

DUAL ENROLLMENT

@ WEST GEORGIA TECH

**New Student
Orientation**



WGTC by the Numbers

6800+

Students

16:1

Student/Faculty
Ratio

120+

Programs of Study

99.7%

Job Placement Rate

2,300

Dual Enrolled
Students

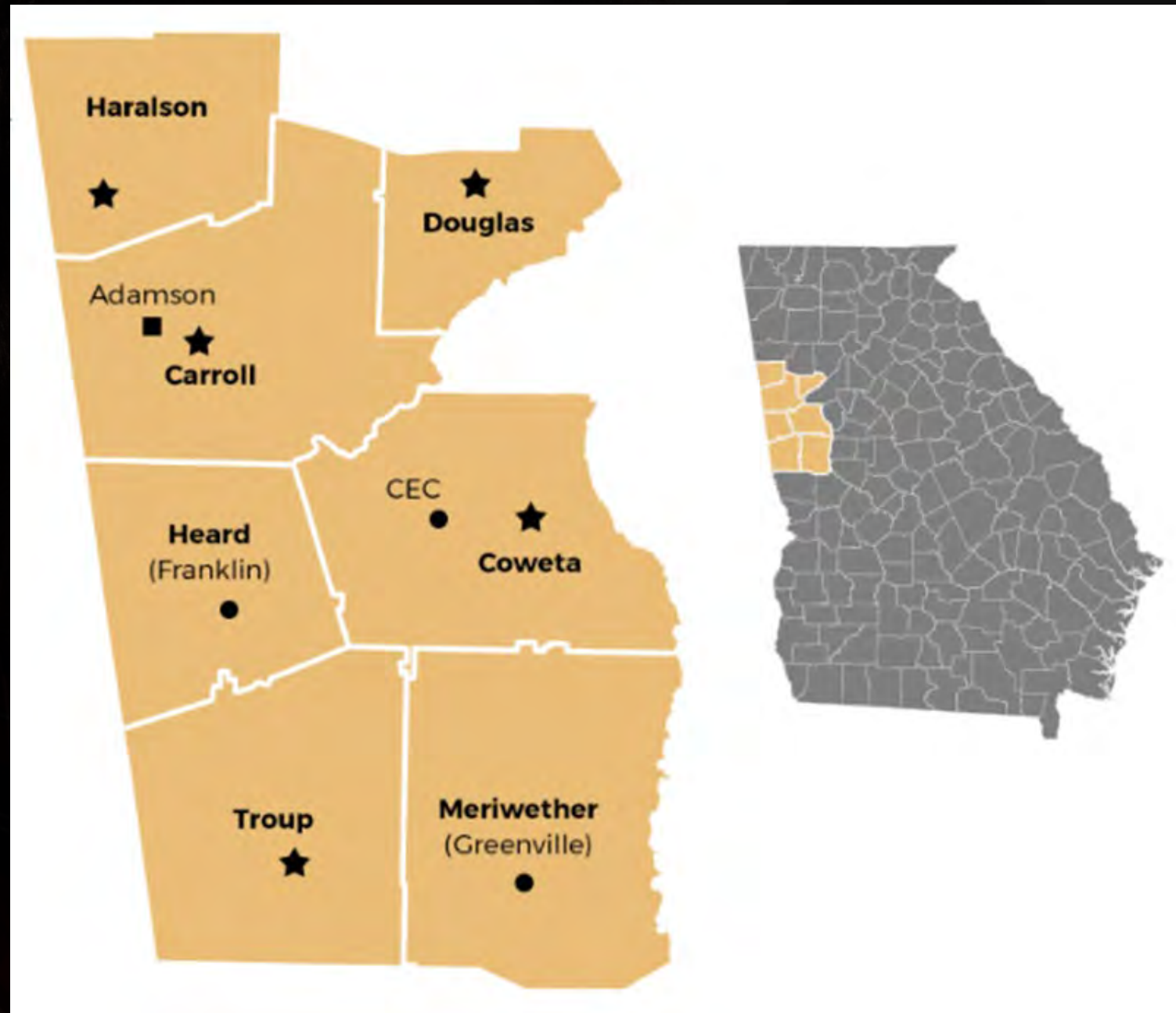
\$0

Tuition cost for
Dual Enrollment





WGTC Campuses & Sites



- Carroll Campus
- CEC Instructional Site
- Coweta Campus
- Douglas Campus
- Franklin Instructional Site
- Greenville Instructional Site
- LaGrange Campus
- Murphy Campus (Waco)
- Adamson Administrative Location (Carrollton)
- Many approved High School Sites



National Alliance of Concurrent Enrollment Partnerships

What this means....

You can trust the quality of
WGTC's Dual Enrollment Program

NACEP requires partner institutions to maintain rigorous accreditation standards to ensure the best student experience and outcomes

www.nacep.org



Know your WGTC Coordinator

Carroll, Haralson &
Heard counties

Jennifer Ball
jennifer.ball@westgatech.edu

Alei Alexander
Alei.Alexander@westgatech.edu

Douglas County

Meriwether & Troup
counties

Megan DeIDuco
Megan.delduco@westgatech.edu

Kimberly Neese
kimberly.neese@westgatech.edu

Coweta County

dualenroll@westgatech.edu

Dual Credit means.....

