



Dual Enrollment Student Handbook
2025-2026

DualEnroll@westgatech.edu

Welcome to



Knighthawk Nation !



WGTC Dual Enrollment Student Handbook

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*The Dual Enrollment Handbook is a supplement to the WGTC Student Catalog. All WGTC students are required to abide by the information and procedures found in the Student Catalog. The full catalog can be located here: <https://www.westgatech.edu/program-explorer/academic-resources/catalog-student-handbook/>

Funding Application and Registration

Dual Enrollment Program

Dual Enrollment Funding is available to any student enrolled in a GA high school (public, private or homeschool). Students wishing to use Dual Enrollment Funding, must complete the Dual Enrollment Funding Application on the GAFutures website at www.GAfutures.org.

Program Requirements

- Students are provided funding for up to 30 hours of dual enrollment coursework for courses on the approved GSFC Course Directory.
- Dual Enrollment Funding is open to:
 - Entering or enrolled in 11th or 12th grade at an eligible GA high school taking any eligible dual credit course at any eligible postsecondary institution.
 - Entering or enrolled in 10th grade at an eligible high school If student is
 - Is enrolled in an eligible CTAE (technical) course at an institution within the Technical College System of Georgia.
 - OR
 - 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
- Dual Enrollment Funding only allows 1 withdrawal. Once a 2nd withdrawal is earned, the student is no longer eligible for Dual Enrollment Funding.
- Dual Enrollment Funding does not pay to repeat a previously attempted course that was paid by Dual Enrollment Funding.
- DE students can only take 15 credit hours total per semester, even if attending multiple institutions for the term.
- The Dual Enrollment Funding Application must be completed each academic year, beginning in the Summer.
- Classes taken under Dual Enrollment Funding do NOT count toward the total HOPE Scholarship or Grant hours cap limits.

Completing the 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 can participate at low to no cost, as Dual Enrollment Funding pays 100% of tuition charges, WGTC waives all mandatory fees for duals, and provides the textbook. Students may be responsible for some program and course specific fees, such as lab fees, background checks, etc.

Students attending an eligible GA public or private high school, or home school must complete the DE 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 DE 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 \$107 per credit hour (a three-credit hour course would be \$321), 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 until the balance is paid.

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 select **Create an Account**
2. Enter your Username and Password information, then select **Sign In**
3. At the top of the page, select **HOPE & State Aid Programs**
4. Next, select **State Scholarships and Grants**. The **Dual Enrollment** tab should appear.

5. Next, scroll down and on the left-hand side, click on **Application Procedures and Deadline**
6. On the right-hand side, select the blue “Apply Now” button



ACCELERATED CAREER Pathway

Accelerated Career students are GA public high school students who complete high school under an alternate diploma path. These students meet the required high school course requirement for Accelerated Career Diploma and then earn an Associates of Applied Science, a technical diploma, a certificate leading to licensure, or 2 TCC's as defined by the State's High Demand Workforce List. Once all required high school courses are completed and the Technical College program(s), the student may then be awarded their high school diploma.

Many program options are available for students interested in pursuing Accelerated Career pathways.

WGTC's Accelerated Career Options

ACE Grant Funding Application (GSFAPP)

Students pursuing high school graduation under Accelerated Career are eligible for ACE Grant Funding. Students apply for ACE Grants through www.GAfutures.org, using the GSFAPP. Once completed the GSFAPP is active for 10 years, so students only need to apply once for the lifetime of their dual enrollment pursuits.

Eligibility for ACE Grant

- Identified by a GA Public High School as an Accelerated Career Pathway Student.
- Be a 10th, 11th or 12th grade student.
- Complete the GSFAPP.
- Meet requirements of Financial Aid Satisfactory Academic Progress Policy.
- Registered with Selective Service, if male and 18 or older.
- No funding cap hours limit for Accelerated Career Pathway.
- Classes taken under Accelerated Career do NOT count toward the total HOPE Scholarship or Grant hours cap limits.

- If an Accelerated Career student decides to no longer participate in Accelerated Career and moves to Dual Enrollment, the hours attempted under Accelerated Career are applied toward the Dual Enrollment limit of 30 hours.

