A MESSAGE FROM THE PRESIDENT

Dear Wiregrass Georgia Tech Student:

Welcome to Wiregrass Georgia Technical College! On behalf of the faculty, staff, Board of Directors, and Foundation Trustees, I congratulate you on your decision to pursue your educational and career goals with us. Wiregrass Georgia Technical College is committed to workforce development through providing our students with hands-on educational experiences designed to prepare you to successfully enter the work force or to enhance the skills needed to advance in your chosen career. Our college motto is “Building futures, one student at a time.” Although we are the largest technical college in South Georgia, we pride ourselves on giving individual attention to the students we serve. It is our hope that you will find Wiregrass Georgia Tech to be a place where you can grow, prosper, and thrive as you work toward your education and career goals.

Please take time to become familiar with the information provided in this student handbook and catalog. This important resource contains information such as the college calendar, attendance policies, dress code, grading system, and academic policies. The handbook also provides important information regarding financial aid, graduation requirements by program, tutorial services, the library, and the student code of conduct.

Again, thank you for choosing Wiregrass Georgia Technical College as your education partner. We look forward to working with you as you build for your future.

Sincerely,

[Signature]
MISSION

The mission of Wiregrass Georgia Technical College, a public two-year technical college and a unit of the Technical College System of Georgia, is to promote community, educational, and economic development by providing a highly trained workforce for South Central Georgia. The college fulfills the mission by providing quality technical and academic instruction, through campus-based and distance education delivery methods, leading to associate of applied science degrees, diplomas, and technical certificates of credit; customized training for new and existing industries; professional and personal development through continuing education programs; and adult education services to meet the needs of citizens, business, and industry in the service area.

A BRIEF HISTORY

On September 4, 2008, the State Board of Technical and Adult Education (SBTAE) approved the merger of East Central Technical College and Valdosta Technical College to be effective July 1, 2010. Almost a year to the day that the merger was announced, the local board, with input from stakeholders, decided on a new name for the combined college – Wiregrass Georgia Technical College.

Wiregrass Georgia Technical College has four campuses – Ben Hill-Irwin campus, Coffee campus, Cook County Workforce Development Center, and the Valdosta campus. Two extended campuses include the Wilcox Learning Center in Rochelle and a Moody Air Force Base location in Valdosta. The college provides Adult Education services in each of the 11 counties served by the college that include Atkinson, Ben Hill, Berrien, Brooks, Coffee, Cook, Echols, Irwin, Lanier, Lowndes and Wilcox counties.

Individually, ECTC and VTC have long, meaningful histories. The following histories of the two technical colleges demonstrate the impact of the colleges on its communities and how important training and educational opportunities have been and will continue to be to the citizens of the Georgia Wiregrass Region.

East Central Technical College

East Central Technical College (formerly Ben Hill-Irwin Technical Institute and East Central Technical Institute) was established in 1966. Ben Hill-Irwin Tech officially opened its doors to its first full-time student body of approximately 200 on September 21, 1970, occupying three buildings with large vocational-technical labs and a small administration area. The first full-time graduates received their diplomas on September 15, 1971.

During the next 30 years, East Central Technical College underwent enormous transformation and growth. On June 10, 1977, Ben Hill-Irwin Tech held groundbreaking ceremonies for a new $600,000 expansion to house new programs. The Charles Harris Learning Center opened in 1994 housing an auditorium, classrooms, and office space. In 1995, the Board of Regents deeded land, originally part of South Georgia College, to DTAE for the Coffee Campus. On November 7, 1996, the name officially changed to East Central Technical Institute. Further county expansions occurred including the addition of the Wilcox Lifelong Learning Center in Rochelle. On April 10, 2002, the state allocated $10,000,000 for a new technology building on the Ben Hill-Irwin campus. Year 2006 saw the completion of the building, and the college held a ribbon-cutting ceremony on April 27 of that year.

On February 1, 2006, Dr. Ray Perren became the fourth president of East Central Technical College and served until June 2008 when he left to serve as Assistant Commissioner of Technical Education for the Technical College System of Georgia. E.J. Harris, Vice President of Academic Affairs at VTC, served as Interim President until his retirement in August 2009. Following Harris’s retirement, Lisa Tomberlin became the Interim President. Tomberlin served in the position until the completion of the merger when she became the Provost of Wiregrass Georgia Tech.

Valdosta Technical College

Valdosta Technical Institute was founded as a cooperative agreement by the state legislature, the Valdosta Board of Education, and the Lowndes County Board of Education in 1963 to serve the citizens of Berrien, Brooks, Cook, Echols, Lanier, and Lowndes Counties. From 37 students utilizing one building on 10.5 acres of land to over 2,600 students per quarter occupying eight buildings on 135 acres, Valdosta Tech’s original 40,300 square foot building, Berrien Hall, opened for classes in September of 1963.

The first addition to the campus was a 7,200 square foot building to house the Heating Ventilating and Air Conditioning (HVAC) and Welding programs and is now known as Berrien Hall. The vigorous economic growth of the area, sustained by a workforce that included an increasing number of technically trained Valdosta Tech graduates, initiated a need for an additional expansion that almost doubled the size of the facility. In 1984, the college completed its second addition to house the horticulture, electronics, and health programs.
A few short years later in 1989, a 7,800 square foot addition for the Auto Collision program completed the U-shape of Berrien Hall. In 1989 the Georgia Legislature provided $175,000 for the purchase of 80.2 acres of land to continue the growth of the campus. Governor Zell Miller then approved a $7.64 million dollar, 83,770 square foot expansion which would be the second largest technical school expansion at that time. From this expansion, Valdosta Tech Buildings 300, 400, and 500 were opened in 1997.

The Cook County Workforce Development Center in Sparks opened its doors as a branch campus of Valdosta Tech in June 2002. Valdosta Tech opened an office at Moody Air Force Base in February 2004. The Adult Education program eventually relocated to its current location on East Park Avenue. In December 2007, Valdosta Technical College was accredited and approved for unconditional membership with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

In February 2009, Lowndes Hall officially opened housing the administrative offices of the President, business programs, a new 7,000 square foot library, an auditorium, early childhood education, drafting technology, and printing and graphics programs. A new student center was also constructed and includes 6,625 square feet of space for the Upper Crust, security offices, and offices for student activities.

Dr. Ray Perren became the President of Valdosta Tech on July 1, 2009, following the retirement of Interim President, Dr. F.D. Toth. Dr. Perren continues as the President of Wiregrass Georgia Technical College.

STATE BOARD OF TECHNICAL AND ADULT EDUCATION

Wiregrass Georgia Technical College is a unit within the Technical College System of Georgia (TCSG). The governing board for the college is the Georgia State Board of Technical and Adult Education.

The State Board of Technical and Adult Education became a statutory body on July 1, 1986, and it has subsequently assumed direct governance of the majority of Georgia technical colleges and associated university technical divisions. The State Board of Technical and Adult Education was established with the responsibility for the governance and management of all the state supported technical and adult colleges. The Board executes its responsibilities in two primary ways:

- By adopting policies to provide general guidelines for governing the system; and
- By appointing a Commissioner, who is given the responsibility and authority for the administration of the system in accordance with the adopted policies, and who is the chief executive officer of the State Technical College System of Georgia.

Wiregrass Georgia Technical College is authorized by the State Board of Technical and Adult Education to award associate degrees, diplomas, and technical certificates of credit.
State Board of Technical and Adult Education

First Congressional District
Ben Copeland, Sr., Lakeland

Second Congressional District
Sandra B. Reed, M.D., Thomasville

Third Congressional District
Frank S. “Chunk” Newman, West Point

Fourth Congressional District
Vacant

Fifth Congressional District
Don L. Chapman, Atlanta

Sixth Congressional District
Carl E. Swearingen, Atlanta

Seventh Congressional District
Michael L. “Sully” Sullivan, Lawrenceville

Eighth Congressional District
L. McGrath Keen, Jr., Dublin

Ninth Congressional District
Dinah, C. Wayne, Flowery Branch

Tenth Congressional District
Cedric J. Johnson, Augusta

Eleventh Congressional District
Otis Raybon, Jr., Rome

Twelfth Congressional District
Tommy David, Statesboro

Thirteenth Congressional District
John H. “Pepper” Bullock, Palmetto

Members at Large
Dean Alford, (Chair) Conyers
Ronnie D. Rollins, Macon
Sylvia E. Russell, Atlanta
Mary Flanders, Savannah
Paul Holmes, Monticello
Earl E. Smith, Marietta
Shaw Blackmon, Warner Robins

Lynn Cornett, Sandy Springs
Ben J. Tarbutton, Jr., Sandersville

Wiregrass Georgia Technical College Board of Directors

While the State Board of the Technical and Adult Education of Georgia is the governing Board of Wiregrass Georgia Technical College, a local board of directors operates in concert with the State Board to accomplish the mission of the college. Local boards were established for each college based on the philosophy that decisions regarding individual schools should be made at the local level, and a portion of the authority and responsibility of governance should be delegated to the local boards. The State Board delegates to the Local Board of Directors the authority to develop local policies and procedures to meet the needs of the college’s service area.

Wiregrass Georgia Technical College
Local Board of Directors

Sam Allen Lowndes County
Glenn Bissett Brooks County
Shirley Brooks Ben Hill County
Randy Crenshaw Irwin County
Guy Daughtrey Cook County
Carolyn Eager Lowndes County
Lon Gillis Coffee County
Robert Griner Berrien County
Terrell Jacobs Coffee County
James Lee Wilcox County
Terri Lupo Lowndes County
James McGahee Lowndes County
Franklin Patten Lanier County
Clifford Pope Atkinson County
David Ragsdale Brooks County
Florence Staten Echols County
Hal Wiley Ben Hill County
Wiregrass Georgia Technical College Foundation - North, Inc. is a non-profit foundation established in April 1985 and operates in conformity with Section 501 (c) (3) of the Internal Revenue Code. The Foundation is organized under Georgia law and is fiscally and organizationally separate from the school. The Foundation is governed by a Local Board of Directors responsible for promoting education at Wiregrass Georgia Technical College by providing scholarships, endowments, research grants, and acquiring and administering cash, grants, and other funds and properties from industry, business, foundations, and friends of Wiregrass.

Wiregrass Georgia Technical College Foundation - South, Inc. was established in 1988 as a nonprofit organization whereby funds, property, and other types of financial assistance could be channeled to the college for support and development of educational, cultural, social, civic, and professional endeavors. The Foundation provides academic and institutional support, scholarships, endowments, and in various ways, promotes the mission of the college.

The members of the Board of Trustees, who are empowered to administer donations to the Foundation, are distinguished business and civic leaders from the counties within the college’s service area.
## ACCREDITATIONS, APPROVALS, AND CERTIFICATIONS

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Accrediting Agency</th>
<th>Last Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>Approved by the Georgia State Board of Cosmetology</td>
<td>No Periodic Review. Graduates sit for licensure from the Secretary of State of Georgia upon completion of program requirements.</td>
</tr>
<tr>
<td>Clinical Laboratory Technology</td>
<td>National Accrediting Agency of Clinical Laboratory Sciences. Graduates are eligible to apply to sit for a national MLT certification exam.</td>
<td>October 2009</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>American Dental Association, Commission on Dental Accreditation</td>
<td>October 2006</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>American Dental Association, Commission on Dental Accreditation</td>
<td>October 2006</td>
</tr>
<tr>
<td>Advanced Emergency Medical Technician</td>
<td>Georgia Department of Community Health-Division of Emergency Preparedness &amp; Response - Office of EMS and Trauma. Graduates are eligible to sit for the National Registry of EMTs Advanced Emergency Medical Technician examinations and become certified as AEMTs. The license to practice as an AEMT in Georgia is granted by DHR-OEMST</td>
<td>October 2009</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>The program, established in 2009, has applied for accreditation by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5800, (312) 233-1100. The program adheres to the Standards established by the CAHIIM, available in the Accreditation Handbook on the CAHIIM website at <a href="http://www.cahiim.org/index.html">http://www.cahiim.org/index.html</a></td>
<td>The program is presently in candidacy with CAHIIM</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>National Center for Competency Testing. Graduates are eligible to sit for NCCT certification in Medical Assisting, ECG Technician, Phlebotomy Technician, Medical Office Assistant, and Insurance and Coding Specialist</td>
<td>September 2003</td>
</tr>
<tr>
<td>Paramedic Technology</td>
<td>Georgia Department of Community Health - Division of Emergency Preparedness &amp; Response - Office of EMS &amp; Trauma. Graduates are eligible to sit for the National Registry of EMTs EMT-P examinations and become certified as Paramedics. The license to practice as a Paramedic in Georgia is granted by DCH-OEMST.</td>
<td>October 2009</td>
</tr>
<tr>
<td>Patient Care Assisting</td>
<td>The Certified Nurse Aid course is approved by the Georgia Medical Care Foundation. Students passing the Georgia State Exam (NACES) will be placed on the Georgia Nurse Aide Registry.</td>
<td>April, 2011</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>American Society of Health-System Pharmacists (ASHP)</td>
<td>February 2010</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Georgia Board of Examiners of Licensed Practical Nurses. Upon completion of program requirements, graduates are eligible to apply to sit for the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN), created by the National Council of State Boards of Nursing (NCSBN)</td>
<td>July 2009</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>The American Registry of Radiologic Technologists (ARRT) recognizes the Radiologic Technology program. Graduates are eligible to apply to sit for the Radiography examination of the ARRT</td>
<td>No periodic review.</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)</td>
<td>April 2009</td>
</tr>
</tbody>
</table>

No accrediting agency has applied sanctions or taken negative actions in regard to Wiregrass Georgia Technical College or any of its programs.
PROGRAM ADVISORY COMMITTEES

Wiregrass Georgia Technical College utilizes program advisory committees consisting of at least three representatives of local industry to ensure that the college maintains programs that are meeting the current training needs in each field of specialization. This enables programs to adapt to changes that occur in the field. These advisory committees, composed of members of business, industry, and education from the 11-county service area, meet twice each year.

CAMPUS INFORMATION

The instructional activities of Wiregrass Georgia Technical College are operated at four primary locations with extension sites located in almost every county served by the college. Adult Education programs are conducted at locations in each of the 11 counties served by the college. Economic Development and Continuing Education classes are also regularly conducted at various locations throughout the service area as well as the main campus locations.

Ben Hill-Irwin Campus
667 Perry House Road
Fitzgerald, GA 31750
Phone 229-468-2000
Fax 229-468-2110

Coffee Campus
706 West Baker Highway
Douglas, GA 31533
Phone 912-389-4303
Fax 912-389-4308

Cook County Workforce Development Center
1676 North Elm Street
Sparks, GA 31647
Phone 229-549-7368
Fax 229-549-6286

Valdosta Campus
4089 Val Tech Road
Valdosta, GA 31602
Phone 229-333-2100
Fax 229-333-2129

Additional Instruction Sites and Adult Education Services Locations

Coffee Adult Education Center (Coffee County)
706 West Baker Highway
STUDENT AFFAIRS

CAMPUSS TOURS AND VISITS

Wiregrass Georgia Technical College encourages visitations from individuals and groups at any time during normal operating hours. Prospective students and other individuals including groups (clubs, organizations, and local school class groups) wishing to visit any one of the campus locations may contact the office of Student Affairs to schedule a tour.

For the safety of all individuals, the following information on children and pets should also be adhered to while on campus:

- Children are not allowed on campus unless accompanied by an adult and may not be left unattended at any time.
- Children should not be taken into classrooms, lecture programs, computer, or testing labs. In addition, at no time should a student who is attending classes have children on-campus for any reason, attended or unattended, including common areas such as student centers or waiting areas.
- Pets are allowed on campus only if required for assistance to persons with disabilities.

Campus security may be asked to provide assistance if an individual or individuals cause or contribute to a disturbance to the normal operating activities of the college.

ORIENTATION FOR NEW STUDENTS

New students and students who are returning to Wiregrass Georgia Technical College after an absence of at least two years are required to complete an orientation for new students. The orientation is organized by the Department of Student Affairs. Orientations for students enrolled in classes at satellite campuses are conducted by Student Affairs personnel or qualified staff or faculty on those campuses. The purpose of the orientation is to familiarize new students with the college, its policies and procedures, state and federal rules and regulations, safety, work ethics, and other issues of importance to the students’ general welfare while attending classes at Wiregrass Georgia Technical College. Students are given information needed to access the Student Handbook and other documents that contain all the rules, regulations, and general information with which students should become familiar.

ADMISSIONS

The admissions policies and procedures of the Technical College System of Georgia and Wiregrass Georgia Technical College assure our citizens equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policies and procedures governing admissions to Wiregrass Georgia Technical College will:

- Be nondiscriminatory on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law);
- Increase the prospective student’s opportunities;
- Complement the instructional programs of Wiregrass Georgia Technical College;
- Support the timely processing of applications and admission to the college.

Admission Categories

Wiregrass Georgia Technical College admission requirements are based on the minimum standards set forth by the Technical College System of Georgia for each degree, diploma, and technical certificate program. A student’s admission status will fall into one of the following categories:

Regular Admission

A student will be granted regular admission status into a degree, diploma, or technical certificate program when he or she meets program and institutional admission requirements. Regular admission status is based on the credential (degree, diploma, or technical certificate of credit) being sought as declared by the student. Any status change will require the student to meet the admission requirements of the new credential.

Provisional Admission

Provisional admission is based on an evaluation of placement test scores and other criteria. Students classified in this category may be required to enroll in either short-term remediation or learning support classes that are designed to assist students in improving basic language, reading,
and mathematical skills. Provisionally admitted students must satisfy learning support and/or placement testing requirements prior to enrolling in or while enrolled in occupational courses as designated in the program-specific standards.

Learning Support Admission

Learning Support admission is granted to students who do not meet the regular or provisional admission requirements based on placement test scores.

Students classified in this category are required to enroll in learning support classes that are designed to assist students in improving basic language, reading, and mathematical skills. Students’ enrollment in occupationally-specific courses or core courses will be delayed until they have satisfied the requirements for provisional or regular admission into the program.

Special Admission

Special admission status may, under certain circumstances, be granted to students who are not pursuing a diploma, degree, certificate, or other award. Students admitted under this status may take an unlimited number of courses, but can transfer only 25 quarter hours or 17 semester hours toward a specific program for award seeking purposes. Regular admission status may be obtained upon achievement of regular admission requirements. Students admitted under special admission status are not eligible for Pell Grant, HOPE Grant or HOPE Scholarship, or other traditional forms of financial aid.

Auditing Courses

Students who wish to audit a course must obtain approval from the Vice President for Academic Affairs or Dean prior to registration and payments of course fees. This audit status should be clearly noted on the Admissions application at the time of registration. Students may not change from audit to credit status or vice versa. Auditing students will be required to meet any or all of the course requirements such as attendance, examinations, and assignments. Auditing students will receive a grade of “AU” (non-credit) upon completion of the course. Audit students will be required to pay all tuition and fees for any course(s) in which they enroll. Audit students are not eligible for Pell Grant, HOPE Grant or HOPE Scholarship or traditional forms of financial assistance.