- You are using college courses to meet your high school graduation requirements.
- You are getting a jumpstart on your post-secondary training.
- Failure to complete your Dual Enrollment classes CAN have a negative impact your high school graduation requirements.
- Failure to complete your Dual Enrollment classes CAN have a negative impact your high school sports eligibility.

DUAL ENROLLMENT FUNDING

- * Covers occupational or academic core for 11th and 12th graders. Covers occupational courses for 10th graders (academic core for 10th only if SAT 1200/ACT26).
- * Covers tuition cost up for up to 30 hours of coursework (roughly 10 classes).
- * Limited to 15 hours per semester total but may attend multiple institutions.
- * Student completes a Dual Enrollment application on the [GAFutures](#) website each year.
- * WGTC waives mandatory fees for dual students, but there may be some small fees, such as lab or supply fees, uniforms, welding shields, etc.
- * Hours used under the Dual Enrollment program do NOT count towards HOPE hour caps limits.
- * In cases where students will exceed the 30 hours of dual enrollment hours allotted, HOPE Grant may be available to cover additional courses in certain circumstances, such as CTAE courses or programs identified as high-need in Georgia. *Additional proof of GA residency may be required.*
- * Students must meet GA residency and Lawful Presence Requirements.



- * Student can use the Accelerated Career Pathway to complete High School, using an AAS degree, a technical diploma, a certificate program leading to licensure, or 2 TCCs in one of GA's high demand field.
- * Student must complete the GSFAPPS on the GAfutures website to apply for ACE Grant Funding.
- * Currently, there is no cap hour limit for the ACE Grant Program.
- * Student **MUST** be identified as Accelerated Career by their High School to participate in the ACE program.
- * ACE Grant Hours used will count towards the DE 30 hours cap, if the student moves from Accelerated Career to regular Dual Enrollment.
- * Students must meet GA residency and Lawful Presence Requirements.

Common Instances When Student May Owe a Balance*

Additional Fees are Required. Dual Enrollment funding covers 100% of tuition expenses and WGTC waives mandatory fees; however, many courses have additional fees, such as lab fees or program fees and program-specific requirements that have a cost associated with them, such as background checks.

Incomplete or ineligible Funding Applications. Failure to complete a required GSFC Funding application, to provide additional documentation, if requested, or to meet GSFC funding eligibility requirements may result in denial or loss of funding.

Exceeding the 30 hour Dual Enrollment Funding Limit. Students can receive Dual Enrollment Funding for up to 30 credit hours of coursework.

Taking Courses not listed on the GSFC approved Course Directory. Student may only receive Dual Enrollment Funding for courses listed on the GSFC approved course list.

Not meeting the Financial Aid Satisfactory Academic Progress Policy. All students receiving state financial aid funds, including Dual Enrollment Funding, are required to meet the College's Satisfactory Academic Progress Policy.

*This is not an exhaustive list nor limited to these occurrences.

Grading System

| | <u>Grade</u> | | <u>GPA</u> | |
|---|--------------|---|------------|--|
|  | A | = | 4.0 | Good Standing |
|  | B | = | 3.0 | |
|  | C | = | 2.0 | |
|  | D | = | 1.0 | At Risk of Academic / Financial Aid Probation |
|  | F | = | 0.0 | |

Academic Standing Policy: One term of failure to earn a 2.00 overall GPA will result in Academic Probation. A second term below a 2.00 overall GPA will result in Academic Suspension. Once on Academic Suspension, you are required to sit out a term.

TECHNOLOGY

You are **REQUIRED** to use your WGTC student email account to communicate with your professors and College staff. They will **NOT** respond to personal or high school email accounts.

Check your WGTC student email **REGULARLY!** This is our primary mode of communication.

Need Help? If your login isn't working, you will need to submit an IT Helpdesk Ticket.

You can locate this under MyWGTC, IT Helpdesk.

Please allow 24 hours for a response. **DO NOT** submit multiple requests.

It is **NOT** recommended that you use **Chromebooks** for online coursework. Many of our ancillary software programs do not support Chromebooks. You may use on-campus computers in the WGTC Library or can borrow laptops from the Library, as inventory allows.

TECHNOLOGY

01 Know your login credentials

Your email address and your Student (Banner) ID can be found inside your Student Portal.

02 Single Sign On

You will use the same login credentials for all WGTC applications (Blackboard, eCampus, Email, Office 365 & BannerWeb).

Your **username** is your ENTIRE email address. Example: fakestudent4@student.westgatech.edu

Your **password** is initially set to your 8-digit birthday. Example: 05012007 (no dashes)

03 OKTA

This is WGTC's multi-factor authentication system. You **MUST** set up OKTA first to be able to login successfully. On your first login attempt, you will be prompted to set up your preferred authentication method. It is **STRONGLY** recommended that you use Security Questions.

