



Student Handbook/Planner

2009-2010

This Student Handbook/Planner belongs to:

Name _____

Address _____

City _____ **State** ____ **Zip** _____

Phone _____

Dear Student,

Welcome to West Georgia Technical College – a place dedicated to helping you achieve the highest level of educational excellence. Our 2009-2010 student handbook/planner gives you the latest information about college services and policies. West Georgia Tech offers more than 130 certificate, diploma and associate degree programs that can give you the skills you need to enhance your current career or jumpstart you on a new, exciting career path. We want to enable you to achieve your dreams of a better quality of life for you and your family. We offer flexible hours, off-campus sites, online studies, and the latest in technology for improved training.

As a college, we have identified four core values that we strive to embody everyday: Integrity, Professionalism, Excellence, and Student-Centeredness. At West Georgia the focus is on your success in today's ever-changing, global economy. Our faculty and staff believe in providing the highest quality services and instruction to ensure an exciting learning experience. Our instructors are qualified and dedicated to the responsive changes needed by business and industry, students, and the community. Being student -centered means that we do whatever we can to provide you with the best educational experience possible.

We are proud to train citizens for the skilled careers of today's workforce. Thank you for choosing West Georgia Technical College for your education. Please visit any of our four locations, or visit us on the web at www.westgatech.edu and get to know us better.

Sincerely,

A handwritten signature in black ink that reads "Skip Sullivan". The signature is written in a cursive style and is followed by a long horizontal line.

Dr. Skip Sullivan, President

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I. DISCLAIMER

The statements set forth in this handbook 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 handbook will ordinarily be applied as stated, West Georgia Technical College reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of any such changes. It is especially important that students know that it is their responsibility to remain informed of all changes. Updates will periodically be made to an online version of this section of the planner and can be accessed at www.westgatech.edu.

West Central 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 Lake, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of West Central Technical College.

Programs accredited by individual associations include Dental Hygiene, by the American Dental Association; Radiologic Technology, by the American Registry of Radiologic Technologists; 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 Curriculum Review Board of the American Association of Medical Assistants Endowment (CRM-AAMAE); 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 Georgia Board of Nursing; Cosmetology, by the Georgia Board of Cosmetology; and Automotive, by Automotive Service Excellence (ASE).

West Georgia Technical College is a publicly supported institution operated under the guidance of the Technical College System of Georgia.

Civil Rights Compliance

West Georgia Technical College is an equal educational opportunity institution and as such, students are admitted and treated on the basis of merit and performance only and without regard to race, sex, color, religion, national origin, or disability.

The college is in compliance with the regulations of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the 1978 Georgia General Assembly Act 807.

Equity (Title IX) Coordinator is V.P. of Student Affairs, Section 504/ADA Specialist is V.P. of Administrative Services. Both are located at 176 Murphy Campus Blvd., Waco, Georgia. (770)537-6000

II. STUDENT AFFAIRS

Student Affairs

Personnel from the Office of 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, student follow-up, career services and student records.

Admissions and Career Planning

Admissions and career planning services are available to all students through the Office of Student Affairs. The basic goal of the admissions counselor is to serve the student's needs before, during, and after enrollment in order to provide each student with the best possible opportunity to obtain high quality training for future employment. Admissions Counselors provide career information, program information, and placement exams. Placement tests aid the school in identifying a student's current level of functioning in reading, English, and math.

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

Change of Program

Students who wish to change their program of study should contact the Office of Student Affairs. The following steps are to be followed:

1. A Student Update Form must be submitted to the Office of Student Affairs at least four weeks prior to scheduled registration to request a change of major. A request to change a major submitted after registration for any given quarter will go into effect the following quarter.
2. The student's request will be reviewed by an Admissions Counselor and the student's file will be evaluated to determine

the student's need for placement testing and/or the admission status for the new program.

3. Students receiving financial aid should speak with an Admissions Counselor for information about how the change of major may affect the student's financial aid eligibility.
4. Student will be informed by mail of admission status for the new program and will be advised of any program admission requirements not met.

Special Populations Services/ Disabilities Services

Special Needs Services offered to the student with a disability or who exhibit academic disadvantages include, but are not limited to:

1. providing classroom accommodations based on documentation
2. assisting students academically and professionally
3. providing referrals to appropriate offices or agencies for assistance.

Students may contact the Office of Student Affairs at 706.756.4574 for assistance with accommodations for a disability.

Voter Registration

West Georgia encourages all students to become registered voters. The State of Georgia applications for voter registration are available in the Office of Student Affairs. To register to vote you must:

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

Student Activities

“Cultivating the development of the total student through enriching social, cultural, physical, intellectual, and community centered activities”.

The Office of Student Activities works directly with the Student Leadership Council, Athletic Teams, several student organizations, and other members of the college and community to develop and implement social, educational, and community-oriented programs for the West Georgia Technical College students, faculty, staff, alumni, and community members.

The Office of Student Activities is committed to the character and social development of our students. The office strives to provide leadership opportunities for students that enrich their experiences here at West Georgia Technical College.

Joining one of the following organizations can enrich a student's academic experience and facilitate meeting other students. Students can access information at www.westgatech.edu including but not limited to: Registered Student Organization (RSO) Handbook, RSO Re-Certification Packet, RSO Charter Packet, Event Planning Guides, Calendar of Events, and much more. For more information, students may contact the Student Activities Coordinator at 770.537.5722.

Registered Student Organizations (RSOs)

- I. Governance (An organization which exercises authority governing and serves as student ambassadors for the college)

Student Leadership Council (SLC): The council membership is free and open to all students in any program. This organization serves as the Student Government and Programming Board at West Georgia Technical College. Student Leadership Council members participate in fund delegation, planning events, and discussing important issues on campus. SLC also sponsors and volunteers for charity events on and off campus; attends conferences, lectures and other educational opportunities on and off campus; plans small social gatherings for students to get to know one another and large school wide events that are both fun and educational. In addition, the council offers scholarships to students in need. Monthly meetings are rotated at the Douglas, Carroll, Murphy, and LaGrange campuses. If interested, please contact one of the advisors, Tjazha Mazhani at tmazhani@westgatech.edu ; Jerry Gray at jgray@westgatech.edu or Gill Ausman at gausman@westgatech.edu.

- II. Academic & Professional (An organization whose stated objective is to provide an opportunity for individuals to discuss and share information related to a specific academic discipline, topic, or interest)

Medical Assisting Club (MAC): The mission of the Medical Assisting Club of West Georgia Technical College is to encourage medical assisting students to endeavor to be more effective; aspire to render greater service to patients and the community; to maintain the ethics of the medical assisting profession; to be dedicated to the care and well-

being of all patients; and to provide information, instruction and experiences to members that will advance their skills and their employment objectives. This organization primarily meets on the LaGrange campus; however students from any campus may join. Interested students please contact Frances Talley, at ftalley@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. This organization primarily meets on the LaGrange campus; however students from any campus may join. If interested, please contact Wanda Barbee, wbarbee@westgatech.edu or Kimberly Whitaker, at kwhitaker@westgatech.edu.

