Welcome
to

Golden Knights Orientation
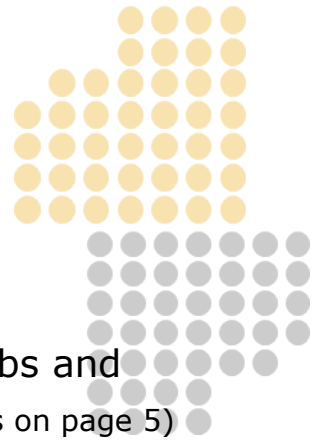
WEST
GEORGIA
TECHNICAL COLLEGE
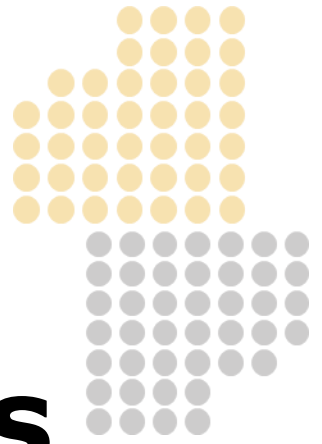
TECHNICALLY, THE BEST!

Table of Contents

www.westgatech.edu

Accepted Student Checklist

☐ **ATTEND Golden Knights Orientation**

☐ **REGISTER for classes**
- Log into your Banner Web Account in the computer labs and register for classes on sequencing sheet (see instructions on page 5)
- Advisors and Faculty members will be available to assist you

☐ **CHECK Your Financial Aid Status**
- Log into your Banner Web Account to see status
- Applying after the deadline may delay your financial aid

☐ **PAY all outstanding Tuition and Fees not covered by Financial Aid prior to the Fee Payment Deadline**

☐ **GET Your Student ID**
- Picture IDs are available in the Library and should be obtained by the first day of the semester
- Be sure to bring a current copy of your schedule and a photo ID

☐ **PURCHASE Your Textbooks and Supplies**
- Visit your Campus Bookstore to get books for your classes
- Bring your class schedule to save time
- Financial Aid can be used to purchase books and supplies for a limited time each semester
- Don't forget to get your WGTC Swag!

☐ **ATTEND Classes** and kick start your career with WGTC!

This is a general checklist and cannot include every individual case or document required for each student. Please check the Important Dates and Deadlines for each semester in your Banner Web Account. Please contact the Student Affairs Department at your campus with any specific questions.

Orientation Day
Agenda

Below is a general overview of the day. You will register for classes in a lab with assistance from Advisors and Instructors. After you register for classes, please visit the Library to have your Student ID created. You will need a copy of your schedule and a photo ID.

- **Sign-in**
- **Welcome**
- **General Information Session**
  - **Academic Information**
  - **Student Life**
  - **Campus Safety**
  - **Business Office**
  - **Academic Support and Student Services**
  - **Financial Aid**
- **Register for Classes**
- **Student IDs**
  - Murphy - Academic Resource Center Building A
  - LaGrange—Library

www.westgatech.edu

Logging into Banner Web and Email

Banner Web is the secure system that allows you to register for classes, see your progress, see your financial aid information, and get into your student email. The school will communicate with you only through your student email.

Go to www.westgatech.edu
At the very bottom of the home page, select "Self-Service Banner Web"

Login to Self-Service Banner Web
- Click on the LOGIN button at the top right
- Enter your User ID, which is the Student ID Number on your Acceptance Letter
- Enter your PIN, which is your six-digit date of birth in MMDDYY format
- Click on LOGIN (You will be asked to change your PIN. Your new PIN must be 6 numbers. You will also be asked to set a Login Verification Security Question and Answer)
- Please make a note of your Student ID Number, your new PIN, and your Security Question and Answer for future Self-Service Banner Web login access

Obtaining Email Username
- Login to Self-Service Banner by clicking **Login** at the top right of the page. Enter your User ID and PIN, then click "Login"
- Click **Personal Information** tab
- Select **View Email Address**
- Make a note of your student email address. Your email Username is the entire email address. Example: jdoe4@student.westgatech.edu
- Exit **Banner Web** to close your session

First time logging into Student Email
- Go to **Student Email Login** (located under Student Resources on the right side of screen)
- Enter your **Username and Password**
- Select **Login**
- Example: Username: jdoe4@student.westgatech.edu
- Initial Password is your eight-digit birth date (MMDDYYYY) If your birthday is January 1, 1990, then your password is 01011990
- Once you are logged into email, go to **Options** then select **Password** to change your password. (Please note for future reference.)
- Enter **your birth date** (MMDDYYYY) in the Enter Your Old Password box. Select a new password of at least 6 characters. In the **Choose a New Password box**, reenter the new password
- Make sure to set a **Security Question and Answer**. This is a required field and must be entered before saving your new password and will be your only means of resetting your password. Choose a question only you can answer correctly.
- Select the **Help box** for a list of additional instructions and information about your WGTC student email account
- Always remember to **Logout** before closing your email

www.westgatech.edu/banner

Blackboard Orientation

Blackboard is the learning management system that allows you to access your courses and complete your coursework. You will use Blackboard in all classes regardless of the method of instruction.

Complete the Blackboard Orientation before your courses begin:

Visit the WGTC Website at www.westgatech.edu and click on the Blackboard Orientation Self-Enroll link found under the WGTC Announcements.

Follow the instructions to your Virtual Orientation with BBLearn.