Admissions Appeal

Students who believe that their admission decision is unfair or has been administered in error may appeal directly to the Executive Director for Admissions. If the applicant and the Executive Director for Admissions cannot reach an agreement, the applicant may appeal to the Vice President for Student Affairs.

READMISSION

Students who withdraw in good standing who wish to re-enter must submit a new application for admission to the Admissions Office.

ADMISSION REQUIREMENTS FOR DIPLOMA, DEGREE, AND CERTIFICATE PROGRAMS

Education

Completion of secondary education or the equivalent (GED® credential) is required for all diploma and associate degree programs and most technical certificates programs. The President of Wiregrass Georgia Technical College has the authority to grant a waiver of the admission requirement as it relates only to possessing a GED® credential or high school diploma for secondary school students who are otherwise eligible to enroll in a program.

Age

For most programs, applicants must be at least 16 years of age. The minimum age for Cosmetology, Commercial Truck Driving, several health occupations, and other designated programs may be higher.

Health

Applicants must be physically able to attend school regularly, whether on campus or online, and be able to perform the “essential functions” of the occupation for which they plan to train. Physical examinations, lab tests, and immunizations are required for students in designated programs after acceptance to the program and prior to participation in clinical training at an affiliated site, or before operating motor vehicles or other equipment required in training.

ADDITIONAL ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS
Some health programs require completion of core courses (e.g. math, English, etc.) prior to enrollment in occupational courses. Certain health programs accept students into occupational courses once or twice per year; however, the student may enroll in core courses in any semester. Information for program specific admissions requirements can be found in the program section of this catalog. Some programs require their students to maintain a minimum grade point average (GPA); students whose cumulative GPA falls below the required minimum will be removed from the program list and referred to the Academic Support Center.

Certain medical programs utilize a competitive admissions process. Please refer to the program section of the catalog for specific information about these programs.

APPLICATION PROCEDURES

Students may apply to the college online through www.gacollege411.org or by submitting a hard copy application to the Admissions Office. Applications are available at any campus location and may be downloaded online at www.wiregrass.edu. A one-time $15 non-refundable application fee is payable at any WGTC campus. Applications received without the fee will not be processed.

Students must submit an official, final transcript indicating graduation date and diploma type from an acceptable accredited high school or official GED transcript, when required by program standards (See section on Proof of Secondary Education).

An official transcript from the last accredited postsecondary institution attended is required prior to acceptance to the college to determine admission status and academic standing, as well as for advisement purposes. Official transcripts from all other post-secondary institutions attended are required for transfer credit consideration for courses taken at those colleges, for verification of English and math course completion that would allow placement test exemption, and for HOPE Scholarship evaluation.

Applicants who have not taken COMPASS or ASSET, the college’s state-approved assessment instruments, and who have not earned acceptable SAT, ACT, or CPE scores within the past 60 months will be required to take the college’s placement test. Applicants may exempt the placement test under certain conditions (see section on Assessment).

Proof of Secondary Education

Public School Graduates

Graduates of accredited public high schools must have satisfied attendance requirements, Carnegie unit requirements, and the state assessment requirements for graduation. An official transcript indicating that the student graduated with an acceptable diploma is required as verification that secondary requirements were met. High school awards that do not meet the minimum requirements, such as certificates of attendance or special education diplomas, are not considered as acceptable completion of secondary education for the purposes of admission. These students may apply for a technical certificate of credit that does not require a regular high school diploma for program admission.

Private School Graduates

Private schools must meet accreditation guidelines established and published by the Technical College System of Georgia.

Home School Graduates

In order to be accepted by a Technical College, the applicant must have been awarded a high school diploma from a secondary school that is on the TCSG approved agency list. Graduates of unaccredited high schools must obtain a GED.

Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a letter from the local superintendent’s office verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports to the superintendent’s office on a monthly basis as required by O.C.G.A.,20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years. The final progress report should include the graduation date.

Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG system minimum requirements.
Presidents of Technical Colleges may waive the GED/high school diploma requirement for those secondary students or those pursuing a GED who are otherwise eligible to enroll in a specific program of study.

GED® Graduates
An official GED transcript verifying that the student earned the GED credential is verification of acceptable secondary education.

SECONDARY EDUCATION VERIFICATION REQUIREMENT EXCEPTIONS
Exceptions to the verification of secondary education requirement may be made for prospective students who have attained an associate degree or higher, or who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level at an acceptable, accredited post-secondary institution. An official college transcript verifying the degree earned or credit hours completed is required.

TRANSFER STUDENTS
A student who has previously attended another postsecondary institution and who has completed less than 75 percent of a program of study at the previous institution is considered a “transfer student”. Any student wishing to transfer from another post-secondary institution must meet regular admission requirements and be in good standing at his/her former institution. Students whose academic standing was probationary at the point they left the last institution will be admitted to WGTC on academic probation. In making the admissions decision on students in academic dismissal from the last college attended, WGTC admissions staff will consider the re-admission rules of the previous college. Placement testing requirements for a transfer student may vary according to the actual courses taken at the previous institution and whether or not the student left the previous institution in good academic standing. Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and/or math coursework successfully completed (C or better) or an earned bachelor degree or higher credential from another postsecondary institution will replace the requirement of placement test scores provided the official transcripts are submitted at the same time as the admission application.

TRANSIENT STUDENTS
A student in good standing may be permitted to enroll as a transient student on a space-available basis at another accredited post-secondary institution in order to complete work to be transferred back to the student’s home institution. The home and host post-secondary institutions should sign a Transient Student Agreement. A new transient agreement must be completed for each semester of attendance. A transient student should be advised in writing by the home institution concerning recommended courses.

Procedures for Transient Students With Wiregrass Georgia Technical College as the Home School
Students wishing to take a course at another accredited post-secondary institution to be applied toward their program of study should obtain permission through a transient agreement form for each semester in which the student plans to enroll. The student must also obtain verification of financial aid from the other college each term.

Students desiring to attend another college as a transient student must be in good academic standing. Wiregrass Georgia Technical College Registrar’s Office in coordination with the Financial Aid Office will initiate a transient agreement form to the host college. The same above rules apply to a transient student who designates Wiregrass Georgia Technical College as his or her home college. Transient students requesting to take online classes must apply through Georgia Virtual Technical Connection at www.gvtc.org.

Procedures for Transient Students With Wiregrass Georgia Technical College as the Host School

- Submit an application for admission to Wiregrass Georgia Technical College with a one time $15 nonrefundable application fee. Transient students requesting to take online classes must apply through Georgia Virtual Technical Connection, www.gvtc.org.
- The Admissions or Registrar’s Office at the home or previous college must submit a transient agreement stating that the student is in good academic standing and that the student is allowed to take courses at Wiregrass Georgia Technical College that will count toward graduation.
RESIDENCY REQUIREMENT

A student’s legal residence shall determine the tuition rate paid by the student. Residency also affects financial aid eligibility. There are three residency categories: in-state, out-of-state, and non-citizen.

**In-State:** Students who are lawfully documented residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state residents.

**Out-of-State:** Students who are lawfully documented residents of the United States but do not qualify as Georgia residents shall pay tuition at a rate of two times that charged in-state students and fees as prescribed by the State Board.

**Non-Citizen:** Students who are lawfully documented residents of a country other than the United States and wish to study at Wiregrass Georgia Technical College shall pay tuition at a rate four times that charged in-state students and fees as prescribed by the State Board.

On the application for admission, Wiregrass Georgia Technical College will require students to identify their lawful residence and may require submission of other information necessary to make a determination of a student’s legal residency for tuition rate and financial aid eligibility purposes. Certain guidelines have been established concerning how Georgia residency is determined, as well as what documents are considered as acceptable forms of verification to prove residency. To be considered a Georgia resident, the student must have physically lived in the state of Georgia for at least the past 12 consecutive months. Listed below are examples of acceptable verification. Other documents may be used in lieu of those listed at the discretion of the Director of Admissions. All documents must show the student’s name, Georgia address, and an issue date older than one year.

- A valid Georgia Drivers’ License which has not expired and has an exam date older than one year.
- A bill or statement with an issue date older than one year. These documents cannot be hand written and must be on company letterhead or company paper.
- A copy of the previous year’s Georgia Income Tax Return; Federal Tax return is not sufficient.
- A Voter Registration Card with an issue date older than one year.

Two or more forms of verification may be required in order for a residency determination to be made.

The legal residency of the parents of students under the age of 24 is considered in determining the student’s residency status unless the student is emancipated through pregnancy, birth of a child, marriage, or financial independence (parents did not claim student on previous year’s income tax return).

INTERNATIONAL STUDENT ADMISSION REQUIREMENTS

WGTC is approved to accept international students entering or already residing in the United States under F visas for associate degree programs of study offered on the Valdosta campus only. Program offerings and approved campus locations are subject to change. Please check with the Admissions Office for updated information.

- Submit a completed Application for Admission and non-refundable $15 application fee in U.S. currency by credit card, money order, or check drawn on a U.S. bank payable to Wiregrass Georgia Technical College.
- Submit official transcripts from your high school (or GED®) and all colleges attended. All transcripts must be received in envelopes sealed by the sending institution. Applicants with a college degree are not required to submit a high school or GED transcript. All international transcripts must be evaluated by an approved evaluation service and sent directly to WGTC. We recommend the following evaluation agencies:
  - Josef Silny & Associates, Inc.
    7101 SW 102 Avenue
    Miami, FL 33173
    Telephone: (305) 273-1616
    Fax: (305) 273-1338
    E-mail: info@jsilny.com
    Website: www.jsilny.com
  - Lisano International
    P.O. Box 407
    Auburn, AL 36831-0407
    Telephone: (334) 745-0425
    E-mail: LisanoINTL@AOL.com
    Website: www.Lisano-INTL.com
  - World Education Services (WES)
    P.O. Box 745 Old Chestnut Station
    New York, NY 10113-0745
    Telephone: New York: 1-800-937-3895
    Chicago: 1-800-937-3898
    Miami: 1-800-937-3899
    Washington DC: 1-800-937-3897
    San Francisco: 1-800-414-0147
If you are applying for or have an F student visa, supply the following additional documentation:

If English is NOT your first language, and you are abroad, submit official score of the Test of English as a Foreign Language (TOEFL): A score of 500 or higher on the written test, 173 or higher on the computerized version, or a score of 61 on the Internet version of TOEFL is required. The school institutional code for TOEFL is 6358. A valid SAT critical reading score of 460 or higher will be accepted in lieu of a TOEFL score.

Submit original financial documentation as required by the U.S. government. The school estimates it will cost $23,716 USD to study at WGTC for one academic year. One academic year equals two academic semesters or nine months.

For one academic year:
- Tuition and Fees (estimated cost): $12,404 USD
- Books and Supplies (estimated cost): $1,600 USD
- Room and Board (estimated cost): $6,989 USD
- Transportation (estimated cost): $2,279 USD
- Miscellaneous (estimated cost): $444 USD

Obtaining a Student Visa

When all academic and visa requirements are met, follow these steps to obtain a student visa:

- Obtain Form I-20 and a letter of acceptance from the school.
- Pay SEVIS I-901 Fee. Fee must be paid prior to the visa appointment with the U.S. Embassy. For payment options and further information, visit http://www.fmjfee.com/index.jhtml. Student is required to bring a copy of the SEVIS fee payment receipt (showing proof of payment) to the visa interview.
- Find the U.S. Embassy closest to your home at http://www.usembassy.gov/. Check the consular site to see if there are any special instructions for the consulate you will be visiting.
- Make an appointment with the embassy for the visa interview.

Arrival Information

At the port-of-entry to the U.S., the student will be interviewed again and the Arrival/Departure Form I-94 will be issued. The earliest date of entry into the U.S. that is allowed is typically 30 days prior to the start date indicated on your Form I-20. The student will not be allowed entry into the U.S. beyond the start date. The student is required to notify the International Center of arrival and make an appointment to complete U.S. Citizenship and Immigration Service requirements. An international student orientation will be provided before the term begins.
Important Information: Wiregrass Georgia Technical College will not accept faxed or photocopied documents as “official” documents.

The Admissions Office, International Department
is the resource center for international students to obtain information and student services that are specific to international students. Questions concerning international admissions, visa advisement and documents, orientation, and any other issue related to the international student can be addressed to:

Admissions Office, International Department
4089 Val Tech Road
Valdosta, GA 31602 USA
Telephone: 229-293-6163
Email: brooke.hamrick@wiregrass.edu

All admission documents should be sent to the address above.

Admission status of an applicant cannot be determined until the Admissions Office, International Department, has received all official documentation and has approved all documents for admission.

HOUSING INFORMATION FOR STUDENTS

WGTC does not maintain student housing. Please visit the Georgia Chamber of Commerce website to locate housing within our service area.

SUMMARY OF INTERNATIONAL STUDENT ADMISSION STEPS

Academic
- Submit a complete admissions packet to the Admissions Office. Packets include a completed application, $15 non-refundable application fee, sealed copies of official international and domestic transcripts or diplomas, and official copies of SAT, ACT, ASSET or COMPASS scores.
- Documents sent to the college prior to submitting the application and required application fee should be re-sent. WGTC is not responsible for documents mailed for non-applicants.
- Sealed evaluation of international high school transcripts/diplomas (document-by-document evaluation method).
- Sealed evaluation of international high college transcripts/diplomas (course-by-course evaluation method).

Immigration F Visa Applicants
- TOEFL scores (if English is not your native or official language) or SAT Critical Reading Score of 460 or higher.
- Certified or notarized bank letter on official bank stationery in the amount of $23,716 USD (must be dated within the last three months).
- Affidavit of Support or letter of support.
- Completion of I-901 and payment of SEVIS fee.

Transfer Students
- All of the above
- Current visa documentation
- Passport
- I-94
- I-20 or other paperwork related to current status
- Transfer Clearance Form

Change of Status
- All of the above (except Transfer Clearance Form)
- Form I-539
- Check or money order in the amount of $290 for Form I-539 fees

PROGRAMS FOR HIGH SCHOOL STUDENTS

Dual Enrollment
Dual Enrollment is a program through which high school students may enroll in classes under the direction of Wiregrass Georgia Technical College. The student will receive Carnegie unit credit from the high school while obtaining college credit toward the completion of a certificate or diploma program. Students may attend full-time or part-time, depending on scheduling and remaining minimum academic requirements for high school graduation. Dual Enrollment students may receive the HOPE Grant toward tuition. High school students who are interested in the Dual Enrollment program must be approved by the high school and must meet all minimum regular admission requirements for a program at Wiregrass Georgia Technical College. These enrollment students may not take any academic core classes through Wiregrass Georgia Technical College.
Joint Enrollment

Joint Enrollment is a program through which high school students may enroll in classes under the direction of Wiregrass Georgia Technical College. Joint Enrollment students earn only technical college credit for the postsecondary courses taken within a technical certificate or diploma program. Joint enrolled students may receive the HOPE Grant toward tuition.

High school students who are interested in the Joint Enrollment program must be approved by the high school and must meet the minimum regular admission requirements for a program at Wiregrass Georgia Technical College. These students cannot be admitted on a provisional or learning support basis.

Accel

Accel is a program through which high school students may enroll in classes under the direction of Wiregrass Georgia Technical College. The student will receive Carnegie unit credit from the high school while obtaining college credit toward the completion of an Associate Degree program. Accel students can take only degree-level academic core classes that are approved by the Georgia Department of Education and the Georgia Student Finance Commission. Accel students may receive an Accel Award for tuition and fees and a book allowance to help offset the cost of books for classes.

High school students who are interested in the Accel program must be approved by the high school and must meet all minimum regular admission requirements for a program at Wiregrass Georgia Technical College. These students cannot be admitted on a provisional or learning support basis.

Move On When Ready

House Bill 149 (Move On When Ready) is an arrangement whereby an eligible student entering 11th or 12th grade, who spent the prior school year in attendance at a public high school in Georgia may take all of his or her courses at or through an eligible institution (college, university or public technical college) or a virtual course approved by the State Board of Education and receive secondary credit from his or her high school with the goal of completing graduation and high school diploma requirements. Move On When Ready students take all their coursework at or through Wiregrass Georgia Technical College, not the high school. Move On When Ready is a dual enrollment program that uses FTE funding to pay for the student’s college coursework. Coursework taken through Move On When Ready does not count against HOPE Scholarship or HOPE Grant hours.

A student must be enrolled full-time in an eligible institution as long as they are attending the school. A full-time student is defined as one that is enrolled in a minimum of 12 semester hours or the equivalent quarter hours after the drop/add period of the eligible institution. Students who drop below full-time status for any reason during the term forfeit their eligibility to continue in Move On When Ready and will return to their local high school.

Eligible students should work with their high school and college counselors to select the appropriate coursework that can be used to meet both secondary and postsecondary program requirements.

High school students who are interested in Dual Enrollment, Joint Enrollment, Accel program, or Move on When Ready must initiate the process by contacting their high school counselor or by contacting one of the Wiregrass Georgia Technical College High School Coordinators directly.

Articulated Course Credit

Locally signed articulation agreements are in place between Wiregrass Georgia Technical College and local service area high schools for the purpose of allowing high school graduates to receive advanced technical college course credit for certain high school classes completed. Articulated course credit creates a “seamless” transition for high school students to bridge over to technical college programs of study while reducing duplication of work.

Within 18 months of the student’s high school graduation date, the student must meet all the college admissions requirements including submission of a high school transcript for articulated course evaluation. Students will also have to pass a subject test or assessment to receive technical college course credit. The type of subject test and passing score is determined through agreements between the WGTC faculty and high school teachers.

Credit by articulation will appear on a student’s college transcript as a grade of “AC.” It will count toward graduation requirements, but will not be calculated into the student’s institutional GPA.

CHANGE OF PROGRAMS

Students wishing to change their programs for the first time will be allowed to do so if they complete a “Change of Program” form available in the Admissions Office. Students will be required to get the “Change of Program” form signed
by Financial Aid staff and the Director of Admissions (or his/her designee) before the program change will be approved.

Students wishing to change their programs for the 2nd or more times will be required to complete Career Scope available through the Academic Support Center (or the Student Success class) and charged a fee of $10, in addition to going through the approval process outlined above. Career Scope results must be attached to the “Change of Program Form” before the Admissions Office will review the form for final approval. Students must submit a change of program before returning to register.

DUAL MAJORS

Students will be allowed to enroll in DUAL MAJORS if the following requirements are met:

- The student is enrolled in their last semester of their program
- Both programs are equivalent regarding financial aid eligibility
- The student is in good academic standing
- The student is regular admit in both programs

The student will be responsible for completing a “Request for Dual Major Form” available in the Admissions Office and will be required to get the form signed by Financial Aid and the Executive Director or Director of Admissions before being approved for the dual major.

Note: With certain exceptions, dual programs can only be attempted at the same award level (degree, diploma or certificate).

