

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.

Library Services

The library exists to support the curricular, professional, and personal development needs of the WGTC academic community. The library staff works closely with the faculty, administration, and students to acquire and make accessible a well-balanced collection in a variety of formats to support the college's instructional programs and adult learning centers.

The Library functions as a research center for students, faculty, staff, and community users. The library staff provides reference services as well as instruction in use of GALILEO and other library resources. Computers with varied software programs including Microsoft Office are available.

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 (name, address, telephone, number, date and place of birth, major field of study, participation in student activities and organizations, athletics, degrees and awards received) 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 in 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.

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, 706.756.4628.

Visit the Career Services Center in Room 407 at the LaGrange Campus 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 Resource Center

The West Georgia Technical College One-Stop Career Resource 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 Resource 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 and state service providers with the Technical College System of Georgia Special Services and WIA Program services for the economically disadvantaged and dislocated workers.

The Career Resource Center is a way of reinventing 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, computer/LaserJet printer connectivity, internet access, the Workforce Library Center, the WinWay resume program, and O*NET Interest Profiler.

Disability 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 (evaluations that clearly indicate that a physical, psychological or learning disorder is present).

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 Coordinator for Special Needs. Accommodations may include but are not limited to the following:

- An individualized Classroom Accommodation Form for instructors, if desired
- 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 audio tapes for classroom lectures
- Sign language interpreters
- Magnification software
- Tutoring

To request reasonable accommodations based on valid documentation or to schedule an appointment to receive additional information, students may contact the disability services provider at 770.824.5241.

Student Academic Success

West Georgia Technical College is committed to providing to enhancing academic performance for all students. These resources are available at all campuses and include learning resource labs, tutoring, academic workshops, on-line tutorials, academic coaching and the Mentor Connection program. These services are free for all WGTC students. The Student Academic Success website at <http://www.westgatech.edu/academics/lss/index.htm> provides current information and a listing of available resources. For more information, please contact the Coordinator for Student Success at 706.756.4678.

Special Populations

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

- 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

Services include programs that will enhance or improve the academic, technical and employability skills of special population students. For more information please contact the Coordinator for Special Needs at 770.824.5241.

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 Activities Coordinator at 770.537.5722.

Student Government Association (SGA): The Student Government Association is an elected body of students. SGA participates in fund delegation and discussing important issues on campus. SGA also sponsors and volunteers for charity events on and off campus, lectures and other educational opportunities on campus, small social gatherings for students to get to know one another, and large College-wide events that are both fun and educational.

Student Activities Board (SAB): The Student Activities Board serves as the student event planning committee for West Georgia Technical College. The students involved work hand-in-hand with the Student Activities Coordinator to plan fun and educational events over the various campuses and sites. SAB is open to any student in good standing with the College.

Collegiate DECA: Collegiate DECA is the postsecondary division of DECA, the Distributive Education Clubs of America. Collegiate DECA is a student-centered organization whose program of leadership and personal development is designed specifically for students enrolled in the Marketing Management or Culinary programs.

National Technical Honor Society (NTHS): The National Technical Honor Society is an honor society for students enrolled in technical programs. The purpose of NTHS is to promote services, leadership, honesty, career development and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal setting; to promote a stronger linkage between local and vocational-technical institutions, business and industry; and to promote the image of technical education in America. In order to become a member of West Georgia Technical College's NTHS, the student must:

- Be enrolled in a diploma/degree program;
- Be recommended in writing (on a special form) by an instructor in his/her program;
- Have completed 20 consecutive quarter/credit hours in one program;
- Have maintained a 3.5 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.

Phi Beta Lambda (PBL): Business Administrative Technology, Accounting, Business Management and Computer Information Systems students are invited to join Phi Beta Lambda, a non-profit educational association that provides preparation for careers in business. The mission of Phi Beta Lambda is to bring business and education together in a positive working relationship through innovative programs.

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.

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 February in order to compete in the annual Local, State and National Skills Olympics.

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.

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.

Student Members of the American Dental Hygienists' Association: Membership in this student organization is available 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.

WGTC Performing Arts Club (PAC): The WGTC Performing Arts Club (PAC) provides creative avenues for students interested in the performing arts, working either backstage or on stage or both. PAC seeks to provide family-friendly entertainment for both the college community and all of our service areas, with plans for eventual participation in various competitions both statewide and nationally. All students (and faculty or staff) interested in singing, dancing, acting, music, stage props, make up, lighting, sound, costumes, and etcetera are welcomed to join or work with PAC to create quality productions. For information about the Performing Arts Club, email: PAC@westgatech.edu.

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 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.