SkillsUSA: 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 and primarily occur on the LaGrange campus although students from any campus may join. Membership must be established prior to February in order to compete in the annual Local, State and National Skills Olympics. Interested students please contact Jim Biagi at jbiagi@westgatech.edu.

Student American Dental Hygienists' Association (SADHA): SADHA is a student organization for students enrolled in the Dental Hygiene program at West Georgia Technical College. Members can attend seminars and the Georgia Dental Hygienists' Association Annual Session and may also have opportunities to apply for annual scholarships at the national, state, and local levels. This program aids

students in discounts, books, and recreational activities. This organization primarily meets on the Douglas campus; however students from any campus may join. If interested, please contact the advisor, Cherie Rainwater at crainwat@westgatech.edu.

Association of Nursing Students: The Association of Nursing Students 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. This organization primarily meets on the Murphy campus; however students from any campus may join. If interested, please contact the advisor, Japonica Morris at jmorris@westgatech.edu.

Student Nursing Association in LaGrange (S.N.A.I.L.s): The Student Nursing Association in LaGrange is a student organization established to enhance the education of practical nursing students at West Georgia Technical College and to provide for specified needs of students enrolled in the practical nursing program. The focus of the group is to make the student aware of educational and employment opportunities related to the nursing field, enhance leadership skills, and provide opportunities to benefit from working as a team member. The organization participates in community service projects, such as, providing Christmas stockings for the Florence Hand Home residents and participation in meeting the needs of student on campus. The group holds fundraising activities to assist in meeting the objectives of the organization. This organization primarily meets on the LaGrange campus; however students from any campus may join. If interested, please contact the advisor Elizabeth Stargell, at estargell@westgatech.edu.

- III. Honorary (An organization whose membership is based on academic achievement and is typically associated with a national honor society; however, this category of recognition has no impact on the College's graduation honor process)

Delta Epsilon Chi (DEX): Delta Epsilon Chi is the postsecondary division of DECA, the Distributive Education Clubs of America. DEX 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. This organization primarily meets on the Coweta campus; however students from any

campus may join. If interested, please contact the advisor, George Gannage at ggannage@westgatech.edu.

Lambda Alpha Epsilon: Lambda Alpha Epsilon is an international fraternity for students enrolled in the Criminal Justice program. This program aids students in learning more than in-class knowledge of the criminal justice system while they create community service projects that better the community. This organization primarily meets on the Carroll campus; however students from any campus may join. If interested, please contact the advisor, Tamra Tuggle at ttuggle@westgatech.edu.

National Technical Honor Society (NTHS): The National Technical Honor Society is an honor society for students enrolled in technical programs who have at least a 3.5 cumulative GPA. 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. This organization primarily meets on the LaGrange campus; however students from any campus may join. If interested, please contact an advisor Shirlee Ausman sausman@westgatech.edu or Patsy Ogle, pogle@westgatech.edu.

Phi Beta Lambda (PBL): Phi Beta Lambda: 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, travel, 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. Set yourself apart from the average graduate! In today’s highly competitive business environment, it takes more than just a degree to succeed. It requires business savvy, leadership skills, and technical knowledge. By taking advantage of the many programs that Phi Beta Lambda offers, students acquire the skills that will set them apart from the average graduate. They will be better prepared for careers, graduate school and for life! This organization has two chapters, one meeting on the Carroll Campus and the other meeting on the LaGrange campus; however, students from any campus may join. If interested, please contact one of the advisors, Judy Dishman at jdishman@westgatech.edu, Jeremy Eason at

jmeason@westgatech.edu, or Carol Pearson at cpearson@westgatech.edu (Carroll campus) or Kim Crockett at kcrockett@westgatech.edu or Karen Carpenter at kcarpenter@westgatech.edu (LaGrange campus).

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. This organization primarily meets on the Carroll campus; however students from any campus may join. If interested, please contact one of the advisors, Laura Jakubiak at ljakubia@westgatech.edu or Bill Sewell at bsewell@westgatech.edu.

IV. New Organizations

Don't see anything that interests you? Want to form your own organization? Here's how!

Applications for new student organizations are accepted every year in the spring term. Minimum requirements to form a new organization include at least 10 interested members, a faculty/staff advisor, and a constitution. For more information and to receive an application, please contact the Student Activities Coordinator, Tjazha Mazhani at tmazhani@westgatech.edu.

Athletics

West Georgia Technical College welcomed the addition of intercollegiate sports in the winter quarter of 2008. Competitive sports include Golden Knights Men's and Women's Basketball spanning fall and winter terms and Lady Knights Women's Volleyball spanning winter and spring terms. Knights Cheerleading spans the fall and winter terms. Practice times for all sports are established after rosters are filled and student schedules may be analyzed. If interested, please contact the Student Activities Coordinator, Tjazha Mazhani at tmazhani@westgatech.edu.

Individuals wishing to play college sports at WGTC must:

- be a student in good standing; enrolled in a credit program seeking a Technical Certificate of Credit, Diploma, or Degree, and be admitted regular or provisional status;
- not be a dual-enrolled high school student or GED student;

- be enrolled as a full-time student, having 12 or more credit hours in each term in which play takes place;
 - For basketball - fall & winter
 - For volleyball - winter & spring
 - For cheerleading – fall & winter (no credit hour minimum, but must be enrolled in a credit seeking program)
- maintain a minimum 2.0 GPA both cumulative and for each enrolled term;
- complete college league forms including:
 - Release Waiver of Liability
 - Student Athlete Code of Conduct
 - Notification of Random Drug Testing
 - Grade Release Form (to coaches and league commissioner)
- complete a physical exam prior to practice

Flyer Posting Guidelines

I. GENERAL PROVISIONS

1. Departments and officially registered campus organizations may post notices, handbills, non-commercial advertisements and posters on the bulletin boards located in the buildings and snack room bulletin boards.
2. All postings with the College name and/or logo, require prior approval by the VP of Institutional Advancement.
3. Those desiring to place notices on bulletin boards must have them approved by the Office of Student Activities or Campus Director: also those who wish to post a banner on campus must get approval from the Campus Director.
4. Do NOT post flyers on top of official WGTC advertisements.
5. Notices, handbills, and posters are to be placed only on bulletin boards and kiosks. They may not be taped to doors, windows, light posts, or walls (interior or exterior of buildings), or stapled to trees or placed on cars.
6. All materials must have the name of the sponsoring department/student organization and the date of the event along with contact information printed on all materials. All materials advertising social events must have beginning and ending times listed.
7. Material should not contain any alcoholic words/pictures or any material that could be viewed as offensive. The Office of Student Activities will have final authority regarding questionable flyers (i.e. parties, & untraditional events, etc.).
8. There is a TWO week maximum posting time unless approval is given for an extension by the Office of Student Activities.

9. Boards will be checked weekly for compliance.

II. POSTERS

1. Posters are defined as standard poster boards not to exceed 14" x 24".

2. Placement of posters is restricted to bulletin boards and must be fastened with tape or tacks.

III. HANDBILLS

1. Handbills are any printed material smaller than 14" x 24".

2. Handbills may not be handed out on campus; they must be posted on bulletin boards.

3. Handbills may not be placed on cars.

IV. ADVERTISING

1. Any index sized (3" x 5") sheet may be used for personal advertising, including book sales.

2. Commercial advertising is not permitted.

V. POSTING BY OFF-CAMPUS GROUPS

1. All off-campus organizations must check with the Office of Student Activities or Campus Director before posting any material on campus.