CHANGE FROM DIPLOMA PROGRAM TO DEGREE PROGRAM

Students wishing to change from a diploma level program to a degree level program may obtain the required forms in the Admissions Office. The admissions office staff will discuss this change with the student and check the student’s placement test scores and academic history. If the change is approved, the student will be referred to the Financial Aid Office. Financial aid staff will explain the financial aid implications of the change, check the student’s potential eligibility for HOPE Scholarship, and have the student complete a HOPE Scholarship Evaluation Form. All appropriate paperwork is sent to the Registrar’s Office for completion of the eligibility determination for HOPE Scholarship. Students may be required to retake placement test(s) to ensure degree requirements are met. In addition, degree-level general core classes will be required.

DROP/ADD PERIOD

Students may drop courses during the first three instructional days of class at no penalty for tuition and fees. However, any amount charged against Pell or HOPE in the bookstore will be owed back to the college. Students that have not arranged payment for courses through personal means, payment plan, or financial aid will be dropped from all courses at the end of the third instructional day of the semester. Students can arrange payment and be added back to classes up to the 7th instructional day of the semester. Students may add a course to an existing schedule through the 10th instructional day of the semester. Students may withdraw from a course with a grade of “W” through the date that is determined to be the midterm date of the semester, after which students will receive a failing grade for class abandonment.

WITHDRAWING FROM THE COLLEGE

A student wishing to withdraw from the college must confer with his or her advisor to complete a withdrawal form. The timely and accurate completion of this form is critical and may have financial aid implications. Failure of the student to complete this form and properly withdraw may affect future financial aid decisions as well as decisions on re-admittance. For students who withdraw without proper notification, a withdrawal form will be completed by the advisor using the best available information.

ADVICEMENT

Advisement for students at the college is a process that assists them in making informed, reasonable decisions that affect their academic career. Advisement occurs from initial contact with college admissions personnel through graduation. Both the Student Affairs and Academic Affairs departments of the college are involved in providing advisement to students.

The Student Affairs department is involved primarily in assisting students in choosing a suitable program of study and preparing to meet program entry requirements. Selecting a program of study requires students to consider his/her personal educational goals and match them with opportunities. During this part of advisement, students discuss factors such as program options, admission requirements, financial aid, academic remediation (if required), and class schedules. Advisement for students by the Student Affairs department is focused more heavily during the first term in a student’s association with the college and less after classes begin.
The responsibility of Academic Affairs in the area of advisement is centered on performance in classes, academic progress, selecting courses for future academic terms, and referral to other individuals and organizations for assistance with problems beyond the scope of responsibilities of the instructor. Advisement for students by the Academic Affairs departments occurs steadily while the student is taking classes at the college.

Students registering for courses outside of the advisor recommendation may have financial implications and delay of graduation expectation date.

**GRADE REPORTS**

Grade reports can be accessed by authorized users via the internet at [http://banweb.wiregrass.edu](http://banweb.wiregrass.edu). A letter academic grade and a numeric work ethics grade is issued for each course in which a student was enrolled.

**GRADING SYSTEM**

Evaluation of each student’s progress, conduct, and attitude is continuous. Instructors report irregularity in attendance and progress to a Dean of Academic Affairs or Vice President for Academic Affairs whereby corrective steps may be taken to assure quality training. At the end of each semester, the achievement of each student is reported using the following system of grade assignment:

- **A (4)**  Excellent 90-100
- **B (3)**  Good 80-89
- **C (2)**  Average 70-79
- **D (1)**  Below Average 60-69
- **F (0)**  Failure below 0-59
- **I**  Incomplete
- **IP**  In-Progress
- **W**  Withdrawn
- **AU**  Audit-no credit earned
- **EX**  Credit by Exemption
- **TR**  Transfer Credit
- **AC**  Articulated Credit

A grade of “I” (incomplete) may be issued to any student not completing all required coursework by the end of the semester. If the incomplete “I” is not removed before the mid-point of the following semester, it will be recorded as a failure “F” on the student’s official transcript. See your advisor for more information as certain programs are excluded and require a quicker completion.

A grade of “IP,” (in-progress), indicates the course continues beyond the end of the semester. The final grade is reported at the end of the following semester.

A grade of “W” indicates the student withdrew prior to midterm of the course(s).

A grade of “AU” indicates the student audited the course. A student is permitted to audit a course/program and attend classes without meeting all admission requirements for the course/program and without receiving credit.

Grades are based upon quality and quantity of achievement in both the classroom and the laboratory. Students failing to maintain a standard of satisfactory progress will be withdrawn from Wiregrass Georgia Technical College.

**CALCULATING GRADE POINT AVERAGE**

The formula for calculating grade point average is:

The sum of quality points earned divided by the number of Credit Hours Attempted.

Quality Points Earned equals the credit hour value of a course times the value of the grade received.

Subjects receiving grades “I, IP, W, TR, AC or EX” are not included in the GPA calculation.

Students will be awarded quality points for each credit course grade according to the following scale:

- **A = 4 Quality Points**
- **B = 3 Quality Points**
- **C = 2 Quality Points**
- **D = 1 Quality Point**
- **F = 0 Quality Points**

The quality points awarded are then multiplied by the credits for that course to get the quality points earned for the course. Quality points earned for all courses are then added together and divided by the total credits for the semester to obtain the semester grade point average (GPA).

Grades of “W” are not calculated in GPA. Hours transferred in via course exemption and/or prior credit for training are not counted in GPA.

**Example:**

Grade Quality Points x Credits = Quality Points Earned

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits = 20

Total Quality Points Earned = 60

Grade Point Average = 60 / 20 = 3.0
FORFEITURE OF CREDIT

By registering for and attending courses for which the student has already received credit, a student forfeits the previous credit in the course for graduation purposes. The student’s official grade in the course will be the one earned on repetition. Although both grades remain on the record and are computed in the cumulative grade point average, only the final grade will be calculated for the purpose of graduation requirements.

PRESIDENT’S LIST

Students who complete 12 or more credit hours (with no grades of “I”) in a semester and achieve a 3.66 or better grade point average will be designated as honor roll students and will be recognized on the President’s List.

SATISFACTORY ACADEMIC STANDING

Students must maintain a minimum 2.0 GPA each semester.

Academic Probation

The first semester a student fails to earn a 2.0 GPA, he or she will be placed on academic probation. Students will receive written notification that they have been placed on academic probation and will be required to complete the Study Skills program through the Academic Support Center. Students will be unable to register for subsequent semesters until the Study Skills requirements are met. Students on academic probation may not be allowed to participate in online or transient classes and may not graduate while on probation. Probationary status is reflected on the academic transcript.

Academic Dismissal

Students who fail to remove themselves from academic probation by attaining a minimum 2.0 GPA the next semester of attendance after being placed on probation are subject to academic dismissal and financial aid suspension. Students dismissed due to academic deficiency must appeal to the re-admit committee to determine their status. As part of re-admission to the college, the student will be required to pay for 12 hours of coursework. In certain circumstances, a student may be dismissed or suspended from an academic program or the technical college without first being placed on probation. These circumstances may include program specific GPA deficits, attendance issues, or other requirements as outlined in the program specific academic requirements. Students dismissed under the above circumstances will be required to file an appeal to the re-admit committee prior to applying for readmission. Students who are dismissed due to academic misconduct are subject to disciplinary sanctions as outlined in the Student Conduct Code and will be required to meet with the Vice President for Student Affairs or appropriate designee prior to applying for readmission.

Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program for 60 months, but may apply for another program.

READMISSION

Good Standing

Students who withdraw in good standing and who wish to re-enter must make application to the Admissions Office. Students who are dismissed for academic, attendance, or disciplinary reasons, or who voluntarily withdraw while not in good standing and desire reinstatement, may be required to make their request for re-admission in writing to the Admissions Office, and in some cases may be required to provide documentation of having completed required actions. All students who wish to change programs will complete a change of program request form and obtain approval from the academic support center, financial aid office, and admissions office. Transfer credits will be reviewed by the Registrar and noted in Banner and DegreeWorks.

Dismissal

The re-admit committee meets as needed to review all requests for re-admission. In making a determination of the student’s eligibility for readmission, the committee will consider the following criteria:

- Prior enrollment data including academic record, attendance, work ethics, conduct, input from instructors and other staff, etc.
- Prospects for successful completion of the program
- Unusual or mitigating circumstances
- Other factors which may affect the student’s readmission are the welfare and safety of the student body and staff

Upon review, they may be allowed to return on probation. As a condition to return on probation, the Re-admit Committee may recommend no future online classes, career counseling and/or career assessment in the Academic Support Center, a limit of maximum credit hours, or any
other action that is deemed in the best academic interest of the student. Recommendations of the Committee and the Academic Support Center, where applicable, must be met prior to re-admittance. Students allowed to attend on probation will not be allowed to register for the subsequent term until final satisfactory grades are received. Students will not be eligible for financial aid until they have successfully completed 12 credit hours, after which financial aid eligibility will be reviewed upon request.

The student will be notified within ten (10) working days of the committee’s recommendation and of any conditions imposed on the student’s re-admission. Appeal of the committee’s decision must be made in writing to the Vice President for Student Affairs within ten (10) business days of notification of the Committee’s decision.

Upon readmission, the student must attain a minimum 2.0 GPA on at least 12 credit hours to return to satisfactory academic standing. Failure to meet this requirement will result in a subsequent dismissal. A second academic dismissal from the same program of study will constitute a dismissal from the program for 60 months and the student must appeal again to the re-admit committee. Students who enroll in a second or subsequent program will have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes.

TRANSFER CREDIT

Transfer credit will be considered for courses completed at an institution that meets the accreditation guidelines established and published by the Technical College System of Georgia. The student must provide official transcripts from all post-secondary institutions to the Registrar’s Office. Transfer credit will be awarded after receipt and review of an official transcript from all previous educational institutions. Transfer credit will automatically be assessed and applied for all students. Additionally, credit may be awarded for successfully completed coursework for students previously enrolled at Wiregrass Georgia Technical College, provided the subject matter is the same or similar to the requirements of the program in which the student is currently enrolled. Occupationally specific courses may not be more than 60 months old when initially considered. Certain general education courses have no transfer time limitations.

Coursework accepted for credit must have been completed at a college accredited by an acceptable national or regional accrediting agency at the time the coursework was completed. Wiregrass Georgia Technical College must have documentation that the credit awarded represents postsecondary coursework relevant to the diploma or degree with comparable and appropriate course content and level of instruction resulting in student competencies comparable to those of students in the college’s programs and that the coursework was taught by faculty qualified to teach at the appropriate level. The student must have passed the course with a minimum grade of “C”, and the course must correspond in description and competencies to courses offered at Wiregrass Technical College. Transfer credit for up to 75 percent of a program of study may be applied toward graduation.

Wiregrass Georgia Technical College reserves the right to test the proficiency of students for coursework to be transferred. Therefore, Wiregrass Georgia Technical College reserves the right to disallow transfer credit if the student cannot demonstrate acceptable proficiency.

Transcript Evaluation

Transfer credit may be awarded for courses completed at other acceptable regionally or nationally accredited colleges or universities. Credits will be considered for transfer if:

- They are of the same content and length of the course required in the Wiregrass Georgia Technical College program, and
- A grade of C or better was earned.

An official transcript from each postsecondary school is required for an evaluation. It is the responsibility of the student to provide official transcripts from each postsecondary school attended and to supply any additional information needed to complete the review. It may be necessary to provide course descriptions in order to evaluate certain courses. Generally, there is no limit for most academic core courses such as English, psychology, speech or math, but specific occupational courses will only be considered for transfer if less than 60 months old. Failure to provide necessary transcripts for determination of transfer credit prior to the end of the first semester of enrollment may result in loss of the credit and/or a debt owed by the student if financial aid paid for a repeated course that had been previously completed successfully.

College Level Examination Program (CLEP) - Credit will be awarded for successful completion of any appropriate CLEP subject area examination. Credit should be awarded based on score recommendations of the Council on College Level Services.

Advanced Placement Examinations - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of three or more on the Advanced Placement Examinations. The Advanced
Placement Examinations are offered by the College Entrance Board.

Transfer credit will be designated as “TR” on the student’s transcript and will count toward the curriculum requirements of the program. The transferred course will not count in the computation of the student’s GPA.

**TRANSCRIPTS**

Transcripts are a vital part of the student’s personal record. No transcript of a student’s record will be issued without the express, written authorization of the student (substituted only by authorized user requests via the internet at http://banweb.wiregrass.edu). No telephone or third-party requests will be honored by the college for information from or transmittal of the student record. In addition, the college will not issue transcripts of an official or unofficial nature if the student’s financial accounts are in arrears or if there is a disciplinary hold on the transcript.

Official transcripts may be requested by authorized users via the internet at http://banweb.wiregrass.edu or via paper request form at the Admissions or Registrar’s office.

Official copies of a student’s transcript may be mailed to a designated address or picked up at the registrar’s office. Official transcripts are designated by the WGTC Seal and the registrar’s signature. Official transcripts are provided at no charge for the first one, and $5 for additional copies, considering that the student is free of financial obligations to WGTC.

Unofficial transcripts may be viewed or printed by authorized individuals through the internet at http://banweb.wiregrass.edu.

**COURSE SUBSTITUTION**

Students may elect to take higher level academic core courses within their programs without actually converting to degree-seeking status. A course may be taken as a substitute for a regular diploma-level course but cannot be taken as a substitute if the diploma-level course has already been taken.

Although students using this option do not have to be degree-seeking, they do have to meet the minimum entrance level scores on the placement test for the degree-level course. Students who entered Wiregrass Georgia Technical College on the basis of satisfactory SAT or ACT scores may also be eligible for course substitution. Financial aid will not be affected by the proper substitution of courses.

Students who do not have the minimum scores required to take degree courses and who have not otherwise met the admission requirements for degree-level courses cannot register for these courses. However, they may schedule a placement test in the Admissions Office and attempt to obtain scores necessary on the relevant section of the placement test. A student who registers for a degree-level course without meeting the minimum requirements will be withdrawn from those classes and will be responsible for any financial ramifications.

Courses that are allowed as substitutes for diploma level courses are:

- ENGL 1101 Composition and Rhetoric
- ENGL 1102 Literature and Composition
- ENGL 2130 American Literature
- MATH 1111 College Algebra
- PSYC 1101 Introductory Psychology
- BIOL 2113/L Anatomy and Physiology I and Lab
- BIOL 2114/L Anatomy and Physiology II and Lab

Diploma students who wish to substitute the degree-level “Anatomy and Physiology” must pass both courses with a grade of “C” or better to satisfy the diploma requirements.

**POLICY ON CATALOG AND REQUIREMENTS**

Each student at Wiregrass Georgia Tech is responsible for learning and observing all current published regulations and procedures required by the institution and by the program in which he or she is enrolled. A current published regulation will not be waived nor will an exception be granted because a student pleads ignorance of the regulation or asserts that he or she was not informed of specific requirements by a faculty member or by an institution staff member.

Each student must become familiar with the offerings and requirements of his or her program of study and the contents of the schedule of classes, which may contain notices of changes in academic regulations or procedures.

While the provision of the appropriate catalog will normally be applied as stated, Wiregrass Georgia Tech reserves the right to change any provision listed in a catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Wiregrass Georgia Tech will make reasonable efforts to keep students advised of any such changes, and information on changes made by Wiregrass Georgia Tech will be available in the Academic Affairs office. Each student must be aware that it is his or her own responsibility to remain informed
about current graduation requirements for his or her particular program.

A candidate for graduation is normally subject to the catalog requirements that are in effect at the time of initial enrollment. However, in consultation with his or her advisor, a student may elect to satisfy the graduation requirements specified in any of the catalogs in effect subsequent to the time of the initial enrollment, with the following exception: a student who has a break in enrollment is subject to the requirements in effect at the time of readmission.

**GENERAL EDUCATION**

General education requirements for degree seeking students must provide a broad knowledge in communication, humanities and/or fine arts, social and/or behavioral sciences, and natural science and/or mathematics. This breadth of knowledge transcends simply the basic and advanced technical skills that may be required for entry into a chosen profession. A well-rounded general education at the collegiate level in the 21st century prepares graduates with an ability to communicate, both orally and in writing, a capacity to appreciate natural science and creative art, and an understanding of appropriate mathematical concepts. In addition, the general education requirements for all programs will support success in the workplace and in the society, so as to facilitate the achievement of lifelong learning.

*General Education Competencies:*

Students will be able to effectively use the English language effectively.

Students will be able to understand, to analyze, and to evaluate readings from a variety of texts and to apply that learning to academic, personal, and professional contexts.

Students will be able to comprehend and use mathematical concepts and methods to solve problems effectively in a variety of contexts.

Students will be able to comprehend and to apply the basic principles of science in theory and in the laboratory setting.

Students will have developed an understanding of basic human interactions and behaviors including personalities, relationships, and conflicts.

Students will demonstrate knowledge and appreciation for their own human cultural heritage through the study of language, literature, philosophy, history, and the arts.

**GRADUATION**

Commencement exercises will be held for degree and diploma candidates for graduation. The dates for commencement exercises will be announced and published on the college’s website and via student email. Student participation in commencement exercises is strongly encouraged. There is a $35 fee for participation in the graduation ceremony; however, there is not a fee to apply for graduation. To be eligible for graduation, students must have completed all college and program requirements satisfactorily and be in good academic standing (all classes must be completed with a “C” or better and students must have at least an overall grade point average of 2.0). Transfer credit for up to 75 percent of a program of study may be applied toward graduation. All financial obligations to the college must be met prior to graduation and any holds cleared. Students who have met all program requirements with a graduation GPA of 3.66 or better will be designated as honor graduates. Diploma and degree students designated as honor graduates will be recognized in the commencement program and wear gold honor cords during the graduation ceremony.

It is the responsibility of the student to apply for graduation. Graduation application forms are available from the Registrar’s Office, via student email announcements, and online at www.wiregrass.edu. Students must complete all sections of the application for graduation, pay the fee if applicable to the bookstore, and submit to the Graduation Coordinator. Students are encouraged to complete this form upon advisement for their last semester but no later than mid-point of the final semester of enrollment. A student must have enrollment within the last two years of the graduation term to receive an award.

**WARRANTY OF GRADUATES**

The Technical College System of Georgia (TCSG) guarantees the skills of its students for two years after they graduate from a degree or diploma program of study. Graduates who are found to be deficient in one or more competencies as defined in the curriculum standards can retake the related course work at no instructional cost to the graduate or employer, at any TCSG institution within the state. This warranty applies only to graduates who are employed in their fields of training. Contact the Academic Affairs office for more information.

**CAREER PLACEMENT AND FOLLOW-UP**

The purpose of Job Placement/Career Services at Wiregrass Georgia Technical College is to assist graduates and current students in locating gainful employment in their field of study or other chosen area and to partner
with business and industry to provide qualified applicants. Working with local employers, the Georgia Department of Labor, and other professional organizations, the Job Placement/Career Services Staff provides students with information about available openings. Jobs are posted on the Job Placement Bulletin Boards, and shared with faculty, students, and graduates. They are posted on the college website under Career Services.

ACCESS TO STUDENT RECORDS

Student records are maintained by the Registrar’s office. The college will abide by the following guidelines concerning student records:

- Inform students and parents of students of their rights concerning records kept by WGTC;
- Allow parents and spouses of students who have the written permission of their children or spouses access to the educational records of their children/spouses;
- Nondisclosure of personally identifiable information from the educational record of a student without the prior written consent of the student; and
- Maintain a record of disclosure to outside agencies of personally identifiable information from the educational records of the student.