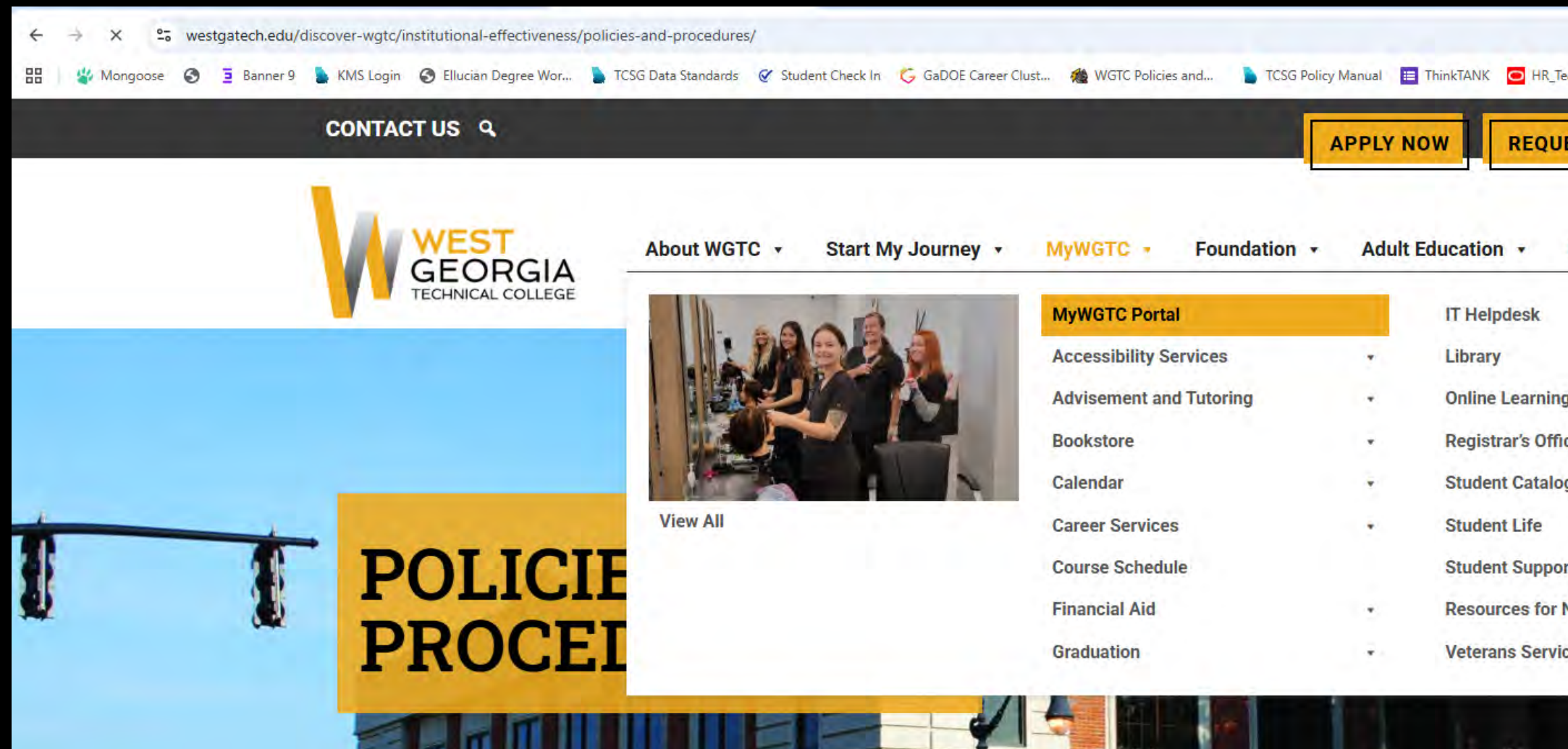
04 myWGTC Dashboard

On the WGTC homepage, select MyWGTC, MyWGTC Portal to navigate to your needed platforms. Your Dashboard will provide a direct link to Blackboard, Email, Office 365, Knighthawk Navigator, and eCampus.

