**Application Procedures**

# Application Steps

1. Submit a West Georgia Technical College admission application and pay a nonrefundable $25.00 application fee. If you have paid previously or are a former student, you do not have to pay the application fee again. Former dual enrollment students apply as beginning students and pay the application fee.
2. Submit Verification of Lawful Presence and Residency. See the list of approved documents that may be accepted.[*https://www.westgatech.edu/wp-content/uploads/2018/01/3.1.2.1-Documentation-of-Lawful-Presence-and-Residency.pdf*](https://www.westgatech.edu/wp-content/uploads/2018/01/3.1.2.1-Documentation-of-Lawful-Presence-and-Residency.pdf)
3. Take the Accuplacer placement test and/or submit ACT or SAT scores, a high school transcript with a final grade point average of at least a 2.0, or an official GED transcript from the State of Georgia passed since 2014. If you have questions, please speak with the Admission Office.
4. Request an official high school or GED transcript be sent to the Office of Student Affairs. Applicants who have successfully completed (C or better) a minimum of 12 semesters or 18 quarter hours of college credit may submit official transcripts from all previously attended colleges in lieu of a high school diploma or GED transcript. Applicants who have successfully completed (C or better) a degree level in English and math from an accredited college may submit official transcripts in lieu of a high school diploma or GED transcript.
5. Official, sealed college transcripts must be submitted if transfer credit is desired, but college transcripts are not required for admission **unless you have completed a bachelor’s degree or higher\*\*\*.** The transcript must be received from the college where the grade was earned.
6. Apply for Financial Aid and follow up to ensure no additional documents are required. Learn about financial aid through videos-24/7 <https://westgatech.financialaidtv.com/>

**\*\*\*Exception:** Students who request a HOPE Scholarship evaluation must submit official transcripts from ALL colleges previously attended. College transcripts may also be required to satisfy financial aid requirements and Veteran Educational benefits. Official college transcripts must be submitted for evaluation for transfer credit.

# Important Dates

*Submitting all required admissions and financial aid documents by the deadline guarantees priority processing.* [*https://www.westgatech.edu/financial-aid/priority-dates/*](https://www.westgatech.edu/financial-aid/priority-dates/)

## Financial Aid

Financial Aid applications must be completed online by going to [www.fafsa.gov.](http://www.fafsa.gov/) The West Georgia Technical College school code is **010487**. If you are applying for a program only eligible for the HOPE Grant, you may complete that application at [www.gafutures.org.](http://www.gafutures.org/) You can find more information about the Financial Aid process by visiting [http://www.westgatech.edu/FA/index.htm.](http://www.westgatech.edu/FA/index.htm) Assistance with the financial aid application process may be obtained by calling or visiting the Financial Aid Office at any campus.

Applicants for financial assistance must complete and submit the following:

* FAFSA or HOPE Application
* A current application for admission to WGTC.
* High School/GED and all previous college transcripts.
* Any supporting documents requested by the Financial Aid Office.

**\*\*** Different programs are eligible for various Financial Assistance, which includes Pell Grant, federal student loans, and Institutional and State Financial Aid. Refer to the Financial Aid by Program document [https://www.westgatech.edu/wpcontent/uploads/2019/02/Available-Financial-Aid-by-Program.pdf](https://www.westgatech.edu/wp-content/uploads/2019/02/Available-Financial-Aid-by-Program.pdf) or contact the Financial Aid Office for eligibility requirements.

## Office of Student Affairs

Monday – Thursday 8:00 am – 6:00 pm

Friday 8:00 am – 12:00 noon

admissions@westgatech.edu 1-844-280-0100

ACCUPLACER Testing Schedule

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Carroll Campus | Tuesday | 8:30 a.m. – 4:00 p.m. |
| Coweta Campus | Wednesday | 8:30 a.m. – 4:00 p.m. |
| Douglas Campus | Wednesday | 8:30 a.m. – 4:00 p.m. |
| LaGrange Campus | Tuesday | 8:30 a.m. – 4:00 p.m. |
| Murphy Campus | Wednesday | 8:30 a.m. – 4:00 p.m. |

***A picture ID is required at check-in.***

***Testers must arrive by 4:00 p.m.***

***Check-in with staff in the Enrollment Center***

## Accessibility Services

Please call the Accessibility Services/Special Populations Coordinator at 770-824-5241 for assistance with accommodations for a disability, academic need, or economic need.

## Health Services Programs

Admission to the degree and diploma Health Services and Nursing programs is based on a competitive selection process according to criteria specific to each program. **Students will be placed in the Healthcare Professional or Healthcare Assistant certificate (depending on the desired program) while completing the prerequisite coursework.** Program-specific criteria may be obtained in the Office of Student Affairs or at [http://www.westgatech.edu/admissions/health.htm.](http://www.westgatech.edu/admissions/health.htm)

***Graduate and Placement Rates***

*Every postsecondary education institution is required by law to disclose its graduation rates annually. For the 2020-2021 reporting year (2017 Cohort), West Georgia Technical College's graduation rate was 36%, which is within 150% of the normal completion time. This graduation rate includes first-time and full-time students as required by the Integrated Postsecondary Education Data System (IPEDS).*

*Students attend technical colleges for a variety of reasons. While many attends with the intention of completing a program of study, others may desire only to upgrade their skills to a point sufficient for initial employment or promotion. Georgia's strong economy and the demand for qualified employees place a high premium on the skills possessed by technical college students.*