The following information will be kept by the Registrar and will remain in the student’s academic file:

- The official academic transcript;
- The original application for admission;
- Secondary and post-secondary official transcripts;
- Application for graduation and/or degree;
- Official notice of admission;
- Evaluation of transfer credits; and
- Memoranda or correspondence pertaining to:
  - Registration form;
  - Grades, grade changes, explanations, and special course descriptions;
  - Drop/Add, official withdrawals; and
  - Special honors or special problems.

As a general rule, all academic files are kept for five years after graduation, withdrawal, or suspension of the student, with the exception of the official transcript, which is kept indefinitely. As technology and governing regulations allow, certain of these documents and files may be stored electronically and in off-campus locations.

ACADEMIC SUPPORT CENTER

The philosophy of Wiregrass Georgia Technical College is that a student’s career path should be one suited to him or her and that each student should receive the guidance and support needed to succeed academically, from the initial term of enrollment through graduation. The Academic Support Center (ASC) is designed to support these goals, providing individualized guidance to students from the time they attempt to select a program of study to the time they receive their degree, diploma, or certificate. Services offered through the Academic Support Center include career counseling, career assessment, short term remediation, tutoring services, and study skills assistance.

Career Counseling

Career counseling is available upon request to both potential and current students. Counseling sessions provide individuals with the information necessary to make more realistic and informed choices about careers. Career counselors meet with students to review all program options (including wage data), discuss the students’ interests, academic history, work history, and other areas of concern. Information available to students includes:

- Extensive information on individual programs of study
- Employment trends and salary ranges from regional and national sources including Georgia Career Information System (GCIS)
- In-depth program information provided through meetings with program coordinators or other instructors
- Career assessment (interest and/or aptitude testing)

Career Assessment

A person’s success in a given field depends on his or her interest in the field and on his or her potential to learn and excel in that area of work. Standardized career assessment is available to assist students in exploring career opportunities by discovering their interests, aptitudes, and abilities in different types of employment. Career assessment tools currently being utilized to assist the student and counselor in making an informed career path choice include Career Scope, GCIS, and GA College 411.
Short-Term Remediation

Many students taking the placement test score lower than required on one or more sections by only a few points. Many of these students do not need a full semester of remediation through Learning Support; they simply need to be refreshed in areas with which they were familiar in the past, but have forgotten over time. The Academic Support Center (ASC) offers brief web-based tutorial sessions, free of charge, to students who earn placement test scores at or above the 097 placement score level, if time permits, prior to the beginning of the subsequent semester. After receiving prescribed assistance, students are allowed to retest (a $5 retest fee per section applies). Those earning the necessary scores upon retest will not be required to take a Learning Support class. Students who do not earn the minimum scores required by their program will be required to enroll in the appropriate Learning Support class(es) where they will receive more extensive remediation.

Tutorial Services

Any student experiencing academic difficulty in learning support, core, or certain entry level occupational courses may receive tutoring services free of charge. The student first should contact the course instructor. Often the instructor can assist the student after class or at some other mutually convenient time. If the instructor cannot provide the assistance needed, the student should complete a Request for Tutoring Assistance form and have the form signed by the instructor(s) for all classes for which tutoring is needed. Request for Tutoring Assistance forms are available at the Admissions Office and the Academic Support Center, and should be returned to the Academic Support Center for consideration. Upon receipt of the completed form, Tutoring Services personnel will contact the student to confirm that he or she is eligible for tutoring and will notify the student of the location, days and times tutoring is available.

WGTC also provides a walk-in mathematics lab on its Ben Hill, Coffee and Valdosta Campuses for students experiencing difficulty in any area of math. No appointment is needed, and services are free of charge. Times and locations for these labs are available in the Academic Support Center on each campus.

Self-Help Website Information

Stations have been established within the ASC for those students needing assistance in specific areas of study and who wish to help themselves to the information available on free tutorial websites. Multiple sources of excellent tutorial assistance are available on a variety of subjects and provide a tremendous source of academic assistance for our students.

Assistance to Students on Academic Dismissal

Students in academic dismissal, as a part of the re-admit process, may be directed to contact the ASC to schedule an appointment for career counseling, which can include interest and aptitude testing to help determine whether or not the student should remain in his or her current program of study. Upon request of counseling, ASC staff will meet with the student, review his or her academic history, and suggest appropriate remediation and/or that the student consider changing to a program of study to which he or she is better suited. For students under evaluation by the re-admit committee, consideration will be given to Career Scope results and the recommendations of ASC staff.

Assistance to Students on Academic Probation

Students who are experiencing difficulties resulting in Academic Probation and Dismissal are referred to the Academic Support Center for assistance. ASC staff will meet with students to discuss issues that contributed to their academic problems. An Internet-based program is available to aid in assessment and remediation of problems relating to study skills. Use of this program is required for those who have been placed on Academic Probation. The study skills program is available as a resource for the student for six months after it is first accessed and provides instruction on reading a text book, taking notes in class and preparing for tests in a variety of formats. Meeting with ASC staff and developing a plan to address academic issues can place a student on the path towards success.

ADDITIONAL SUPPORT SERVICES

Services to Students in Special Populations

Wiregrass Georgia Technical College provides support services for students who are in special population categories including single parents, displaced homemakers, economically disadvantaged, non-traditional (students enrolled in programs non-traditional for their gender), ESL students (students whose first language is not English), and students with disabilities. Students who self-disclose that they meet special population criteria are notified of support services through a variety of media, including mail-outs, student e-mail, flyers and on-campus television announcements. Support services include Lunch and Learn sessions, support groups, and counseling opportunities.

Lunch and Learn

Lunch and Learn sessions are offered free of charge to currently enrolled special populations students and are
designed to help attendees build a range of skills such as
financial management and planning, nutrition basics, study
skills, stress management, and parenting skills. Sessions
include a free lunch, last about 50 minutes, and are offered
at noon. Flyers and other announcements notify students of
upcoming events. Sessions are offered on all campuses on a
regular basis and are organized by the Special Populations/
Disabilities Coordinator.

Support Groups

Support groups for specific special population student
groups are offered on the Valdosta campus at regular
intervals and periodically on other campuses. Sessions may
be led by graduate interns from Valdosta State University’s
Marriage and Family Therapy Program. Students in special
populations groups are notified via e-mail of support group
opportunities for their category. These group sessions
allow individuals the opportunity to meet and share with
others who may have similar interests and/or face similar
challenges.

Services to Students with Disabilities

Wiregrass Georgia Technical College provides
equal educational opportunities to qualified students
with documented disabilities. Assistance is available for
students with physical or psychological disabilities or with
learning disorders, including but not limited to attention
deficit disorder, acquired brain injury, and specific learning
disabilities. To receive services, students must self-disclose,
request accommodations, and provide documentation
that meets the guidelines set forth by the college and by
the Technical College Systems of Georgia. Evaluations
submitted as documentation must clearly indicate that a
physical, psychological, or learning disorder is present and
substantially limits one or more of the major life activities.
For all types of disabilities, reasonable accommodations are
provided in order to offset as much as possible the effect the
disability may have on learning, classroom performance,
and testing. Based on the students’ documentation and a
personal interview, an accommodation plan is developed
by the Special Populations/Disabilities Coordinator.
Accommodations may include, but are not limited to the
following:

- Preferred seating in classrooms
- Permissions to use audio tapes for classroom
  lectures
- Sign language interpreters

To request reasonable accommodations based on valid
documentation or to schedule an appointment to receive
additional information, students should contact the Special
Populations/Disabilities Coordinator. If the coordinator is
not available, students may contact the Executive Director
for Student Support, the Director of Retention, or staff in the
Academic Support Center.

Substance Abuse Awareness/Counseling
Referrals

Wiregrass Georgia Technical College provides students
and faculty with opportunities to receive information on drug
and alcohol abuse. While WGTC does have a Zero Tolerance
Policy on drugs and alcohol, we provide information and
confidential referrals for professional assistance to those
suffering from the disease of addiction. Persons seeking
referrals should contact the Special Populations/Disabilities
Coordinator. If the coordinator is not available, students
may contact the Executive Director for Student Support,
the Director of Retention, or staff in the Academic Support
Center.

Personal Counseling

Personal counseling is offered on the Valdosta and Cook
County Workforce Development campuses free of charge to
all currently-enrolled students. Wiregrass Georgia Technical
College has a collaborative agreement with Valdosta State
University’s Marriage and Family Therapy Program whereby
their graduate interns provide private confidential counseling
sessions to students enrolled at WGTC. Students may
complete a confidential appointment request form and submit
it in the Special Populations/Disabilities Coordinator’s
office in Room 116, Berrien Hall. Students also may contact
FamilyWorks at (229) 219-1281 and identify themselves
as WGTC students to arrange for free counseling sessions
at FamilyWorks on the VSU campus. Students who do not
attend the Valdosta or Cook campuses may be referred to
outside agencies for counseling. Please contact the Special
Populations Coordinator, Director of Retention, Executive
Director of Student Support or Academic Support Center for
referral assistance.
ASSESSMENT

The Placement Test

The ability of a student to succeed in a occupational program at a technical college is greatly determined by the math and language skills possessed by that student. Wiregrass Georgia Technical College is committed to ensuring that our students possess the academic skills necessary to reach their career goals. All students applying for diploma, degree or certificate programs may be assessed prior to acceptance to a program of study. Students will then be admitted in accordance with the academic standards applicable to that program. Wiregrass Georgia Technical College utilizes COMPASS, published by ACT, as its primary state-approved assessment instrument for evaluating applicants for program readiness. For applicants who are unable to test using computer-based exams and in certain other situations, the college offers ASSET, another state-approved instrument published by ACT.

COMPASS consists of a series of four tests: Writing, Reading, Numerical Skills and Algebra. This test is an un-timed multiple choice examination given by computer. Algebra scores are required only for associate degrees and certain other programs of study identified in the program section of this catalog. All other programs require a numerical score. Sample test questions may be viewed online at http://www.act.org/compass/sample/index.html. Students also may view sample test questions and answers for any or all sections of the test at http://testprepreview.com/compass_practice.htm.

ASSET consists of a series of four tests: Writing, Reading, Numerical Skills, and Elementary Algebra. These tests are paper and pencil multiple choice exams, with each section timed at 25 minutes. Elementary algebra scores are required only for associate degrees and certain other programs of study as identified in the program section of this catalog. All other programs require a numerical skills score.

Applicants approved for testing will receive a testing permission slip from the Admissions Office. This slip, along with valid photo ID, must be presented to the Testing Center to gain entrance to testing. Applicants who do not possess a photo ID may notify the Testing Center in advance of the testing date and prove identification through a combination of birth certificate, social security card, and other forms of identification.

Students who earn the required placement test scores on all sections of the placement test and who meet other admissions requirements are classified as regular admit students. Those who do not earn the required placement test scores on one or more sections of the test are offered various forms of remediation through the Academic Support Center, Learning Support, or Adult Education, based on their test scores, to help ensure success when they begin college coursework. Staff members in all departments are eager to assist students in achieving their academic goals.

Students who do not achieve regular-admit scores are assigned a provisional-admit type if their test scores are at or above 096 level in all three subject areas and are at 097 level or above in at least one of the areas (see information below concerning students who score at 096 level in all three areas). Students scoring in the 097 placement score range or above are given the opportunity for free short-term remediation through the Academic Support Center, if time permits prior to the beginning of the subsequent semester. When remediation is complete, usually within one month, these students may retest on the applicable section or sections (a $5 retest fee per section will apply). If, after remediation, regular-admit scores are earned, students may register per guidelines for regular-admit students. Those whose scores still fall below regular-admit status will register for the appropriate learning support class(es) during their first semester of enrollment.

Students who earn test scores in the 096 range for a subject area are not offered the option of short-term remediation for that area and are required to enroll in appropriate learning support class(es) during their first semester. Those scoring in the 096 range for all three subject areas are classified as Learning Support students and may enroll only in learning support coursework until provisional or regular admit status is attained. Students with Learning Support status are not eligible for the federal financial aid (i.e. Pell, SEOG, or Federal Work Study).

Individuals enrolled in learning support coursework must complete all required courses in the learning support sequence and must earn at least a grade of “C” in order to progress to the next level. Placement retests are not administered to students at the end of learning support courses with the exception of degree-seeking students who must retest at the successful conclusion of the lst course in the learning support sequence.

Students whose test scores fall below the 096 level on any section of the placement test are referred to our Adult Education department to brush up on their basic academic skills. Enrollment in college coursework is delayed until the Adult Education requirement is met and the placement scores earned upon retest are at least at the 096 level.

Post-Test Orientation

Applicants are notified immediately after the testing session of their scores and admission status. Each student is
given a copy of his or her score report and then next steps of the admission process are discussed.

**Exemption from Placement Testing**

In place of COMPASS or ASSET, Wiregrass Georgia Technical College will accept a student’s official entrance scores on a validated assessment instrument (such as SAT, ACT), or Georgia High School Graduation Test in English/Language Arts if the scores meet the college program’s required minimums. If a student’s SAT, ACT, or Georgia High School Graduation Test in English/Language Arts scores do not meet the college program’s minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any TCSG college. If a student’s scores are over 60 months (five years) old, they are considered to be invalid and the student will be required to retest. Students will not be required to pay the $5 per section retest fee if their test scores are invalid due to age.

Official transcripts from a regionally or nationally accredited post-secondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) or an earned bachelor degree or higher credential from another postsecondary institution, as verified by an official transcript, will exempt a student from the placement test requirement. Students exempted from the placement test because of prior coursework will be required to take an English or math course if said coursework is not accepted as transfer credit.

**OTHER TESTING**

A number of other tests are offered at Wiregrass Georgia Technical College. Some are required for acceptance into allied health programs while others are professional or certification exams. Students who schedule to take these tests should arrive 15 minutes before the scheduled start time to allow time to check in and be set up for the exam. Students arriving late will forfeit their testing reservation and fee and will be required to reschedule (if slots are available). Students who wish to cancel testing reservations must contact the testing specialist at least 24 hours before the scheduled test date in order to be refunded the testing fee.

**Health Occupation Aptitude Exam (HOAE)**

The competitive admissions process for several allied health programs includes the HOAE. Programs requiring HOAE include Dental Assisting, Medical Assisting, Pharmacy Technology, and Surgical Technology. Students should schedule to take this test prior to the semester in which they hope to enter their program of choice. Deadlines for testing and score requirements may vary; students may consult their program advisors for specific information.

The student must pay for the exam at the Bookstore and schedule through the Test Center or Academic Support Center. The registration fee is currently $25. The student must have a receipt to schedule the test and must present both a receipt and a valid picture ID in order to be admitted to the test. Students will be notified about their status by the college after testing is complete. This test is offered at regular intervals on most campuses for Wiregrass Georgia Technical College. Retesting is at the program coordinator’s discretion. For more information about this test, students may visit www.psibttests.com or contact the Testing Specialist.

**Test of Essential Academic Skills (TEAS V)**

As part of the competitive admissions process for the Practical Nursing program, applicants must take the TEAS in addition to achieving regular admission scores on the placement test. Students will be scheduled for the TEAS only after achieving the minimum placement test scores for the program. The student must meet the score requirement in place at the time of testing to be considered for entry into the program.

The student must pay for the exam at the Bookstore and schedule the exam through the Test Center or Academic Support Center. The registration fee is $44, but is subject to change. The student must present the receipt in order to schedule the test and will need both the receipt and picture ID to be admitted to the test. Any student appearing without valid picture ID will not be allowed to test.

Applicants will be notified of conditional acceptance at the discretion of the program coordinator. Official acceptance will be determined after the last day of the semester when all grades are entered. Applicants who are not selected for admission may elect to re-submit an application for the following entry date and are considered with the next applicant pool. Applicants are allowed up to three attempts to achieve acceptable scores on TEAS but may test only once per semester. This test is offered at regular intervals on all campuses of Wiregrass Georgia Technical College. See the Practical Nursing section for specific details about the admissions process. For additional information about the test, students can visit www.atitesting.com or contact the Testing Specialist. The version of the test used by the college is TEAS V.
Professional and Certification Exams

Professional exams for a number of IT certifications are offered in the Test Center on the Valdosta campus through Pearson VUE, ACT, and AMP. DANB (Dental Assisting National Boards) and the National Boards for Surgical Technology are also given. Scheduling of these tests is done through the test providers, and test dates are limited. Test policies are determined by the certifying agency. National certification exams offered through NCCT are also available for the areas of Billing and Coding and Medical Assisting. These tests must be scheduled and paid for on the company’s website (www.nccinc.com). Contact the Testing Specialist for additional information.

National Testing Center

Wiregrass Georgia Technical College has contracted with Moody Air Force Base to become a National Testing Center to provide CLEP and DANTES testing through their on-base education center.

The College-Level Examination Program (CLEP) gives military personnel and their dependents the opportunity to receive college credit by earning qualifying scores on any of the 33 examinations. All CLEP exams are administered at the Moody Air Force Base Extended Campus National Testing Center by appointment only. The CLEP and DANTES exam is given only on the computer.

To assist military personnel in meeting their educational goals, the Defense Activity for Non-Traditional Education Support (DANTES) funds CLEP exams for eligible military service members and eligible civilian employees.

CLEP is available to servicemembers, their dependents, and students enrolled in any college at MAFB. Servicemembers and their dependents who are WGTC students may receive degree credit hours for certain courses based on scores from specific exams. WGTC will accept up to 30 semester hours through examination to include credit received from the CLEP.

Professional and Certification Exams for a number of IT certifications and National certifications for many of the programs taught at WGTC are offered at the National Testing Center through Pearson Vue, ACT, AMP, and DANB.

Contact the National Testing Center at MAFB for additional information at (229) 253-9571.

STUDENT ORGANIZATIONS AND ACTIVITIES

Student organizations and activities are an integral part of student life at Wiregrass Georgia Technical College and are strongly supported by the faculty and staff. Because the faculty and staff believe that a student’s academic life is greatly enhanced through involvement in activities that develop and promote professionalism and interaction with other students, students are strongly encouraged to participate in one or more of several student professional organizations supported by the college.

Student Leadership Council

Student Leadership Council (SLC) is a representative body of students composed of students from each diploma and degree program at Wiregrass Georgia Technical College. The members are trained to foster the general welfare of students through committee work, volunteer experience, and leadership skills training. Composed of representatives from each instructional program, governed by the SLC Constitution, and led by a staff of elected student officers, SLC voices students’ issues concerning school policy, rules, and practices. SLC also provides activities open to the entire student body each semester. By assisting other student organizations, SLC is able to serve the WGTC student population. SLC has a state-level affiliation with the Statewide Student Leadership Council of Georgia’s Technical Colleges.

SkillsUSA

SkillsUSA is a professional student organization that consists of students from technical, health occupations, and business programs. SkillsUSA members participate in activities that promote leadership and professionalism through competitive events at the local, state, and national levels, as well as through various community service functions each year. SkillsUSA has a state and national level affiliation with SkillsUSA, Inc. SkillsUSA leadership consists of elected student officers and faculty advisors.