2. Off-campus organizations must comply with the same guidelines set for campus organizations.

VI. POSTING BY INDIVIDUALS

1. The privilege to post is extended to officially recognized campus organizations and departments only. Students are allowed to post book sales on index sized sheets. All other individual posting is not allowed, unless specifically approved by the Office of Student Activities.

NOTE: Some bulletin boards have been designated for use by certain organizations/departments. No other organization or individuals will be allowed to use these bulletin boards.

BANNER Web System

All students can access BANNER Web from the West Georgia Technical College web page at www.westgatech.edu. Students may now obtain immediate access to academic information from home, office, West Georgia Technical College's Library, or any computer with internet access.

From BANNER Web you can:

- View and print your academic transcript (unofficial)
- Check your student e-mail provided by West Georgia Technical College for important updates from your instructors,

Financial Aid, Admissions, Student Activities, and other offices of West Georgia Technical College.

- Check your Grades
- View quarterly class schedule
- Access course catalog
- Register for classes during returning student registration (limitations may apply)
- View general student record
- Check your Personal Information
- Pay your tuition and fees online

Logon Instructions (www.westgatech.edu)

To log into BANNER Web please follow the instructions below:

1. Click on BANNER Web link to enter login page.
2. Click on "Enter Secure Area"
3. Your Login is your Social Security Number or student ID; Your PIN (Personal Identification Number) is your date of birth in numerical format MMDDYY. (Example: Aug 20th, 1976 is 082076)
4. You will be asked to give a security question just in case you forget your pin. (Example: What is your dogs name) Under Answer place the answer to your security question. (Example: Fido) You will be asked this question if you click on "Forgot PIN". You must enter your answer the same way you entered into BANNER Web. Do not use your PIN as the answer.
5. In order to proceed accept the Terms of Usage by clicking "Continue". You will be unable to login to BANNER Web if you Click "Exit"
6. If you can not login, call any office of Student Affairs and your login will be reset.
7. Choose personal information at the bottom of the page to verify your address.
8. You may change your PIN for increased security of your records. If you lose it, please call the office of Student Affairs and it will be reset for you.
9. Please view/update your "Emergency Contact Information" in case we need to contact someone in an emergency.

Logon Instructions - Student Email

Start Here - Obtain Username from BANNER Web

1. Go to www.westgatech.edu and click on BanWeb/Student Email (located under Current Students)

2. Click on ENTER SECURE AREA
3. Enter your BannerWeb User ID - (your student ID number)
4. Enter your BannerWeb PIN NUMBER - pin number is your 6 digit Birth date (mmddy) if you have not changed it. (If you are asked to change your pin number, new pin number must be 6 numbers.)
5. Click Login
6. Once logged in, Go to PERSONAL INFORMATION
7. Click on VIEW EMAIL ADDRESS
8. Make note of your student email address. Your email user name is the information prior to the "@" sign.
Example: jdoe4@student.westgatech.edu.
Your username would be jdoe4. (Please note for future reference.)
9. Exit BannerWeb to close your banner session.
10. Click the Return to BannerWeb Homepage link.

Next - Email Log In

1. Click the Student Email Login Page Link or enter URL - <http://studentmail.westgatech.edu>.
2. Enter your user name (noted, step 8) and password click LOGIN
Example: Username: jdoe4
Initial password is your 6 digit birth day (mmddy)
Example: If jdoe4's birthday is January 25, 1990 then his password would be 012590
3. Once you are logged into email, please go to OPTIONS, then PASSWORD to change your password (please note for future reference)
4. Enter your birth day (mmddy) in the Enter Your Old Password box. Select a new password (must be at least 6 characters) enter it in the Choose a New Password box then reenter the new password.
5. Make sure you set a SECURITY QUESTION and ANSWER. This is a required field and must be completed before saving your new password. This will be your only means of resetting your password. Choose a question that only you would know the answer. (Please note for future reference)
6. Click the Help box for list of additional instructions and information about your WGTC student email account.
7. Please remember to Logout before closing your email.

For Questions and Support - 770.824.5221

Graduation Information

Diplomas and/or degrees are awarded to those students meeting the requirements of the college. Commencement ceremonies will be held at the beginning of fall, winter, and summer quarters for diploma and degree students.

- Graduation Fee: \$20.00 fee for certificate, diploma or degree application. If receiving multiple or embedded certificates, one fee will be charged.
- Each student must complete a graduation application. (one for each diploma requested). Graduation applications may be picked up in the Registrar's office at any time.
- Although it is the student's responsibility to complete an application for graduation, the student's advisor must sign the application verifying the student is eligible to apply.
- Graduation application deadlines are February 1, May 1, and August 1. Please refer to the college catalog for further information. (Graduation fee payment must be noted on the application).

Upon receipt of the graduation application, transcripts will be evaluated to determine successful completion of program requirements, including proof of high school diploma or GED.

In order to be eligible for graduation:

- Each student must satisfactorily complete the program of study as outlined by each department and according to the standards established by the Technical College System of Georgia.
- All obligations to the college (fees, library books, etc.) must be cleared to qualify for graduation.
- All diploma/degree program students must achieve regular program admission status prior to applying for graduation.
- A cumulative grade point average of at least 2.0 is required for graduation. Any student who has completed all courses in a program with less than a 2.0 grade point average is not eligible to graduate with a diploma, but may choose to receive a transcript.
- Degree Students Only: All students applying to graduate with an associate degree must take the ACT Collegiate Assessment of Academic Proficiency (CAAP) exam prior to graduation.

- It is hoped that all students eligible for graduation, and those who have completed programs of study since the previous graduation, will participate in the graduation ceremony. ALL diplomas will be mailed after commencement exercises.

Students who have any questions about the graduation procedure should contact the Registrar for more information at (770) 537-5740.

Graduation Application Procedures:

- Pick up an application for graduation from the Registrar's office, or any Student Affairs office.
- Complete the application form, have advisor sign the form, and attach a copy of the student's program advisement sheet.
- Take the graduation application to the Cashier and pay the \$20.00 graduation fee.
- Submit the completed application form to the Registrar. See deadlines under Graduation Information above.
- Degree Students Only: Complete CAAP testing requirement.
- Registrar evaluates the transcripts for graduation GPA.
- A letter will be sent to any student not meeting graduation requirements. The student will then need to register for the following quarter and complete the requirements for graduation.

Academic Honors

The College recognizes the following academic honors for students enrolled in credit programs:

Honor Graduate - These individuals are recognized as having maintained a 3.5 or above program grade point average (GPA). Students are recognized in the following the categories: Highest Honors (4.0 GPA), High Honors (3.8-3.99 GPA), and Honors (3.5-3.79 GPA).

President's List - Students achieve a 4.0 grade point average for the quarter.

Dean's List - Students who achieve a grade point average of 3.5 to 3.99 for the quarter.