For more information about online learning, visit www.westgatech.edu/onlinelearning/index.htm

Paying for College: Financial Aid

*Financial Aid is awarded Fall, Spring, and Summer Terms and is renewed annually before each Fall Term. Students should **re-apply each year beginning October 1st.***
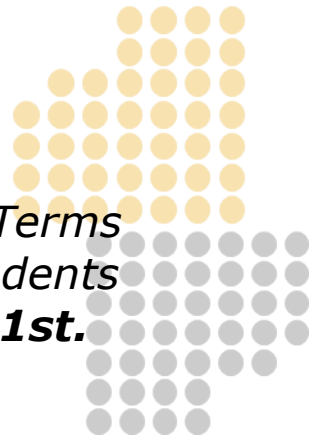
Complete the FAFSA
- The Free Application for Federal Student Aid is available online at www.fafsa.ed.gov.
- Completing the FAFSA will allow you to apply for all available federal and state aid including the Federal Pell Grant, HOPE Grant, HOPE Scholarship, and student loans.
- Complete the FAFSA beginning October 1 each year.
  - You will need to apply for a FSA ID through the FAFSA website
  - Have the following items (for you and your guardians, if applicable) on hand to complete the FAFSA:
    - W-2 Forms and other records of money earned
    - Records of untaxed income
    - Current Bank Statements
    - Business and Farm Records
    - Records of investments
    - Driver's License and Social Security Card
    - Date of Birth
  - Answer all questions
  - List the colleges you are considering attending. ***WGTC's school code is 010487***
  - Sign the FAFSA electronically with your FSA ID
  - Watch for your Student Aid Report in the mail from the Department of Education few weeks after submitting your completed and signed FAFSA

Financial Aid Awards can be affected by the following things:
- Program of Study
- Number of Credit Hours
- Attendance
- Withdrawing
- Academic History
- State Residency Date
- Financial Aid Status

www.westgatech.edu/fa

Paying for College: Financial Aid

Once you have completed the FAFSA and logged into your Banner Web Account, you can check your Financial Aid Status. Follow the steps below.

Check for Outstanding Documents
- Log into your Banner Web Account
- Select Student Services & Financial Aid
- Select Financial Aid
- Select My Eligibility
- Select Aid Year and submit
- Select Student Requirements
- Select Aid Year and Submit
  * If you are selected for verification, you will see VERIFICA-TION NEEDED. You can complete your verification documents at https://westgatech.verifymyfafsa.com/account/login *. IMPORTANT: As a first-time user of this site, ALL students will need to select Create Account and establish an account using your preferred email (required for email notifications regarding your documents) and cell phone number (optional for text alerts regarding your documents). Regularly check this site to monitor the status of your verification requirements. Don't forget to verify your email address!*

Review Your Award Information
- Go back to Student Services and Financial Aid
- Select Financial Aid
- Select My Award Information
  This screen will display your current award information for the aid year. Please allow 1-2 business days for your awards to show as a pending credit against your tuition charges after registration.
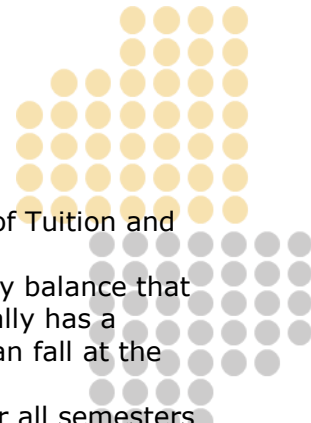
Authorize Your Aid
- Go back to Student Services and Financial Aid
- Select Financial Aid Authorization
- Authorize Pell Grant
- Select "I Authorize This Transaction"
  * This is a one-time authorization.

Still have questions? Visit https://westgatech.financialaidtv.com/

https://www.westgatech.edu/financial-aid/

Paying for College: Understanding Your Bill

Fees
Set each semester by TCSG, all students pay the same amount in fees each semester regardless of classes taken.

Net Term Balance: Total amount of Tuition and Fees for the current semester
Net Balance for Other Terms: Any balance that is carried over for other terms, usually has a balance if you register for summer an fall at the same time.
Account Balance: Total amount for all semesters
Current Amount Due as of (Date): Actual amount owed before Financial Aid is applied

201814 Spring Sem 2018 (201814) Term Detail

Description	Charge	Payment	Balance
STUDENT ACTIVITY FEE	$30.00		
ATHLETIC FEE	$40.00		
CAMPUS SAFETY FEE	$25.00		
FACILITIES FEE	$30.00		
ACCIDENT INSURANCE	$6.00		
SPECIAL INSTRUCTIONAL FEE	$55.00		
REGISTRATION FEE	$60.00		
SCIENCE LAB FEE	$20.00		
TECHNOLOGY FEE	$105.00		
TUITION	$1,335.00		

Net Term Balance	$1,706.00
Net Balance for Other Terms:	$0.00
Account Balance:	$1,706.00
Current Amount Due as of Nov 14, 2017:	$1,706.00

💬 Review Authorized Financial Aid on your account and the expected payment for the selected term or other terms.

Authorized Financial Aid as of Nov 14, 2017

Description	Expected Payment	Balance
HOPE AWARD DEGREE-TUITION	$1,050.00	
PELL GRANT AWARD	$2,960.00	
Authorized Financial Aid Balance:		-$4,010.00
Account Balance net of Authorized Financial Aid:		-$2,304.00
Current Due net of Authorized Financial Aid:		$0.00

Authorized Financial Aid as of (Date): Any Financial Aid that has been authorized and is eligible to be applied to your account.

Memos as of Nov 14, 2017

Account Balance net of Authorized Financial Aid and Memos:	-$2,304.00
Current Due net of Authorized Financial Aid and Memos:	$0.00

Memos as of (Date): Any scholarships, third party payments, and Nelnet agreements will display here.
Current Due net of Authorized Financial Aid and Memos: The amount you will owe once Financial Aid and total from all memos has been applied.

Authorized Financial Aid Balance: Total of all Financial aid that has been authorized and is eligible to be applied to your account.
Account Balance new of Authorized Financial Aid: The amount you will owe once all Financial Aid has been applied to your account. If this number is negative you can expect to receive a refund.

Paying for College:
Business Office

The Business Office receives payments for tuition and fees. A cashier is located in Student Affairs at each of our main campuses.

