## **One-Stop Career Center Murphy Campus**

The West Georgia Technical College One-Stop Career Center, located on the Murphy Campus, assists the economic well-being of our community workforce by serving as a focal point for a wide range of services for employers, WGTC students, graduates, and other job seekers through an integrated system of employment, training, and educational resources. The Career Center provides a means of connecting job seekers and employers.

WGTC, the core funding provider, has implemented continual funding efforts with collaborative state agency resource providers such as the Georgia Department of Labor, Vocational Rehabilitation along with the Technical College System of Georgia Special Services and WIA Program services for the economically disadvantaged and dislocated workers.

The Career Center is a way of providing government services so that employers and job seekers can receive better, more comprehensive service in one place, without having to navigate through a bureaucratic maze of programs and services.

Career development resources include access to copy machines, fax machines, computers, printers, internet access, WGTC JobWeb, the WinWay resume program, and O\*NET.

For assistance or more information concerning One Stop Career Center services, email [careerservices@westgatech.edu](mailto:careerservices@westgatech.edu) or contact the WIA Coordinator at 770.824.5246 or WIA Program Assistant at 770.537.5710.

## Accessibility Services

West Georgia Technical College provides equal educational opportunities to qualified students with disabilities. Assistance is available for students with a temporary or permanent physical or psychological disability or with a learning disorder, including attention deficit disorder, acquired brain injury and specific learning disability. To receive the services, a student must provide recent documentation from a qualified healthcare professional (evaluations that clearly indicate that a physical, psychological or learning disorder is present) compliant with the TCSG documentation requirements for special services/accommodations.

For all types of disabilities, certain accommodations are provided in order to offset as much as possible the effect the disability may have on learning, class performance and testing. Based on the student's documentation and a personal interview, these accommodations are determined and developed on a case-by-case basis by the Accessibility Services/Special Populations Coordinator. Accommodations may include but are not limited to the following:

- Extended time for class/work projects/tests (extended time is not allowed for course criteria that require time as part of the competency; for example, typing speed of 25 words per minute)
- Preferred seating in classrooms
- Permission to use recording devices for classroom lectures
- Sign language interpreters
- Magnification software

To request reasonable accommodations based on valid documentation or to schedule an appointment to receive additional information, students may contact the Accessibility Services/Special Populations Coordinator at 770.824.5241 or email [disabilityservices@westgatech.edu](mailto:disabilityservices@westgatech.edu).

## Special Populations

Professional staff members are available to assist special population students as they work toward their educational and professional goals. Special populations include:

- Individuals with disabilities
- Individuals from economically disadvantaged families, including foster children
- Individuals preparing for non-traditional fields
- Individuals with limited English proficiency
- Single parents
- Displaced homemakers – not including dependent children under the age of 24

Services include programs that will enhance or improve the academic, technical and employability skills of special population students. For more information please contact the Accessibility Services/Special Populations Coordinator at 770.824.5241 or [specialpopulations@westgatech.edu](mailto:specialpopulations@westgatech.edu).

## Student Organizations and Activities

Many student organizations are available at West Georgia Technical College, and other organizations are currently being researched in order to offer a broader range of activities in the near future. Joining one of the following organizations can enrich a student's academic experience and facilitate meeting other students. For more information, students may contact the Student Life Coordinator at 770.537.5722 or [studentlife@westgatech.edu](mailto:studentlife@westgatech.edu).

### I. Governance

**Student Government Association (SGA):** Students on SGA are elected by their peers. They are the voice of West Georgia Tech students and vote on behalf of all students for issues brought to the Student Government Association. Student Government is comprised of an Executive Board (President, Vice President, Etc.), campus Representatives, and Division Liaisons. All students are encouraged to participate through contact with their campus representatives as well as attendance at meetings. For more information about the Student Government Association, email [SGA@westgatech.edu](mailto:SGA@westgatech.edu)

### II. Academic and Professional

**Answering the Call of Excellence (ACE):** The ACE Program (Answering the Call of Excellence) is an academic advising, counseling, mentoring, and social support program intended to provide academic enrichment, leadership development, enhanced sense of professionalism and self-advocacy, critical thinking and communication skills leading to program completion, graduation and employment for primarily African American male students attending West Georgia Technical College. Participation is open to all students, and students from other ethnic and racial backgrounds are encouraged to become involved as well. For more information about ACE, email [ace@westgatech.edu](mailto:ace@westgatech.edu).

**Best and Crunchiest Original Nourishment:** B.A.C.O.N. is an organization open to all WGTC enrolled students that consider themselves "Foodies." The organization expands culinary knowledge throughout the community to motivate farm-to-table, community gardens, and simple cooking. Members will participate in community gardens, cooking demonstrations, and attend various food related events. The organization impacts the lives of anyone who truly loves food. For more information on the BACON Club please email [bacon@westgatech.edu](mailto:bacon@westgatech.edu).

**Phi Beta Lambda (PBL):** Students who are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at local, state, or national levels may join. PBL is not just another student group—it gives members an opportunity to learn and grow as a business professional. Employers are looking for students with cutting-edge skills. PBL gives members the chance to gain these skills and prepares them for the "real-world" after college. The organization may assist students to prepare for careers, graduate school and for life! For more information on PBL, e-mail [PBL@westgatech.edu](mailto:PBL@westgatech.edu)

**Radiological Association for the Development of Students (RADS):** The Radiological Association for the Development of Students is an organization for students in the Radiologic Technology program at West Georgia Technical College. This organization provides an opportunity for members to improve their leadership skills, attend educational seminars, and explore the many career opportunities available in the radiology field. For more information on RADS, e-mail [RADS@westgatech.edu](mailto:RADS@westgatech.edu)