Qualifying students will receive a certificate from the President.

College Withdrawal

A. Student-Initiated Withdrawal

1. If it becomes necessary for a student to withdraw from a course(s) he/she must complete an official withdrawal form in

the Office of Student Affairs, see their advisor, or by emailing registrar@westgatech.edu.

2. A student who officially withdraws from course(s) by the 7th calendar day of the quarter enrolled will receive a grade of “W”. After the 7th calendar day of the quarter and before the 26th day (which is the mid-point of the quarter), a student will receive a grade of “W”. After the 25th day of the quarter, a student wishing to withdraw from course(s) will receive a grade of “WF”. The grade of WF is only given to students with extenuating circumstances. This grade indicates that a student was passing when he or she officially withdrew after the midpoint of the quarter.

B. Instructor-Initiated Withdrawal

1. Any student whose name appears on the official class roll and does not attend the first week of the quarter will be withdrawn.
2. A student may be dropped from a course in which the number of his/her absences exceeds 20% of the total number of course meetings in the quarter (see specific guidelines below.) If there are extenuating circumstances, the teacher's discretion will be considered in the final decision for an exception. The grade of withdraw (W) or withdraw failing (WF) will be assigned as appropriate:

Number of attendances per week	May be dropped if absences reach
1	3
2	6
3	8
4	11

An official withdrawal form may be obtained from the Office of Student Affairs. Any student who withdraws from a course(s) or from the College without submitting an official withdrawal form risks having future registration privileges withdrawn. Students who officially withdraw from course(s) or the college may be entitled to a refund based on the refund policy as outlined in the Tuition and Fees section of the WGTC catalog.

Transcripts

- Students may obtain an unofficial transcript of their records by completing a Request for Transcript form available in the Registrar's office or through BANNER WEB.

- Official transcripts are sealed in school envelopes with the school seal.
- Student copies are stamped “Unofficial Transcript.”
- The school will not release copies of student transcripts without written permission from the student.
- Each student is entitled to one transcript free of charge. Additional copies will cost \$5 each.
- Though transcripts are normally issued promptly, requests should be made several days before the document is required.
- A transcript will not be issued if a hold has been placed on the student's record, financially, or otherwise by the college.

Financial Aid

Financial Aid at West Georgia Technical College is comprised of three types: Grants, Scholarships, and Federal Work-Study. All students are encouraged to apply for financial aid. Financial Aid applications are available at each campus and online at www.fafsa.ed.gov and at www.gacollege411.org. **WGTC School Code: 010487**

Eligibility

Anyone applying for financial assistance must meet the following general requirements:

- A student must be enrolled at West Georgia Technical College in an eligible program of study seeking a certificate, diploma, or degree
- A student must be a United States citizen or an eligible non-citizen of the United States

A student must be in compliance with Selective Service registration requirements. Students who have not registered for the Selective Service may register online at www.sss.gov.

- A student must not be in default on a federal college loan or owe a repayment to any other college or Federal/State Program.
- A student must have resolved any drug conviction issue. Incarcerated students are not eligible for Financial Aid.

- A student must maintain satisfactory academic progress towards the completion of their program of study

A student is ineligible for any Federal Grant (PELL, ACG, FWS and FSEOG) or State's HOPE Scholarship for the Associates Degree at WGTC, if they already have a bachelor's degree. Only HOPE Grant can be awarded to students that have a Bachelors, Masters or Doctorate Degree.

Application Process for All Available Aid Programs

Students must complete the current year Free Application for Federal Student Aid (FAFSA) or the online application at www.fafsa.ed.gov prior to the quarter of intended enrollment. The new financial aid academic year begins with summer quarter. Students applying only for the HOPE Scholarship or HOPE Grant may choose to complete the HOPE Scholarship/Grant (GSFAPP) application online at www.gacollege411.org. Applications and priority deadline dates may be obtained from the Financial Aid Office website at www.westgatech.edu. A student's financial aid award is determined each year based on the current estimated family contribution, cost of attendance, state of residency, availability of funds, and other financial aid requirements. Once a student's financial aid file is complete, an award letter will be mailed to the student.

Verification

Students whose financial aid application is selected for verification by the Department of Education and/or West Georgia Technical College must complete the verification process before being considered eligible to receive the Pell Grant or other Title IV funds. The Financial Aid Office will notify students of the necessary documentation that they need to provide through a financial aid tracking letter.

Financial Aid Satisfactory Academic Progress

In accordance with Federal financial aid regulations, financial aid recipients are required to make Satisfactory Academic Progress (SAP) toward completion of their educational goals in a program of study in order to receive financial aid. This SAP policy is separate from WGTC's academic progress policies. Additionally, Federal rules state that SAP standards must include a review of all periods of enrollment, for which the student did and **did not** receive financial aid.

The following requirements must be met in order to receive or continue to receive financial aid. A student must be enrolled in an eligible program of study that leads to a Certificate, Diploma, or an Associate Degree. In addition, there are three, SAP requirements that students need to meet or they may become ineligible to receive financial aid due to unsatisfactory academic progress:

Quality—this is monitored by grade point average (GPA). To maintain eligibility for financial aid, students must stay in good academic standing by maintaining a 2.0 cumulative GPA (C average) and must have at least a 2.0 grade point average at the end of each quarter on the scheduled credit hours attempted. *Grades A*, B*, C*, D* or F* are given in learning support classes to students. Grades with an (*) asterisks have no numeric value and are not counted in the calculation of GPA. Courses in which the student received grades of F*, F, or WF are considered failing.*

Quantity—this is monitored by evaluating the percentage of attempted credits in which passing grades are earned. The minimum satisfactory completion rate is 67%. Passing grades for this purpose are letter grades of A, B, C, D, or A*, B*, C*, D* from learning support classes. *Courses in which the student received grades of F*, F, W, WF or I are considered failing and are not counted as completed courses.*

Maximum Timeframe—the final component requires that students complete their program of study within 150% of the required credits of the program. For example, if you are in a program of study that requires 80 credits to graduate, you may receive funding for the first 120 credits attempted. All repeated units are included as attempted; therefore, each time a course is taken, the number of units will be included in the calculation of the 150% rule and academic progress.

SAP is monitored at the end of each quarter. Students who do not meet these progress requirements will be placed on financial aid probation and may become ineligible for financial aid after one additional quarter.

Financial Aid Probation: Students who receive financial aid, but fail to maintain SAP, will be placed on financial aid probation for one quarter. Students will be notified in writing that they have been placed on financial aid probation. Students on financial aid probation may continue to receive financial aid during the probationary quarter. It is highly recommended that students on financial aid probation meet with their academic advisor, retention coordinator or student affairs

counselors to discuss educational plans/requirements and overall institutional academic progress.

Removal from Financial Aid Probation: At the end of a student's probationary quarter, the student must have completed the required number of units and/or raised the GPA to the minimum standards for all courses attempted during that quarter to return to good academic standing. If the student fails to achieve academic progress after one probationary quarter, the student will be placed on financial aid suspension. *See chart below.*

Satisfactory Progress to Maintain Financial Aid			
Attempted Credit Hours	Minimum Completed Credits	Minimum Grade Point Average	Completion rate
45	30	2.0	67%
60	40	2.0	67%
90	60	2.0	67%
120	80	2.0	67%
135	90	2.0	67%
180	121	2.0	67%

Financial Aid Suspension: A student placed on financial aid suspension is no longer eligible to receive financial aid. Students placed on financial aid suspension will be notified in writing that he/she has failed to make SAP.

