



**Dual Enrollment
Orientation Information
and Student Handbook
2020-2021**

DualEnroll@westgatech.edu

WGTC Dual Enrollment Student Handbook

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Banner Web, Email, Funding Application, and Registration

1. Log in to Self Service Banner Web

Complete directions for Self Service Banner Web are available online at www.westgatech.edu/Banner. Self Service Banner Web is the student database that you will use to view your account balance, pay fees, view grades, view holds, and view other valuable student information. **As a WGTC Dual Enrollment (DE) student, you will have a registration hold on your account that prevents you from registering yourself.**

2. Set up your WGTC student email account and begin checking your email daily

All communication from the college to a student is made through the WGTC student email account. The WGTC student email login tutorial is located at www.westgatech.edu/Banner. It is important to check your WGTC student email account daily to avoid missing news about registration or other critical information.

3. Complete the Dual Enrollment Funding Application and have your parent complete the parent participation agreement

The DE funding application and parent participation agreement **MUST** be completed once at the beginning of the school year or your entry semester **prior to registration**.

- In this handbook on page 8, you may locate the directions on how to complete the DE funding application online at www.GAfutures.org.

4. After discussing the DE courses that you would like to register for with your High School Counselor, please select the course sections you would like to be registered for

- **Students taking Dual Enrollment core courses:** Use the Banner Web Interactive Class Schedule to find the CRNs for the courses you would like to register for. The Interactive Class Schedule is found at www.westgatech.edu/Banner. You may email this information to Dualenroll@westgatech.edu or meet with your WGTC High School Coordinator for advisement/registration.

***If you are taking an online core course:** You must complete the online learning tutorials. Please visit <https://www.westgatech.edu/program-explorer/online-learning/blackboard/student-blackboard-training/> for complete information regarding online courses.

- **Students taking Dual Enrollment technical program courses:** Select which technical program you would like to enroll in. Next, email this information to Dualenroll@westgatech.edu or meet with your WGTC High School Coordinator for advisement/registration.

Please contact your WGTC High School Coordinator for any additional assistance

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706-756-4562

Heard, Meriwether, and Troup Counties

Tia Benn

Tia.Benn@westgatech.edu

770-836-4718

Carroll and Coweta Counties

Sheila Billingslea

Sheila.Billingslea@westgatech.edu

770-947-7538

Douglas and Haralson Counties

Attendance

Students are expected and encouraged to attend each scheduled class. Absences and tardies will become a part of the student's record through the work ethics grade (detailed in the catalog section on Work Ethics Procedures). **Attendance will also be a part of a student's overall course grade as outlined in the syllabus for the course.**

It is recognized that there may be times when a student will not be able to attend class. In such cases, it is the student's responsibility to make arrangements with the instructor concerning the availability and completion of making up work missed. All make-up work will be at the discretion of the instructor, under the guidelines of the work ethics policy and procedures and consistent with classroom procedures established in the course syllabus.

If there are extenuating circumstances, the instructor's discretion will be considered in the final decision for an exception. The grade of withdraw (*W*) or withdraw failing (*WF*) will be assigned after the withdrawal date of the semester.

Online Courses: Online students must complete an academically related activity each week to be considered attending class. Simply logging into class is not considered attending. Academically related activities include, but are not limited to: submitting an academic assignment; taking an exam; an interactive tutorial or computer-assisted instruction; and participating in an online discussion about academic matters.

Check your Banner Web account for the schedule of your courses and refer to your course syllabus for course meeting times. Some courses meet on WGTC academic calendar and some meet on your high school academic calendar.