Additional Requirements for ALL Dual Enrollment Programs

The following requirements apply to all dual enrolled students, regardless of which program they are pursuing:

Selective Service

As mandated by Federal law, **Selective Service Registration is required for all male students who are or turn 18 during the school term**. Registration can be submitted within 6 months of the 18th birthday at www.sss.gov/register. Students who are required but fail to register will NOT be eligible for dual enrollment funding and will be required to self-pay for courses.

Satisfactory Academic Progress

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>

Dual Enrollment Admissions Requirements

Dual Enrolled students must meet the same admissions requirements as all WGTC students to be considered for admission. To apply students should:

1. Submit a WGTC Admissions Application via the website, Select Dual Enrollment.
2. Submit a copy of your High School transcript, either by requesting your high school counselor email the transcript to dualenroll@westgatech.edu or requesting it through GAfutures.

If student has a 2.00 high school GPA, no admissions testing or ACT/SAT is required.

- 11th and 12th graders with a 2.00 high school GPA can enroll in academic core classes or occupational courses.
- 10th graders can enroll in occupational courses, but per GSFC Regulations must have Zell Miller scores of 1200-SAT or 26-ACT to take academic core classes and use Dual Enrollment Funding.

Accuplacer Testing

If a student does not have a 2.00 high school GPA, students will need acceptable test scores for entry. At WGTC we use the Accuplacer Test.

- Accuplacer Testing is provided regularly on each of main campuses. Your WGTC High School Coordinator or the Admissions Office can provide the testing days & times.
- There is no charge for the first attempt on the ACCUPLACER placement test for high school students wishing to pursue Dual Enrollment.
- Student needs to bring a photo ID and identify themselves as a dual enrollment student when testing.
- Student should know/bring their Social Security Number, as this will be used to issue your student ID number for dual enrollment.

Dual Enrollment Retest Policy

A student who applies to enroll at WGTC through the Dual Enrollment program may retest in the following ways:

- A student is allowed one free retest session after submitting a Dual Enrollment Student Application to WGTC AND completing three (3) months of high school instruction.

A dual enrollment applicant may choose to retest by waiting seven (7) days and by paying \$15 per test session (Reading, Sentence Skills or Math/Algebra). The student must pay a WGTC campus cashier prior to retesting and will complete retesting through the traditional WGTC testing schedule on the college campus. A picture ID and SS# is required to check in.

Dual Enrollment Registration

Dual Enrolled students should contact the WGTC High School Coordinator to be registered for classes. Dual Enrolled student cannot register themselves. To secure your registration:

- All dual enrolled courses must be approved by the High School Counselor because they are being used to meet high school graduation requirements.
- WGTC Registration Days are scheduled at most of the high schools in our service area, the student should meet with the WGTC High School Coordinator on those days to discuss class preferences.
- The Class Schedule is available prior to registration opening, students can view available classes online through the Banner Web Interactive Class Schedule to find the CRNs for the courses you would like to register for.
- It is strongly recommended for student taking online courses, they you complete the Blackboard Tutorials prior to the first day of the term, so you are comfortable with the navigation of the platform. Almost all courses consist of some Blackboard component.

Attendance

Students are expected and encouraged to attend each scheduled class. It is impossible to be academically successful, if you are not present. You should check your course syllabus for course attendance requirements. 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.

Course Cancellations

In the event of class cancellation or school closure due to severe weather or other emergencies, students are notified. Class cancellation notices will be posted in Blackboard or emailed to students. Emergency situations are communicated via the WGTC Alert system via text and phone.

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.
- 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). Since grade are reported to the high school and become part of a student's high school transcript, failing college course can have a negative impact on your high school sports eligibility also.

Communication

Students are REQUIRED to check their WGTC student email accounts regularly. This is the primary mode of communication between you and the College. Important information will be sent to you through your WGTC student email account. Information about fees, balances, and messages from your instructors will be communicated through your WGTC email account. Sensitive data nor student-specific information will not be provided to a non-WGTC email account. **YOU MUST USE YOUR WGTC EMAIL ACCOUNT** when communicating with the College.