MyWGTC Portal

START HERE

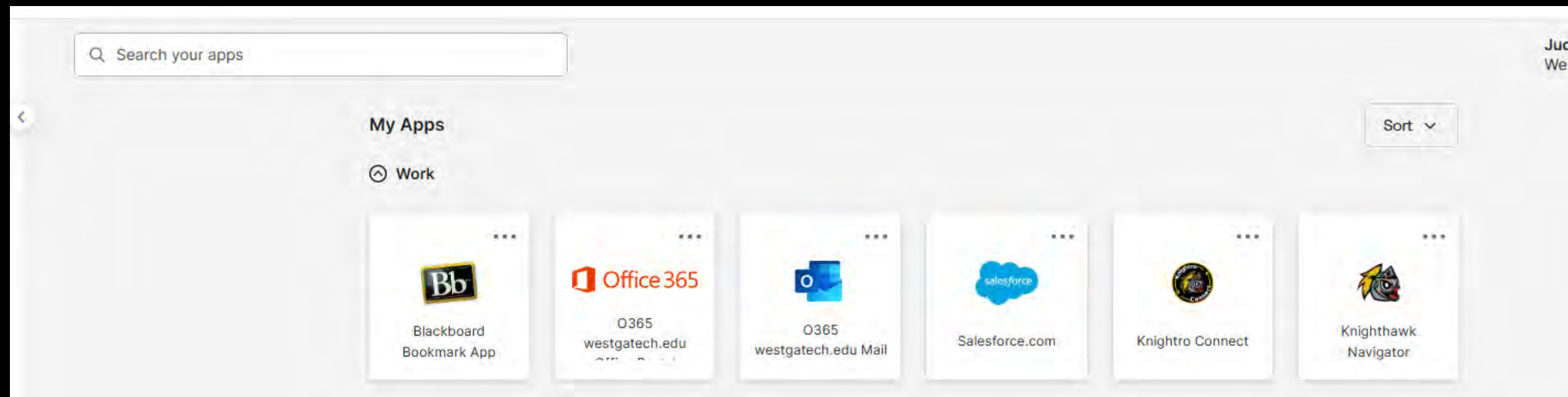
Access from the WGTC Main Webpage



MyWGTC Portal & Knighthawk Navigator

MyWGTC Dashboard

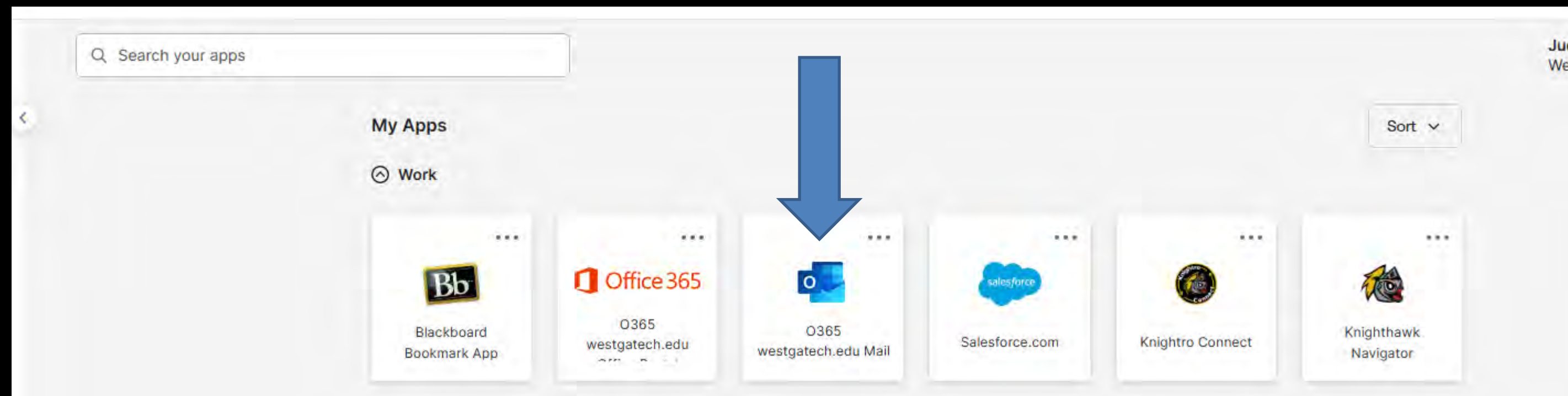
Blackboard, Office 365, Student Email, Knighthawk Navigator



MyWGTC Portal & Student Email

O365 - WGTC Student Email

This is the tile you use to set up and access your student email. The first time you access it, the system will walk you through





Knighthawk Navigator

View Your Account

Select the Banner Account Information Tile, Chose Account Detail by Term

The screenshot displays the Knighthawk Navigator website interface. At the top, there is a navigation bar with the West Georgia Technical College logo and a compass graphic. Below the navigation bar, there are several tiles:

- Avoid Email Phishing Scams!**: A tile with a yellow envelope icon and text advising users to check email addresses carefully. It includes a note about suspicious job offers or account termination notices.
- WGTC Police**: A tile with the phone number (855) 579-4357 and a list of when to contact the police, including witnessing a crime, being a victim, feeling threatened, or seeing suspicious behavior.
- Banner Account Information**: A tile with a list of account-related services:
 - Account Detail by Term
 - Tax Notification (1098-T)
 - Statement and Payment History
 - Account Summary
 - Manage My Existing Payment Plan
- Student Self Service**: A tile with a list of self-service options:
 - Banner Student Profile
 - View Grades
 - Update your address, phone, & emergency contact
- IT Helpdesk**: A partially visible tile with links for FAQ's, Okta C, and Open a...
- Degree Prog**: A partially visible tile with a link for A...



Knighthawk Navigator

View Your Account

This will show any mandatory fees that are charged for your classes due to registration.

Common fees include: Lab Fees, Supply Fees,

NOTE: Dual Enrollment Funding only pays the TUITION charge.