Phi Beta Lambda (PBL)

PBL is the college counterpart of the secondary level Future Business Leaders of America and consists primarily of students in business programs. PBL members organize and sponsor various activities on and off campus that promote leadership and professionalism. PBL members also participate in competitive events at the local, state, and national levels. WGTC has a state and national level affiliation with PBL, and their leadership consists of club officers and faculty advisors.
Delta Epsilon Chi (DEX)

DEX is the college counterpart of the Distributive Education Clubs of America in high schools and consists primarily of students in the Marketing Management program. DEX gives students the opportunity to match skills and knowledge with Marketing students at other colleges in areas such as management, decision-making, sales presentations, advertising, speech-making, individual research, and other areas related to the field of training. DEX members participate in competitive events at the local, state, and national levels that promote professionalism and leadership. WGTC has a state and national affiliation with DEX, and its leadership consists of club officers and a faculty advisor.

Society of Radiologic Technology Students

The Society of Radiologic Technology Students is composed of students in the Radiologic (X-ray) Technology program. Students compete in local and state competitions designed to promote technical and leadership skills in categories related to the education and training received in the program.

Association of Surgical Technologists Student Association (ASTSA)

The Association of Surgical Technologists Student Association promotes leadership and education for program surgical technology students through planned activities within Wiregrass Georgia Technical College and through planned seminars around the state and nation. ASTSA is nationally affiliated with the Association of Surgical Technologists (AST). Its leadership consists of club officers and a club advisor.

National Technical Honor Society (NTHS)

NTHS is an organization for honor students where membership is by invitation only. Full-time and part-time students are recommended for membership by their instructors, approved by the administration, and must meet local and national membership standards. Membership is determined by overall grade-point-average, work ethics, and professionalism. WGTC has a state and national affiliation with NTHS and is governed by selected student officers and a faculty advisor.

Student American Dental Hygiene Association (SADHA)

The Student American Dental Hygiene Association is an organization for students enrolled in the Dental Hygiene program. This organization supports student participation in networking, clinics, and competitions. SADHA is a component of the American Dental Hygiene Association, a constituent of the Georgia Dental Hygienists’ Association, and is affiliated nationally with Sigma Phi Alpha. SADHA is governed by student officers and a faculty advisor.

Dental Assisting Technology Student Organization (DATSO)

The purpose of DATSO is to advance the science of dental assisting technology. Students enrolled in the Dental Assisting program have the opportunity to participate in this organization. This group works to promote public awareness of good oral health, provide community service during dental clinics, and improve student awareness of the profession. The organization is affiliated with the Georgia Dental Association for Expanded Functions (GDA) and the American Dental Assistants Association (ADAA).

Wiregrass Georgia Tech Collegiate Fellowship (WGTCF)

All Wiregrass Georgia Tech students are invited to join and participate in the activities of the WGTCF. The purpose of the organization is to provide members with opportunities to grow, learn, and develop in Christian faith and fellowship. WGTCF members participate in local ministries and in community activities, such as service to The Haven and area nursing homes. This organization is affiliated with the VSU Baptist Collegiate Ministries.

Wiregrass Health Information Technology Students (WHITS)

WHITS organized itself out of a necessity to proclaim its program’s existence. Often HIT gets less attention compared to the other well-known vocational programs due to lack of knowledge about the subject. Information and technology is the foundation of healthcare quality. Through WHITS, students of varying types of backgrounds come together to network with each other in the realm of HIT and bring awareness to others. Members attend South Georgia Health Information Management Meetings each semester to gain knowledge of healthcare issues in our region.

Student meetings or assemblies on campus must be approved by the President or appointed representatives.


**CAMPUS AMENITIES**

The four main instructional campuses for Wiregrass Georgia Technical College offer amenities to students, faculty, and staff and create an opportunity for on campus social interaction.

Each campus location offers student lounge areas for study, to congregate, and hold meetings. Additionally there are food and snack areas located on each campus. Vending machines are placed in public gathering areas. Some locations offer wireless connectivity.

**Campus Student Centers**

**Valdosta Campus Student Center and “Upper Crust” Student Lounge**

The student center is located between Berrien Hall and Lowndes Hall. The lounge provides a comfortable place for students to eat, meet, and mingle, or to just relax between classes. The lounge offers seating inside or outside under the covered patio. The Upper Crust is a full kitchen providing breakfast, lunch, and dinner options. In addition, the student center houses the office of the Campus Life Coordinator and the student leadership council. Periodically the Culinary Arts program will host luncheon/dinners, and tickets can be purchased in the bookstore.

**Ben Hill-Irwin Campus**

The Ben Hill-Irwin Campus Irwin Hall has an ultra modern high tech student lounge with televisions, a cyber-café, vending machines, and microwave. In addition, there are study areas in the student lounge and on the patio adjacent to the student center. Charles Harris Learning Center has a television, vending machines, microwaves, and areas for food service use. Additionally, outside Charles Harris Learning Center is a covered gazebo where students enjoy meeting, studying, relaxing, and eating.

**Coffee Campus**

The Coffee Campus has an open area for studying, eating, and computer usage. Adjacent to this area is a covered patio with picnic tables and benches for relaxing and use during class breaks. Vending machines, televisions and microwaves are located in this area as well.

**Cook Campus**

A snack area and student lounge area is located in the middle of the main building and provides vending options as well as a microwave for student use. In addition, there is outside seating available when the weather permits.

**Bulletin Boards and Posters**

The Student Affairs Department maintains financial aid information, job opportunities, registration information, club information, and other current items of interest on several bulletin boards located around all campus locations. Career Services also maintains listings of jobs on the college website. Posters announcing special events and services are placed strategically throughout the college in an effort to keep the student body informed. All postings must be approved through Student Affairs.

**Telephones**

Office phones are not for student use. A phone is located on the Valdosta campus in the student center adjacent to Lowndes Hall and is available to students for local calls only. Telephones are located on the Ben Hill-Irwin Campus at the Welcome Center and on the Coffee Campus in the student center. Otherwise, students needing assistance requiring use of a telephone should ask any department secretary to assist them with making the emergency phone call.

**Lost and Found**

Each campus provides a point person for lost and found items. The Valdosta campus location is the library in Lowndes Hall. The Cook, Coffee, and Ben-Hill-Irwin campus locations for lost and found are the main receptionist desk. Articles not claimed within 30 days are given to an appropriate charity.

**Designated Smoking Areas**

There are designated smoking areas on each of the campuses of WGTC. Maps highlighting the smoking areas at gazebos and other locations can be found at the receptionist desk of each campus. Smoking is prohibited in buildings and non-designated areas.

**Bookstore**

The bookstores are owned and operated by the college and are located on the Valdosta, Cook, Ben Hill-Irwin, and Coffee campuses. The stores provide required texts, supplies, and a variety of logo and gift items. Normal operating hours are posted at each location and are subject to change during holidays, semester breaks, and at the beginning of the semester.
Current booklists are available online prior to the beginning of each semester. Information regarding title, author, ISBN, and pricing (when available) is listed alphabetically by course number.

Library

The mission of the Library/Media Services Center at Wiregrass Georgia Technical College is to stimulate a desire for life-long learning in users by ensuring the diverse academic and individual needs of students as well as the instructional, professional, and individual interests of faculty/staff are met by providing a current and relevant collection, state-of-the-art technology, and services that support the mission of the college to all campuses. The library maintains a variety of learning resources readily accessible to faculty, staff, students, business and industry, and the general public. Students, faculty, and staff have access to any WGTC library with a current WGTC ID card. In addition, current students, faculty and staff have full privileges to Valdosta State University (Odum) Library and South Georgia College (Smith) Library.

The Valdosta campus library is located in Lowndes Hall, Room 7147A. The Cook County library resource center is located at the Cook County Workforce Development Center (CCWDC) in Room 112. The Lewis I. Brinson, Sr. Library is located in Room 101 of the Ben Hill-Irwin Campus. The Coffee Campus library is located in Room 180.

Hours of operation vary per library. Scheduled library hours are posted at each library and online at www.wiregrass.edu.

Voter Registration

Students may register to vote in the state of Georgia through the Student Affairs Department. The student must complete, sign, and mail (postage free) a simple form to register to vote. The student will be notified concerning his/her district and place to vote in special and general elections. Persons who wish to register to vote must be Georgia residents and at least 18 years of age. There is no fee for registration to vote.
Wiregrass Georgia Technical College believes that the primary purpose of student financial aid is to provide assistance to students who, without such assistance, would be unable to attend college. The main responsibility for educational financing is the obligation of the student and his/her family.

In most cases financial aid is awarded to eligible students on the basis of financial need. Exceptions are scholarships, which have been provided by donors for the purpose of recognizing academic promise or achievement, and the Georgia HOPE Scholarship and Grant. Students may be eligible for more than one type of financial aid. Special Admit students are ineligible for any federal or state financial aid. The college does not participate in any education loan programs.

Students may apply online for the federal Pell Grant and Georgia’s HOPE Program at http://fafsa.gov or for HOPE at http://www.gacollege411.org. Applications, computers, and assistance are available in the Financial Aid Office.

The determination of financial need is provided to Wiregrass Georgia Technical College electronically through the use of the Free Application for Federal Student Aid (FAFSA). Financial aid is available in the form of federal and state grants, scholarships, federal work-study, and private sources. Information can be obtained online at http://federalstudentaid.ed.gov and www.gacollege411.org.

All students applying for financial aid should complete the FAFSA. A FAFSA booklet can be requested by calling 1-800-433-3243 or 1-319-433-3243. The completed application must be mailed in the envelope provided. The FAFSA can also be filed electronically at www.fafsa.gov (which is the fastest and preferred method); or lastly through FAFSA on the Phone by calling 1-800-433-3243 to speak with a Federal Student Aid Information Center (FSAIC) customer service representative. The information reported must be accurate and is subject to verification. High school students should apply for financial aid by completing the GSFAPPS.

Application for aid must be completed each academic year. The academic year begins on July 1 and ends on June 30. All applications for the current year must be completed and processed by the end of Spring Semester of that year. Students wishing only to participate in Georgia’s HOPE program may apply online at http://www.gacollege411.org. Students can access all necessary forms for financial aid in the Financial Aid Department or by download at http://www.wiregrass.edu.

General Eligibility Requirements — Who Gets Aid?

Most students receive some type of financial aid. To receive federal and state financial aid a student must meet eligibility requirements:

- Be enrolled as a regular or provisional student in an eligible certificate, diploma, or degree program of study and meet all specific program requirements;
- Be a U.S. citizen or eligible non-citizen;
- Demonstrate financial need;
- Be at least 16 years of age;
- Have earned a high school diploma or equivalent;
- Not hold a bachelors degree
- Maintain satisfactory academic progress;
- Be registered with the Selective Service (Males 18 years of age and older or show proof of registration);
- Not be in default on a federal student loan or owe a refund on a previously received grant; or have completed all requirements of a satisfactory payment arrangement (this option will not restore HOPE eligibility); completed an acceptable rehabilitation plan, or have an approved loan consolidation;
- Agree to use any funds received for educationally related purposes only;
- Certify that he/she will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving financial aid;
- Must not be recently convicted on felony drug related charges.

Federal Financial Aid Programs

Federal Pell Grant

Wiregrass Georgia Technical College participates in the Federal Pell Grant program. Pell Grants are awarded to students who do not have a bachelor’s or professional degree and are enrolled in a certificate that is at least 480 clock hours: diploma, associate degree, or eligible technical certificate. The Federal Pell Grant Program is the largest federal student aid program available. Unlike educational
loans, grants do not have to be repaid. To determine eligibility, a student must submit an application for federal student aid on an annual basis. The Department of Education uses a standard formula revised and approved annually by Congress, to evaluate the information reported when applying for a Pell Grant. The amount actually awarded will depend on enrollment status (full-time or part-time), length of annual enrollment, and the cost of education. Early application is encouraged to ensure availability of funds for enrollment. The Pell Grant is not available to students who are accepted as a special student or as learning support, or who is concurrently attending two or more colleges as a regular student.

**Federal Student Aid Verification**

It is the policy of Wiregrass Georgia Technical College to verify all Student Aid reports selected by the central processor for verification. This verification procedure will be conducted in compliance with the latest regulations published by the U.S. Department of Education in the Title IV Student Financial Aid Handbook.

Applicants selected by the central processor for the verification process will be notified by the Financial Aid Office as to the documentation they will be required to provide. The Financial Aid Office must receive all documents within 45 days of the date of notification. Applicants who do not provide all of the requested documentation will be considered as not eligible for the Pell Grant or any other Title IV Aid Programs. Students will be notified of the results of the verification process.

**Federal Supplemental Education Opportunity Grant (FSEOG)**

Grant recipients with exceptional financial need may be eligible for the FSEOG which is a campus-based program administered through the Financial Aid Office. The award amount is contingent upon the availability of FSEOG funds, and the amount of other aid received by the student. Eligible students are processed first by selection of those with the lowest Expected Family Contributions (EFC) attending at least half-time and making satisfactory academic progress. The FSEOG Grant is not available to students whose admission status is learning support, or students who are concurrently attending two or more colleges as a regular student.

**Federal Work-Study (FWS)**

Federal Work-Study (FWS) is a campus-based program that provides Pell Grant applicants with part-time employment to assist with the cost of their college education. Students must be enrolled in an eligible certificate, diploma or an associate degree program and attending classes to be eligible. Students must be enrolled at least half time and demonstrate financial need based on their official EFC and the cost of attendance. Students normally work 19 hours per week and income from work study and all other aid cannot exceed their cost of attendance for any given semester. FWS pay rate may vary based on place of employment and type of work. If at all possible, students are employed on campus in jobs related to their area of study. Any interested students should check the Wiregrass Tech Job Listings and apply in the Human Resources Office. The FWS is not available to students whose admissions status is learning support, or students who are concurrently attending two or more colleges as a regular student.

**State Aid Programs**

**HOPE Scholarship and Grant Program – Helping Outstanding Pupils Educationally**

The HOPE Grant program, funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission, provides financial assistance to qualified Georgia students and active duty military personnel stationed in Georgia and their dependents. (See Georgia Residency Requirements section below for more information on residency eligibility requirements.)

Beginning Fall semester 2011, the HOPE grant will pay for tuition at the rate of $60.75 per credit hour (90% of our standard tuition rate for the 2011 fiscal year). The HOPE Grant will continue to pay for remedial coursework (learning support courses) at the 90% rate for the 2011-2012 academic year. Dual enrollment coursework will be paid at the 90% rate for 2011-2012 academic year. HOPE will no longer pay for fees or a book allowance.

The HOPE Grant will pay for up to 95 quarter hours or 63 semester hours of study. A student must meet a GPA requirement of 3.0 at the point that the student has accumulated 30 semester or 45 quarter hours of courses toward a diploma or certificate for which the student received HOPE Grant funds.

This applies to currently enrolled students. Students with 45 quarter or 30 semester grant paid hours must have a 3.0 GPA based on previously paid HOPE Grant hours to continue their Grant eligibility into Fall Semester. There will be two eligibility checkpoints for the HOPE Grant: 45th quarter hour (30th semester hour) and 90th quarter hour (60th semester hour) based on HOPE Grant paid hours.

Students can regain HOPE Grant eligibility once at the second check point. Any coursework paid for by HOPE, with the exception of Learning Support and Dual Enrollment coursework, will apply to the GPA calculation and checkpoints. However, such credit hours for which a
student received HOPE Grant payment prior to his or her high school graduation must be counted as Paid-Hours, if the student was participating in Joint Enrollment, rather than Dual Enrollment.

Students with a bachelor’s degree are not eligible for the HOPE Grant.

The HOPE Scholarship program, also funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission, is a merit-based scholarship program available to Georgia residents seeking associate degree level programs who have demonstrated specific academic achievements.

HOPE Scholarship will pay for tuition at the rate of 90% of standard tuition rates for 2011.

There are several ways to gain eligibility for the HOPE Scholarship: graduate from high school as a HOPE Scholar, earn while in college or for those who graduated from an ineligible high school, completed an ineligible home study program, or earned a GED, they can score in the national composite 85th percentile or higher on the SAT or ACT tests.

Eligibility for the HOPE Scholarship is determined in the Registrar's Office by designated staff. Applications for HOPE Scholarship evaluation must be submitted to the Registrar’s Office. Final, official transcripts must be received from all previously attended post-secondary schools prior to the HOPE Scholarship evaluation being processed. All previous degree-level course work counts in a student’s Attempted-Hours and towards their GPA. Students may be required to provide additional residency verification for HOPE Scholarship. (See Georgia Residency Requirements section below for more information on residency eligibility requirements.) Students who did not graduate from a Georgia high school or home school program must be Georgia residents for 24 months prior to the first day of the term. Active duty military service members, spouses, or dependent children stationed in Georgia must meet residency requirements.

Eligible freshmen students receive HOPE assistance for the first 30 semester hours attempted. For first time recipients of this award on or after July 1, 2011, MUST use the Scholarship within seven years (excludes Military service time) of graduating high school, receiving their GED, or completing a home school program. Students who have not received HOPE Scholarship prior to July 1, 2011, and who graduated from high school more than seven years ago cannot receive HOPE Scholarship. (HOPE Grant recipients changing to a degree level program meeting these criteria will not be eligible for HOPE Scholarship.)

HOPE Scholarship eligibility is checked at the 30th, 60th, and 90th semester hour marks, called tiers, to see if the student is still meeting HOPE Scholarship standards. Additionally, GPA is checked at the end of each spring semester. If the student loses the HOPE Scholarship at their first check point due to GPA dropping below 3.0, he or she is eligible to reapply for HOPE Scholarship once at the next check point, provided the cumulative Attempted-Hour GPA is a 3.0 (see Attempted-Hour definition below). Students can only regain eligibility one time after losing it.

This provision takes into account prior eligibility status. If a student had lost eligibility in the past and has since regained it, another loss of eligibility would be permanent.

A student that is not eligible during the term in which they have accumulated 90 Attempted-Hours (Tier 4 check point) cannot regain HOPE Scholarship eligibility. Regardless of the funding source, once a degree seeking student has accumulated 127 semester Attempted-Hours of degree credit, or has received any combination of HOPE Scholarship, HOPE Grant, and/or ACCEL Program payment for a Combined-Paid total of 127 semester hours, or has earned a baccalaureate (four-year) degree, the student is no longer eligible for the HOPE Scholarship/Grant program.

Attempted-Hours: Credit hours are counted as Attempted-Hours regardless of whether the course was completed, the hours were earned, or a letter grade was recorded on the student’s official academic transcript. Credit hours are counted as Attempted-Hours regardless of whether the student receives payment for those hours from the HOPE. There is not an expiration date for Attempted-Hours and credit hours are counted regardless of whether they transfer towards the new degree/or are still considered valid. HOPE Scholarship will not pay for remedial coursework (learning support courses); however, all remedial coursework previously counted in attempted hours will remain counted in the attempted hours calculation.