Drop/Add and Withdrawals

- **Drop/Add** is scheduled the first three days of each academic semester. Students wishing to make changes to their schedules must do so by the **third day of the semester (not the third meeting of their class)**. Students may drop or add courses during this period by emailing their WGTC High School Coordinator. Courses dropped during Drop/Add will not appear on the student's official academic record.
- **Withdrawal** from one or more courses before or during the Drop/Add period will not incur tuition or fee penalties or appear on a student's academic record. **Students who need to withdraw from one or more courses after the third day of the semester must do so by emailing their WGTC High School Coordinator and their High School Counselor.** The course(s) will be included on the student's transcript.
- The student will be assigned a grade of "W" for those course(s), **if the requested information is received by the withdrawal deadline date of the semester.** While a grade of "W" does not count in the student's cumulative grade point average at WGTC, it does count in attempted hours for financial aid purposes and could affect a student's eligibility for aid at WGTC if there are repeated withdrawals.
- Students who withdraw after the withdrawal date of the semester are not eligible for a grade of "W" except in cases of hardship or extenuating circumstances as approved by the faculty. Students withdrawing after the withdrawal deadline date will receive a grade of "WF" for the course.
- **Beginning Summer 2020**, if a student accumulates a total of **2 withdrawals**, they are no longer allowed eligible for funding for the Dual Enrollment program.
- **No Shows** are reported for nonattendance in the first week of the semester. Any student who fails to attend class or log in with academic activity for online classes within the **first seven days of the semester will be reported as a 'No Show.'** 'No Show' classes will not appear on a student's record at WGTC.

Withdrawing or failing courses can negatively affect your academic standing with West Georgia Technical College and also your eligibility to receive Dual Enrollment funds by not maintaining Satisfactory Academic Progress (SAP).

Student Conduct

At WGTC, students can be denied participation in Dual Enrollment at any time for violation of secondary (high school) or postsecondary (college) rules.

In order to provide an environment conducive to learning, WGTC has established regulations and obligations to govern conduct. As members of the academic community, students are subject to all established behavior standards. Postsecondary students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate conduct standards. 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 or suspension or expulsion from WGTC by the authorized administrator.

Please view <https://www.westgatech.edu/wp-content/uploads/2020/07/Student-Catalog-2020-2021.pdf> for a full list of the Student Code of Conduct. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

- Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion. Cheating and/or plagiarism are the unauthorized use or close imitation of another's work without permission and/or acknowledgement.
- Forgery, alteration, or misuse of college documents or records.
- Falsifying information with the intent to deceive.
- Theft or malicious destruction, damage, unauthorized possession, or misuse of college property or the private property of another member of the academic community whether occurring on or off campus.
- Engaging in activity that disrupts the educational process of the institution or infringes upon the privacy, rights, or privileges of another person on campus, including but not limited to horseplay/goofing off in the classrooms and labs.
- Possession, use, or distribution on campus of any narcotic, dangerous or unlawful drug, or alcoholic beverage as defined by laws of the United States or the State of Georgia.
- Lewd, indecent, and obscene behavior or expression.
- Violation of any federal, state, or local law.
- Use of tobacco in any form is prohibited within any of the college buildings or vehicles. The use of smokeless tobacco is prohibited on the college campus.
- Failure to dress appropriately. Some courses have a dress code. The student must be dressed in the appropriate manner prior to class beginning. They may not use class time to go change clothes.

Dual Enrollment Funding Updates

Key changes to dual enrollment funding effective summer term 2020 and beyond:

Participating students have funding capped at **30** semester hours for eligible dual credit courses, as defined by Georgia Student Finance on the approved course list, with no exceptions. Additional dual enrollment hours may be paid by student or, depending on the student's program, HOPE Grant "Bridge" and HOPE Career Grant funding is available if the student meets eligibility requirements

'Eligible high school student' is defined as

Entering or enrolled in 11th or 12th grade at an eligible high school taking any eligible dual credit course at any eligible postsecondary institution

Entering or enrolled in 10th grade at an eligible high school and

Is enrolled in an eligible CTAE (technical) course at an institution within the Technical College System of Georgia

Has met the assessment requirements of a Zell Miller Scholar by obtaining an SAT score of 1200 or ACT test score of 26 and is taking eligible core courses at any eligible postsecondary institution

Was enrolled as a ninth grader in one or more dual credit courses at an eligible postsecondary institution before June 30, 2020

Eligible high school students will *not receive funding to retake a dual credit course*

After withdrawal from a second dual credit course, *a student will be ineligible for funding to take any dual credit courses*

Dual Enrollment Funding Application

The Dual Enrollment program applies to students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. Dual enrolled students take postsecondary coursework for credit toward both high school graduation or home study completion and postsecondary requirements.

