



WIREFGRASS

GEORGIA TECHNICAL COLLEGE

New Student Orientation

Welcome!

- General college and campus information
 - Important college policies
 - Important rules and regulations

Most current information can always be found on our website at
www.wiregrass.edu.

ACCREDITATION

Wiregrass Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Wiregrass Georgia Technical College.

Equal Opportunity Institution

Wiregrass Georgia Technical College does not discriminate on the basis of race, color, national origin, gender or disability. Any violation or questions should be directed to Shalonda Sanders, Executive Director for Human Resources, Title IX Coordinator, Room 114, 4089 Val Tech Rd, Valdosta, GA 31602, or call 229-333-5356 ext. 2; or Keren Wynn, VP Administrative Services, Room 535, 4089 Val Tech Rd, Valdosta, GA 31602, or call (229) 333-2103; or Deborah Smith, Director of Human Resources, Room 630C, 667 Perry House Road, Fitzgerald, GA 31750 or call (229) 468-2027; or Sabrina Cox, Director of Distance Education, Room 132, 706 W Baker Hwy, Douglas, GA 31533, or call 229-468-2022; or Ivory Gates, Director of Evening Operations, Room 120, 4089 Val Tech Road, Valdosta, GA 31602 or call (229) 333-2100 ext. 1369; or Sherry Carroll, Executive Director for Student Support, ADA & Section 504 Coordinator, Room 628D, 667 Perry House Road, Fitzgerald, GA 31750, or call 229-468-2030. Telephone numbers are accessible to persons who are deaf or hard of hearing through the [Georgia Relay](#) by dialing 711 or 1-800-255-0056 from a TTY/TDD.



WGTC Campuses & Teaching Locations

Campus	Location
Ben Hill Irwin Campus	Fitzgerald, GA
Coffee Campus	Douglas, GA
Cook County Workforce Development Center	Sparks, GA
Wilcox Campus	Rochelle, GA
Moody Air Force Base	Moody Air Force Base Technical Education Center – Valdosta, GA
Valdosta Campus	Valdosta, GA

Student Calendar/Handbook

- Handbook lists college policies and procedures
- Calendar lists important college dates
- Handbook is also available on our website



Admissions Office

The Admissions staff at Wiregrass Georgia Technical College is available to assist students with admissions applications, dual major requests, program change requests, and voter registration applications. Student ID cards are also made in the Admissions Office.

Open
Monday-Thursday
7:30 a.m. – 6:00 p.m.
Fridays
7:30 a.m. - 12:00 p.m.
Except during semester
breaks when the entire
college closes early



Changing Programs

- Change of Program Request form available in the Admissions Office
- May affect financial aid, graduation date, etc.



Financial Aid

WGTC offers:

- **Pell Grant**
- **HOPE Grant (no HS GPA requirement)**
- **HOPE Scholarship**
- **Work-study**
- **Nelnet Payment Plan Option**
- **Private Loans**

- All students are required to complete a Federal FAFSA application each year to determine eligibility for Financial Aid programs.
- Students should be aware that the number of hours that the HOPE Grant and the HOPE Scholarship will pay is limited, and it is the student's responsibility to know and understand where he or she stands in relationship to these limits.
- Additionally, students must successfully complete at least 67% of the credit hours that they attempt in order to remain eligible for Financial Aid.
- Work-study jobs are posted on the WGTC website under "Employment."

For complete information about Wiregrass Georgia Technical College's financial aid programs, please visit our college's web site at www.wiregrass.edu.

Financial Aid

- Withdrawing or dropping a class can cause your financial aid award to be reduced.
- If you charge tuition, fees, books, or supplies to financial aid or you have received a Pell refund and you do not complete 60% of the term, you will be required to repay any amount that exceeds the reduced award. If this amount is not paid, you will be placed on hold and will not be allowed to receive grades or register for the next term until it is paid in full.
- Please talk to a financial aid representative before dropping a course or withdrawing from a course.

HOPE Changes

Spring Semester 2012 (Grant)

- HOPE will NO LONGER pay for **FEES** or provide a **BOOK** allowance.
- HOPE will pay \$60.75 per credit hour (**81% of regular tuition**)
- Students with **Bachelor's degree** or Higher do not qualify for HOPE
- GPA requirement of **3.0 at 30 semester hours** and 60 hour semester checkpoint.
- Only hours paid by HOPE will count toward checkpoint GPA and hours, with the exception of Dual enrollment and learning support courses
- Grant is capped at **63 Semester Hours**
- Students must meet Georgia residency requirements for **24 consecutive months**
- May regain eligibility **ONLY ONCE** after losing the Grant or Scholarship