Reinstatement of Financial Aid: A student who has been suspended from receiving financial aid may be reinstated by registering for classes at his/her own expense (without financial aid funds) and fulfilling the requirements for satisfactory academic progress.

Appeal Procedures

If a student becomes ineligible for financial aid, they may appeal the decision due to extenuating circumstances within the first week after the end of the quarter. Extenuating circumstances include as examples,

personal illness/accidents, serious illness or death within the immediate family, some circumstance beyond the reasonable control of the student. Extenuating documentation shall include a letter from doctors, hospital or social services agency, obituary notice/death certificate or police report.

To appeal a financial aid decision, a student should complete the:

- Financial Aid Appeal Form
- Write a letter that answers the following two questions:
 1. What were the circumstances that caused you to lose your financial aid?
 2. What actions have you taken to ensure you will not lose the aid again?

Turn in both documents to the Financial Aid Director as the appeal will be reviewed by the Financial Aid Appeal Committee. The Financial Aid Director will notify the student in writing of the Appeal Committee's decision. The decision of the Financial Aid Appeal Committee is final.

Student Loans

West Georgia Technical College does not participate in any federal or state student/parent loan program.

Scholarships

West Georgia Technical College offers a wide variety of scholarships and partners with several community organizations to provide financial assistance to students. For a full listing of available scholarships, please visit www.westgatech.edu.

Student Academic Success

West Georgia Technical College is committed to enhancing academic performance for all students.

These resources are available at all campus locations and include learning resource labs, tutoring, academic workshops, on-line tutorials and academic counseling. West Georgia Technical College provides a free mentor program which pairs a student with a WGTC faculty or staff mentor.

Students can apply on-line for this service at http://www.westgatech.edu/student_support/mentorconnection_mentee_app.html. These services are free to all WGTC students. The Student Academic Success website address is: http://www.westgatech.edu/sas/student_academic_success.asp. This website provides updated information on academic success events and news as well as a listing of available resources. For further information

please contact the Office of Student Affairs, Student Success Coordinator at 706.756.4678 or email: kcrockett@westgatech.edu

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.

The department of 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, resume writing assistance, job search workshops, interest and skills assessments, and online career resources at any time during their enrollment or after graduation at www.westgatech/jobweb. Visit the Career Services Center (room 407) at the LaGrange Campus or the One-Stop Career Resource Center located on the Murphy Campus.

Periodic follow-up surveys are conducted to obtain data from graduates 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 surveys.

Get Connected ... with eRecruiting

- Log on to <http://wgte.erecruiting.com>
- 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, follow the instructions in the description. You may only apply online if requested by the employer.
- Log on frequently for daily position updates and other important announcements.
- By setting up an eRecruiting account, you will receive email notices for career fairs, on-campus recruiters and other important career-related information.
- Questions: Contact Career Services at 706.756.4628 or 770.824.5242.

One-Stop Career Resource Center

The West Georgia Technical College One-Stop Career Resource Center, located on the Murphy Campus, provides assistance to the economic well-being of our community workforce by serving as a focal point for a wide range of services for employers and 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, Right from the Start Medicaid, Family Connections, and state service providers with the Technical College System of Georgia Special Services, Georgia Fatherhood Program and WIA Program services for the economically disadvantaged and dislocated workers.

West Georgia's One-Stop 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, CareerScope, and Mavis Beacon.

Georgia Fatherhood Program

The Georgia Fatherhood Program was established in 1997 in locations throughout the State of Georgia. The Georgia Fatherhood Program is designed to assist non-custodial and custodial parents to become more active, both emotionally and financially, in the lives of their children and to place the parents in jobs or job training leading to permanent employment.

How can Georgia Fatherhood Benefit Students?

The program provides:

- Academic and vocational counseling
- Career guidance
- Support groups for developing self-esteem
- Financial aid assistance
- Life skills and job skills training
- Interpersonal communication skills
- Skills training needed to find employment and success on the job

Who is Eligible for Georgia Fatherhood?

Non-custodial parents:

- Who have been court ordered to pay child support, are unemployed or underemployed
- Who desire assistance in acquiring the skills needed to get a job and succeed in the work environment
- Primarily those who are residents of Carroll, Coweta, Douglas, Heard, Haralson, Meriwether, or Troup County, but may also include neighboring counties

Does Georgia Fatherhood Cost Anything?

The Georgia Fatherhood Program is FREE to qualified applicants.

When is the Georgia Fatherhood Program Offered?

Program orientations are offered monthly. For more information, please contact the Fatherhood Program Coordinator at 770.838.2526 (Carrollton office) or 706.756.4588 (LaGrange office) or your local Child Support Agent.

III. ACADEMIC POLICIES

Student Warranty

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 Technical College System of Georgia will warrant every graduate from programs offering technical certificates of credit, diploma, or associate's degree according to the following stipulations:

1. 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; and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate.
2. 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, including failure to pass a State of Georgia required licensing examination.
3. 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 technical certificate of credit, diploma, or

degree program who entered the program subsequent to the mandated standards implementation date.

4. 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 program from which the individual graduated.
5. This warranty shall be issued in writing to each graduate who enters a program on or after the mandated standards implementation date for the applicable program standard.

Student Rights and Responsibilities

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, course 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, course 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.
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).

Work Ethics

To be effective, technical education must include two key elements. First, it must provide training and experience that approximate, as nearly as possible, the conditions found in the actual work place. The program content, instructional methods, exams, equipment, lab projects, and practices must be current and up to date. They must reflect the conditions the student will encounter on the job. Additionally, an effective technical education program must identify and develop those personal characteristics often referred to as “good work habits.” These characteristics include regular attendance, punctuality, dependability, initiative, and teamwork.

Studies show the reason eighty-five% of the workforce loses a job is due to lack of good work habits rather than appropriate job skills. Factors most often are tardiness and absenteeism, failure to follow instructions, and inability to get along with supervisors or colleagues.

At West Georgia Technical College we believe it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. Therefore, we have developed a system to promote, teach, and evaluate “work ethics” in each occupational program. Work ethics grades are averaged on a quarterly basis and the grade earned is recorded as a separate grade on the student’s permanent record. Performance factors include attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, and respect.

Work Ethics Grade

3 Exceeds Expectation	Work ethics performance was exemplary
2 Meets Expectation	All work ethics standards were met.
1 Needs Improvement	Some work ethics standards are not met.
0 Unacceptable	Performance was below average.

Student Code of Conduct

Generally, Technical College jurisdiction and discipline shall be limited to conduct which occurs on the Technical College premises, off-campus classes, activities or functions sponsored by the Technical College, or which adversely affects the Technical College Community and/or the pursuit of its objectives.