Things you need to know:

- ***To ensure your classes are not dropped, students must pay all tuition and fees in full by each term's deadline.*** If your classes are dropped, you will be required to re-register; however, you may be unable to register for the same course section if that section is full
- A late fee ($45) will charged if you register for classes during Late Student Registration
- Students may make payments in person or online through their Banner Web accounts
- Students can set up a payment plan through Nelnet. For more information, go to https://www.westgatech.edu/admissions/payment-plan/

To View Your Bill

- Log into your Banner Web Account
- Select Student Services and Financial Aid
- Select Student Records
- Select Account Detail by Term
- Select Term and Submit
- Select Pay Online to see actual amount due

To Pay Your Bill Online

- Follow instructions above
- Select Term for Payment and Submit
- Enter the amount in the Payment Amount field
- Select your Method of Payment
- Enter your account information and Continue
- Verify your Information is correct and Complete
- Print your receipt and check your email for a receipt

Refund Information

Students who withdraw before a term begins or during the first three days of the semester may receive a full refund of tuition and fees if their financial obligations have been satisfied. Students withdrawing after the Drop/Add period will not receive a refund.

Refunds are processed approximately the fifth week of the semester through BankMobile. Look for the Green Envelope and follow the instructions they give you to select how you would like to receive your refund.

www.westgatech.edu/admissions

Paying for College:
Tuition and Fees

Every student is charged Tuition and Fees based on the classes they take. The information below is for in-state residents of Georgia for the 2017-2018 Academic Year.

Credit Hours	Tuition*	Fees**	Total
1	$89	$351	$440
2	$178	$351	$529
3	$267	$351	$618
4	$356	$351	$707
5	$445	$351	$796
6	$534	$351	$885
7	$623	$351	$974
8	$712	$351	$1,063
9	$801	$351	$1,152
10	$890	$351	$1,241
11	$979	$351	$1,330
12	$1,068	$351	$1,419
13	$1,157	$351	$1,508
14	$1,246	$351	$1,597
15+	$1,335	$351	$1,686

* Commercial Truck Driving has a tuition rate of $132 per credit hour

** Fees amount is based on the following and are applied each semester:

Activity Fee ($30), Athletics Fee ($40), Facilities Fee ($30), Insurance Fee ($6), Registration Fee ($60), Technology Support Fee ($105), Instructional Fee ($55), Campus Security Fee ($25)

** Some programs have additional fees associated with them.

Please see the WGTC website for full details.

The tuition and fees listed above are assessed according to the policies established for all technical colleges governed by the Technical College System of Georgia. Tuition and fees are subject to change without notice.

www.westgatech.edu/admissions

Advisement and Registration

Students should meet with their Academic Advisor every semester prior to registering for classes to make sure they are taking the appropriate classes. All new students are assigned to the Advising Center. Advisors are located on each main campus with office hours posted.

Registering for Classes

- Log into your Banner Web Account
- Select Student Services and Financial Aid
- Select Registration
- Select Look-up Classes to Add
- Select Term from dropdown menu
- Choose the Subject of the course in which you wish to enroll (Example: ENGL 1101 is under English)
- Select Course Search
- Select View Sections of appropriate course (refer to sequencing sheet)
- Use the check boxes to indicate which class you wish to add. If there is a "C" in place of the check box, the class is closed
- Scroll to the bottom of the page and select Register

Registering for Co-Requisite Classes

- Follow the above steps up to check boxes to indicate which class you wish to add
- Scroll to the bottom of the page and select Add to Worksheet
- Search for co-requisite class using steps above and Add to Worksheet
- Once both classes are added to worksheet scroll to the bottom of the page and select Register

Verify Registration

- Click on the Student Services and Financial Aid tab
- Select Registration
- Select View Student Detail Schedule to verify that you have successfully registered.

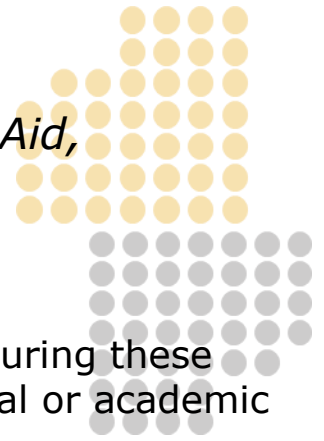## Contact the Student Advising Center

Email: Advising@westgatech.edu
Phone: 1-855-277-2384
Kiosk: Visit an Advising Student Kiosk (ASK) on any campus or site
Office Hours: Vary by campus, please check Website

https://www.westgatech.edu/student-advising/

Withdrawing from Classes

Withdrawing from classes will affect your Financial Aid, GPA, and/or Academic Standing.

Drop/Add
The **first three days of the term** is the Drop/Add period. During these three days students may drop or add courses with no financial or academic penalties.

Withdraw Date
After the first three days of the semester and until the Withdrawal Date, you will receive a grade of W for classes from which you withdraw. You may withdraw from a class via Self - Service Banner Web until the Withdrawal Date. The Withdrawal Date is posted for each semester on the Academic Calendar.

Withdraw/Failing
Students who withdraw after the Withdrawal Date must contact the Registrar's Office (registrar@westgatech.edu) and will receive a grade of a WF, which is equivalent to earing an F for the course.)

Withdrawing from Classes
- Log in to your Banner Web Account
- Select Student Services and Financial Aid
- Select Registration
- Select Add/Drop/Withdraw from Classes
- Select Term from dropdown menu
- If…
  - Dropping: Select Action and choose Drop/Delete web.
    - This can only be done during the Drop/Add Period
  - Withdrawing: Select Action and choose Withdraw
    - This can only be done prior to the Withdraw Date
- Submit Changes

Students wishing to withdraw from all classes must complete a Withdraw Form in the Student Affairs Office.

Students cannot just stop showing up for class. That will violate attendance policies and will affect your GPA, Financial Aid, and Academic Standing.