Financial Aid and Satisfactory Academic Progress

In accordance with federal and state financial aid regulations, financial aid recipients are required to make Satisfactory Academic Progress (SAP) towards completion of their educational goals in a program of study in order to receive financial aid. This SAP policy is separate from West Georgia Technical College's (WGTC) academic progress policies. **Additionally, federal and state rules indicate that SAP standards must include a review of all periods of enrollment.**

The following requirements must be met in order to receive or continue to receive financial aid. A student must be enrolled in an eligible program of study that leads to a certificate, diploma, or an associate degree. In addition, there are three (3) SAP requirements that students need to meet or they may become ineligible to receive financial aid due to unsatisfactory academic progress.

The three requirements are as follows:

Quality — this is monitored by grade point average (GPA). To maintain eligibility for financial aid, students must stay in good academic standing by maintaining a minimum 2.0 cumulative GPA. All periods of enrollment at WGTC are included when calculating GPA for SAP purposes. Grades for all attempts of repeated courses are included in the GPA calculation. Transfer credit, exemption exam credit, credit for previous experience, audited courses, W grades and articulated credit are exempt from the qualitative component. Successful completion of learning support coursework is required to meet qualitative progress.

Quantity — this is monitored by calculating the percentage of attempted credits in which passing grades are earned. The minimum satisfactory completion rate is 66.6 percent. The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. All periods of enrollment at WGTC are included. All attempts of repeated courses are included in the completion rate. Learning Support classes and transfers of credit from other institutions are counted as credit hours attempted and earned in the calculation. Exemption exam credit, credit for previous experience, audited courses, and articulated credit are NOT included. Grades which are considered successful completions for financial aid SAP purposes are: A, B, C, D, or A*, B*, C*, D* from learning support classes. Courses in which the student received grades of F*, F, W, WF or I are considered unsuccessful completions for financial aid SAP purposes.

Maximum Timeframe — the final component requires that students complete their program of study within one hundred fifty percent (150%) of the required credits of the program. For example, if you are in a program of study that requires 80 credits to graduate, you may receive funding for the first 120 credits attempted. All repeated units are included as attempted; therefore, each time a course is taken, the number of units will be

included in the calculation of the 150 percent rule and academic progress. Transfer credit hours are also included in this calculation. Maximum timeframe resets for each major.

SAP is monitored at the end of each semester. Students who do not meet progress requirements will be placed on financial aid warning and may become ineligible for financial aid after one (1) additional semester.

Financial Aid Warning: Students who receive financial aid, but fail to maintain SAP, will be placed on Financial Aid Warning for one semester. Students will be notified in writing that they have been placed on Financial Aid Warning. Students on Financial Aid Warning may continue to receive financial aid during the probationary semester. It is highly recommended that students on Financial Aid Warning meet with your WGTC High School Coordinator to discuss educational plans/requirements and overall institutional academic progress.

Removal from Financial Aid Warning: At the end of a student's Warning semester, the student must have completed the required number of units and/or raised the GPA to the minimum standards for all courses attempted during that semester to return to good progress. If the student fails to achieve academic progress after one semester, the student will be placed on Financial Aid Suspension.

Financial Aid Suspension: A student placed on Financial Aid Suspension is no longer eligible to receive financial aid. A student placed on Financial Aid Suspension will be notified in writing that he or she has failed to make SAP.

Reinstatement of Financial Aid: A student who has lost his/her financial aid may be reinstated by registering for classes at his or her own expense (without financial aid funds) and fulfilling the requirements for Satisfactory Academic Progress.

Financial Aid Appeal Procedures

If a student becomes ineligible for financial aid due to extenuating circumstances, the student may appeal the decision. Extenuating circumstances include: personal illness/accidents, serious illness or death within the immediate family, or some circumstance beyond the reasonable control of the student. Documentation of the extenuating circumstance may include a letter from doctors, hospital or social services agency, obituary notice/death certificate or police report.

To appeal a financial aid decision, a student should:

- Complete the **Financial Aid Appeal Form**
- Write a letter that answers the following two questions:
 1. What were the circumstances that caused you to lose your financial aid?
 2. What actions have you taken to ensure you will not lose aid again?

The student should submit documents to the Office of Financial Aid. The appeal will be reviewed by the Financial Aid Appeal Committee, and the Financial Aid Office will provide written notification of the Appeal Committee's decision. If an appeal is granted, the student may be placed on Financial Aid Warning. Students placed on Financial Aid Warning will be allowed one additional term to meet Satisfactory Academic Progress requirements. If it is not possible for the student to meet satisfactory academic progress within one term of enrollment, the student may be placed on an Academic Plan. An Academic Plan provides the student with detailed guidance during a specified

period of time allowing the student opportunity to meet satisfactory progress. If a student fails to follow the specified academic plan, the plan is voided and the student's status reverts back to Financial Aid Suspension. The decision of the Financial Aid Appeal Committee is final.