[Student Dashboard](#) • Account Detail for Term

| | |
|---------------------------|----------|
| REFUND-TECHNOLOGY FEE | \$85.00 |
| STUDENT ACTIVITY FEE | \$60.00 |
| CAMPUS SAFETY FEE | \$60.00 |
| FACILITIES FEE | \$50.00 |
| ACCIDENT INSURANCE | \$6.00 |
| SPECIAL INSTRUCTIONAL FEE | \$60.00 |
| REGISTRATION FEE | \$75.00 |
| SCIENCE LAB FEE | \$60.00 |
| LAB FEE | \$40.00 |
| TECHNOLOGY FEE | \$110.00 |
| TUITION | \$428.00 |



Knighthawk Navigator

View Your Class Schedule

Select the **Class Schedule** Tile. Then, Select the **...** button, Class Schedule, Select Term

[Student](#) • [Registration](#) • [View Registration Information](#)

View Registration Information

Look up a Schedule | Active Registrations

Class Schedule

Term:

| Title | Details | Hours | CRN | Schedule Type | Grade Mode | Level | Part Of Term | Study Path | Date | Status | Message |
|--|--------------|-------|-------|--------------------|---------------------|---------|--------------|------------|------------|------------|----------------------|
| Introductory Psychology | PSYC 1101, 0 | 3 | 20818 | Asynchronous (1... | Normal Grading Mode | Credits | Full Term | None | 07/24/2023 | Registered | **Registered**07/... |
| U.S. History II (since 1865) | HIST 2112, 0 | 3 | 20695 | Asynchronous (1... | Normal Grading Mode | Credits | Full Term | None | 07/24/2023 | Registered | **Registered**07/... |

Records: 2

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Schedule | Schedule Details

Class Schedule for Fall Semester 2023



Knighthawk Navigator

View Your Class Schedule

For Class Location, Start & Ending Dates, Meeting Times, Days, & Room Number, Select the **Schedule Details** Tab at the bottom

[Student](#) • [Registration](#) • [View Registration Information](#)

View Registration Information

Look up a Schedule | Active Registrations

Class Schedule

Term:

| Title | Details | Hours | CRN | Schedule Type | Grade Mode | Level | Part Of Term | Study Path | Date | Status |
|--|--------------|-------|-------|--------------------|---------------------|---------|--------------|------------|------------|------------|
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Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Schedule

Class Schedule for Fall Semester 2023

▼ [Introductory Psychology](#) | Psychology 1101 Section 0 | Class Begin: 08/21/2023 | Class End: 12/06/2023 Registered
 Message: **Registered** | Hours: 3 | Level: Credits | Campus: Online Instruction | Schedule Type: Asynchronous (100% Online) | Instructional Method: Online | Grade Mode: Normal Grading Mode
 08/21/2023 -- 12/06/2023 S M T W T F S - Type: Class Location: Online Instruction Building: Online Room: None
 Instructor: [Thernell, Heidi](#) (Primary)
 CRN: 20818

▶ [U.S. History II \(since 1865\)](#) | History 2112 Section 0 | Class Begin: 08/21/2023 | Class End: 12/06/2023 Registered
 08/21/2023 -- 12/06/2023 S M T W T F S - Type: Class Location: Online Instruction Building: Online Room: None
 Instructor: [Heard, Nancy](#) (Primary)
 CRN: 20695

Adjusting Your Class Schedule

- Drop/Add

You can adjust your schedule the first 3 days of the term with no academic penalty.

- Withdrawal

Beginning the 4th day of the term, students can request to be withdrawn by emailing their WGTC HS Coordinator. Student receives a W grade on their academic transcript.

- High School Approval Required

Your Counselor **MUST** approve any schedule changes.

- Allowed only 1 withdrawal

If you accumulate a total of 2 withdrawals you are no longer eligible for Dual Enrollment Funding. (ACD allows withdrawals, but SAP rules still apply).

- Repeating a course

Dual Enrollment Funding does not pay for a repeated course. (ACD allows repeats).



FINANCIAL AID

ALL Dual Enrollment Programs require a student to maintain **Satisfactory Academic Progress (SAP)**.

- MUST Maintain a 2.00 overall GPA (C - 70)
- MUST Complete 66.6% of your attempted courses

Failure to meet SAP requirements will result in Financial Aid Probation (one term) and Financial Aid Suspension (second term).

Students on Financial Aid Suspension CANNOT receive any Dual Enrollment Funding, and would be required to self-pay for courses.

FINANCIAL AID

Bank Mobile Refund Preferences

Students who exceed their 30 hours of Dual Enrollment Funding and choose to use the HOPE Grant & HOPE Career Grant to continue taking courses may receive funds in excess of tuition expenses.

These students are required to select a Refund Preference through BankMobile. If you need to select a Refund Preference, you will receive a code from BankMobile through your WGTC email account with instructions on setting this up.

Selective Service Registration



Male students who are or will be 18 years old during the school year are **REQUIRED** to register with Selective Service, in order to receive Dual Enrollment Funds.

This is a Federal and State requirement.

Online Registration can be completed at www.sss.gov beginning 6 months prior to your 18th birthday.

NOTE: Failure to register, if required, will cause the student to be responsible for all tuition charges for the semester.