Print Your Class Schedule

You will need a copy of your Schedule to get your Student ID

Printing Your Schedule
- Log into your Banner Web Account
- Select Student Services and Financial Aid
- Select Registration
- Student Detail Schedule
- Select Term from drop down menu and Submit
- Print this page

Changing Your Major

Changing your Major could affect your Financial Aid. Please check with them prior to submitting your paperwork.
- Complete the Change of Major Form in the Student Affairs Office
- There is a $10 Change of Major Fee unless you are completing one program prior to beginning another
- Allow 3-5 days for processing

Academic Progress

Academic Standing

Determined by two factors:
- Completing Rate: Must successfully complete 67% of course work attempted each term
- Grade Point Average (GPA): Semester GPA of at least 2.00

Academic Statuses
- Good Standing: Semester GPA 2.00 or higher and successful completion of at least 67% of coursework attempted for the term
- Academic Probation: Semester GPA below 2.00 or fails to successfully complete at least 67% of coursework while on Academic Warning
- Academic Suspension: Semester GPA below 2.00 or fails to successfully complete at least 67% of coursework while on Academic Probation

Satisfactory Academic Progress (SAP) Students that fail to make SAP at the end of the term are placed on Financial Aid Warning. Students are still eligible for aid while on Financial Aid Warning. The student must be making SAP at the next term of enrollment. If not, the student will be placed on Financial Aid Suspension. Students are not eligible to receive financial aid once they have been placed on Financial Aid Suspension. Students do have the right to submit a SAP Appeal.

https://www.westgatech.edu/student-advising/

Safety and Security

WGTC is committed to your safety while on campus.
See Something? Say Something!
855-579-4357
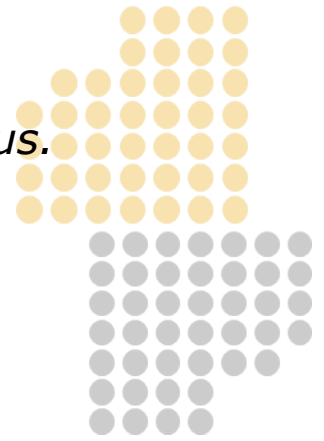
Police Officers

Police officers are on campus anytime the campus is open.

Services provided include:

- Emergency jump starts
- Emergency/Safety alerts
- Escorts to and from vehicles
- Investigative services
- Lost and found
- Medical emergency assists
- Routine patrols
- Unlock vehicles

Drug/Alcohol Free Campus

WGTC is a drug and alcohol free environment. Possession of any controlled substance is prohibited at all times while on WGTC property or attending WGTC sponsored events.

ID Cards

Student IDs are available at no charge and will be issued by the Campus Library. Students are REQUIRED to wear their IDs in a visible spot at all times while on campus. If you do not have your ID while on campus, Instructors will not allow you in classrooms. There is a replacement fee for additional IDs.

Inclement Weather

School closings due to inclement weather will be posted at on the school website, and announced through the CrisisGo App, local media, and social media outlets.

Student Code of Conduct

All students must adhere to the Student Code of Conduct. Please see the Student Handbook for details.

Safety

WGTC will provide a reasonable environment of safety for achieving educational goals. In compliance with the Crime Awareness and Campus Security Act of 1990 and Student Right-To-Know (Public Law 101-542), WGTC has established policies and procedures for governing the implementation of this act.

Weapons Policy

Weapons are restricted according to Georgia Law. Please see the website for more details.

https://www.westgatech.edu/contact-us/wgtc-police-department/

Student Life

College is about more than just classroom time. You can learn just as much outside of the classroom as in it. We provide several opportunities for you to get involved in campus life.

Student Clubs and Organizations

Academic and Professional

- ACE - Answering the Call of Excellence
- PBL - Phi Beta Lambda
- HITS - Health Information Technology Student Association
- RADS - Radiological Association for the Development of Students
- SkillsUSA - National Organization for students enrolled vocational classes
- SADHA - Student Members of the American Dental Hygienists' Association
- SNA - Student Nursing Association

Governance

- GSGA - WGTC Chapter of Georgia Student Government Association

Honorary

- NTHS - National Technical Honor Society
- PTK - Phi Theta Kappa

Golden Knight Ambassadors

These students go through an interview process and are trained to assist with special events, represent the school and welcome new students! Applications go out every year and we're always looking for the next group of students to make a positive impact at West Georgia! Email studentlife@westgatech.edu for information on how to become a GKA!
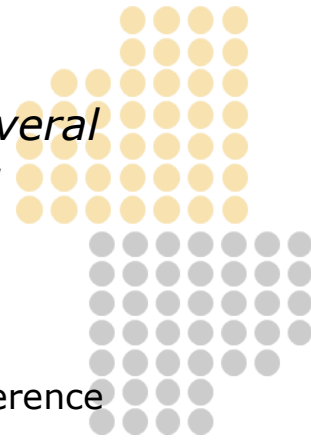
Events

Weeks of Welcome
Homecoming
Mid-Semester Checks
PrezTalks
Spring Fling

All events are open to all students and ALWAYS have free food!

https://www.westgatech.edu/student-life/

Student Resources

WGTC is committed to your success. We provide several resources to help you on your way to becoming Technically, The Best!

Library

www.westgatech.edu/library

- Resources for research: books, periodicals/magazines, reference collection, audio and visual materials
- Popular reading materials
- Computer labs
- Copier
- Interlibrary Loan
- GALILEO
- Magazines and Newspapers
- Academic Resource Centers on 2 campuses, coming to all soon
- Hours: Monday - Thursday, 7:30am - 9:00pm, Friday, 7:30am - 12:00pm

Student Success Services

https://www.westgatech.edu/student-advising/student-success-services/

- FREE in-person supplemental instruction is available to students enrolled in Math, English, Foundations of Computer Applications, and Accounting.
- FREE 24/7 online tutoring is available for all subjects through Upswing
- Mentor Connection builds connections between mentors and students

Golden Student Counseling

https://www.westgatech.edu/student-life/golden-student-counseling-resource/

- Confidential Counseling
- 24-hour telephone access
- Assessments (initial phone call)
- Short term counseling
- Referrals for ongoing treatment as appropriate

Accessibility Services

www.westgatech.edu/accessibility

- Extra time on tests and assignments for students with documented needs
- Note Taking
- Interpreting
- Adaptive and assistive devices
- Use of calculator
- Testing in a non-distracting environment

Veterans Affairs

The Office of Veterans Affairs is dedicated to assisting Veterans, spouses, and their dependents achieve their education and career goals.