Conduct Rules and Regulations

In order to provide a harmonious learning environment at West Georgia Technical College, the following student conduct code has been formulated. Any student, acting individually or in concert with others, who violates any part of the student conduct code shall be subject to disciplinary procedures, including dismissal from a class session by the instructor and/or suspension or expulsion by the president or designee. Additional rules or regulations may be initiated under established procedures during the year and, if approved, will become effective as part of the official code at the time of inclusion.

a) Acts of dishonesty, including but not limited to the following:

- 1) Cheating, plagiarism, or other forms of academic dishonesty.
- 2) Furnishing false information to any Technical College official,

faculty member or office.

3) Forgery, alteration, or misuse of any Technical College document, record, or instrument of identification.

4) Tampering with the election of any Technical College recognized student organization.

b) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Technical College activities, including its public-service functions on or off campus, or other authorized non-Technical College activities, when the act occurs on Technical College premises.

c) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

d) Attempted or actual theft of and/or damage to property of the Technical College or property of a member of the Technical College community or other personal or public property.

e) Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

f) Failure to comply with directions of Technical College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

g) Unauthorized possession, duplication or use of keys to any Technical College premises or unauthorized entry to or use of Technical College premises.

h) Violation of published Department or Technical College policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.

i) Violation of federal, state or local law on Technical College premises or at Technical College sponsored or supervised activities.

- j) Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
- k) Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and Technical College regulations, or public intoxication.
- l) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Technical College premises.
- m) Participation in a campus demonstration that disrupts the normal operations of the Technical College and infringes on the rights of other members of the Technical College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- n) Obstruction of the free flow of pedestrian or vehicular traffic on Technical College premises or at Technical College sponsored or supervised functions.
- o) Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on Technical College premises or at other locations where classes, activities, or functions sponsored or participated by the Technical College may be held.
- p) Theft or other abuse of computer time, including but not limited to:
 - 1) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - 2) Unauthorized transfer of a file.
 - 3) Unauthorized use of another individual's identification and password.
 - 4) Use of computing facilities to interfere with the work of another student, faculty member or Technical College Official.
 - 5) Use of computing facilities to send obscene or abusive messages.
 - 6) Use of computing facilities to interfere with normal operation

of the Technical College computing system.

7) Violation of the Department's Acceptable Computer and Internet Use policy.

q) Abuse of the Judicial System, including but not limited to:

1) Failure to obey the summons of a judicial body or Technical College official.

2) Falsification, distortion, or misrepresentation of information before a judicial body.

3) Disruption or interference with the orderly conduct of a judicial proceeding.

4) Initialing a judicial proceeding knowingly without cause.

5) Attempting to discourage an individual's proper participation in, or use of, the judicial system.

6) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.

7) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.

8) Failure to comply with the sanction(s) imposed under the Student Code.

9) Influencing or attempting to influence another person to commit an abuse of the judicial system.

r) Use of tobacco products in campus buildings except in marked designated smoking areas.

s) Failure to dress appropriately at all times. Dress requirements vary in classrooms, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Student shall not dress, groom, wear, or use emblems, insignias, badges, or

other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Students shall at all times observe rules governing body cleanliness and not wear short or tight shorts, swimsuits, tank tops, bare midriffs, or have bare feet.

Violation of Law and Technical College Discipline

a) Technical College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. If both alleged violations result from the same factual situation, proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

b) When a student is charged by federal, state or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the Technical College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the Technical College community. The Technical College will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and Technical College employees, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Disciplinary Policy and Procedure

I. POLICY:

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, in the judgment of college officials, when a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus.

This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

II. APPLICABILITY:

This procedure is applicable to all technical colleges associated with the Technical College System of Georgia.

III. DEFINITIONS:

1. The term “Technical College System of Georgia” is synonymous with the term “Department of Technical and Adult Education.”
2. The term Technical College means any college within the Technical College System of Georgia.
3. The term “Student” includes all persons taking courses at the Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Technical College are considered “students.”
4. The term “Faculty Member” means any person hired by the Technical College to conduct teaching service or research activities.
5. The term “Technical College Official” includes any person employed by the Technical College who performs assigned administrative responsibilities.
6. The term “Member of the Technical College Community” includes any person who is a student, faculty member, Technical College official or any other person employed by the Technical College.
7. The term “Technical College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).

8. The term “Student Organization” means any number of persons who have complied with the formal requirements for Technical College recognition.
9. The term “Judicial Body” means any person or persons authorized by the President of a Technical College to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
10. The term “Judicial Advisor” means a Technical College Official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a Judicial Body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the “Judicial Advisor” of the Technical College is the Vice President for Student Affairs.
11. The term “Appellate Board” means any person or persons designated by the President to consider an appeal from a Judicial Body’s determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.
12. The term “shall” is used in the imperative sense.
13. The term “may” is used in the permissive sense.
14. The term “policy” is defined as the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
15. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other

academic material belonging to a member of the Technical College faculty or staff.

16. The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. The term “System” means the Technical College System of Georgia.
18. The term “business days” means, for disciplinary purposes, weekdays that the college administrative offices are open.
19. The term “Continuing Relationship” means any person who has been enrolled as a student and may enroll in the future as a student at the Technical College.
20. The term “Academic Misconduct” means any incident which improperly affects the evaluation of a student's academic performance or achievement (i.e. cheating, plagiarism, etc).

V. PROCEDURE:

A. Filing a Complaint

1. Any member of the Technical College Community may file a complaint with the Vice President for Student Affairs against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Vice President for Student Affairs or his/her designee.
2. Investigation and Decision
 - a. Within five business days after the complaint is filed, the Vice President for Student Affairs or his/her designee shall complete a preliminary investigation of the incident and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident

and the charges. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or his/her designee shall determine whether the student is guilty of the alleged conduct and whether the alleged conduct constitutes a violation of the Student Code of Conduct. If the student fails to appear at the meeting, he or she will be considered guilty and the appropriate actions will be taken.

- b. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- c. If the Vice President for Student Affairs or his/her designee determines that the student is guilty of a violation of the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions

- 1. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or his/her designee may impose one or more of the following sanctions:
 - a. **Restitution** – A student who has committed an offense against property may be required to reimburse the Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.

- b. **Reprimand** – A written reprimand may be given any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the Technical College community and that any further violation may result in more serious sanctions.

- d. **Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the Technical College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

- e. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

- f. **Failing or lowered grade** – In cases of academic misconduct, the Vice President for Student Affairs or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from the Technical College. Reference policy V.H. Academic standards, evaluations and appeals.

- g. **Disciplinary Suspension** – If a student is suspended, he/she is separated from the Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

- h. **Disciplinary Expulsion** –Removal and exclusion from the Technical College, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student’s dismissal is maintained by the Vice President for Student Affairs or his/her designee. Students who have been dismissed from the Technical College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, students will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or his/her designee.
- i. **Interim Disciplinary Suspension** – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the Technical College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other Technical College-related activities.

