COVID-19 Frequently Asked Questions
Revised April 23, 2020

GENERAL INFORMATION

What process should be followed if I have tested positive for COVID-19?
After contacting your doctor and the local health department, contact these members of the WGTC COVID-19 Pandemic Team:
   Tracey Smith at tracey.smith@westgatech.edu
   James Perry at james.perry@westgatech.edu

What about previously scheduled extra-curricular events?
All student activities and student organizational meetings are cancelled.

What about previously scheduled meetings from outside groups renting or otherwise utilizing the campuses?
All previously scheduled meetings from outside groups are cancelled.

How do I find out the latest updates and information about WGTC’s operational status?
Students should check their WGTC emails, Blackboard accounts and the College’s website, www.westgatech.edu, for updates.

What if I have a question related to a specific WGTC department?
Students needing to contact a specific department may email that department directly. A list of specific email addresses may be found on the school web page at https://www.westgatech.edu/email-contacts-during-closure.

ACADEMICS

Will students have to make up days when the College is closed?
No, all instruction is taking place in an online environment. The former Spring Break week was used for instruction to replace days missed in March.

Will there be academic impact for students?
The College is committed to ensuring students do not suffer academic penalty due to this crisis.

How will I receive lab instruction or clinical hours for those courses that require it?
Many courses require lab or clinical hours for completion. In keeping with state orders, we are not able to bring students back on campus during Spring Semester. These courses will be graded as Incomplete (“I”) until you are able to meet the lab/clinical requirements for completion. Your grade will be changed to the appropriate letter grade once the lab/clinical requirements have been satisfied. WGTC is committed to allowing students to have time to complete their coursework and finish their certificate, diploma or degree. We will help you in these steps once we are able to continue lab/clinical instruction. Please continue to monitor your courses in Blackboard as we will use course announcements to communicate to you about individual course requirements.
How will this impact programs with Competitive Selection?
Competitive Selection deadlines originally set for June 1 have been extended to July 1. In-person TEAS and PSB testing has been suspended during the closure. The TEAS exam is now available in an online environment using a virtual proctor. To register for the online TEAS, visit https://coned.westgatech.edu/wconnect/ShowSchedule.awp?&Mode=GROUP&Group=ASSESS&Title=ASSESSMENT++TESTING+CENTER. WGTC Continuing Education is committed to resuming PSB testing as soon as possible and is actively pursuing an online option. The testing requirement is still in place and the College is working to make sure you have access to testing in time to meet the July 1 deadline. If you have specific questions about your situation, please email academics@westgatech.edu.

Commercial Truck Driving
The next scheduled start date for Commercial Truck driving is July 6 on both the Carroll and LaGrange campuses. Orientation for the LaGrange class is June 10 at 3 p.m. in the LaGrange CTDL classroom. Orientation for the Carroll Campus class is June 11 at 3 p.m. on the Carroll Campus.

Summer Semester Schedule
Returning Student Registration is open for Summer Semester. With the uncertainty of a date that students and faculty can return to the campuses due to the COVID-19 pandemic, the Summer Semester course schedule is almost entirely comprised of online classes. However, the College is offering as many courses as possible in an online format in an effort to keep you moving forward in your program of study. Students starting a degree or diploma program should consider taking basic skills and core classes that can be taken online. Most diploma programs require students to take EMPL 1000, ENGL 1010 and MATH 1012 for example.

Academic Advising
Virtual Advising appointments are now available for WGTC students to meet with professional academic advisors at West Georgia Tech. Advisors can answer questions about course requirements, competitive selection and academic support. To schedule a virtual advising appointment, go to the Student Advising page of the WGTC website. Students must use their secure WGTC email to sign up and sign into the system. Appointment times are available Mondays and Wednesdays from 8 a.m. to 8 p.m., Tuesdays and Thursdays from 8 a.m. to 6 p.m. and Fridays from 8 a.m. to 11 a.m.

ADMISSIONS

May I apply for admission while the college is closed?
Yes, you may submit an application online at www.westgatech.edu/virtual-open-house. A follow-up response from the college may be delayed during the closure.

My high school and/or college is closed. How can I get my transcript sent to WGTC?
Most high schools and colleges are processing transcript requests. You may check the high school or college website for an online transcript request form. High school seniors may also email their high school counselor. WGTC is aware that transcripts may be delayed during this time. The college will continue to receive transcripts during the closure.

How may I submit ACT or SAT scores during the closure?
The college will continue to receive ACT and SAT scores electronically during the closure.
How can I take the placement test while WGTC is closed?
There are several ways a student may be admitted other than Accuplacer scores. We accept ACT, SAT, PSAT, Compass, GED scores and previous college course completion. The Accuplacer test is not available during the closure. Please contact the Admissions Office at admissions@westgatech.edu to learn about your options. The testing requirement may be waived during this time.

How may I contact the Admissions Office?
Please email admissions@westgatech.edu. You may also text an Admissions Counselor directly. Contact numbers are available at https://www.westgatech.edu/text-your-admissions-counselor.

Is the Tour the Tech on Tuesday (T3) available while the college is closed?
The T3 events have been suspended during the closure and replaced with the Virtual Open House. Applicants who attend the Virtual Open House before April 27 will have the $25 application fee waived. www.westgatech.edu/virtual-open-house

When are the Open Houses scheduled?
The Open Houses have been moved to an online format. The $25 application fee is waived for students who attend the Virtual Open House before April 27. Please attend at www.westgatech.edu/virtual-open-house.

REGISTRAR

How can I obtain a replacement copy of my certificate or diploma?
Once the college campuses are reopened, our staff can assist with the replacement process. You may email our office at registrar@westgatech.edu.

How can I obtain an official transcript?
You may request an official transcript by visiting the online request form at www.credentials-inc.com/CGI-BIN/dvcgitp.pgm?ALUMTRO010487. If you have a hold on your account, you may pay the balance by emailing wgtcbusinessoffice@westgatech.edu. Once the payment is made, the transcript will be released. For additional questions please email registrar@westgatech.edu.

FINANCIAL AID

Will the unscheduled closure have any impact on my financial aid?
WGTC and the Technical College System of Georgia are monitoring the latest updates provided by Federal Student Aid and Georgia Student Finance Commission. While both agencies are allowing as much flexibility as possible within their current authority, there are some instances in which federal and state regulations cannot be waived without governing guidance. For instance, students who successfully complete the modified term should anticipate no changes in their financial aid awards. Students who do not complete the term or all scheduled classes for the term may be subject to Return to Title IV calculations as described in the WGTC Student Catalog at westgatech.smartcatalogiq.com/2019-2020/Student-Catalog/Student-Financial-Aid/Federal-Title-IV-Refund-Policy. In addition, all students will remain subject to Satisfactory Academic Progress for Financial Aid as defined at westgatech.smartcatalogiq.com/2019-2020/Student-Catalog/Student-Financial-Aid/Financial-Aid-Satisfactory-Academic-Progress.
How may I contact the Financial Aid Office?
Please email FinancialAid@westgatech.edu.

Will my refund be affected by the closure?
Refunds are being processed each Monday and uploaded to BankMobile the same day. BankMobile is still processing refunds so those refunds uploaded each Monday should be available based on the selection each student made in BankMobile. If you have a question regarding your student account please email: wgtcbusinessoffice@westgatech.edu

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) coordinator is Dean of Students, 176 Murphy Campus Blvd, Waco, GA 30182. ADA (Section 504) coordinator is V.P. of Administrative Services, 401 Adamson Square, Carrollton, GA 30117. 678.664.0400