VA Education Benefits are available under the following programs:

- Chapter 33 – Post 9/11 GI Bill
- Chapter 30 – Montgomery GI Bill – Active Duty
- Chapter 1606 – Montgomery GI Bill – Selected Reserve
- Chapter 35 – Survivors' & Dependents' Education assistance
- Chapter 31 – Vocational Rehabilitation

Contact Information

Richard Williams - richardwilliams@westgatech.edu
James Smith - jamessmith@westgatech.edu
678-664-0564 or 678-664-0557

Office Hours

Carrollton:
Monday: 9:00am - 12:00pm, 1:00pm - 3:00pm
Tuesday - Thursday: 9:00am - 12:00pm, 1:00pm - 5:00pm

Douglasville:
Monday: 9:00am - 12:00pm, 1:00pm - 5:00pm
Friday: 9:00am - 12:00pm

Green Zone
Military & Veteran Assistance

www.westgatech.edu/fa/veterans

Additional Information

FERPA - Family Educational Rights and Privacy Act

WGTC may disclose, without consent, "directory" information such as a student's address, telephone number, date and place of birth, honors and awards, and dates of attendance. You may request that the college not disclose directory information through the Registrar's Office. Students must provide written permission before other information can be shared with any third party of their choosing, including family, businesses, and other institutions.

Student's Right To Know

WGTC will produce and make readily available to current and prospective students the graduation rates of full-time certificate, degree, or diploma students annually, as well as, the most recent crime report.

Documentation of Lawful Presence

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. There are several documents that will serve as proof of lawful presence in the United States and these documents will be required before you are eligible for consideration of in-state tuition. The State of Georgia will only allow students with lawful presence in the United States the opportunity for in-state tuition. Students must meet the State of Residency requirements for in-state tuition.

Statement of Equal Opportunity

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans , student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator, Dr. Tonya Whitlock, Vice President for Student Affairs, tonya.whitlock@westgatech.edu, 401 Adamson Square, Carrollton, GA 30117, 678.664.0532. ADA (Section 504) Coordinator, Dr. Carol Reid, Vice President for Administrative Services, carol.reid@westgatech.edu, 401 Adamson Square, Carrollton, GA 30117, 678.664.0533.

Academic Calendar
2018-2019

AUGUST 2018 (201912) Fall '18				
M	T	W	R	F
		1	2	3
6	7	8	9LR	10
13•D	14D	15D	16	17
20	21PD	22	23G	24
27	28	29	30	31

SEPTEMBER 2018				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER 2018				
M	T	W	R	F
1	2	3	4	5
8W	9	10	11IS	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER 2018				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26RR	27	28	29	30

DECEMBER 2018				
M	T	W	R	F
3	4■	5SO	6E	7
10E	11★	12IS	13G	14
17	18	19	20RC	21
24	25	26	27	28
31				

JANUARY 2019 (201914) Spr 19				
M	T	W	R	F
	1	2	3LR	4
7•D	8D	9D	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY 2019				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH 2019				
M	T	W	R	F
				1
4W	5	6	7IS	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2019				
M	T	W	R	F
1SB	2SB	3SB	4SB	5SB
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30■			

MAY 2019 (201916) Summer '19				
M	T	W	R	F
		1SO	2E	3
6E	7★	8	9G	10
13	14	15	16	17
20	21	22	23	24
27	28•D	29D	30D	31

JUNE 2019				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26W	27	28

JULY 2019				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23■	24SO	25E	26
29★	30	31		

Legend
- • - Classes Begin
- ■ - Classes End
- ★ - Grades Due
- - State Holiday
- - Workday/Annual Leave
- D - Drop/Add

- E - Exam Day
- FA - Financial Aid Deadline
- G - Diploma/Degree Graduation
- IS - In-Service
- LR - Late Registration
- NS - No Show Report Due
- OR - Open Registration Begins/Ends

- PD - Fee Payment Deadline
- PG - Purge
- RR - Returning Student Registration
- SB - Spring Break
- SO - New Student Orientation
- W - Withdrawal Date

18

www.westgatech.edu/academics/calendar

First Class Student Seminar

What is WGTC's First Class Student Seminar?
COLL 1090 is designed to introduce and connect new students to West Georgia Technical College to gain an awareness of various campus resources. Emphasis is placed on acquiring the academic skills necessary to achieve educational and career goals. The First Semester Seminar Course will focus on matching student needs with WGTC resources and the development of college level learning. Knowledge is acquired by providing academic strategies and by demonstration of action based outcomes that will help students in college and in life. COLL 1090 will not be considered a learning support class, but rather a course to provide new college students the skills to be successful.

Who Will Be Required to Take the First Class Student Seminar?
- Students who enter a program under the 2017-2018 catalog
- All Dual Enrollment students transitioning to Beginning College Students
- All other beginning, transfer and returning degree, diploma, HC23 (Healthcare Management Degree), HP41 (Healthcare Professional Certificate), and HA21 (Healthcare Assistant Certificate) students with less than 15 credit hours.
  - The 15 credits do not include learning support courses or any courses completed with less than a C
  - The credits from WGTC and all other colleges attended will be considered as part of the 15 credits

Who Will Not Be Required to Take the First Class Student Seminar?
- Current Dual Enrollment students
- Transfer students with more than 15 semester credit hours, not including learning support courses or any courses completed with less than a C
- Transient students
- Returning or readmitted students with more than 15 semester credit hours, not including learning support courses or any courses completed with less than a C
- Students enrolled in Technical Specialist Certificate or any other Certificate except HP41 (Healthcare Professional Certificate) and HA21 (Healthcare Assistant).