2. **Violation of Federal, State, or Local Law**

- a. If a student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College’s vital interests and stated mission and purpose.
- b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if

both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

- c. When a student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his/her status as a student. The Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

3. **Conditions of Disciplinary Suspension and Expulsion**

- a. A student who has been suspended or expelled from the Technical College shall be denied all privileges afforded a student and shall be required to vacate Technical College premises at a time determined by the Vice President for Student Affairs or his/her designee.
- b. In addition, after vacating the Technical College Premises, a suspended or expelled student may not enter upon the Technical College premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or his/her designee. A suspended or expelled student must contact the Vice President for Student Affairs or his/her designee for permission to enter the Technical College premises for a limited, specified purpose.
- c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or his/her designee must accept the Form by mail or fax if he/she refuses the student's request to enter the Technical College premises for that specified purpose.

- d. A scheduled appeal hearing before the Judicial Body shall be understood as expressed permission from the Vice President for Student Affairs or his/her designee for a student to enter the Technical College premises for the duration of that hearing.

C. Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or his/her designee must file a written notice of appeal through the President's Office for review by the Judicial Body within five business days of notification of the decision.
2. The student will then have the right to appear in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. The student has the right to be assisted by any advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Body. The Committee will consist of two faculty members, one staff member and two students. There shall be a single verbatim record, such as a tape recording, of all hearings before the Judicial Body. The record shall be the property of the Technical College. The Chairperson of the Judicial Body shall notify the President and the Vice President for Student Affairs in writing of the Judicial Body's decision. The Technical College President or his/her designee will notify the student in writing of the Committee's decision and the opportunity to appeal directly to the President.
3. In the event that the student chooses to contest the decision of the Student Judicial Committee, he/she has the right to appeal the decision to the President of the College within five business days of notification of the Committee's decision. The appeal to the President shall be in writing. The President shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The President shall deliver his/her decision to the student within 10 business days. The decision of the President shall be final and binding.

D. Document Retention

The Vice President for Student Affairs or his/her designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs or his/her designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Student Judicial Committee. A record of the final decision must also be retained, in the event that the decision is appealed to the President. All records specified in this section shall be retained for a period of five years.

Children on Campus

Children of currently-enrolled students are allowed on campus **only** with direct supervision of that parent.

Children will **not** be allowed to roam the campus or be left unattended by their parent(s) at any time at any location.

Students who are parents of unattended children found on campus will be removed from their class to attend to their children and may be asked to take the children home if other arrangements cannot be made. Children may be present for some recreation events (such as certain Student Activities functions and events open to the community,) but must be approved by the Student Activities Coordinator prior to the event.

Children are not allowed in the classroom.

Student Grievance Procedure:

1. Informal Complaint Procedure: Student complaints should be resolved on an informal basis without the filing of a formal grievance.

1. A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.

2. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.

2. Formal Complaint Procedure: where a student cannot resolve their complaint informally, they may use the formal grievance procedure.
 1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President of Student Affairs (VPSA) with the following information:
 1. Name,
 2. Date,
 3. Brief description of incident being grieved,
 4. Remedy requested
 5. Signed, and
 6. Informal remedy attempted by student and outcome
 2. If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.
 3. The VPSA, or his designee, will investigate the matter and supply a written response to the student within 10 business days.
 4. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
 5. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.
 6. The VPSA, or his designee, shall be granted an additional 10 business days to investigate the grievance upon notice to the grieving student.
3. Appeal of Staff Response: If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the college. The college staff has no right to appeal.
 1. A student shall file a written appeal to the President within 5 business days of receiving the response.
 2. The appeal will be decided based entirely on documents provided by the student and the

administration, therefore the student must ensure that he has provided all relevant documents with his appeal.

3. At the President of the college's sole discretion, grievance appeals at their institution may be held in one of the following two ways:
 1. The President may review the information provided by the student and administration and make the final decision; or
 2. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
 3. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.
4. Whichever process is chosen by the President, the decision of the grievance appeal is final.

D. Retaliation against a student for filing a grievance is strictly prohibited.

Coordinators

In regard to Race or Gender discrimination:

Equity/Title IX Coordinator 770.537.5729

Vice President of Student Affairs

In regard to the Americans with Disabilities Act (ADA):

Section 504/ADA Coordinator 770.824.5247

Vice President of Administrative Services

Both are located at the Murphy Campus at 176 Murphy Campus Blvd., Waco, Georgia.

Sexual Harassment

Anyone, faculty, staff or student having a complaint involving alleged sexual harassment shall notify the Vice-President of Student Affairs.

1. The V.P. for Student Affairs shall select (or serve as) an investigator.
2. The investigator will interview the complainant and the alleged perpetrator separately.
3. The investigator will interview any witnesses named.
4. The investigator will make a decision based on all the interviews as to whether sexual harassment occurred, and if so, make a recommendation as to a penalty or response to be imposed.
5. The investigator will inform the college President and Director of Institutional Effectiveness of the results of the investigation and the proposed response or disciplinary action.
6. The college President will inform the alleged perpetrator of the results of the investigation and any disciplinary action to be taken (if complaint is justified).
7. The V.P. for Student Affairs will inform the complainant of the outcome of the investigation.

The school is adamantly opposed to inappropriate workplace behavior, including unlawful harassment, retaliation, and it will take effective efforts to stop such behaviors. Since the school can only take action to stop such behavior if it is aware of the behavior, it is crucial that you seek assistance.

Since the school can only take action to stop such behavior if it is aware of the behavior, 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 by any fellow student or any WGTC faculty or staff member, regardless of his or her level of authority at the school.

Drugs and Narcotics

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs not prescribed by a physician is prohibited on the college's property or at college-sponsored events.

1. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted under the laws of this state, the United States, or any state, of any felony offense involving the manufacture, distribution, sales, possession, or use of marijuana, a controlled substance, or a dangerous drug, shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall

be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary for suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for the term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

2. Title 20-3-1 of the Official Code of Georgia Annotated specifies that any student organization functioning in conjunction with, incidental to, or at a Technical College System of Georgia Institution, through its officers, agents, or responsible members knowingly permits authorization of the sale, distribution, serving, possession, consumption, or use of marijuana, a controlled substance, or any dangerous drug at any affair, function, or activity of that student organization, social or otherwise, at which such sales, distribution, serving, possession, consumption, or use is not in compliance with the laws of this state, shall be expelled from campus for a minimum of a calendar year from the year of termination of guilt, and shall be prohibited from the use of all property, to be terminated by operation of law for any such knowing, permission, or authorization of the unlawful actions defined in the Code section, subject to the administrative review and hearing procedures set forth in this Code section.

Drugs (The President's Statement)

This statement is designed to emphasize, in fairness to all members of the technical college community, the serious and/or dangerous consequences resulting from the illegal use, possession, or distribution of marijuana, LSD, or other mind-altering drugs, and the unauthorized use of drugs, such as amphetamines, barbiturates, and tranquilizers, which are sometimes prescribed for medical purposes.

Marijuana, LSD, cocaine, or other mind-altering drugs are illegal under both federal and state laws. Although the laws may have been modified on charges of possession of minute amounts, most first offenses are felonies and punishable by incarceration for two to ten years, fines of \$2,000 and the loss of certain civil rights. The penalty for subsequent offenses is a felony punishable by imprisonment for a period of not less

than ten years, with possible life sentences at the discretion of the judge.