Student Balances

In limited instances, a student may owe a balance. Tuition, fees and supplies that are not covered by financial aid funding become the student's responsibility to pay. A few common instances when a student may owe a balance are: provided below. This is not an exhaustive list nor limited to the examples provided.

- **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. These additional fees are not covered by Dual Enrollment funding and are the student's responsibility to pay. The student can view their account information under MyWGTC Portal, Knighthawk Navigator, Account Detail by Term. Some school systems provide assistance with additional fees, please reach out to our WGTC High School Coordinator for account questions.
- **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. Tuition and fees not covered by GSFC funding will be the student's responsibility to pay. Students will be notified if they are missing items or are determined to be ineligible for funding.
- **Exceeding the 30 hour Dual Enrollment Funding Limit.** Students can receive Dual Enrollment Funding for up to 30 credit hours of coursework. If students choose to take courses exceeding the 30 hour maximum, the student will be responsible for any tuition, fees above this maximum. In some high-demand fields, students may use HOPE Grant & HOPE Career Grant funds to assist with tuition and fees beyond 30 hours if eligible.
- **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. Should a student want to take courses not appearing on the list, the cost of those courses will be the student's responsibility to pay.
- **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. Failure to maintain a 2.00 Cumulative GPA or 67% completion rate will result in loss of funding eligibility. Any student on Financial Aid Suspension due to not meeting SAP will be responsible for all course tuition and fees for the term.

Student Code of 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 the West Georgia Technical College Student Handbook & Code of Conduct here:

<https://www.westgatech.edu/wp-content/uploads/Student-Catalog-and-Handbook-2025-2026-July-1-edition.pdf>,

The Student Code of conduct can be found on pages 82-92. Students found violating the WGTC Student Code of Conduct may be required to meet with the VP of Student Affairs or their designee (Dean of Students) and will be notified of a Conduct Complaint via their WGTC student email. Avoidance or not having access to your student email address will not prevent a misconduct investigation. Such misconduct includes (but is not limited to) the commission of, or the attempt to commit, any of the offenses in the list below:

- 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.

Academic Integrity

West Georgia Technical College encourages an academic culture of honesty and personal integrity among its faculty, staff, and student body. Academic integrity is defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility.” In this context, academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless authorized by the instructor). The work of another person represented as one’s own is dishonest and does not fairly measure the competence, knowledge, and achievement of the individual. Academic dishonesty is contrary to the standards, ethics, and goals of higher education and is unacceptable in the technical college community. West Georgia Technical College promotes and expects each member of the College to conduct himself or herself with professional behavior and intellectual integrity.

Prohibited behaviors include, but are not limited to, the following:

- Plagiarizing any assignment. “Plagiarism” means using someone else’s ideas or words without using quotation marks and/or giving credit by citation of source(s).
- Copying/submitting another person’s work.
- Unauthorized taking of someone else’s work.
- Using unauthorized notes or equipment (including programmable calculators or smart phones) during an examination.
- Stealing an examination or using a stolen examination.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
- Having someone else take an assessment in your place.
- Fabricating information such as data for a lab report.
- Falsifying a patient’s medical record or a student’s clinical record.
- Using another person’s personal electronic file or copying another student’s computer program.

Depending on the severity of the situation, any student found to be in violation of any of the above prohibitions will be subject to a range of disciplinary actions, which may include the following:

- A zero for the assignment
- An F for the course
- Dismissal from the program
- Dismissal from the College

In addition, copyrighted material may not be knowingly copied or included in student submitted material or for personal benefit in violation of copyright laws or regulations without the written consent of the copyright owner(s) or a duly authorized agent(s). Academic Integrity policies including violations and permitted usage of copyrighted materials are outlined in the Student Code of Conduct available to students in the Student Handbook.

The Student Code of Conduct is enforced for traditional, hybrid, web-enhanced, and online classes regardless of whether courses are taught on campus, virtually, or at an offsite location.