Students who meet all eligibility requirements will not be charged tuition, mandatory fees or required textbooks. Students may be responsible for some program and course specific fees.

Students attending an eligible public or private high school, or home school must complete the Dual Enrollment funding application through www.GaFutures.org. The funding application consists of four parts:

1. Student
2. Parent
3. High School/Home Study
4. Postsecondary Institution

All four sections of the funding application must be completed and submitted online to Georgia Student Finance Commission (GSFC) at the beginning of the school year, or your semester of entry.

Dual credit enrollment hours taken at a postsecondary institution, under which dual enrollment payments have been made, are not counted as attempted hours, nor included in the combined paid hours limit for HOPE Scholarship/Grant.

At WGTC, the DE funding application and parent participation agreement **MUST** be completed once at the beginning of the school year or your entry semester prior to registration. Failure to complete the funding application will result in the student being responsible for their tuition balance. At WGTC, tuition is \$100 per credit hour (a three-credit hour course would be \$300), plus fees. Additionally, holds will be placed on student accounts for payment of tuition and they will not be able to register for the next semester if they fail to complete the funding application. **Nonpayment will result in the student being sent to collections.**

Students must maintain Satisfactory Academic Progress (SAP) with WGTC to maintain eligibility for DE funding. Students must maintain a 2.0 cumulative GPA and a 2.0 GPA for each semester. Students must also have a 66.6% completion rate for all courses attempted at WGTC. This eligibility is determined at the end of each semester. If students do not maintain this eligibility, they can be placed on financial aid warning or financial aid suspension. If they are placed on financial aid suspension, they will not be eligible for DE funds or other financial aid through WGTC.

For more details refer to <https://westgatech.financialaidtv.com/browse/process/satisfactory-academic-progress-sap>

Steps to Complete the Dual Enrollment Funding Application

The DE funding application **MUST** be completed once at the beginning of the school year or your entry semester **prior to registration**

Visit www.GAfutures.org

1. Select the **Sign In** option at the top of the GAfutures homepage or **Create an Account**
2. Enter your **Username** and **Password** information, then select **Sign In**
3. Click on the image



Or

1. Scroll down to “Trending” and click on “Dual Enrollment Changes, 2020-2021”
2. Scroll down and on left side, click on “Application Procedures and Deadline”
3. Scroll down to about the middle of the page to “Dual Enrollment Funding Application”
4. Select “[Upcoming 2020-2021](#)” and Sign In/Create Your GAfutures Account to submit your Dual Enrollment Funding Application

*****Dual Enrollment Online Funding Application is good for one academic year*****

Classes taken under dual enrollment do not count toward the total HOPE scholarship or grant cap hours that a student can use. This means a student can take dual enrollment classes in high school and still be eligible for a full HOPE Scholarship or Grant after graduation.

Dual Enrollment Funding Covers	Dual Enrollment Funding Does Not Cover
<p>All tuition and mandatory fees Required textbooks will be loaned free of charge</p>	<p>Supplies required by some courses (example: uniforms, supply kits, background checks, etc.) Some program or course specific fees (example: lab fees, malpractice insurance fees, etc.)</p>

Textbook Agreement

- For WGTC DE students, procedures for obtaining textbooks depend on the location a student is taking a dual enrollment course. If a student is taking courses at their local high school or site, the textbooks will be brought to them at the high school. If a student is taking courses online or on a WGTC campus, the DE student must rent their textbooks from the bookstore free of charge.
- DE students must be enrolled in WGTC courses to rent textbooks from the WGTC bookstore or receive textbooks at their high school. If a student drops or withdraws from a course, they are responsible for returning the associated book(s) within 24 hours of changing their schedule.
- DE students are personally responsible for their rented textbooks at all times.
- DE students are not allowed to mark, highlight, or write in their rented textbooks.
- Textbooks must be kept in good condition and must be returned in the same condition as when rented.
- DE students are responsible for all replacement costs of textbooks if damaged, lost, stolen, or sold. A hold will be placed on their associated WGTC account(s) until their rented textbooks are returned or the replacement costs are paid.
- If a hold has been placed on a DE student's WGTC account, the student will not be able to register for the next term, obtain transcripts, or copies of their WGTC student records.
- Textbooks are to be returned no later than the last day of final exams.