Combined-Paid Hours: Means the total number of Paid-Hours a student has accumulated from any combination of the HOPE Scholarship Program plus HOPE Grant Program, plus Accel Program.

The Zell Miller Scholarship

Students graduating from an eligible Georgia high school with a grade point average of 3.7 (determined by GSFC) and having an SAT score of 1200 (critical reading and math) or ACT score of at least 26 may apply for the Zell Miller Scholarship. Zell Miller Scholarship pays 100% of current academic year standard tuition amount. Students who entered a college as a freshman between July 1, 2007, and June 30, 2011, may be eligible as a recipient
at the sophomore, junior, or senior student. The Zell Miller Scholarship will also be awarded to the top two graduates from each high school (must still meet HOPE Scholarship eligibility requirements excluding the SAT/ACT test score and the 3.7 high school GPA). Recipients must maintain a 3.3 grade point average for all check points (30/60/90 semester hour check points).

If the student’s GPA falls below 3.3, but is at least a 3.0, student would be eligible for the HOPE Scholarship. If a student loses eligibility for any reason, they may regain eligibility one time if they re-qualify at one of the checkpoints. This provision takes into account prior eligibility status.

If a student had lost eligibility in the past and has since regained it, another loss of eligibility would be permanent.

For complete regulations and additional definitions regarding the HOPE Scholarship/Grant program, go online to, https://www.gsfc.org/gsfncnew/SandG_regs_2009.cfm, or gacollege411.org, or call the customer contact center at 1-800-505-GSFC (4732) or (770) 724-9000 in Metro Atlanta. GSFC’s mailing address is 2082 East Exchange Place, Tucker, GA 30084.

Other Financial Assistance

Nelnet Payment Plan Option

Wiregrass Georgia Technical College offers students a payment plan option through Nelnet Business Solutions for a small enrollment fee of $30 or $35. A minimum down payment is required with the remaining balance due in 2 or 3 monthly installments. The amount of the down payment, number of monthly payments, and the enrollment fee are determined by the date of enrollment in the plan. For more information, contact Nelnet at 800-609-8056.

WIA Workforce Investment Act

The Workforce Investment Act (WIA) is a federal grant program that pays training costs for economically disadvantaged individuals and dislocated workers. Training costs can include tuition, books, insurance, tools, and uniforms. In addition, a stipend is available to help defray the cost of childcare and transportation. The WIA grant may be received in conjunction with Pell and HOPE Grants. Applicants must complete the assessment and eligibility process with a WIA representative at Wiregrass Georgia Tech’s WIA Office.

Veterans Benefits

Wiregrass Georgia Technical College is approved for veterans’ training under U.S. Code 38. Eligible persons should complete an application through their local or regional Veterans’ Administration (VA) Office. The VA coordinator in the Financial Aid Office is available to assist applicants in filing for educational benefits. Students receiving financial assistance from the VA are personally responsible for paying tuition and fees at the time of registration if they are not eligible for other financial aid (including the VA Chapter 33 benefit program). In order to receive benefits, students must meet VA attendance requirements. If a student drops or is dropped from a class, termination is forwarded to the VA Regional Office. However, the student may continue attending other classes without veterans’ benefits. VA will not pay for any courses that are not listed in the student’s program curriculum. Applicants should contact the VA Education Benefits Office at 1-888-GIBILL or online at http://www.va.gov/education for more information and required certification forms.

HERO Scholarship

HERO is a non-need based scholarship to provide educational scholarship assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones, and the children and the spouses of such members of the Georgia National Guard and U.S. Military Reserves. Eligible recipients may receive up to $2,000 per academic school year. Award amounts are prorated for school terms in which recipients are enrolled for less than full time (12 hours).

Iraq and Afghanistan Service Grant (IASG)

Effective with the 2010-2011 academic year, the IASG is available to eligible students whose parents or guardians died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, and who are not eligible for the Pell Grant. If your parent(s) or guardian(s) died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001 and you are eligible for the Pell Grant, you may qualify for an increase.

Vocational Rehabilitation

Individuals with disabilities who qualify may receive financial assistance while attending Wiregrass Georgia Technical College. Contact your local vocational rehabilitation counselor for assistance.

Georgia’s Public Safety Memorial (GPSM) Grant

The GPSM grant funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission was created to provide educational assistance to the dependent children of public safety officers permanently disabled or killed in the line of duty. The Georgia General Assembly appropriates funds each year during the preceding legislative session. For more information contact the financial aid office or GSFC.
**Valdosta Technical College Foundation, Inc. Student Emergency Fund**

Students with a crisis situation in need of financial assistance can apply for help through the College Foundation. The student must prove the need to and be recommended by an instructor. Examples of situations considered for assistance: childcare, car repairs, gas, eyeglasses, or other special needs.

**Ben Copeland Scholarship - $1250**

To be eligible for the Ben Copeland Scholarship, applicants must be a resident of Lanier County under 25 years of age, attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least 12 credit hours) OR a Lanier County High School Senior that will be attending Wiregrass Georgia Tech upon graduation. Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to all programs of study.

**Dan Hatfield, Jr. Memorial Scholarship - $1000**

To be eligible for the Dan Hatfield, Jr. Memorial Scholarship, applicants must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least 12 credit hours). Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to all programs of study.

**Carolyn King Panizzi Memorial Scholarship – exam and certification fee scholarships**

To be eligible for the Carolyn King Panizzi Memorial Scholarship, applicants must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least 12 credit hours). Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to all programs of study.

**Kevin DeMarcus Acree Memorial Scholarship - $500**

To be eligible for the Kevin DeMarcus Acree Memorial Scholarship, applicants must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least 12 credit hours). Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to all programs of study.

**Wilson Eye Center Ophthalmic Scholarship - $1000**

To be eligible for the Wilson Eye Center Ophthalmic Scholarship, applicants must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least 12 credit hours). Applicants must have and maintain a minimum of a 3.0 GPA if selected. Scholarship is open to Optical Program students.

**100 Black Men of Valdosta Inc. Scholarship - $100**

To be eligible for the 100 Black Men of Valdosta, Inc. Scholarship, applicant must be attending Wiregrass Georgia Technical College as as student enrolled in at least ten credit hours. Applicants must have and maintain a minimum of a 3.0 GPA if selected. Scholarship is open to all programs of study.

For more information about scholarships offered through the Valdosta Technical College Foundation, please visit our website or contact the Foundation Office at 229-293-6190. The Foundation Office is located on the Valdosta Campus, Brooks Hall, Room 502.

**Presidential Scholarship Fund - $2,500**

Each year two graduating seniors from all service area counties are selected. Each respective high school shall be responsible for student selection. To be eligible for the Presidential Scholarship applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to all programs of study. This scholarship fund was established to recognize outstanding student achievement in grade point average, work ethics, extracurricular activities, and other areas of personal and professional development. The proceeds of the scholarship shall be used only for expenses associated with educational costs at Wiregrass Georgia Tech. Acceptance of this award will not preclude the student from receiving other financial aid for which he/she may be eligible. This is a $250 scholarship to be presented in increments of $125 for two consecutive semesters.

**Ronnie G. and Caryl Tucker Branch Scholarship**

To be eligible for the Ronnie G. and Caryl Tucker Branch scholarship, applicants must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least 12 credit hours). Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to Telecommunications Technology students. The proceeds of the scholarship shall be used only for expenses associated with educational costs at Wiregrass Georgia Tech. Acceptance of this award will not preclude the student from receiving other financial aid for which he/she may be eligible. The scholarship amount to be determined based on earnings through the endowment to be presented in equal payments for two consecutive semesters. (i.e.: Earnings equal $500.00 – student will be given $250 for two consecutive semesters).

**John Henry Dorminy, Jr. Scholarship - $1,500**

Each year two graduating seniors from Ben Hill, Irwin, and Wilcox counties are selected to receive the John Henry Dorminy, Jr. Scholarship. Each respective high school shall be responsible for student selection. The proceeds of the
scholarship shall be used only for expenses associated with educational costs at Wiregrass Georgia Tech. Acceptance of this award will not preclude the student from receiving other financial aid for which he/she may be eligible. This is a $500 scholarship to be presented in increments of $250 for two consecutive semesters.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICIES

Federal and state regulations require that students make “Satisfactory Academic Progress” (SAP) in order to continue to receive aid. SAP measures whether students applying for financial aid are in good academic standing and making SAP toward completion of their programs. Satisfactory progress is evaluated at the end of each semester for all students. (A student is not required to be meeting the Eligible Postsecondary Institution’s SAP policy to receive payment from the HOPE GED® Grant Program; however, all other requirements must be met.)

1. Qualitative Standard: GPA Requirement

Financial aid recipients must maintain the same minimum GPA as any other student enrolled at Wiregrass Georgia Technical College. Please refer to the Academic Regulations section of the Student Handbook for the method of determining GPA. The minimum GPA allowed is 2.0. Students falling below those minimums at the time of review will be placed on financial aid warning and will have one semester to remove themselves from that status by completing 12 semester hours of work with a 2.0 or higher GPA. Financial aid is extended for the warning semester for classes not previously taken. Students who do not attain the 2.0 GPA at the end of the warning semester are on financial aid suspension and their financial aid award is terminated. HOPE Scholarship/Degree students must maintain a lifetime/cumulative GPA of 3.0 to retain eligibility for the Scholarship.

2. Quantitative Standard: Completion Rate

Financial aid recipients must successfully complete at least 67 percent of the credit hours attempted to remain eligible for financial aid. Students falling below the 67 percent successful completion rate at the time of review are placed on financial aid probation. Students placed on financial aid warning must complete the warning semester of at least 12 credit hours with a minimum 2.0 GPA. Failure to do so will result in financial aid suspension. Students returning from suspension must pay for and successfully complete 12 hours of course work to have aid reinstated.

3. Maximum Time Frame

Students must complete their educational objective within a maximum time frame of one and a half (150 percent) times the length of the program in which they are enrolled. This means that students will no longer be eligible to receive financial aid once they have attempted one and one-half times the number of credit hours required for graduation in the program in which enrolled.

4. Grades

Grades of I, IP, and W are not included in calculating a student’s GPA, but with the exception of IP grades are counted as coursework attempted.

Grades received for learning support do not affect the GPA, but the hours are calculated in the formula to determine the 67 percent completion rate.

5. Termination of Financial Aid

Financial aid will be terminated when a student is determined by the Financial Aid Office to be ineligible, if the office has evidence that the student has falsified information on the application materials, or if federal or state funds are not provided to meet the award.

6. Appeal Process/Reinstatement of Aid

Students have the right to appeal the denial of financial aid if they have extenuating circumstances which prevented them from making satisfactory progress. The appeal must be made in writing by contacting the Financial Aid Office. The student must complete the form and attach documentation to support the appeal. The completed form will be returned to the Financial Aid Office. The Financial Aid Committee will review the appeal and if properly documented may approve the appeal for one semester. If not documented, the appeal will be denied and the student will not be awarded financial aid for the semester. Written notification will be provided for all decisions.

RETURN OF TITLE IV FUNDS CALCULATION

Students receiving assistance from Title IV programs (Pell Grant, FSEOG, and Work Study) will be awarded aid depending upon the amount of aid earned. If the student completed more than 60 percent of the term, he/she would have earned 100 percent of the aid for that period. If the student completed 60 percent or less of the term, the percentage of the period completed is equal to the percentage of aid earned.
The percentage completed will be computed as follows:

- Determine the calendar days completed in the enrollment period divided by the total calendar days in the enrollment period (exclude scheduled breaks of 5 days or more and any days that a student was on approved leave of absence)
- If this amount is less than or equal to 60 percent, multiply this amount by the scheduled award amount, this is the amount earned by the student less any applicable charges
- If the student withdraws after the 60 percent mark, all Pell is earned and amount is equal to the aid that could have been disbursed for that semester less applicable charges

NOTE: Students who withdraw before completing the enrollment period are responsible for all charges they have incurred. Students are awarded Pell funds before they are earned and should realize that they may owe monies if they withdraw.

DEADLINES

The Free Application for Federal Student Aid (FAFSA) is available in January for students to reapply for financial aid for the following award year. Application for financial aid is made once each year. Once approved, it is effective fall semester through summer semester of that award year. All HOPE and Pell financial aid expires on June 30 of the current year.

FINANCIAL AID APPLICATION PROCESS

Degree/Diploma/Certificate Students: Complete the Free Application for Federal Student Aid (FAFSA) (http://fafsa.gov) at least six to eight weeks prior to the expected registration date.

Georgia residents and active duty military stationed in Georgia and their dependents will automatically receive the HOPE Grant based on results of the FAFSA if pursuing a diploma or certificate of the required length. Students wishing only to participate in Georgia’s HOPE program may apply online at http://www.gacollege411.org. HOPE Degree seeking students must have their HOPE Scholarship eligibility determined by Wiregrass Georgia Technical College’s Registrar’s Office.

Beginning with the 2011-12 Aid Year, it is required that all students complete a FAFSA application. If a FAFSA is not submitted, the student must provide a reason to the Financial Aid Office via the FAFSA Waiver form, available in the Financial Aid office or may be printed from http://www.wiregrass.edu/admissions/finaid_forms.php.

Students who receive aid must report any other assistance received regardless of source to the Financial Aid Office.

Students who are selected for verification by the U.S. Department of Education must submit all required documentation and complete and sign the Federal Verification Worksheet and send this to the Financial Aid Office in order to be eligible for aid.

Federal Citizenship and State of Georgia Residency Requirements for Student Financial Aid

Federal Citizenship Requirements

To be considered for any form of student financial aid from the Federal government, a student must be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is defined as a student who is:

- A United States permanent resident with an Alien Registration Receipt Card (1-551), or a conditional permanent resident (1-551C) or a non-citizen with an Arrival-Departure Record (1-94) from the U.S. Immigration & Naturalization Service (INS) showing any one of the following designations: “Refugee”, “Asylum Granted”, Indefinite Parole”, “Humanitarian Parole”, or “Cuban-Haitian Entrant”. The following examples of U.S. Immigration and Naturalization documents DO NOT meet the eligible non-citizen criteria:
  - An F1 or F2 student visa
  - A J1 or J2 exchange visitor visa
  - A G series visa (pertaining to international organizations) or any other temporary U.S. visa

Georgia Residency Requirements

In addition to being a U.S. citizen or eligible noncitizen, a student must meet the Georgia residency requirement to be considered for almost all the State of Georgia scholarships and grants. Verification documentation that may be requested include, but are not limited to a copy of your (or your parents’) most recent Georgia income tax return; a copy of your driver’s license; a copy of your voter’s registration card; location of property, including home purchase, and taxes paid thereon; reason for initially coming to Georgia; location of checking, savings, or other banking accounts and automobile title registration and tag taxes.

All documents must verify 24 consecutive months of domicile in the State of Georgia (which indicates the
person’s intent to maintain a permanent presence (Domicile) in the State of Georgia. For more information, please see Technical College System of Georgia, Policy and Procedure Manual online at, http://www.dtae.org/dtaepolicy/docs/Entrance_Requirements.htm.

**Residency Requirements for HOPE Grant**

The HOPE Scholarship program, (also funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission in accordance with the HOPE Scholarship Program Regulations), is a merit-based scholarship program available to Georgia residents who have demonstrated specific academic achievements and are seeking associate degree level programs. HOPE Scholarship will pay tuition at the rate of 90% (standard tuition rates for 2011) for eligible students.

There are several ways to gain eligibility for the HOPE Scholarship as a freshman (Tier 1): Graduate from a HOPE-eligible high school or eligible home study program with a 3.0 grade point average (HOPE Scholar) or for those having completed an ineligible high school or home study program or received a GED since June 30, 1993, earn a score from a single test administration in the national composite 85th percentile or higher on a standardized college admissions test such as the SAT or ACT test. Those deemed not eligible as a freshman may attempt 30 (tier 2), 60 (Tier 3), or 90 (Tier 4) semester hours with a 3.00 cumulative grade point average at the college level regardless of high school graduation status. Such student having a cumulative post-secondary grade-point average of 3.0 at one of these tiers, may enter the HOPE Scholarship program at tier 2, tier 3 or tier 4 as applicable.

Beginning July 1, 2011, first time recipients of the HOPE Scholarship MUST use the scholarship within seven years of graduating high school, receiving their GED, or completing an eligible home school program (excludes Active-Duty Military service time). Students who have not received HOPE Scholarship prior to July 1, 2011 and graduated from high school (or received GED) more than seven years ago will not be eligible to receive HOPE Scholarship. (HOPE Grant recipients changing to a degree level program must meet the above criteria or 7-year rule in order to receive HOPE Scholarship).

Eligibility for the HOPE Scholarship is determined in the Registrar’s Office by designated staff. Applications for HOPE Scholarship evaluation must be submitted to the Registrar’s Office. Final, official transcripts must be received from all previously attended post-secondary schools prior to applying for the HOPE Scholarship. All final grades for the term immediately preceding the request of HOPE awards must be received before GPA evaluation can be processed and eligibility is determined.

All previous degree-level course work counts in a student’s Attempted-Hours and towards their GPA. Students may be required to provide additional residency verification for HOPE Scholarship. (See Georgia Residency Requirements section below for more information on residency eligibility requirements.) Students who did not graduate from a Georgia high school or home school program must be Georgia residents for 24 months prior to the first day of the term. Active duty military service members, spouses, or dependent children stationed in Georgia must meet residency requirements.

HOPE Scholarship eligibility is checked at the 30th, 60th, and 90th Semester hour marks, called tiers, to see if the student is still meeting HOPE Scholarship standards. Additionally, GPA is checked at the end of each spring semester. If the student loses the HOPE Scholarship at their first check point due to GPA dropping below 3.0, he or she is eligible to reapply for HOPE Scholarship once at the next check point, provided the cumulative Attempted-Hour GPA is a 3.0 (see Attempted-Hour definition below). Students can only regain eligibility one time after losing it.

This provision takes into account prior eligibility status. If a student had lost eligibility in the past and has since regained it, another loss of eligibility would be permanent.

A student that is not eligible during the term in which they have accumulated 90 Attempted-Hours (Tier 4 check point) cannot regain HOPE Scholarship eligibility. Regardless of the funding source, once a degree seeking student has accumulated 127 semester Attempted-Hours of degree credit, or has received any combination of HOPE Scholarship, HOPE Grant, and/or ACCEL Program payment for a Combined-Paid total of 127 semester hours, or has earned a baccalaureate (four-year) degree, the student is no longer eligible for the HOPE Scholarship/Grant program.

**Attempted-Hours:** Credit hours are counted as Attempted-Hours regardless of whether the course was completed, the hours were earned, or a letter grade was recorded on the student’s official academic transcript. Credit hours are counted as Attempted-Hours regardless of whether the student receives payment for those hours from the HOPE. There is not an expiration date for Attempted-Hours and credit hours are counted regardless of whether they transfer towards the new degree/or are still considered valid. HOPE Scholarship will not pay for remedial coursework (learning support courses); however, all remedial coursework earned prior to Fall term 2011 are to be counted in Attempted-Hours.