**SkillsUSA:** The SkillsUSA is the national organization for students enrolled in classes with vocational trade, industrial, technology and health occupational objectives. West Georgia Technical College's SkillsUSA operates under a charter granted by the Georgia Association of the Vocational Industrial Clubs of America. SkillsUSA provides student with opportunities to learn and practice leadership and employability skills. They also learn to manage their time, communicate effectively and work as part of a team. Through SkillsUSA students can prepare themselves for future education or a full-time work experience. One of the benefits of being a SkillsUSA member is the opportunity to compete for scholarships and awards that are offered by our industry partners for achievement. Members conduct business using the democratic process. Regular club meetings are scheduled each month. Membership must be established prior to January in order to compete in the annual Local, State and National SkillsUSA Championship. For more information on SkillsUSA, e-mail SKILLSUSA@westgatech.edu

**Student Members of the American Dental Hygienists' Association (SADHA):** Membership in this student organization is available only for students enrolled in the Dental Hygiene program at West Georgia Technical College. Much like the Student Nursing Association, this program aids students in attending annual conferences for the Dental Hygienists Association, discounts, books, and recreational activities. For more information on the Student Members of the American Dental Hygienists' Association, e-mail SADA@westgatech.edu

**Student Nursing Association:** The Student Nursing Association at West Georgia Technical College is part of the Georgia Student Association of Nurses. This program is for students majoring in Registered Nursing and is the way to maximize a student's experience in the nursing program. This program provides networking opportunities, NCLEX review courses, aid with books, discounts, and educational conferences in- and out-of-state. For more information on the Student Nursing Association, e-mail SNA@westgatech.edu

### III. Honorary

**Kappa Beta Delta (KBD):** Kappa Beta Delta is to encourage and recognize scholarship and accomplishment among business students and to encourage and promote aspirations toward personal and professional improvement. It is organized exclusively for charitable and educational purposes. Students must be enrolled in an Accreditation Council for Business Schools and Programs (ACBSP) accredited degree program, rank in the upper 20% of students pursuing business degrees at the time of invitation, have completed at least 15 semester hours of credit with a minimum of six semester hours of credit in business subjects toward the degree program in which they are enrolled, and have attained a 3.0 GPA. For more information on Kappa Beta Delta, e-mail KBD@westgatech.edu

**National Technical Honor Society (NTHS):** The National Technical Honor Society is the acknowledged leader in the recognition of excellence in career and technical education and a major scholarship source for its members. NTHS membership is recognized by business, industry, and education as the hallmark of student achievement and leadership. Today, more than 3,000 schools and colleges are affiliated with the Society, and member schools agree that NTHS encourages higher achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. Founded in 1984, NTHS is a non-profit, educational organization carrying out its mission with the help of thousands of dedicated advisors at affiliated member institutions. NTHS provides excellent resources to promote higher scholastic achievement and to bring greater recognition to top students. In order to become a member of West Georgia Technical College's NTHS, the student must:

- Be enrolled in a degree or diploma program
- Be recommended by an instructor in his/her program;

- Have completed 15 consecutive semester institutional GPA hours in one program;
- Have maintained a 3.66 or higher overall GPA in his/her program;
- Must have a 2 or better in Work Ethics; and
- Have good character, exhibit leadership skills, and plan to pursue a career in his/her program of study.

For more information on National Technical Honor Society, e-mail [NTHS@westgatech.edu](mailto:NTHS@westgatech.edu)

**Phi Theta Kappa (PTK):** Phi Theta Kappa is a highly recognized international honor society for students who achieve superior academic success at a two-year college or institution. Chapter members serve as leaders for other students and for people in the community. Membership into the Beta Theta Phi Chapter offers intellectual enrichment and personal development as well as academic scholarships. For more information on Phi Theta Kappa, e-mail [PTK@westgatech.edu](mailto:PTK@westgatech.edu)

## IV. Fine Arts

**VOICES Magazine:** VOICES is published annually by West Georgia Technical College. The magazine seeks to showcase the best examples of the creative spirit that is alive and well at WGTC. Submissions are solicited during the fall semesters, compiled and edited during the late fall, and released in the middle of the spring semester each year. Submissions are welcome from all current students, as well as staff and faculty members. Student editors are encouraged to volunteer to assist with selections, compilation, and binding of the magazine during the fall and spring semesters. For more information about VOICES, visit the website, [www.westgatech.edu/voices](http://www.westgatech.edu/voices), or email [voices@westgatech.edu](mailto:voices@westgatech.edu)

## **Athletics**

The Athletic Program at West Georgia Technical College provides an opportunity for students to participate in a variety of sports. The Athletic Program strives to provide leadership and athletic opportunity to all students. This program will enhance the collegiate experience by developing skills and knowledge of the sport. West Georgia Technical College is a member of the Georgia Collegiate Athletic Association (GCAA) and the National Junior College Athletic Association (NJCAA).

## **Housing**

West Georgia Technical College does not provide housing for students attending the school; however, students desiring housing may obtain information through local newspaper advertisements and real estate agencies.

## **Voter Registration**

West Georgia Tech encourages all students to become registered voters. To register to vote you must:

- Be a citizen of the United States.
- Be a legal resident of Georgia.
- Be at least 17 years of age (must be 18 years of age to vote).
- Not be serving a sentence for a conviction of felony involving moral turpitude.
- Not have been found mentally incompetent by a judge.

## **Drug Free Schools and Communities Act**

The Federal *Drug Free Schools and Communities Act* of 1990 contains Section 20, Drug Free Schools and Campuses, which was enacted to ensure that any institution of higher education that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credit for that period.

WGTC shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

WGTC is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

1. The dangers of drug and alcohol abuse on the campus and elsewhere.
2. Any available drug and alcohol counseling, rehabilitation and assistance programs.
3. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.