High School Suspensions or Expulsions

High school enrollment is a required condition for participation in the dual enrollment program at West Georgia Technical College. Students who are expelled from high school will no longer meet eligibility requirements and will be removed from the WGTC dual enrollment program. Students suspended from their high school will be unable to attend WGTC dual enrollment courses during the effective period of suspension. The student is responsible to make up any missed assignments as a result of the high school suspension period and should communicate with their WGTC instructor to determine a plan for assignment completion.

DE Course Load and Program Descriptions

Dual Enrollment students may register for a maximum 15 credit hours during the fall, spring, and summer semesters; this is a combined total if attending multiple institutions. WGTC has over 120 programs of study that may be reviewed [here](#). The course descriptions and prerequisites may be reviewed [here](#). Full program information can be found on the WGTC webpage and in Student Catalog & Handbook.

Course Descriptions

General Education courses –Common to many majors, general education courses include English or language arts, speech communications, humanities/fine arts, social or behavioral sciences, mathematics and science.

Occupational courses –These courses are intended to develop skills and related knowledge for job performance and are part of the course sequence of an occupational program offered by the College. They are designed primarily for job preparation and/or upgrading and not for general education purposes.

Elective courses –The administration of the College, the program faculty, and the program advisory committee cooperate in establishing and utilizing a system to recommend needed and feasible elective courses; advisors will determine the appropriateness of a student's choice of elective courses. The admissions requirements and prerequisites for the elective course must be met.

Practicum/Clinical/Internship –These supervised work experience activities require the application of occupational competencies. Activities include supervised educational work experiences, internships, practicums, and other specialized and/or innovative learning arrangements.

Prerequisite –Prerequisite courses are required prior to taking another course or a more advanced course. Other prerequisites may be required or necessary as a prior condition, such as placement scores or program admission.

Corequisite –Corequisite courses are required to be taken during the same semester as another; they require simultaneous enrollment.

NOTE: To meet academic requirements, a minimum grade of C is required for all occupational courses, including program-specific electives, and for any general education course that is a prerequisite for a subsequent course.

WGTC Grading System

The following grade system is used to report student progress in credit courses:

Grade	Nature of Work	Grade Points
<i>A</i>	(90-100) Excellent	4
<i>B</i>	(80-89) Good	3
<i>C</i>	(70-79) Satisfactory	2
<i>D</i>	(60-69)	1
<i>F</i>	(Below 60) Failing	0
<i>WF</i>	Withdrew Failing	0
<i>I</i>	Incomplete	Not Computed
<i>TR</i>	Transfer Credit	Not Computed
<i>W</i>	Withdrew	Not Computed
<i>Z</i>	COVID - 19 withdraw	Not Computed
<i>AC</i>	Articulated Credit	Not Computed

Credit Transferability

TCSG >USG Articulation Agreement

The Technical College System of Georgia (TCSG) and the University System of Georgia (USG) institutions accept the general education courses below for transfer between their respective SACSCOC accredited institutions:

TCSG Prefix & Number	TCSG Title	USG Equivalent
ARTS 1101*	Art Appreciation	ARTS 1100 – 1107
BIOL 1111 BIOL 1111L	Biology I Biology Lab I	No common number
BIOL 1112 BIOL 1112L	Biology II Biology Lab II	No common number
CHEM 1151 CHEM 1151L	Survey of Inorganic Chemistry Survey of Inorganic Chemistry Lab	CHEM 1151 CHEM 1151L
CHEM 1152 CHEM 1152L	Survey of Organic Chemistry and Biochemistry Survey of Organic Chemistry and Biochemistry Lab	CHEM 1152 CHEM 1152L
ECON 1101	Principles of Economics (Meets HS Econ/Pers Fin)	ECON 1101
ECON 2105	Macroeconomics	ECON 2105
ECON 2106	Microeconomics	ECON 2106
ENGL 1101	Composition and Rhetoric	ENGL 1101
ENGL 1102	Literature and Composition	ENGL 1102
ENGL 2110	World Literature	ENGL 2110
ENGL 2130	American Literature	ENGL 2130
HIST 1111	World History I	HIST 1111
HIST 1112	World History II	HIST 1112
HIST 2111	U.S. History I	HIST 2111
HIST 2112	U.S. History II	HIST 2112
HUMN 1101	Introduction to Humanities	HUMN 1101
MATH 1101	Mathematical Modeling	MATH 1101
MATH 1103	Quantitative Skills and Reasoning	MATH 1001
MATH 1111	College Algebra	MATH 1111
MATH 1113	Precalculus	MATH 1113
MUSC 1101*	Music Appreciation	MUSC 1101