Textbooks

- Textbooks are provided for students using Dual Enrollment Funding or Accelerated Career. **DO NOT purchase your own textbooks.** (Only students who have exceeded their 30 hours of DE funding should purchase books).
- Visit to the WGTC Bookstore, with your class schedule, and identify yourself as a Dual Enrolled Student to obtain your textbooks. They will be provided at no charge.
- Some courses do not have physical textbooks. Refer to course syllabus to determine the textbook requirement for your course.
- Some courses use technology software and codes may be provided to you by dual enrollment or by your instructor. If you are unsure, please contact dualenroll@westgatech.edu.
- Physical textbooks that are borrowed **MUST** be returned in good condition by the last day of final exams. Failure to return borrowed textbooks or damage to books will result in a book replacement charge and a hold on your student account.

COURSE DELIVERY OPTIONS



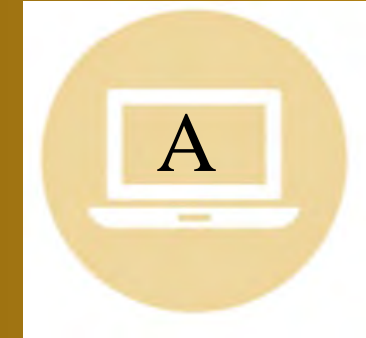
Web-enhanced

A face-to-face course that uses a web-based component to supports classroom instruction, assignment or tests.



Hybrid

A course in which there is a mixture of structured, scheduled face-to-face class time and online delivery.



Online - Asynchronous

An online course where assignments are due weekly. No scheduled meeting time.



Online - Synchronous

An online course that has specific meeting times. The student is **REQUIRED** to be online during those times.

FERPA

Family Educational Rights to Privacy Act (FERPA)

Student records will not be made available to others except where permitted by law.

*The Dual Enrollment Funding Application provides student & parent acknowledgement that the student's college information will be shared with the High School.

*In order for the College to share information with a parent, the student must complete the FERPA Consent Form to authorize providing information to the parent.

Student Rights

Title IX Coordinator

Melinda Hofius, Asst VP of Student Affairs

770.537.5722

Melinda.Hofius@westgatech.edu

Section 504 / ADA Coordinator

Zelma Jones, Career and Student Support Services Director

770.824.5241

Zelma.jones@westgatech.edu

Student Code of Conduct for Knighthawk Nation

You are a college student and appropriate adult behavior is expected.

All students at WGTC are expected to meet the requirements of the Student Code of Conduct.

Any student who violates the Code of Conduct can be denied participation in the Dual Enrollment Program at any point.

Academic Violations include: cheating, plagiarism, academic dishonesty, inappropriate use of technology or AI resources.

Behavioral Violations include: bullying, disrespecting WGTC Staff or other students, exhibiting threatening behavior.

The full Student Code of Conduct Policy can be found in the WGTC Student Catalog





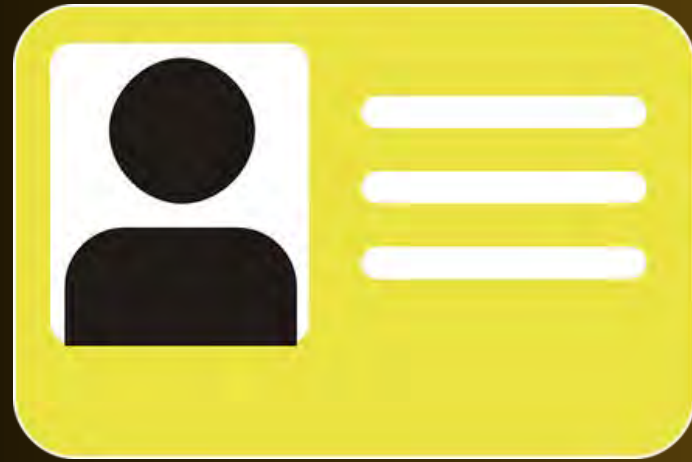
WGTC Campus Police

**Program the WGTC Police number in your phone:
1.855.579.4357**

- Officers are in uniform and on campus anytime classes are in session.
- Fully -functioning Police Department; Police escorts available if needed.
- Students who represent a clear and present danger to others and/or are disruptive to the learning process will be immediately removed from the campus and will be subject to disciplinary procedures.
- WGTC has a ZERO tolerance for violations of the Weapons and Drug Policy.

**See Something,
Say Something**

Student IDs & Vehicle Registration



- IDs are Issued in the Library on each campus.
 - You need a photo ID and proof of your class registration to obtain a Student ID.
-
- All students and staff must have a WGTC car hangtag for on -campus parking.
 - Issued with the Campus Police Office on each campus.



Student Success Services

- Online Tutoring
- Face-to-Face Tutoring
- Writing & Math Labs
- Early Alert Intervention System (TEAMS)
- Library Services
- Accessibility Services
- Counseling Services
- Assigned High School Coordinators
- Ongoing communication with the high schools



Accessibility Services

If you are currently under an IEP or 504 plan with your high school, you will need to contact WGTC's Accessibility Office to secure accommodations **BEFORE** the semester begins.