HOPE Changes

Spring Semester 2012 (Scholarship)

- HOPE will NO LONGER pay for **FEES** or provide a **BOOK** allowance.
- HOPE will pay \$60.75 per credit hour (**81% of regular tuition**)
- Students with **Bachelor's degree** or Higher do not qualify for HOPE
- GPA requirement of **3.0 at 30 semester hour**, 60 semester, and 90 semester hour checkpoint
- Dual enrollment hours will not count in checkpoint calculation
- HOPE Scholarship will not pay for learning support courses
- Scholarship is capped at **127 Semester Hours**
- Students must meet Georgia residency requirements for **24 consecutive months**
- May regain eligibility **ONLY ONCE** after losing the Grant or Scholarship
- Must use scholarship within **7 years** of graduating high school

HOPE Changes

Spring Semester 2012 (Expected Tuition and Fees)

Credit Hour	Tuition HOPE	HOPE Book Allowance	Tuition Student	Fees Student	Total Student
1	\$60.75	\$0	\$14.25	\$149.00	\$163.25
2	\$121.50	\$0	\$28.50	\$149.00	\$177.50
3	\$182.25	\$0	\$42.75	\$149.00	\$191.75
4	\$243.00	\$0	\$57.00	\$149.00	\$206.00
5	\$303.75	\$0	\$71.25	\$149.00	\$220.25
6	\$364.50	\$0	\$85.50	\$149.00	\$234.50
7	\$425.25	\$0	\$99.75	\$149.00	\$248.75
8	\$486.00	\$0	\$114.00	\$149.00	\$263.00
9	\$546.75	\$0	\$128.25	\$149.00	\$277.25
10	\$607.50	\$0	\$142.50	\$149.00	\$291.50
11	\$668.25	\$0	\$156.75	\$149.00	\$305.75
12	\$729.00	\$0	\$171.00	\$149.00	\$320.00
13	\$789.75	\$0	\$185.25	\$149.00	\$334.25
14	\$850.50	\$0	\$199.50	\$149.00	\$348.50
15 or more	\$911.25	\$0	\$213.75	\$149.00	\$362.75

Private Student Loans

Sallie Mae [Smart Option Student Loan](#)

Fifth Third Bank - [Smart Option Student Loan](#)

Georgia Student Finance [Student Access Loan](#)

Information available on the Wiregrass Georgia Technical College Website

Workforce Investment Act (WIA)



Additional financial aid option awarded to qualified students who are:

- Dislocated workers
- Displaced homemakers
- Other qualified individuals who are unable to pay to attend WGTC

Workforce Investment...

- Has specially allocated funds for individuals who have been laid off or are recently divorced
- May be used in conjunction with HOPE and Pell
 - Covers the cost of tuition, fees, books, and any other required school expenses not covered by other financial aid
 - Offers limited financial assistance to help with childcare, transportation, etc.



Need more info?
Visit the WIA Office

Office of the Registrar

The Office of the Registrar assists students with the following:

- Registration questions
 - Drop/Add
- Transfer of credit
 - Grades
- Transcripts
- Enrollment verification
 - Etc.



FERPA

(Family Educational Rights & Privacy Act 1974)

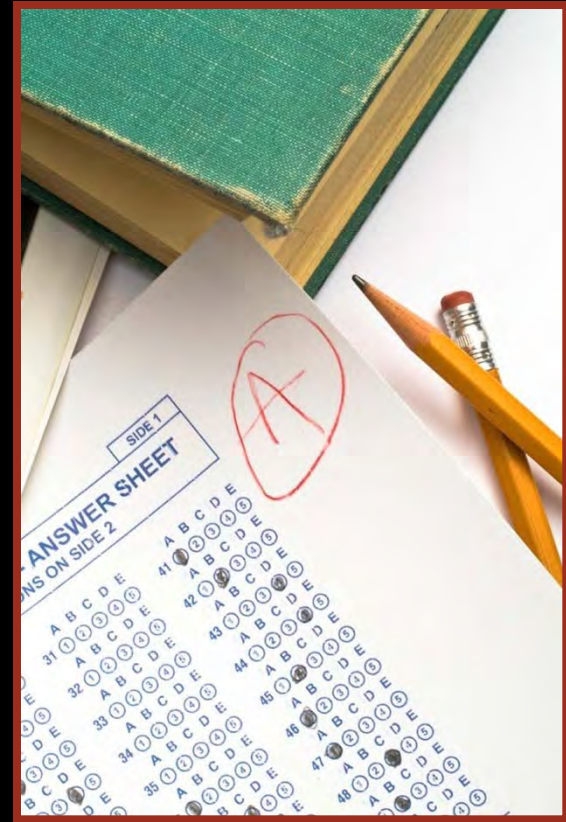
Wiregrass Georgia Technical College also adheres to the Family Educational Rights and Privacy Act of 1974, otherwise referred to as FERPA. In summary, FERPA entitles parents of dependent students and eligible students the right to inspect and review the student's educational records and contest inaccurate or misleading information contained in those records. The college must have written permission from the student before information from a student's records can be released to any person other than the student. For complete information about FERPA, please refer to the Wiregrass Georgia Technical College Student Handbook.