**Combined-Paid Hours:** Means the total number of Paid-Hours a student has accumulated from any combination of the HOPE Scholarship Program plus HOPE Grant Program, plus Accel Program.
FEE CATEGORIES AND GENERAL INFORMATION

TUITION AND FEES

The amount of tuition assessed each term varies based on program of study, residency, and the number of credit hours enrolled. Tuition and fees are assessed in accordance with the policies set forth by the State Board for the Technical College System of Georgia and are subject to change without notice. The most current tuition and fee schedule may be obtained on the college website. Continuing education and business contract training fees are assessed differently based on the course content or individual needs of the business requesting development of the course.

Credit hour tuition charges may be different for some non-standard certification programs.

TUITION AND FEES – CREDIT COURSES
(EFFECTIVE FALL SEMESTER 2011)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Registration</th>
<th>Accident Insurance</th>
<th>Activity</th>
<th>Technology</th>
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Out-of-state students pay double tuition.
International students pay four times tuition.
State residents age 62 or older are responsible for fees but are not required to pay tuition (on a space available basis).
Credit hour tuition charges are different for certificate programs.

ADDITIONAL FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
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<tr>
<td>Late Registration</td>
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<tr>
<td>Application</td>
<td>$15.00     (one time fee)</td>
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<td>Returned Check</td>
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<td>Graduation</td>
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<td>Retest Fee</td>
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<td>Drop/Add Fee</td>
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<tr>
<td>Student Liability Insurance</td>
<td>$4.00 (clinical portions of medical, cosmetology, and childcare)</td>
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<tr>
<td>Replacement ID Card</td>
<td>$5.00</td>
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<tr>
<td>Exemption Test</td>
<td>25% of tuition for courses being exempted</td>
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<tr>
<td>Parking Fine</td>
<td>$10.00 ($25.00 maximum)</td>
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<tr>
<td>Facilities Fee</td>
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</tr>
<tr>
<td>Official Transcript Fee</td>
<td>$3.00 each after the first copy (no charge) Unofficial transcripts available on Banweb</td>
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</table>
Commercial Truck Driving Program
Tuition and Fees

Tuition of $1,125 ($1,406 total including fees - $50 Registration, $6 Accident Insurance, $30 Activity fee, $10 Facilities, $130 Fuel Surcharge, and $55 Instructional Technology Fee).

Students enrolled in Commercial Truck Driving must acquire APs by the 6th day of class to receive credit for CTDL 1010. In addition, students may pay the surcharge fee by the 6th day to continue into CTDL 1020/1030. Beginning with the third attempt, students will be accessed a testing fee of $50 for the CDL licensure exam.

Payment Deadlines

All tuition and fees are due by the stated deadlines and may be paid by cash, check, credit/debit card, money order, or approved financial aid. Students whose tuition and fees are not paid by the third class day of the semester will be dropped from classes.

Financial Obligations

A student with a balance due to the college for any reason is subject to being dropped from classes or having a hold placed on his/her student account. The hold will prevent the student from obtaining grades, transcripts, or registering for future classes until all financial obligations have been cleared.

Nelnet Payment Plan Option

Wiregrass Georgia Technical College offers students a payment plan option through Nelnet Business Solutions for a small enrollment fee of $30 or $35. A minimum down payment is required with the remaining balance due in 2 or 3 monthly installments. The amount of the down payment, number of monthly payments, and the enrollment fee are determined by the date of enrollment in the plan. For more information, contact Nelnet at 800-609-8056.

Types of Fees

Note: Fees are not covered by HOPE. Some fees are eligible to be paid by Pell or third-party assistance as noted with an * below.

Application Fee: This one-time, non-refundable fee of $15 is due when the individual applies for a certificate, diploma, or degree program.

* Student Activity Fee: All students, with the exception of strictly online students, are required to pay an activity fee of $30 each semester. The fee supports student activities sponsored by the Student Leadership Council.

* Registration Fee: Students are required to pay a $50 registration fee each semester.

* Instructional Technology Fee: Students are required to pay an instructional technology fee of $55 each semester. Transient students enrolled in more than one college will only pay the fee at their home college.

* Facilities Fee: Students are assessed a $10 fee each semester to support maintenance and improvement of campus facilities including lighting, security, and parking.

Parking Decals: Parking Decals are required for all vehicles. In order to obtain a parking decal, students must present WGTC student identification along with current registration information. On the Valdosta campus, decals may be obtained in the security office located in The Upper Crust; decals may be obtained on the other campuses at the receptionist area.

* Liability/Malpractice Insurance Fee: All students enrolled in clinical portions of cosmetology, child care, and medical programs must pay a liability/malpractice insurance fee of $4 each semester.

* Accident Insurance Fee: A $6 fee is charged to every student each semester. The insurance includes partial coverage for accidents that occur while on campus or while participating in activities sponsored and supervised by the college.

Fuel Surcharge: Students in the commercial truck driving program pay a $130 non-refundable fuel surcharge when they begin CTD 102.

ID Card Fee: Students are assessed a $5 fee for replacement ID cards.

Transcript Fee: Students may obtain one official transcript at no charge. Subsequent copies are available at a fee of $5 each. Students may obtain an unofficial copy at no charge by logging in to their Banweb account.

Graduation Fee: A fee of $35 is assessed for graduates participating in the commencement ceremony.

Returned Check Fee: Personal checks will be accepted for the amount of fees or services. Returned checks will be assessed a $30 return check fee or five (5) percent of the face value, whichever is greater.

* Books and Supplies: Textbooks and other required supplies may be purchased at the bookstore prior to the beginning of the semester by cash, check, and credit/debit card. Students eligible for Pell, WIA, or third party scholarship may charge the cost of books and supplies to these funds.
*Uniforms:* Students in programs such as cosmetology, culinary arts, and most allied health areas must purchase college-approved uniforms according to program specifications.

Auditing Fees: Students who wish to take a class without receiving credit may audit the course and pay the normal tuition and fees. Audited classes are not eligible for financial aid.

Exemption Test Fee: Students may take an exemption test to obtain credit for a given course without having to register for and attend the class. The test fee is equal to 25 percent of the normal tuition for the class being exempted.

Late Registration Fee: Students who do not register for class and pay fees at the designated registration time(s) are subject to a $45 late fee.

Change of Program Fee: A fee of $10 will be assessed for the second and all subsequent changes of program.

**REFUND POLICY**

Individual Payment: Students who are no-shows or withdraw from a course by the end of the third instructional day of the semester shall receive a 100 percent refund, excluding the application fee. Students who withdraw after the third instructional day of the semester shall receive no refund.

Federal Title IV Financial Aid: The Department of Education regulations require that the unearned portion of Title IV funds (Pell grant, FSEOG) be returned if a student withdraws from classes prior to the 60 percent attendance point in the term. When a student withdraws prior to completion of 60 percent of the term, the financial aid award must be reduced. The amount of the student’s Title IV aid earned is calculated as follows:

\[
\text{Number of days completed} \div \text{number of days in term} = \text{percent of Title IV aid earned}
\]

100 percent earned if greater than 60 percent. None earned if number of class days completed is three or less.

If funds are remaining after tuition and fees are deducted from earned Title IV funds, the business office will issue payment to the student for the remaining balance after the fourth week of the term. Any student who is issued a Title IV refund and then found to have dropped or withdrawn from classes prior to completion of the 60 percent attendance point in the term must return the unearned funds back to the college. Students who have amounts due will not be allowed to receive grades, transcripts, or register for classes until the amount owed is paid in full.

Disbursement of Refunds: Students may choose to receive refunds of tuition, fees, and excess HOPE or Title IV funds by direct deposit (ACH credit) or by check. Check refunds will be mailed to the current address on the student’s BANWEB account. Students who choose direct deposit are responsible for notifying the Business Office in writing of any changes in bank account information or to cancel the process. This information must be received within the first two weeks of the term to be effective for that term’s refund.

Refunds of Books and Supplies: The bookstore issues refunds for previously purchased books and supplies under certain conditions. Bookstore refund policies are outlined below:

- The original receipt is required for all refunds or returns. The bookstore does not provide copies of individual student receipts for this purpose. Students are responsible for keeping the original receipt provided at the time of purchase.
- Students must present a valid student ID for refunds, returns, and purchases applied to grant funds.
- Textbooks may be returned within ten days of purchase, provided they are in original condition, with no writing, and shrink wrapping intact.
- Returns of textbooks will be allowed after ten days if student presents a valid drop form or if the class is canceled due to low enrollment, provided books are still in new condition, with no writing, and shrink wrapping intact.
- No returns are accepted on general merchandise, supplies, or equipment unless defective. Items must be returned within ten days of purchase.
- Refunds are given in the method of payment as indicated on the original receipt (subject to cash availability).
- Purchases originally made by cash, check, credit/debit card, will not be reversed to Pell after purchase. Students will receive refund checks for any unused balances according to the established refund disbursement schedule for each term.

Continuing Education Classes: Refunds are given if a student cancels at least 48 hours prior to the beginning of the program. No refunds will be given with less than 48 hours notice, but fees may be transferred to a colleague or tuition credit may be granted for another continuing education course within the current academic year. Full refunds are given if the college cancels a course.
ACADEMIC INFORMATION

TIME FORMAT FOR SCHEDULED CLASS OFFERINGS

Regularly scheduled classes fall into three time-frames: Day, Extended Day, and Evenings.

- **Day:** Generally scheduled from 8:00 a.m. through 5:00 p.m., Monday through Thursday.

- **Extended Day:** Generally scheduled to begin between 2:00 p.m. and 5:00 p.m. Monday through Thursday.

- **Evening:** Generally scheduled between 5:00 p.m. and 10:00 p.m., Monday through Thursday. Certain courses meet Mondays and Wednesdays and others meet Tuesdays and Thursdays. Some are scheduled for all four evenings, while others meet one night each week.

INSTITUTIONAL EXEMPTION EXAMS

For students with previous knowledge and skills acquired through experience or other means, credit may be obtained for courses by demonstrating mastery of the subject through written or performance exams. Exemption examinations are available in many programs at Wiregrass Georgia Technical College and can be taken only one time. Payment must be made prior to taking exemption exams. The charge for an exemption exam is 25 percent of the normal cost for the course tuition. Charges for the exemption exam are non-refundable and are not subject to financial aid. Exemption exams cannot be taken for current courses the student is enrolled in or for courses previously taken. A student must earn a grade of 80 on the exam to earn exemption credit.

The Registrar has the overall responsibility for ensuring this policy is implemented.

FULL-TIME STUDENT STATUS

A student registered for a minimum of 12 credit hours is considered a full-time student.

COURSE LOAD

A student may not register for more than 18 credit hours without the express written permission of a Dean of Academic Affairs or the Vice President for Academic Affairs. A student registering for courses outside his or her declared diploma or certificate track may be charged additional tuition and fees in accordance with the published fee schedule.

WORK ETHICS – INSTRUCTION AND GRADES

Wiregrass Georgia Technical College has developed and implemented a system for the instruction, development, and evaluation of work ethics in which the student is assigned grades reflecting his or her overall performance at the end of the semester. In addition to letter grades that are assigned for academic performance in the class, the final numerical work ethics grade is assigned onto his or her permanent transcript.

Areas of instruction, emphasis, and grading are: Attendance, Attitude, Appearance, Respect, Character, Productivity, Cooperation, Teamwork, Organizational Skills, and Communication. Grades will be assigned as follows: “3” Exceeds Expectations; “2” Meets Expectations; “1” Needs Improvement; “0” Does Not Meet Expectations.

SEMESTER GRADE POINT AVERAGE

The Semester Grade Point Average (SGPA) is the average calculated on all credit courses taken each semester at the institution.

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is a reflection of the total credit instructional activity attempted by the student. The CGPA is not affected by program of study, changes in program, or student classification. It is inclusive of all attempts at all credit courses taken at the institution. CGPA is recalculated after each semester to include the currently completed semester’s grade(s).

Graduation Grade Point Average

The Graduation Grade Point Average (GGPA) used for graduation is calculated only on those courses required in the student’s course of study from which he or she is graduating.

ABSENCES & TARDIES - POLICY AND PROCEDURE

Students are expected to be punctual and attend all classes for which they are registered. Each student should recognize at the beginning of his or her postsecondary career that a mature acceptance of his/her responsibilities is a requirement for reasonable accomplishment in postsecondary work; this applies particularly in the area of class attendance.
The attendance policy for each course will be outlined in each course syllabus. Some programs and courses at Wiregrass Georgia Technical College may have more stringent attendance requirements due to the nature of the course or program. Therefore, attendance policies of courses may differ. All make-up work will be at the discretion of the instructor and will be identified in course syllabus. Instructors may remove a student from a course who is found in violation of the attendance policy.

Class attendance is calculated from the first officially scheduled class meeting through the last scheduled meeting. A tardy is defined as not being present for a portion of a class period which is detailed in each course syllabus. Instructors will keep an accurate record of class attendance.

Any student wishing to withdraw from a course must complete a withdrawal form and submit to the Registrar’s office. If the withdrawal is prior to the mid-point of the course, the student will receive a grade of W. If the withdrawal is after the mid-point of the course, the student will receive a grade of F. The mid-point of the semester will be the 50 percent date of all scheduled class meetings. The mid-point will differ per course due to the varying nature of course scheduling.

**METHODS OF INSTRUCTION**

Academic courses are conducted using four basic methods of instruction:

- **Classroom Lecture:** Instruction in a traditional classroom setting combining instructor lecture, student participation, and testing.
- **Laboratory/Industrial:** Demonstration by instructors and performance by students in a realistic setting which replicates the work place to the maximum extent possible.
- **Internship/Externship/Apprenticeship:** Job performance by the student in an actual work place with oversight and instruction by WGTC instructors and preceptors employed by the company or institution.
- **Online:** Instruction delivered via an online learning management system. Certain online courses may require students to attend on-campus sessions or proctored testing.
- **Hybrid:** Instruction which combines online instruction and traditional classroom instruction. No more than 49 percent of a hybrid course’s scheduled contact hours are taught online through the learning management system. For example, if a course taught using the traditional classroom instruction method is scheduled to meet 10 hours per week, a hybrid version of that same course must meet at least 5.1 hours per week on campus.

**Web-enhanced:** Instruction supplemented by Internet resources. These courses meet every class session on campus.

**ONLINE COURSES**

Wiregrass Georgia Technical College is part of a state network of colleges called Georgia Virtual Technical Connection (GVTC). Through GVTC, technical colleges throughout the state offer technical certificates, diplomas, and degrees online.

All online courses follow TCSG guidelines regarding curriculum, objectives, and competencies. A complete list of these guidelines, objectives, and competencies can be found at the TCSG web site (www.tcsg.edu).

Programs offered online through the Georgia Virtual Technical Connection have admission, retention, and credential requirements that are qualitatively consistent with those in effect for on-campus programs. In addition, Wiregrass Georgia Technical College’s online classes follow quality assurance criteria standards as set forth by the Georgia Virtual Technical Connection Board.

Students registered for online courses should consult the online student manual for information regarding beginning an online course and other course/login guidelines.

Questions regarding online instruction may be directed to the WGTC Online office. The e-mail address is online@wiregrass.edu

**ELECTIVE CREDITS**

Within academic programs there are courses which are designated as elective courses that may be chosen to fulfill the academic requirements of the program. Students should confer with their advisor while choosing which electives will be taken for credit.

**ACADEMIC GRIEVANCE/APPEAL**

Students receiving a final course grade that they believe is incorrect should first discuss the matter with their instructor. This appeal should be completed within the first two weeks of the semester following the term in which the grade is questioned. The instructor will determine whether a grade change is warranted. A student who is not satisfied with the instructor’s decision may request a review by a Dean of Academic Affairs within four weeks of the following term in which the grade is posted. A student who is not satisfied with the Dean’s decision may request a review by the Vice
President for Academic Affairs within six weeks of the following term in which the grade is posted. The reviewer will examine the facts and any applicable documentation to determine if the grade was determined fairly according to the course syllabus and will communicate the results of this review to both the student and the instructor. The decision of the Vice President for Academic Affairs is final.

STUDENT RECORDS (FERPA)

Wiregrass Georgia Technical College adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. In summary, the act entitles parents of dependent students the right to inspect and review the student’s educational records. Parents of dependent students or eligible students have the right to contest inaccurate or misleading information contained in the records. The college must have written permission from the student before it will release information from a student record.

The college will abide by the following guidelines concerning student records:

- Inform students and parents of students of their rights concerning records kept by WGTC;
- Allow parents and spouses of students who have the written permission of their children or spouses access to the educational records of their children/spouses;
- Non-disclosure of personally identifiable information from the educational record of a student without the prior written consent of the student; and
- Maintain a record of disclosure to outside agencies of personally identifiable information from the educational records of the student.

As a general rule, the following information will be kept by the Registrar or Student Affairs personnel and will remain in the student’s academic file:

- The official academic transcript;
- The original application for admission;
- Secondary and post-secondary official transcripts;
- Application for graduation and/or degree;
- Official notice of admission;
- Evaluation of transfer credits; and
- Memoranda or correspondence pertaining to:
  a. Registration form;
  b. Grades, grade changes, explanations, and special course descriptions;
  c. Drop/Add, official withdrawals; and
d. Special honors or special problems.

CONFIDENTIALITY OF RECORDS

The student’s rights of privacy and access to records are outlined in the Family Educational Rights and Privacy Act. Only faculty and staff who have “legitimate educational interest” in the student’s records are permitted access. Except in the case of dependent students, parents also have no access to the records of students. Certain records and information are not included among “educational records” under the law and may be released to third parties. Students may declare these records “confidential” by request to the Registrar’s Office. Educational records and information, “confidential” included, can be released to a third party IF a proof of dependency on the most recent Federal Income Tax form, a subpoena, or written consent of the student is provided. These include:

- Name of Student
- Address
- Phone Number and E-mail
- Date and Place of Birth
- Program of Study
- Student Organizations
- Dates of Enrollment
- Diplomas and Awards

STUDENT ACCESS TO RECORDS

WGTC gives public notice on an annual basis concerning student access and the right to challenge academic records. Only students and former students have access to these records. Applicants who never enrolled in a regular program of study do not have the same right of access to their educational records. In relation to their educational records, students and former students have the right to:

- Inspect and review information contained in their educational records.
- Challenge the contents of their educational records.
- A formal hearing if the outcome of the challenge is unsatisfactory.
- Submit explanatory statements for inclusion in their files if they disagree with the hearing.

Records to which students do not have access include:

- Law enforcement records
- Job placement or employment records
- Financial information submitted by parents
• Confidential letters and recommendations related to admissions
• Honors to which students have waived their rights of inspection

As a general rule, all academic files are kept for five years after graduation, withdrawal, or suspension of the student, with the exception of the official transcript, which is kept indefinitely. (As technology and governing regulations allow, certain of these documents and files may be stored electronically and in off-campus locations.)

SECTION 504, TITLE IX, TITLE VI, AND ADA GRIEVANCES

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System of Georgia shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Any violation or questions should be directed to Shalonda Sanders, Executive Director for Human Resources, Title IX Coordinator, Room 100E, 4089 Val Tech Rd, Valdosta, GA 31602, or call (229) 333-5356 ext. 3014; 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 Veal, 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.