Note: Effective January 2018, COLL 1090 is required for graduation from certain programs if the admissions eligibility requirement is met (see Office of Admissions for exclusions). If COLL 1090 is not required due to a student's ineligibility, any occupational or occupationally related elective approved by the program advisor should be substituted to meet the minimum program credit hour requirement for graduation (see advisor for approval). www.westgatech.edu

Friends and Family

You play an important role in your student's success. Below is information that you will find helpful as you support them.

Things to Expect

More Self-Reliance
Yes, for the most part, students are on their own. They set their own schedules, make their own decisions, and make their own choices. College brings less structure and guidance than many are used to. But this is good, because it encourages students to gain independence and become more self-reliant adults. We will work to encourage this attribute in your student and hope you will as well.

Academic Adjustment
College academics, for most students, prove to be very different than high school. College demands problem-solving and critical-thinking that may be more demanding. Encourage your student to stay on top of coursework so that it is not overwhelming when deadlines or exam dates come around.

Stress
College can be stressful. That's why students should know the resources they have available to them. Remind them the faculty, their fellow students, you as parents, guardians, partners, spouses, and friends are all here to help them succeed. WGTC offers many resources to help students succeed as well. From tutoring to mentorships, you students will have the support they need to excel during their time at WGTC.

Remember to be patient. College can be a challenging time for students. Allow them time to grow and mature with all the new experiences of college life.

Friends and Family

Helping Your Student Adjust

Struggling in Class?
Again, for the first time, many students are responsible for attending class, doing homework, and keeping up with day-to-day projects. If they find themselves falling behind, concerned about grades, or not understanding what's being discussed, encourage them to talk to the instructor of the course. A problem may be resolved with a meeting or two. Or maybe they can join a study group. If you student is also working, ask them how they are handling work and school together. This can be a major struggle for them to balance both work and school.

Where to Study?
The first place you might think of is a room in the house, and that is always a great place. But sometimes students need to find more secluded areas, or a place where other students gather to discuss courses. Here are the students' top four in no particular order:
- Library (still can't beat a library, traditional spaces with study rooms)
- Student Centers (lots of open space, relaxed and comfortable)
- Local coffee shops (a little caffeine always helps)
- Outside (Nothing beats some study time under a tree or at an outside table)

Getting Involved
WGTC offers a wide variety of opportunities to get involved. Whatever your student's interests, there is something to get involved with, volunteer for, or join. These out-of-the-classroom opportunities are not just fun, they can lead to improved communication and leadership skills as well as personal career networks that will serve them long after graduation. Students can learn about the ways to get involved at WGTC through the WGTC Student Life website

Terms to Know

A

Academic Advisor: A member of the Advising Center who will advise you on class progression until you are 50% through your coursework.

Academic Standing: The status of a student's academic progress, usually determined by the student's Grade Point Average and other considerations.

Accepted: The Admissions Office has reviewed your application and status and has determined you are accepted to the College.

Accuplacer Exam: Computerized exam used for placement in the admissions process.

Admission: Approval for a student to attend WGTC. The admissions process begins when a student submits an application and required documentation.

Advised: You have met or talked with your program of study advisor or a member of the Advising Center and have discussed which classes you will take for the upcoming semester.

Applied: Submitted your application for admission to the college. The admissions application can be completed online or by paper.

Attendance Policy: The policy set by WGTC, department, division, or individual instructor that states the maximum number of absences a student may have in a class. WGTC's attendance policy is stated in the student catalog and is also included on the syllabus for each class taken at WGTC.

B

Banner Web: The College's computer system for students to access their record. On Banner Web you can register for your classes and view your schedule, financial aid information, tuition and fee charges, academic history, grades, etc. Password is initially your date of birth in MMDDYY format. Once you log in, you must change your password.

Blackboard: The College's learning management system used for online, hybrid, and web-enhanced classes.

C

Campus: The land and buildings the college uses for instruction or student services. WGTC has campuses in Carrollton, Douglasville, LaGrange, Newnan, and Waco, and centers in Franklin and Greenville.

Catalog: A complete guide to college policies and rules, graduation requirements, course descriptions, transfer requirements, and other essential information.

Certificate: An official document granted by the college indicating a student has successfully completed specified courses and requirements for a program of study. Compare with diplomas and degrees, which usually require more time and coursework.

Class Schedule: The schedule of classes, course information, and section information (days, times, room numbers, etc.) is published online each Term. Class Schedule may also refer to the specific courses that a student is taking or plans to take for a specific term.

Complete: Register for classes, attend the term, and finish the term.

Co-requisite: A course that must be taken at the same time as another course.

Course Load: The total credit value of the course in which a student is enrolled.

Credit: The unit of measurement for college course work. One credit hour represents one hour of classroom attendance each week, plus the homework, study time, etc. that go along with each course.

CRN (Course Reference Number): A five digit number used to identify each course section.

D

DegreeWorks: Available in your Banner Web Portal, a tool that tracks student progress toward program completion. View transfer credit, completed courses and grades, and remaining requirements.

Terms to Know

Degree: An official document granted by the College indicating a student has successfully completed specified courses and requirements for a program of study. Compare with diplomas and certificates, which usually require less time and coursework.

Diploma: An official document granted by the College indicating a student has successfully completed specified courses and requirements for a program of study. Compare with degrees, which usually require more time and coursework, and certificates, which usually require less time and coursework.

Distance Education: Classes offered in a non-traditional setting using online instruction. See Hybrid Class and Web-Enhanced Class.

Drop: See Withdrawal

Drop/Add Period: The first three calendar days of each semester when students may make schedule adjustments without academic or financial penalty.