Transfer & Articulated Credit

- Course credit may be awarded for courses completed with a "C" or better at other regionally accredited colleges or universities. Students are responsible for providing official transcripts from all post-secondary institutions previously attended. Transcripts are reviewed for transfer credit once the student is accepted
- Credit may also be awarded for certain high school courses completed. In order to be eligible for this credit, students must enroll at Wiregrass Georgia Technical College within 18 months of their high school graduation and must have earned a grade of 80 or higher in the high school course. Once admitted to Wiregrass Georgia Technical College, the student will be required to pass a competency test for the course in order to receive credit for the course.
- Complete information about transfer of credit can be found in the college's Student Handbook.

Grading Policies

- Standard A-F grading system
- C or better required in prerequisite courses
- 2.0 GPA required to remain in good academic standing (2.5 required in some medical programs)



Academic Dishonesty

Academic dishonesty or cheating will not be tolerated at Wiregrass Georgia Technical College. All WGTC students are required to complete their own work. Students caught cheating will be subject to severe penalties including immediate dismissal from all classes for the remainder of the semester, receiving an “F” in the course in which the cheating occurred, and/or having to appear before the college’s Readmission Committee to determine readmission to the college.

Dropping Classes & Withdrawing



- Talk to your advisor & Student Affairs staff prior to dropping a class or withdrawing from college
- It may affect your financial aid and academic standing
- Follow correct procedure which is outlined in the Student Handbook

Important Dates

January 9 – First Day of Class

January 11 – Last Day to drop w/o Penalty; last day to enroll in Nelnet payment plan

January 16 – Martin Luther King, Jr. Holiday

January 19 – Last Day to add a course; Last day to use financial aid in the bookstore

February 16 – Advisement Day (no classes – meet with advisor to register for Summer/Fall)

March 1 – Midterm (last day to withdraw from courses)

Banweb

Banweb allows students to do the following:

- Register for classes
- View class schedules
- View grades
- View unofficial transcripts
- Check application status

**If your mailing address is incorrect in Banweb, we cannot issue financial aid refunds or contact you by mail with important information concerning your enrollment.*



Graduation

- Keep track of courses required for graduation – use our website!
- Stay in touch with your advisor.
- Apply for graduation prior to registering for your last semester of classes.



Online Courses

- Online students are required to log into each online course within the first three days of the semester. If the student does not log in, he/she will be considered a “No Show” and will be dropped from the course.
- If a student logs in (even only once), he/she is considered an active student and must contact his/her instructor or advisor to drop the course.
- Refer to the course syllabus for specific attendance information.

ANGEL

Learning Management System

(Used for traditional courses on campus and online courses)

<http://wiregrass.angellearning.com>

- Username: 48_900XXXXXX
(X's represent WGTC student ID)
- Password: 48_900XXXXXX
(X's represent WGTC student ID)

Email online@wiregrass.edu
if you have any questions or problems!

WGTC Library

The Wiregrass Georgia Technical College Library has countless resources that will help you in your program of study, and all students are encouraged to use the library and its resources.



Cooperative Agreement with VSU's and SGC's Libraries

For additional research and resource needs, Wiregrass Georgia Technical College students, faculty, and staff may also use Valdosta State University's Odum Library and South Georgia College's Library. Your WGTC student ID card is required at both the Valdosta State University and South Georgia College libraries.



WGTC Bookstores



Wiregrass Georgia Technical College's Bookstores carry all of the textbooks required for your classes. WGTC bookstores also offer a wide selection of school supplies and WGTC spirit items.

Student Refund Options

- Direct deposit (ACH)

Personal checking, savings, or prepaid debit card of your choice. Sign up forms are available in the Bookstore.

Or

- Wiregrass Card

Reloadable prepaid VISA debit card

Student Refund Options

Wiregrass Cards will be automatically mailed to students who do not sign up for direct deposit.



Students should activate their cards immediately upon receipt and keep them throughout their enrollment to receive any future financial aid refunds or student loan disbursements that may be issued.



WGTC CARDS

What Are They?

What is a Wiregrass Card?