Furthermore, it should be noted that agents of the federal and state government are engaged in intensive and thorough investigations on a continuing basis throughout the state. The law requires that when a felony is committed, the civil authorities shall handle the situation rather than technical college authorities; technically, the law would say that failure to do so would involve compounding a felony.

Under the circumstances, it is clear that the policy of the technical college must be that which is described under Title 20-1 and 20-3-1 of the Official Code of Georgia Annotated stated earlier in this catalog. Recent state and federal legal actions make it clear that the technical college has an important role to play in creating a drug-free campus.

It is hoped that this statement will help our students and the entire technical community recognize the implication of full accountability and responsibility for their actions. Not only are the legal risks grave, but there are extremely dangerous health risks associated with the use of illicit drugs and the abuse of alcohol. The technical college, through its Office of Student Affairs, is prepared to offer information to students needing assistance with any drug- or alcohol-related problems. We must have a drug-free environment.

**The Student Right to Know -
Campus Security Act**

(Public Law 101-542) is a consumer protection measure that requires the disclosure of certain campus statistics to students and employees. In compliance with this legislation, Georgia's technical colleges and colleges will provide:

1. Information on completion or graduation rates of diploma- and degree-seeking full-time students to current students and to prospective students enrolling or entering into any financial obligation at the college.
2. Statistics for all current and prospective students and employees concerning the occurrence of campus crime, including the following:
 - a) Murder
 - b) Rape
 - c) Robbery
 - d) Aggravated Assault
 - e) Burglary
 - f) Motor Vehicle Theft
 - g) Liquor Law Violations
 - h) Drug Abuse Violations

- i) Weapons Possessions
- j) Sexual Assault

All information is published annually and may be obtained through the office of Student Affairs and is also available at www.westgatech.edu.

Campus Sex Crimes Prevention Act

This Act requires convicted sex offenders to notify states of each institution of higher education at which the individual is a student or an employee. Information concerning registered sex offenders may be obtained through each the county sheriff department or on the following website, <http://www.ganet.org/gbi/sorsch.cgi>.

CAMPUS SAFETY AND EMERGENCY EVACUATION PROCEDURES

Building and Grounds Security

Security guards are located at all campuses. Damage of any nature to school property, whether willful or otherwise, will be reported upon detection to the Vice President of Administrative Services. The name(s) of the person(s) responsible will be submitted, if known. Any break-ins will be reported without delay, whether damage is noted or not. Care will be taken to avoid disturbing prints and other evidence. If there is a serious accident or disaster, a case of vandalism, break-in, or unusual damage to buildings and equipment, the administrative office will first contact the local police and then prepare a written report, giving a brief statement of the circumstances of the incident and listing equipment and supplies damaged or stolen.

Fire Evacuation Plan

In the event of a fire; faculty, staff, and students will follow the established evacuation procedure.

1. Fire Alarm Emergency Signal sounded (check with your instructor for specific signals on each campus).
2. Students and instructors will proceed to their designated assembly area when the alarm is sounded. Disabled students who are limited in mobility will be assigned a partner by the instructor and/or the person in charge.
3. Classroom and lab doors and windows will be closed by the instructor and/or persons designated.
4. All equipment will be turned off at the time the alarm sounds.
5. No one will return to the building until the return signal is given.
6. After students are assembled at a designated area outside the building, roll call will be taken by each instructor. Instructors

will report the status of roll call to the administrator in charge of the area.

7. The “ALL CLEAR” will be indicated.
8. Word to dismiss (or close the college) will be passed personally by the president or his/her designee.

Tornado Evacuation Plan

In the event of a tornado, faculty, staff, and students will follow the established evacuation procedure.

1. Tornado Emergency Signal will be sounded (check with your instructor for specific signals on each campus).
2. Students and instructors will proceed to the designated posted areas.
3. Leave area immediately. Do not take time to close windows and doors.
4. Instructors will ensure that all students proceed to the designated area.
5. Sit down against interior wall and cover head, if possible.
6. No one will return to the area until the return signal is given.

Bomb Threat Procedures

Personal announcement to evacuate will be made by staff. Students and staff will evacuate using institutional fire evacuation routes.

Students and other individuals should be assembled by class and/or group at a distance of 500 feet from the buildings. 'All clear' signal will be indicated when it is safe to re-enter the building.

Health Services/Emergencies

First aid kits, safety equipment, and staff trained in first aid are available on campus. In the event of injury or other medical emergency, the nearest instructor or first aid monitor should be notified. Professional emergency care, if needed, will be secured by an administrator. In case of serious accident or illness, the college will refer the student to the nearest hospital for emergency care and will notify the person specified by the student as their emergency contact.

It is to be understood that the student or his/her family will be responsible for the cost of emergency care, including ambulance services. An incident report must be filed with the office of the Vice President of Administrative Services. Students should always follow the emergency procedures posted in each classroom, lab and office.

Traffic and Parking Regulations

Regulations are designed to make traffic and parking on campus as safe and convenient as possible. Regulations apply to all students and College employees.

The following are violations of school policy as well as county and state laws:

1. exceeding speed limit posted;
2. parking in illegal, restricted, or reserved zones;
3. parking on lawns or walks;
4. driving on sidewalks, walkways, shrubs, or lawn;
5. backing into parking space (front parking only);
6. running a stop sign; and
7. any other violation of county and state laws.

These regulations are in effect 24 hours a day.

Violations can be enforced and are subject to penalties and fines as imposed by county and state laws. Hazardous and improperly parked vehicles may be towed at the owner's expense.

IV. DIRECTORY

General Information		
	Carroll Campus	770.836.6800
	Coweta Campus	678.423.2000
	Douglas Campus	770.947.7300
	LaGrange Campus	706.845.4323
	Murphy Campus	770.537.6000
Adult Education	Carroll Campus	770.836.6701
	Douglas Campus	770.947.7324
	Coweta Campus	770.254.2829
	LaGrange Campus	706.756.4654
	Murphy Campus	770.537.6062
Bookstore	Carroll Campus	770.836.6702
	Douglas Campus	770.947.7229
	LaGrange Campus	706.756.4662
	Murphy Campus	770.537.5732
Career Resource Center		770.824.5241
	Career Services LaGrange	706.756.4628
Continuing Education		770.537.7942
Cosmetology	Carroll Campus	770.836.6826
	LaGrange Campus	706.756.4624
	Murphy Campus	770.537.6054
Financial Aid	Carroll Campus	770.836.6800
	Coweta Campus	678.423.2000
	Douglas Campus	770.947.7328
	LaGrange Campus	706.756.4598
	Murphy Campus	770.537.5740
Instructional Services		770.537.5746
Library	Carroll Campus	770.836.4711
	Douglas Campus	770.947.7238
	LaGrange Campus	706.845.4323 ext. 3505
	Murphy Campus	770.537.6065
Public Relations/Marketing		770.537.5756
Registrar		770.537.5720
Student Activities		770.537.5722
Student Affairs Offices	Carroll Campus	770.836.6800
	Coweta Campus	678.423.2000
	Douglas Campus	770.947.7300
	LaGrange Campus	706.756.4650
	Murphy Campus	770.537.5740

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