E

Early Alert System (TEAMS): College retention program in which instructors refer students who are experiencing difficulties that may hinder their performance towards completing. Upon receiving the referral, a member of the Counseling Center or designee will provide the appropriate assistance needed by the student.

Enroll: Register for Classes. See Register and Registration.

F

Faculty Advisor: An instructor or program chair in your area of study who will be assigned once you are 50% through your coursework. They will help advise you on course progression.

FAFSA (Free Application for Federal Student Aid): The application used to apply for federal financial aid benefits, such as the Pell Grant.

FERPA (Family Educational Rights and Privacy Act): The legislation that insures each student's educational and personal information is protected by educational institutions.

Final: An exam/test given at the end of the term. A final may assess all of the material covered in the class for the entire term (cumulative) or may assess only the material covered after midterm (partial).

Financial Aid: Money available from various sources to help students pay for college expenses. Financial Aid funds can come from grants or scholarships from the state or federal government or other organizations.

FSEOG (Federal Supplemental Educational Opportunity Grant): Provides aid to students with exceptional financial need and gives priority to students who receive Federal Pell Grants.

Full-Time Student: Normally, a student taking 12 or more credit hours in a term.

FWS (Federal Work Study): The Federal Work Study program provides part-time jobs for eligible students with financial need, allowing them to earn money to help pay educational expenses. See Career Services to apply.

G

GALILEO (Georgia Library Learning Online): Participating institutions my access over 100 databases indexing thousands of periodicals and scholarly journals. Over 2000 journal titles are provided in full-text.

Georgia Resident: Someone who has lived in Georgia for a specified length of time as verified by specified types of evidence. A student's residency status is used to calculate the amount of tuition a student is charged by the College.

Terms to Know

GCIS (Georgia Career Information System): Provides current and accurate occupational and educational information to schools and agencies throughout Georgia in order to help young people and adults make informed career choices.

GOAL (Georgia Occupational Award of Leadership): This program recognizes and rewards excellence among students enrolled in post-secondary technical colleges. Students are nominated by their instructors annually.

Grade: A formal indicator of a student's overall performance in a specific course. Each grade is recorded on the student's official transcript.

GPA (Grade Point Average): Calculated by multiplying the number value of the grade a student earns in each course (A=4, B=3, C=2, D=1, F=0) by the number of credits for each course, then dividing the result by the total number of credits taken.

H

HOPE (Helping Outstanding Pupils Educationally): Georgia's unique scholarship program that rewards eligible students with financial assistance in degree, diploma, and certificate programs at any eligible Georgia public or private college, university, or public technical college.

Hybrid Class: A class in which face-to-face interaction in the classroom is replaced in part with web-based technologies and web-assisted learning tools.

I

Incomplete: A temporary grade of "I" assigned to a student whose performance in a course is satisfactory but who is forced to miss a major exam or assignment due to illness or other emergency. The instructor and student arrange how and when the student will complete the missed assignment(s) and have the grade of "I" changed to a final letter grade.

M

Major: A specialization in one academic program or field of study.

Midterm: The middle of the term. Midterm can also refer to an examination given in the middle of the semester.

N

No Show: A student who registers for a course and does not attend a face-to-face class or who does not log into an online or hybrid class will be marked as a No Show. The deadline for instructors to report No Shows is usually at the beginning of the second week of the term. Students will not be charged for a class when marked as a No Show. Students are not allowed back into a course once they have been No Showed.

## O

Orientation: Need-to-know information about the College, student policies, and services. Sessions are scheduled on specific days during registration at the LaGrange and Murphy (Waco) campuses. New students and students who have been out of class for 2 or more years are required to attend.

P

Practicum: A course that includes job-related activities and stresses the practical application of theory in a specific field of study.

Prerequisite: A course that must be completed (usually with a minimum grade) or a skill that must be demonstrated before a student can enroll in a more advanced course. A prerequisite can also be a minimum score on a placement exam.

Terms to Know
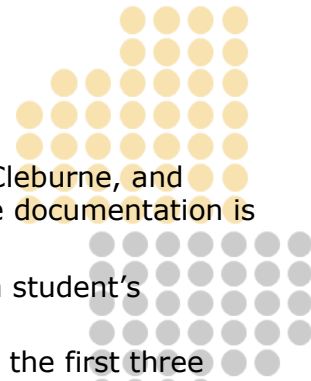
R

Reciprocity: Legal residents of Alabama counties bordering Georgia (Chambers, Cleburne, and Randolph) are eligible for the same tuition rate as Georgia residents, if appropriate documentation is provided.

Refund (Financial Aid): The College issues refunds for any credit remaining on a student's account after tuition and books have been paid.

Refund (Withdrawal): Students who withdraw before the term begins, or during the first three calendar days of the term may receive a 100% refund of tuition and fees, if their financial obligations have been satisfied. NO REFUND is granted for withdrawals after the 3rd calendar day of the term.

Register: Use Banner Web to sign up for the classes that you want take. Register for classes only after being advised. Once you register, you have a class schedule.

Registration: Time period when you meet with an advisor and register for your classes.

Resident: Someone who has lived in Georgia for a specified length of time as verified by specified types of evidence. A student's residence status can be used to calculate the amount of tuition and fees.

S

SAP (Satisfactory Academic Progress): All students receiving federal and/or state financial aid must maintain satisfactory academic progress in accordance with federal and state regulations. Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. To maintain eligibility for financial aid, students must successfully complete 67% of all courses attempted and make satisfactory progress towards graduation.

Student Email: When you are accepted to the College, you are automatically given a student email account. The College uses student email to notify students of many things; therefore, students are expected to check their email regularly. New students can find their student email information in their Banner Web account.

Student ID: When you apply for admission, you are assigned a Student ID number (900 number). This number is used to access Banner Web, purchase books in the bookstore, and more. The number will also be used to look up your student record.

Syllabus: An outline for a specific class that includes textbook requirements, class meeting dates, grading standards, etc.