Beginning Spring semester (Jan. 2012), the Wiregrass Card is the new way to get your financial aid refunds and Student Loans faster and easier! Your refund will be loaded onto your personal preloaded VISA card each semester, so keep your card in a safe place. There is a charge for lost cards.

How do I get my card?

Verify your mailing address and telephone contact number in Banner Web NOW! Notify the Registrar or Admissions office of any changes and then watch your mailbox! You should receive your card in mid January 2012.

What does it cost?

There is no cost for your first card or for using your card at local businesses. You also may obtain cash advances at no fee at SunTrust® ATM's or inside VISA participating banks.

What should I do when I receive the card?

Call the number on the card to activate it immediately. Keep your card in a safe place. Don't share your PIN with anyone.

How do I use the card?

You can use your Wiregrass card just like a debit card at local businesses, the WGTC bookstore, or anywhere that accepts VISA. You may also receive cash advances at no fee at SunTrust® ATM's or inside VISA participating banks.

I am already signed up for direct deposit. Will I automatically receive a Wiregrass card?

No. Students who are already on direct deposit will continue to receive their refunds in that form and will not receive a Wiregrass card unless they notify the business office to inactivate the direct deposit setup.

What are the fees/costs?

For full disclosure, refer to the Terms and Conditions that arrive with your card.

- **Replacement Card Fee:** \$5.00 fee to replace a card that is lost, stolen, or damaged.
- **PIN Change Fee:** the first PIN change is free. \$1.00 for each additional PIN change.
- **ATM Out of Network Fee:** \$5.00 international and \$2.00 domestic ATM transactions. No fee for use of SunTrust® ATM's or cash advances made inside VISA participating banks.
- **Customer Service Agent Assistance Fee:** free for the first 2 calls. \$1.00 for each additional call when speaking to a representative. No fee for accessing your account online, using touch tone Customer Service for card account information, or receiving text/email alerts.
- **Inactivity Fee:** after 6 months of inactivity, there is a \$2.00 monthly fee until activity resumes or balance is \$0.

What if I do not want to receive my financial aid refund or student loan on a debit card?

Students may choose to have direct deposit (ACH) to their checking or savings account rather than the preloaded VISA card. If you choose not to participate in the card program, you must complete an opt-out form with your direct deposit information, along with a voided check or a direct deposit bank authorization form from your bank.

Student Success Center

Free tutoring!

Learning support, core, and certain entry level occupational courses

Free career guidance & testing!

Including the exploration of non-traditional careers

Study skills!



Mathematics Lab



- **Qualified Tutors**
- **All levels of math**
- **No appointment needed**

Check with Student Success Center on your campus for location and hours of availability

Services for Special Populations Students

Special Populations students are:

- **Single parents**
- **Economically disadvantaged**
- **Single pregnant women**
- **Displaced homemakers**
- **Students with disabilities**
- **Students with limited English proficiency**
- **Students enrolled in nontraditional programs**

**Services
available:**

Workshops

**Connections
groups**

**Counseling
Referrals**

Services for Students with Disabilities

Students with documented disabilities may be eligible to receive reasonable accommodations to assist them in meeting their personal, educational and career goals. The Special Populations Coordinator is available to provide services for students with disabilities to help maximize each student's opportunity for success.

Appointments to discuss eligibility requirements are recommended, but every effort will be made to accommodate walk-ins.

Services for Students with Disabilities

Nicole J. West

nicole.west@wiregrass.edu

229-333-5368

Valdosta campus

Berrien Hall/Room 116A

Northern campus on each Thursday

Ben Hill-Irwin campus: 9:00am – 12:00pm

Academic Support Center/Room 633

Coffee Campus: 1:00pm – 4:00pm

Academic Support Center/Room 113



R.E.A.C.H. Project

Regional Education and Careers in Healthcare Project

Create Success....

Achieve your Healthcare Career Goal...

GET THE HELP YOU NEED

- ❖ *Tutoring*
- ❖ *Life Skills*
- ❖ *Support Services*
- ❖ *Financial Assistance*

SEE YOUR ALLIED HEALTH ADVISOR TODAY

*A Community-Based Job Training Initiative
U. S. Department of Labor - Employment and Training Administration*

Counseling Referral Services

Help is available!

Special Populations Coordinator or the Student Success Center



Student Activities



GET INVOLVED!



