

Underrepresented Gender Programs



Technical Certificates of Credit

- Automotive Engine Repair
- Basic Shielded Metal Arc Welder
- Commercial Truck Driving
- Cosmetology
- Electronics Technician
- Emergency Medical Technician
- Nurse Aide
- Phlebotomy Technician
- Practical Nursing

Diplomas

- Air Conditioning Technology
- Automotive Technology
- Computer Support Specialist
- Culinary Arts
- Electrical Systems Technology
- Fire Science

Degrees

- Business Management
- Computer Programming
- Criminal Justice Technology
- Dental Hygiene
- Early Childhood Care & Education
- Engineering Technology
- Networking Specialist

Important Numbers

Special Populations Services

Office: 770.838.2526

WGTC Adult Education

Office: 770.838.3192

WIOA

*Eligibility determined by
county of residence*

Three Rivers Regional Commission

Carroll & Heard Counties

770.830.2202

Troup County:

706.756.4653

Coweta & Meriwether Counties:

770.755.7429 or 770.755.7414

Northwest Georgia

Regional Commission

Haralson, Paulding, & Polk Counties:

770.537.5710

Atlanta Regional Commission

*Cherokee, Clayton, Douglas, Fayette,
Gwinnett, Henry, & Rockdale counties*

404.463.3327

West Georgia Technical College does not discriminate on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, AVP of Student Affairs 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, wgcthr@westgatech.edu



Services for Special Populations



www.westgatech.edu

A unit of the Technical College System of Georgia

Advocacy

West Georgia Technical College offers support services for you!

Special Populations services are designed to remove academic, career and economic barriers while fostering success and supporting the self-sufficiency of students who are members of the special populations group:

- Single Parents
- Homeless Persons
- Out-of-Workforce Individuals
- Foster Care Participants
- English Language Learners
- Underrepresented Gender Students
- Armed Forces Dependents

Primary Services Include:

- Community Referrals
- Laptop Library
- Life Skills Coaching
- Toiletry Pantry

Special Populations Coordinator
Donna Boyd-Gomez, BSW, MA

Office: 770.838.2526

Donna.Boyd@westgatech.edu



Scan the QR code
for more info about
Special Populations.

Time Management Skills



- Organize your school supplies and personal belongings.
- Use a planner or schedule to stay organized.
- Allow an extra 20 minutes for travel and arrival time.
- Turn off electronic devices during busy or high-pressure times.
- Set aside specific times for reading, completing assignments, submitting work, and handling personal responsibilities.
- Stay calm when you feel stressed and use stress as motivation.
- Use a book bag to keep your school supplies organized and secure.
- Prioritize your responsibilities and tasks.
- Make time to relax and have fun.
- Create a list of your responsibilities and tasks.
- Prepare for the next day the night before.
- Establish a consistent schedule for your children.

Study Skills

- Prepare mentally for each study session.
- Use a planner or schedule to organize your study time.
- Allow about 1½ hours of study time for each subject per day.
- Avoid cramming; study consistently.
- When reading, take notes instead of highlighting.
- Choose a study environment that works best for you, whether that's quiet or with background noise.
- Take thorough, organized notes in class.
- Spend less time reviewing material you have already mastered.
- Take regular breaks while studying.
- Apply what you learn to real-life situations.
- Ask questions when you need clarification.
- Practice effective time-management skills.
- If possible, study in the room where you will take your test.
- Study with a friend or study group.
- Use flashcards to review important information.