The **STUDENT** must make the request for services by contacting accessibilityservices@westgatech.edu

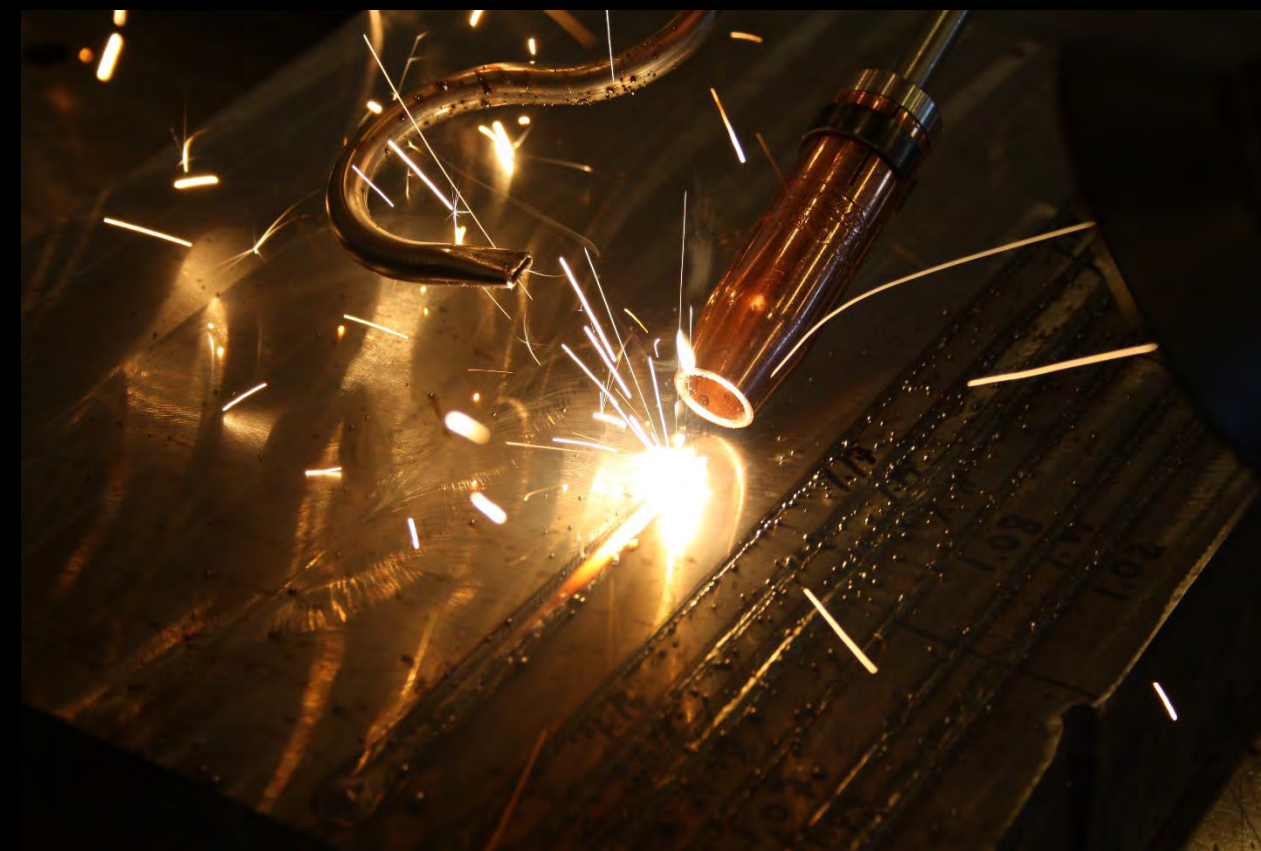
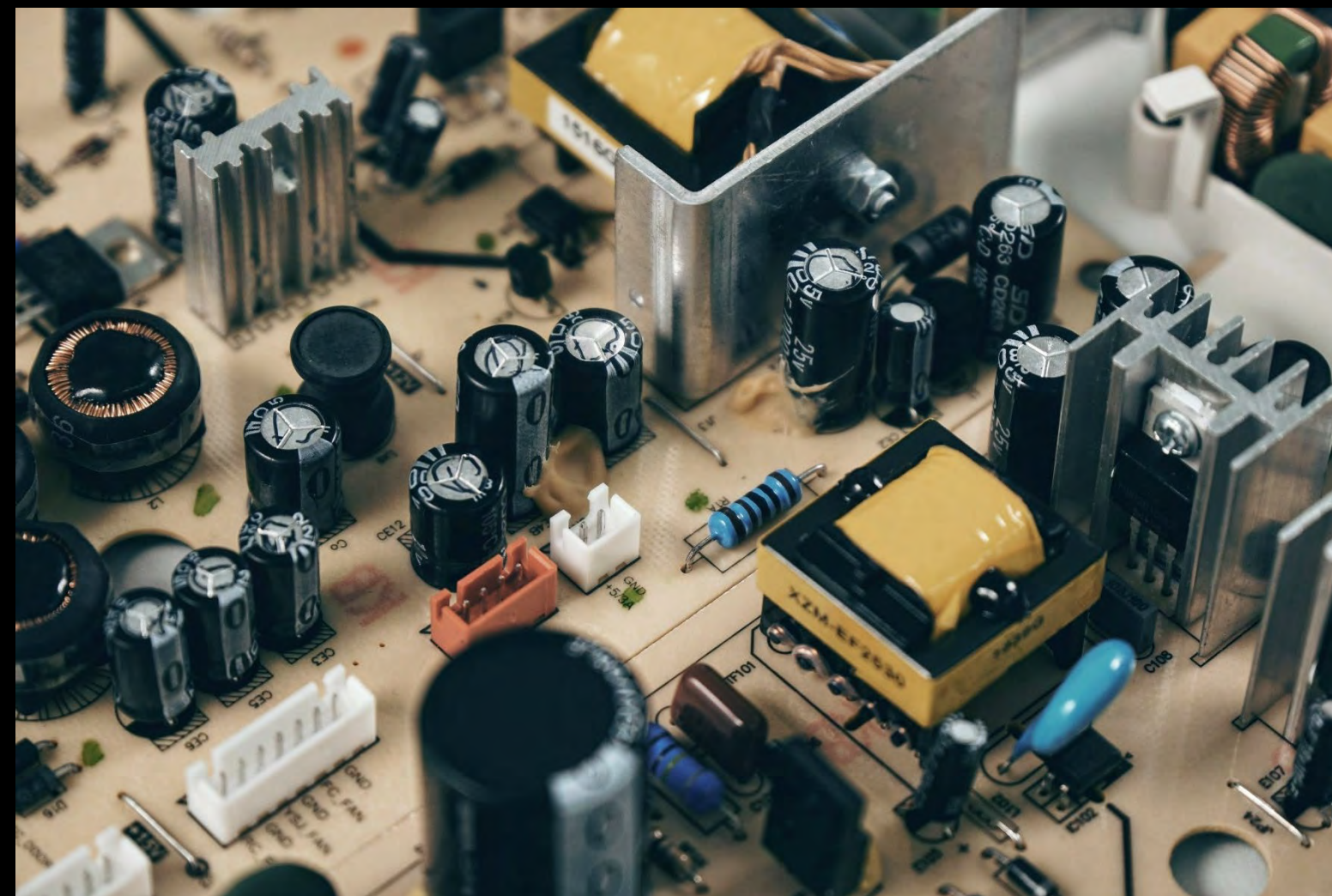
Common accommodations are:

- *Extended test times
- *Adaptive or assistive devices
- *Testing in a non-distracting environment
- *Interpreting



CTAE Course Options

- Air Conditioning / HVAC
- Electrical Systems / Electrician
- Machine Tool
- Precision Manufacturing
- Automotive
- Welding
- Hair Design / Cosmetology
- Nurse Aid
- Dental Assisting
- Pharmacy Technician
- EMT
- Criminal Justice
- Game Design & Development
- Early Childhood Education
- Culinary Arts



* Available Courses Vary by Campus

Academic Degree Core Classes

- ENGLISH 1101 / 1102 / 2110 / 2130
- MATH 1111 / 1113 / 1127 / 1131
- ECONOMICS 1101 / 2105 / 2106
- PSYCHOLOGY 1101 / 2103 / 2250
- SPANISH 1101 / 1102
- US HISTORY 2111 / 2112
- WORLD HISTORY 1111 / 1112
- PUBLIC SPEAKING SPCH 1101
- AMERICAN GOVERNMENT POLS 1101
- SOCIOLOGY 1101
- BIOLOGY 1111 / 1112 / 2113 / 2114 / 2117
- CHEMISTRY 1211 / 1212 / 1151 / 1152
- PHYSICS 1111 / 1112
- WORLD RELIGIONS RELG 1101
- GLOBAL ISSUES POLS 2401

On campus, Online, or at the High School

TCSG & USG Articulation Agreement identifies 38 academic core classes that are guaranteed to transfer to any Georgia public college or university



WGTC's accreditation through the Southern Association of Colleges and Schools (SACSCOC) enables courses to transfer outside of Georgia





WGTC ARTICULATION AGREEMENTS WITH OTHER COLLEGES



Full Articulation Agreements can be found on the WGTC Registrar's webpage.

BEYOND DUAL ENROLLMENT

Next Steps @ West GA Tech

- Courses taken as dual enrollment are applied to credit towards WGTC's Associate Degrees, Technical Diplomas, and Technical Certificates.
 - Pursue academic core with the Associates of Science in General Studies, General Business or other transfer programs.
 - Further your occupational courses by completing an Associates of Applied Science or Technical Diploma.
 - Take classes as a Transient student during the Summer or in addition to your courses, if attending another college.
- WGTC offers over 120 program options in some of Georgia's highest demand fields.
- Affordable, low-cost tuition rates!





DUAL ENROLLMENT

Need more info?

Find it on the
Dual Enrollment webpage

<https://www.westgatech.edu/admissions/dual-enrollment/>

[Home](#) > [Admissions](#) > **DUAL ENROLLMENT**

Dual Enrollment

DOUBLE



Dual Enrollment

Dual Enrollment


[Dual Enrollment Eligibility and Admissions](#)

[Dual Enrollment Funding Application Process](#)

[Dual Enrollment Handbook](#)

[Dual Enrollment Orientation](#)

[Concurrent Enrollment](#)

 QUESTIONS? AS

Complete the DE Orientation Survey