T

Transcript: An official record of all courses a student has taken at the College and the grade for each course; degrees, diplomas, and certificates earned; and any awards or honors received by the student. The term "official transcript" indicates that the transcript was issued directly to someone other than the student (i.e. another college if a student transfer from WGTC to another college or university).

Tuition: Per credit-hour charge for instruction. Does not include mandatory fees.

W

Web-Enhanced Class: A class in which online course activity complements face-to-face class sessions without reducing the number of required class meetings.

WIOA (Workforce Innovation and Opportunity Act): A federally funded program that provides funding assistance for qualified candidates.

Withdraw: If you decide you do not want to take a class, you have three (3) calendar days from the beginning of the term to withdraw. If you withdraw after the third day, you are responsible for tuition and fees.

Who to Ask

Issue	Contact	Phone	Email
Academic Standing	Registrar's Office	855.253.7344	registrar @westgatech.edu
Accident/Personal Injury	WGTC Police Department	855.579.4357	
Admissions	Admissions	844.280.0100	admissions @westgatech.edu
Americans with Disabilities Act	ADA Section 504 Coordinator	678.664.0533	carol.reid @westgatech.edu
Athletics	Athletics Coordinator	770.537.6023	misty.lang @westgatech.edu
Bookstore	Bookstore Manager	770.947.7325	chris.gibson @westgatech.edu
Career Services	Career Services	770.824.5245	careerservices @westgatech.edu
Continuing Education	Office of Economic Development	855.209.3640	coned @westgatech.edu
Dual Enrollment	High School Initiatives	844.280.0100	dualenroll @westgatech.edu
Email Problems	Online Help Desk	onlinehelpdesk.westgatech.edu	
Employment	Career Services	770.824.5245	careerservices @westgatech.edu
Financial Aid	Financial Aid	855.286.3462	financialaid @westgatech.edu
Federal Work Study	Career Services	770.824.5245	careerservices @westgatech.edu
GED Testing	Adult Education Office	855.500.GEDS	wgtcadulted @westgatech.edu
Grade Appeals	Academic Deans	770.537.6000	
Graduation	Registrar's Office	855.253.7344	registrar @westgatech.edu
Harassment/ Discrimination	Title IX Equity Coordinator	678.664.0532	tonya.whitlock @westgatech.edu
HOPE Grant/Scholarship	Financial Aid	855.286.3462	financialaid @westgatech.edu
Library	Library Services	www.westgatech.edu/library	

Who to Ask

Issue	Contact	Phone	Email
Payments/Student Accounts	Business Office Cashier Window	844.280.0100	admissions @westgatech.edu
Program Change	Admissions	844.280.0100	admissions @westgatech.edu
Registrar	Registrar's Office	855.253.7344	registrar @westgatech.edu
Registration Assistance	Student Advising Center	855.277.2384	advising @westgatech.edu
Resume Assistance	Career Services	770.824.5245	careerservices @westgatech.edu
Scholarships	Foundation	678.664.0524	stephanie.fant @westgatech.edu
Special Populations	Accessibility Services	770.824.5241	zelma.jones @westgatech.edu
Student Activities	Student Life Department	770.537.5722	studentlife @westgatech.edu
Student Complaints	EDCOs	Varies by campus	
Student IDs	Library	www.westgatech.edu/library	
Student Records	Registrar's Office	855.253.7344	registrar @westgatech.edu
Transcripts	Registrar's Office	855.253.7344	registrar @westgatech.edu
Transfer of Credit	Registrar's Office	855.253.7344	registrar @westgatech.edu
Tutoring	Student Success	706.756.4678	wgtcsuccess @westgatech.edu
Veterans Benefits	Office of Veterans Affairs	678.664.0564	varesources @westgatech.edu
Workforce Innovation and Opportunity Act	WIOA Office		
Withdrawals	Registrar's Office	855.253.7344	registrar @westgatech.edu
Still not sure?	Receptionist	855.887.WGTC	
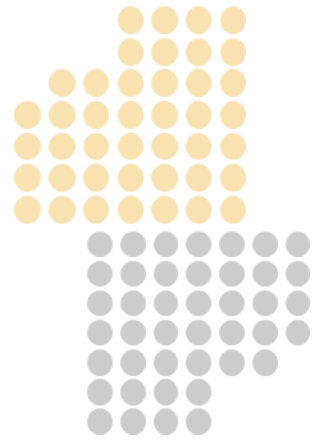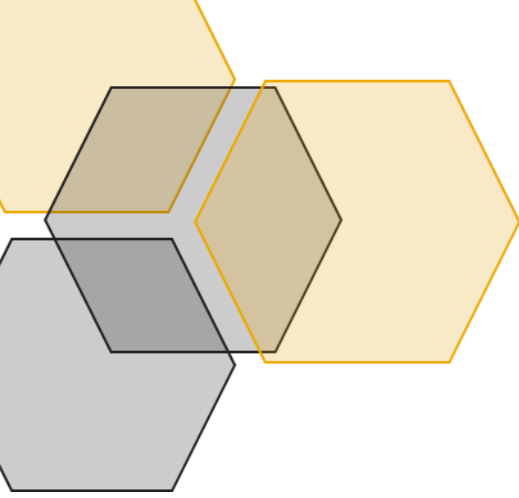
Campus Locations

Carroll Campus
997 South Highway 16
Carrollton, GA
30116

Coweta Campus
200 Campus Drive
Newnan, GA
30263

Douglas Campus
4600 Timber Ridge Dr.
Douglasville, GA
30135

LaGrange Campus
1 College Circle
LaGrange, GA
30240

Murphy Campus
176 Murphy Campus Blvd.
Waco, GA
30182

CEC Site
Newnan, GA
30263

Franklin Site
Franklin, GA
30217

Greenville Site
Greenville, GA
30222

1.844.280.0100 ● **admissions@westgatech.edu** ● **www.westgatech.edu**