Student Leadership Council

Phi Beta Lambda

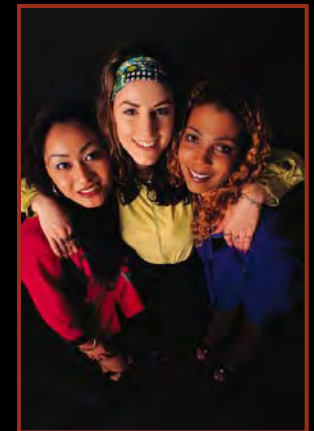
Delta Epsilon Chi

SkillsUSA

National Technical Honor
Society

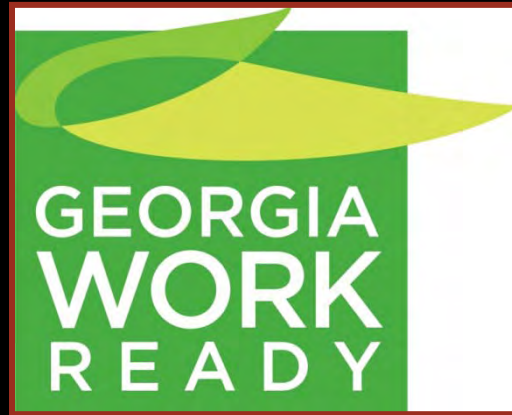


Wiregrass Georgia Tech
Collegiate Fellowship
Program Clubs



Workforce Development

The Workforce Development Office offers the following services for students:



- Georgia Work Ready Certificates
- KeyTrain - Internet-based Workplace Skills Training
- **Go for the GOLD!!** Prove that you have the skills to learn 90% of jobs across the country with a gold level Work Ready Certificate – a national certificate – at no charge to you! Special items are available to full time students who score **GOLD**.
- Wiregrass Work Ready

Career Services

Offers the following services for students:

- **Job Referrals/Job Search Assistance**
- **Wage Information**
- **Resume Preparation**
- **Interview Skills**
- **Job Fairs**

Room 106
Berrien Hall



Work Ethics

The U.S. Department of Labor estimates that 80 percent of workers lose their jobs, not because of lack of occupational skills, but because of poor work ethics. All WGTC students receive a work ethic grade for each of their courses, as well as an academic grade. Both of these grades are recorded and appear on students' WGTC transcripts.

WGTC teaches 10 work ethic traits:

- Appearance
- Attendance
- Attitude
- Character
- Communication
- Cooperation
- Organization
- Productivity
- Respect
- Teamwork

Dress Code

Dress appropriately for your specific program

Wear shoes at all times

NO:

Clothing, jewelry, or accessory displaying lewd or distasteful language, gestures, or pictures

NO:

- Short or tight shorts, halter tops, swimsuits, tank tops, or display bare midriffs
- Under clothing that is visible on the outside

PERSONAL CONDUCT

Zero tolerance for...

Drugs & Alcohol

Weapons

Fighting

Safety and Security

Safety & emergency procedures posted in each classroom and lab area

Become familiar with what to do in the case of an emergency

Police and Security personnel on campus during the day and evening

Please report any incidences to campus police or an administrator

Smoking and Smokeless Tobacco

WGTC is a tobacco-controlled campus!

Smoking and smokeless tobacco use is only permitted in designated areas that are marked outside.



INSIDE THE BUILDINGS!

Parking

- Parking decals are required!
- Parking applications are available on each campus location. Must know the make, model, and tag number of your vehicle in order to get a decal.
 - If driving a temporary vehicle, get a temporary pass

Students may not park in spaces marked:

- Faculty
- Visitor
- Handicap (unless they have the required permit)
- Government Vehicles Only

Students who arrive after 5:00 p.m. may park in unmarked spaces and spaces marked "Faculty".



Parking, cont.



- Tickets are \$10-\$25 depending on offense
- Double if not paid or appealed within 7 days
- Continued parking violations could result in:
 - Wheel locks
 - Towing
 - Holds placed on records
 - Privilege to drive on campus may be revoked

Grievance & Disciplinary Appeals

Communication is essential between the students, faculty and staff at Wiregrass Georgia Technical College. You, as a student, have the right to appeal decisions made by the administration or sanctions imposed on you by them.

Please review the Student Handbook for WGTC's Grievance and Appeals Policy.



Tools for Success

Get off to a good start!

Visit your Student Success Center to learn:

- **Student Email**
- **BanWeb**
- **DegreeWorks**



Thank you for viewing the

New Student Online Orientation!

To finish the process, please complete the mandatory

Online Orientation Survey

Your responses will be recorded electronically.

GOOD LUCK AND WELCOME!



CHECK US OUT ON...

The Facebook logo, consisting of the word "facebook" in a white, lowercase, sans-serif font on a blue rectangular background.



The Twitter logo text, consisting of the word "twitter" in a blue, lowercase, sans-serif font with a white outline, on a white background.