PHYS 1111 PHYS 1111L	Physics I (Intro)	PHYS 1111 PHYS 1111L
PHYS 1112 PHYS 1112L	Physics II (Intro)	PHYS 1112 PHYS 1112L
POLS 1101	American Government	POLS 1101
POLS 2401	Global Issues	POLS 2401
PSYC 1101	Psychology (Intro)	PSYC 1101
PSYC 2103	Human Development	PSYC 2103
RELG 1101	World Religions	RELG 1101
SOCI 1101	Sociology (Intro)	SOCI 1101
SPAN 1101	Intro to Spanish Language & Culture I	SPAN 1101
SPAN 1102	Intro to Spanish Language & Culture II	SPAN 1102
SPCH 1101	Public Speaking	COMM 1100-1110
THEA 1101	Theater Appreciation	THEA 1101

* ARTS 1101, MUSC 1101 & THEA 1101 are transferrable, but not eligible for dual enrollment funding.

Local Articulation Agreements

WGTC has established local articulation agreements with college located inside our service counties or in close proximity to WGTC. These offer much more transfer courses than just those listed above. The full articulation agreement list can be located on the Registrar's Office webpage:

<https://www.westgatech.edu/admissions/registrars-office/articulation-agreements/>

System-Wide Articulation Agreements

The Technical College System of Georgia (TCSG) has also established system-wide articulation agreements that are in effect for all 22 State of Georgia Technical Colleges.

<https://intranet.tcsg.edu/teched/academic-affairs/articulation-agreements/>

College Accreditation

West Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. West Georgia Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of West Georgia Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).



Dual Enrollment Program Accreditation

West Georgia Technical College teaches courses on many high school campuses. We use high school instructors who meet WGTC SACSCOC credentialing requirements to teach the college course at the high school site. This is called Concurrent Enrollment. Our Concurrent Enrollment Program is accredited through the National Association of Concurrent Enrollment Partnership (NACEP). This is a prestigious designation that speaks to the rigor and quality of WGTC's dual enrollment program.

<https://www.nacep.org/>



Textbook Agreement & Attainment

- Students using Dual Enrollment Funding or Accelerated Career Education (ACE) Grant Funding will have their textbooks provided as established by the State regulations governing these programs.
- DE students must be enrolled in WGTC courses to borrow textbooks. 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 loaned textbooks at all times.
- DE students are not allowed to mark, highlight, or write in their loaned textbooks.
- Textbooks must be kept in good condition and must be returned in the same condition as received.
- DE students are responsible for all replacement costs of textbooks if damaged, lost, or stolen. A hold will be placed on their associated WGTC account(s) until their borrowed 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.
- Students who have exceeded the 30 hours of Dual Enrollment Funding or are ineligible for Dual Enrollment Funding are responsible for the cost of their textbooks, as textbooks are not provided by the HOPE Grant program.

The WGTC Bookstore hours of operation are Monday through Thursday from 8:30 AM to 6:00 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

Technology Guidance

WGTC Student ID

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.

Know your login credentials

Once you are admitted to WGTC, the Admissions Office will send you a text message prompting you to login to your Student Portal. Inside the Portal, you can find your WGTC email address and your Student ID.

OKTA

WGTC uses a multi-factor authentication system called OKTA. You MUST set up OKTA **first** to be able to login successfully. From a computer, go to <https://westgatech.okta.com> and follow the prompts to set up your preferred authentication method. We strongly recommend you use Security Questions as your authentication method.

Single Sign On

You will use the same login credentials for Blackboard, Email, eCampus, Office365, and BannerWeb.

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

Your password is initially set to your 8-digit birthday. Example: 05012006 (no dashes)

MyWGTC Portal

On the WGTC homepage, select MyWGTC, MyWGTC Portal to navigate to your needed platforms. Your Dashboard will provide a direct link to Blackboard, Email, eCampus, Office365 and Knighthawk Navigator.