In order to obtain your rented textbook(s), please print your class schedule via Banner Web and bring it with you to pick up your textbook(s) at the WGTC bookstore within the first three days of the semester.

The bookstore hours of operation are Monday - Thursday from 8:30 AM to 7:00 PM

Carroll Campus 770-836-6702

Coweta Campus 770-755-7843

Douglas Campus 770-947-7229

LaGrange Campus 706-756-4611

Murphy Campus 770-537-5732

Student Resources

WGTC Student IDs:

WGTC student IDs can be made at any WGTC campus library. Bring a copy of your class schedule via Banner Web and a government issued ID and the library will issue you your WGTC student ID. You will need to keep this with you at all times while on campus.

Banner Web:

In Self Service Banner Web, you may view and print your class schedule, view your email address and contact information, view balances and make payments, check for holds, view unofficial transcripts and academic history **transcript**. **As a WGTC DE student, you will have a registration hold on your account that prevents you from registering yourself.**

Self Service Banner Web can be accessed online at www.westgatech.edu/banner.

Username: Everything before the @student.westgatech.edu in your WGTC student email address.

Password: Your **eight-digit birthdate**. For example, a birthdate of March 18, 2001 has a password of **03182001**.

What Is My Email Username?

Login to Self Service Banner Web at www.westgatech.edu/banner

(First time users may wish to review the 'First-Time User' Tutorial listed under login)

- Select Personal Information
- Select 'View Email Address' (available 24 hours after registration)
- Make a note of your student email address. Your email user name is the information prior to the '@' sign.
 - Example: jdoe4@student.westgatech.edu. Your user name would be **jdoe4**.
- Exit Self Service Banner Web to close your session.

How Do I Access Email?

- Visit <https://www.westgatech.edu/student-email/>
- Select Login To Your Student Email
- Your Initial password is your 8-digit date of birth (MMDDYYYY).

The WGTC student email login tutorial is located at www.westgatech.edu/Banner.

You must check this email account daily! Important information will be sent to you through your WGTC student email account. Information about fees, balances, and messages from WGTC instructors will be given through your WGTC student email. You will be responsible for the information sent to you.

How Do I Access Blackboard?

Visit the Blackboard Learn Login at (<https://westgatech.blackboard.com>)

Username: Everything before the @student.westgatech.edu in your WGTC student email address.

Password: Your **eight-digit birthdate**. For example, a birthdate of March 18, 2001 has a password of **03182001**. You must login the first day of the semester and at least once per day, while meeting all deadlines for assignments and for attendance. Check your course syllabus for additional requirements.

*****For Banner Web, Email, and Blackboard questions and support, please submit a request at <https://gvtc.tcsg.edu/wgtc/>**

Transcripts:

It is the responsibility of the DE student to request any transcripts to be sent to other colleges. WGTC will send grades and transcripts to your high school only. Transcripts can be requested online through your Banner Web account. The first transcript requested is free and any additional copies will cost \$7.50.

Student Resources

Library Services

We provide library services on campus and online, along with plenty of resources.

Click here: <https://www.westgatech.edu/program-explorer/academic-resources/library/>

Student Success Services

We connect students to resources they need to be academically successful at WGTC. Contact us for more information about any of our support services.

Ways to Contact Student Success:

Email: wgtcsuccess@westgatech.edu

Phone: 706-756-4678

Click here: <https://www.westgatech.edu/student-advising/student-success-services/>

Services we offer to help you be successful:

Tutoring Services – We offer face-to-face tutoring on every campus for some subjects. Click on the following to see flyers from each campus

[Math and Writing Tutoring](#)

[Accounting Tutoring](#)

[Computer Tutoring](#)

[Biology Tutoring](#)

We also offer free Online Tutoring – 24/7 All Subjects.