Need Help?

My login isn't working or says it is expired. You will need to submit a Helpdesk Ticket to have your password reset.

On the WGTC website, select MyWGTC, IT Helpdesk. Once you have submitted the IT ticket, make sure you are checking your personal email address as this is how IT will reach out to you to confirm security information prior to the password reset. Please allow 24 hours for the password to be reset. Do not send multiple requests.



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.

Student Support Services

Library Services

WGTC provides library services on campus and online for dual enrolled students. You can access our Library services page at <https://www.westgatech.edu/program-explorer/academic-resources/library/library-resources/> to learn more about the library services available to you.

Tutoring

WGTC connects students to resources they need to be academically successful. We offer face-to-face tutoring on campus in English and Math. Additional subjects available varies by campus. Please visit Student Success Services link below for details on tutoring times and days.

We also offer free online tutoring through UPSWING – 24/7 in a multitude of subject areas.

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

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

Accessibility Services

West Georgia Technical College provides equal educational opportunities to qualified students. If a student is under an IEP or 504 plan at the high school, the student should reach out to WGTC Accessibility Services BEFORE the term begins to establish accommodations. High School accommodations do not transfer over to the college. WGTC has its own process for accommodations.

To receive services, a student must provide recent documentation from a qualified healthcare professional. The documentation must clearly indicate that a health, physical, psychological or learning disability is present and should be compliant with the TCSG documentation requirements for special services/accommodations.

To establish eligibility, the dual enrollment student, excluding the counselor or parents, must request services by contacting accessibilityservices@westgatech.edu as soon as they are accepted to the Dual Enrollment program to ensure timely services.

Student Counseling Connection

Student Counseling Connection is WGTC's solution to provide confidential counseling and referral services to students with personal issues which could affect their academic performance, their personal lives or their general well-being. We also aim to provide students with access to community resources to meet their needs and wellness programming to aid in leading healthy lifestyles. <https://www.westgatech.edu/student-life/student-counseling-connection/>

Community Resources

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/>

WGTC Contacts for Student Rights

Should you have questions regarding your Title IX or Americans with Disabilities Act rights, the following individuals should be contacted.

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

*To request accessibility services and accommodations, contact Accessibilityservices@westgatech.edu.

Beyond First Semester

Final Grades

Final grades will automatically be reported to the high school. 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. Typically, dual enrollment courses must be completed with a grade of “C” or higher to earn high school credit; however, each high school has discretion in how they translate WGTC letter grades and award high school credit. Grades are not mailed to students. You can access your final grades in Knighthawk Navigator at the end of the semester.

Registering for the Next Semester

- 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.

Note: Dual Enrolled students can only be registered with high school counselor approval, as DE courses are being used to meet high school graduation requirements.

- Complete the DE funding application via www.GAfutures.org each academic year. 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.**
- Accelerated Career Students do not need to submit a DE Funding application. Accelerated Career students must complete the GSFAPP. This is only submitted once and does not have to be renewed.

Requesting WGTC transcripts be sent to other colleges

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 through the West Georgia Tech website, under the Registrar’s Office page and sent to the college of your choice. There is a small fee for transcript requests.

Applying as an adult student after high school graduation

1. Complete a new admissions application on the WGTC website
2. Submit your high school transcript with HS graduation date
3. Provide any requested documents to Admissions
4. Complete your FAFSA online at www.fafsa.gov
5. Provide any requested documents to Financial Aid



Family Education Rights and Privacy Act

FERPA

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.

Information may be provided to _____
(Individual, agency, department, etc.)

Student Signature (Photo ID required) _____

Student ID _____ Date _____

WGTC Staff Use Only – Staff Checklist

Photo ID provided to staff: Initial _____

Comment in SPACMNT: Initial _____ Date _____

Scanned to BDM B-S-ID Batch _____ **OR** Interoffice to Registrar's Office _____

Staff Name (print) _____

Staff Signature _____ Date _____

As set forth in the student catalog, West Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, Dean of Students 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Director, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, Student504@westgatech.edu, Employees: Teresa Jiles, Assistant Director of Human Resources, 770.537.6056, 176 Murphy Campus Blvd. Waco, GA 30182, wgtchr@westgatech.edu.



DUAL
ENROLLMENT
@ WEST GEORGIA TECH