Click here: <https://westgatech.upswing.io/> and follow the directions to log in to your account.

WGTC Student Support Services

You will find contact information for a variety of services in our local communities. These services can provide help including medical, domestic violence, mental health and substance abuse, housing, health insurance, education, employment and training, senior service, children/youth and more. Please contact them directly for more information.

Click here: <https://www.westgatech.edu/admissions/student-consumer-information/student-support-resources/>

Accessibility Services

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

To establish eligibility, dual enrollment students, **excluding the counselor or parents**, must request services by contacting the Accessibility Services Coordinator as soon as they are accepted to ensure timely services. Students must:

- Provide appropriate documentation based on criteria set forth by TCSG.
- Request requirements from the Accessibility Services Coordinator.
- Generally, an IEP or 504 plan is not sufficient for college courses. Services are implemented temporarily for one semester.
- Present accommodation form and discuss with each instructor appropriate accommodations.

Note: Some of the accommodations which are approved by the school system, may be deemed unreasonable by the Accessibility services program.

To request services, please contact: Ms. Zelma Jones via email at Zelma.Jones@westgatech.edu

Registration for the Following Semesters

- Discuss your class schedule with your High School Counselor to determine which courses you should be taking. Next, meet with your WGTC High School Coordinator to create a schedule for the following semester and to register for your WGTC DE courses. If you inform your high school what you would like to take **but you do not inform the WGTC High School Coordinator, more than likely, you are not registered for any DE courses at WGTC.**
- Complete the Dual Enrollment funding application via www.GAfutures.org. These must be submitted once at the beginning of the school year/or entry semester so that the funding will be in place for your DE courses. **WGTC must have your funding application prior to registration for any semester.**

Final Grades

DE courses must be completed with a grade of “C” or higher to earn high school credit. Dropping or failing courses may count against your high school graduation requirements and impact financial aid. Letter grades are reported to the high schools at the end of the semester. Grades are not mailed to students. You can view Banner Web at the end of the semester to see your final grades.

Students will receive a work ethic grade that appears on their transcripts for all courses.

Please refer to the student catalog at <https://www.westgatech.edu/wp-content/uploads/2019/07/Student-Catalog-and-Handbook-2019-2020.pdf>.

Admission after Graduating from High School

Complete a new admissions application

Submit official high school transcript with graduation date

Complete a FAFSA online at www.fafsa.gov

Provide Documentation of Lawful Presence if necessary

Family Educational Rights and Privacy Act

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfer from the parents to the students when the students become 18 years of age OR are enrolled in a postsecondary educational institution. In order to comply with the requirements of FERPA, West Georgia Technical College shall obtain written consent from students before disclosing any personally identifiable information from their education records. As a participant in the Dual Enrollment program at West Georgia Technical College, I understand that it is the responsibility of the college to release educational records to my high school and/or local school board. Furthermore, there may be situations in which faculty or staff from West Georgia Technical College must discuss my educational records with parents or specified guardians.

Unless written consent is provided, we cannot disclose grades or other information to parents/guardians of students. There is a FERPA consent form below that students may fill out if they wish to allow certain persons rights to their educational information.

Confidentiality of Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the college unless the student waives the right. The law further ensures that records may not be released except in emergency situations without the written consent of the student. Exceptions may be made for faculty or school officials with a legitimate educational interest.

Consent for Release of Student Information

I, _____ (print name), do consent to the release of information protected by the Family Educational Rights and Privacy Act of 1974, to the individual, agency, or department listed below.

_____ WGTC Student ID# _____ Date

_____ Student Signature (Photo ID required)

Information may be provided to:

_____ Individual, agency, department, etc.

WGTC Staff Use Only

_____ Staff Name (print)

_____ Staff Signature _____ Date

Original copy provided to Student Affairs division – WGTC Registrar's Office

Scanned to Imaging System _____ Initial _____ Date