Retaliation in any form against individuals bringing grievances is prohibited and will subject the offender to disciplinary action. In many instances it is also a violation of state and federal law.

STUDENT GRIEVANCES

WGTC Statement of Equal Opportunity

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System of Georgia shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Any violation or questions should be directed to Shalonda Sanders, Executive Director for Human Resources, Title IX Coordinator, Room 100E, 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 Veal, 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.

Retaliation in any form against individuals bringing grievances is prohibited and will subject the offender to disciplinary action. In many instances it is also a violation of state and federal law.
Grievance Procedures

The procedure listed below includes sexual harassment as well as forms of illegal discrimination listed as cited in the preceding Equal Opportunity Statement.

• A student has 90 calendar days from the date of the incident, or date the incident was discovered, to report his or her complaint to the office of the Title IX Coordinator, designee, or ADA & Section 504 Coordinator. As part of the initial meeting, the coordinator or designee shall present the student with a copy of the Student Grievance Procedure for information and reference along with a complaint form. The student shall complete the complaint form outlining the nature of the complaint and other information relevant to the investigation.

• If the grievance is against the Title IX Coordinator or ADA & Section 504 Coordinator, the student shall file the grievance in the Office of the President.

• Both the complainant and the respondent shall be given the opportunity to present witnesses and evidence in support of their statements. The Title IX coordinator, ADA & Section 504 Coordinator or designee shall investigate the complaint and supply a written response to the President, affected Vice President, affected supervisor, complainant and respondent within 60 calendar days of receiving the complaint. Note: The President may allow additional time to investigate or provide the written response should circumstances warrant a time frame extension. Written notice shall be provided to all affected parties advising them of the extension.

• If the grieved incident is closely related to an incident being processed through the student disciplinary procedure, that procedure shall take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.

• The President shall review the report and issue a final decision within 5 business days.

Appeals Procedures

• To appeal Investigation Report findings submitted to the President: If either the complainant or respondent is dissatisfied with the response from the Investigator, he or she may request a meeting with the President of the college within 5 business days of receiving the investigation report.

• To appeal a “no finding” determination made by the President:

1. If the complainant wishes to appeal the recommendation by the president that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within 5 business days of receiving notice of the president’s recommendation.

   2. The complainant must send the appeal by regular mail, facsimile, or email to the following:

      Executive Director of Legal Services
      1800 Century Place NE, Suite 400
      Atlanta, Georgia 30345-4304
      (404) 679-1615 (facsimile)
      UnlawfulHarassment@dtae.org

3. The TCSG Executive Director of Legal Services will convene a diverse committee of at least three persons to review the investigative file to determine whether there are sufficient facts to support a finding of unlawful harassment, retaliation, and/or discrimination.

4. If the facts do support a finding of unlawful harassment, retaliation, and/or discrimination, appropriate sanctions will be taken pursuant to the applicable disciplinary procedure.

5. If the facts do not support a finding of unlawful harassment, retaliation, and/or discrimination, the matter will be closed.

6. The Executive Director of Legal Services will provide written notice to the complaining party and subject of the investigation within 15 business days of the receipt of the appeal by the Executive Director of Legal Services.
ECONOMIC DEVELOPMENT

The purpose of the Economic Development Department at Wiregrass Georgia Technical College is to meet the training needs of businesses, industry, and individuals throughout the 11-county service area. The Economic Development Department provides continuing education, contract training, and other services to enhance the skill levels of the area’s workforce.

The department provides short term instruction in areas such as technical, business, industrial, health/safety, management/leadership, and supervision. The delivery of this training is offered through either continuing education offerings or contract training opportunities through an employer.

CONTINUING EDUCATION

Continuing Education programs at Wiregrass Georgia Technical College offers courses, workshops, seminars, and special events to meet the lifelong learning needs of the community. These non-credit educational offerings emphasize career development, personal growth, and cultural enrichment and are a significant educational service. Learning formats are designed to assist in updating present occupational skills and to teach new skills for current and projected job requirements. Course offerings may include but are not limited to those in the technical areas of electrical and automated manufacturing; health/safety areas such as CPR, first aid, blood-borne pathogens, and AED; and business areas such as computer software applications, real estate, customer service, and supervisory and management. Personal enrichment courses such as conversational Spanish, floral design, sign language, and more are offered to individuals who seek learning opportunities. The college also offers courses for Professional Learning Units (PLUs) through the Economic Development Department.

CUSTOMIZED/CONTRACT TRAINING

Customized Contract Training is provided to meet a company’s specific training needs. Through collaboration between the college and the company, a training program is designed to enhance the skill level of a company’s workforce. The programs include but are not limited to training, consultation, training analysis, course development, and instruction. Facilities are available or courses can be delivered on site or at another location suitable for the type of training required. The cost for the training varies depending upon the complexity of the training. An evaluation is conducted to ensure that the training outcomes meet the objectives of the company.

QUICK START

QuickStart provides award winning training assistance to new and expanding industries to help growing companies achieve maximum productivity in a minimal amount of time. Each QuickStart program is specific to that business and is developed by highly trained professionals. Most QuickStart projects include training plan development, facilities and equipment, instructor training, pre-employment training, and on-the-job training with usually little to no cost to the company.

E-LEARNING AND TESTING/ACT TRAINING CENTER

E-Learning and Testing at Wiregrass Georgia Technical College is an on-line delivered education system designed for the entire community. The E-Learning and Testing Center offers computer-delivered certification and licensure tests, workforce development for business and industry, skill acquisition/upgrades, and enrichment programs.

E-Learning courseware category offerings include: adult education, test preparation (GED®, SAT/ACT, LSAT, GMAT, GRE and more), computer basics, information technology, healthcare, real estate, writing, business, management/leadership skill development, industrial technology, safety skills, ESL, personal enrichment, graphic design and paralegal training. Some courses are also available in Spanish.

E-Testing at Wiregrass Georgia Technical College encompasses a variety of tests inside the technical, trade, vocational, and professional disciplines.

For more information concerning Economic Development at Wiregrass Georgia Technical College, call (229) 333-2122.

WORK READY

Through the Work Ready initiative, WGTC’s Department of Economic Development assists job seekers as well as workers currently employed in Georgia in pursuing a Work Ready Certificate to help them better market their skills to current and future employers. As part of the certification process, individuals complete an assessment that utilizes the nationally accredited WorkKeys® assessment system developed by ACT to measure their core skills and work habits. Participating individuals then receive a Work Ready Certificate that indicates their level of work readiness based on their performance. For individuals who want to improve their scores and gain a higher-level certificate, free online gap training is available through Wiregrass Georgia Technical College to help them accomplish their goals.
STUDENT BEHAVIOR

DRUG-FREE CAMPUS

Wiregrass Georgia Technical College makes every effort to ensure that effective drug and alcohol abuse prevention information is made available to students and employees. Assistance is provided to students through the Student Affairs Office.

No student or employee may engage in the unlawful possession, use, or distribution of illicit drugs or alcohol on the college’s property or as part of any of its sponsored activities. Such unlawful activity by students may be considered sufficient grounds for serious punitive action, including expulsion and incarceration. Violations by employees shall result in disciplinary action in keeping with the Technical College System of Georgia policy. Wiregrass Georgia Technical College reserves the right to have random drug checks. Wiregrass Georgia Technical College honors the federal Drug Free School and Communities Act Amendment of 1989 (Public Law 102-226). Any violations should be reported to the Vice President for Administrative Services and to security.

Policy

• The Federal Drug Free Schools and Communities Act Amendment of 1989 (Public Law 102-226) contains Section 22, Drug-Free Schools and Campuses, which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drug and abuse of alcohol by students.

• No student may engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on the institution’s property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion.

• If a student is convicted (including a plea of nolo contendre) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the college or elsewhere, the student will be suspended immediately and denied state and/or federal funds from the date of conviction.

• The college shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

• Within 30 days of notification of conviction, the college shall with respect to any student so convicted:
  - Take additional appropriate action against such student up to and including expulsion as it deems necessary
  - Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

FEDERAL, STATE, AND LOCAL LAWS

WIREGRASS GEORGIA TECHNICAL COLLEGE CONSIDERS A STUDENT TO BE AN ADULT AND EXPECTS HIM/HER TO OBEY THE LAW AND TAKE PERSONAL RESPONSIBILITY FOR HIS/HER CONDUCT.

A student is responsible for the observance of all federal, state, and local laws. The doctrine of in loco parentis which often protected a student is no longer effective. In “Student Freedoms and Responsibilities: A Working Paper” published by the American Association of State Colleges and Universities, it is pointed out that students should not expect college officials to come to their defense for activities committed in violation of civil codes. In fact, the college, as a member of the community, is responsible for cooperating with and contributing to the enforcement of all laws.

CAMPUS SECURITY

Wiregrass Georgia Technical College complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on or before October 1 or each year. The report is available from the Security Office or by calling 800-575-0567.

Our approach to campus security is service oriented and multi-purposed. The primary focus is to protect life and property. In addition, our approach serves to enhance and assist the educational process by providing a safe
environment in which to learn and work. Obeying laws and regulations is part of being an educated, contributing member of society.

(Section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, that provides for the tracking of convicted sex offenders enrolled at or employed by institutions or higher education. Information concerning registered sex offenders may be obtained from the local Sheriff’s office or by searching the Georgia Bureau of Investigation web site at www.ganet.org/gbi/sorsch.cgi.

The procedure for reporting criminal actions and emergencies is for any faculty, staff, student, or visitor to report any questioned activity/incidents to any administrative office in the college. Any one of the vice presidents, directors, or the president will respond. Current procedures require that at least one designated college official be available to respond to any situation as required. The campus switchboard operator is always aware of whom to contact in an emergency. Please note that this procedure is in no way meant to prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police department, fire department, hospital/ambulance, and so on). Emergency procedures and the 911 emergency numbers are posted in all areas of the college.

All staff members at Wiregrass Georgia Tech are informed of the need to be alert to campus emergencies or possible security violations. All suspicious activity is reported and responded to as indicated above. The Wiregrass Georgia Tech Maintenance Supervisor and outside maintenance workers are informed of their need to be alert to campus emergencies or possible security violations that occur on the outside of the buildings and in the college’s parking areas.

Security considerations are emphasized during the general maintenance of campus facilities. Shrubbery is cut back; areas are well lit and maintained as needed. In general, the physical plant is regularly checked and maintained to provide a safe environment.

Wiregrass Georgia Tech reports all violations of federal, state, and local laws to Wiregrass Georgia Tech Police Department for appropriate action. Officers are dispatched to investigate all reports. Law enforcement reports applicable to incidents on campus are obtained and are on file in the Security Office.

**Student Drug/Alcohol**

Campus security information is given out each semester at student orientation. In addition, faculty and Student Leadership Council meetings are used as forums to provide security and safety information. The Wiregrass Georgia Tech Safety Committee reviews all reports of incidents involving health and safety violations on campus. The goal of the information program is to encourage students and employees to be responsible for their own security and the security of others.

The college reserves the right to conduct mandatory drug/alcohol checks in all academic programs. Allied Health students who participate in clinical activities are required to submit to a drug/alcohol screening before the first clinical day and to random screenings thereafter. Commercial Truck Driving students must pass a NIDA 5 drug screen before admission to the program and are subject to a random drug screen during the program. Students in the Early Childhood Care and Education program may be required to a drug/alcohol screening before the first practicum course and are subject to follow-up random screenings. After dismissal for use of illegal drugs or alcohol, a student may be restricted from returning to the program for up to one year. Re-admission to the college will require documentation that the individual has completed a rehabilitation program.

**Incident Report, Statistics, and Other Notifications**

All incidents on campus involving safety and security violations are reported in a written format to the Wiregrass Georgia Technical Police Department. Reports are submitted on an “Incident Report” form. Copies of all law enforcement reports of incidents occurring on campus are filed in the Wiregrass Georgia Technical Police Department main office.

Crime statistics are kept by the Wiregrass Georgia Technical Police Department main office in compliance with the Crime Awareness and Campus Security Act. These statistics include the occurrence on campus of the following criminal offenses: murder, rape, robbery, petty theft, aggravated assault, burglary, and motor vehicle theft. In addition, statistics are kept for the following crimes occurring on campus: liquor law violations, drug abuse violations, and weapons possessions.

Law enforcement agency information concerning registered sex offenders may be obtained through local sheriffs’ offices. Also, the Georgia Bureau of Investigation maintains a web site of registered sex offenders at www.ganet.org/gbi/sorsch.cgi.
EMERGENCY PROCEDURES

Fire

The fire alarm will be activated in case of fire or fire drill. Students and all Wiregrass Georgia Tech personnel should evacuate the building according to evacuation procedures posted in each area. Students should wait at the designated place until given the signal to return to class. The “all clear” signal (one long continuous ring) will indicate when it is safe to return to the building.

Bomb Threat

In the event a bomb threat occurs, an announcement will be made over the PA system or by messenger that it is necessary to evacuate the building. Students and all Wiregrass Georgia Tech personnel should evacuate the building according to evacuation procedures posted in each area. Everyone should wait at the designated place until given the signal to return to class. The college president/designee will indicate when it is safe to return to the building.

Tornado

Tornado evacuation routes to shelters are posted in each area. Everyone in portable buildings will evacuate to the nearest permanent building. In case of tornado or tornado drill, the PA system or a messenger will be used to announce the need to report to the shelter areas. When the danger has passed, a member of the administrative staff or his/her designee will, through a verbal announcement via PA or messenger, notify the instructor when it is safe to return to class or of any other proper procedures.

Accident or Illness

In case of an accident or sickness while on campus, students should notify their instructor immediately. The instructor will call for emergency transportation when needed. Ambulances will be called when required, but students will be billed for the cost of the ambulance. Dial 911 or other local emergency numbers.

Minor first aid kits are available in each department. Minor first aid can be provided when necessary.

Emergency Closing

The president or designee is authorized to close the college if conditions exist that may threaten the health and safety of students and employees. The President is also authorized to delay the opening hour of the academic day or to release students and employees before the normal day ends if hazardous conditions exist. Closing or delayed openings will be announced by area radio, television, and cable stations.

DRESS CODE

It is expected that students will dress appropriately at all times while at the College. Dress requirements will vary in the classroom, laboratory areas, and clinical sites. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Students shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols where the effect thereof is to detract unreasonably the attention of other students or otherwise to cause disruption or interfere with the operation of the college. Any full-time faculty or staff member has the authority to determine if the particular mode of dress results in disruptions or interference.

In order to have a standard against which students may be measured in preparation for employment in business and industry, a dress code is required as follows:

- All clothing will be suitable for specific laboratory or industrial activities of the student’s chosen occupation. Students should select clothing for school wear that does not create a safety hazard in meeting their performance requirements of their courses.
- Students will be required to conform to employer dress codes as may be required in cooperative education, internships, or clinical work sites.
- Students must conform to any program uniform requirements. Instructors will be responsible for informing students of any special uniform, or safety equipment requirements. Allied Health students should refer to their department’s handbook for specific uniform requirements.
- Shirts will cover the midriff area. Halter tops, backless blouses, revealing neck lines and tank tops are not authorized. Gym shorts and sweat pants are not considered appropriate attire.
- Shoes must be worn at all times. Further, shoes worn in the laboratory areas will cover the entire top of the foot.
- Shorts may be worn as long as they are in good taste, are consistent with the attire of the area of training received, and do not constitute a safety hazard to the student.
In addition to the specifics of the dress code enumerated above, students must visibly display their Wiregrass Georgia Technical College current ID badges at all times while on campus.

Violators of the dress code will be sent home to change into appropriate attire. Appeals will be in accordance with the Student Appeals Policy.

COLLEGE LIABILITY

Students are responsible for equipment, books, personal articles, and material brought in for repair. Wiregrass Georgia Tech will not be liable for any personal articles left or brought to the campus that might be stolen or broken. Wiregrass Georgia Tech will not be liable for damage or theft of articles or vehicles brought to the college for repair. Suspected thefts should be reported to the security office on each campus.

STUDENT CONDUCT

Wiregrass Georgia Tech exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. In order to provide an environment conducive to learning, the institution 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 by the authorized administrator. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

- 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.
- Physically abusing or intentionally inflicting severe emotional distress upon another person on campus (including sexual harassment as defined by State policy).
- 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.
- Verbal or physical abuse of, or insubordination toward any student, faculty member, administrator, or employee of the college.
- Participation in any form of gambling while on college property.
- Unauthorized entry into any portion of college facilities or campus which has been reserved, restricted in use, or placed off limits, as well as unauthorized presence in college facilities after closing hours, or unauthorized possession or use of a key to college facilities.
- 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.
- Intentional misuse of any fire alarm or fire-fighting equipment at the college.
- Use of tobacco in any form is prohibited within any of the college buildings or vehicles. Smoking will be allowed on campus in privately owned vehicles and in designated areas. The use of smokeless tobacco is prohibited on the college campus, except within privately owned vehicles.
- Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid properties of the college.
- Failure to make proper identification when requested to do so by any properly identified instructor, administrator, or staff person in the performance of his/her duties.
- Loitering in the hallways or classrooms/labs when classes are in session.
- Operation of student organizations not approved by the college administration and Board of Directors.
- Failure to follow established program or departmental regulations.
WEAPONS POLICY

It shall be unlawful for any person to carry, to possess, or to have under control any weapon within a school safety zone or at a school building, during a school function, or on school property or transportation furnished by the school. The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistc knife, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon or like kind and any stun gun or laser defined in O.C.G.A. 16-11-106. Punishment: A fine of not more than $10,000, imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to provision of O.C.G.A. 15-11-37.

COMPUTER USE POLICY

Students and employees utilizing Wiregrass Georgia Technical College provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college. Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. 16-9-90 et seq):

- Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- Computer trespass (unauthorized use of computers to delete or alter data or interfere with others’ usage);
- Computer invasion of privacy (unauthorized access to financial or personal data or the like);
- Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding $500 – in practice, this includes any disclosure that requires a system security audit afterward); and

Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a $50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a $5,000 fine and 1 year of imprisonment, plus civil liability.

The purpose of WGTC-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students’ use must be in support of and consistent with the educational objectives of the Department. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on Department or Technical College-based computers to be private. Electronic messages and files stored on Technical College-based computers shall be treated like other Technical College premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, Department and Technical College officials shall cooperate with law enforcement officials who are properly authorized to search Department and Technical College computers and computer systems.

All information created, stored, or transmitted by Department or Technical College computers or networks is subject to monitoring for compliance with applicable laws and policies.

Students will be provided a Computer Use Policy agreement that must be signed prior to being computer access. TCSG’s complete Computer Use Policy may be found in the State Board Policy and Procedures Manual C.IV. Computer and Internet Use Policy.

HIGHER EDUCATION OPPORTUNITY ACT (HEOA) DISCLOSURE STATEMENT

Unauthorized Distribution of Copyrighted Materials is Against Federal Law

The unauthorized copying and distributing of copyrighted materials, including, but not limited to peer-to-peer (P2P) file sharing, is a violation of United States copyright law and may result in civil and criminal liability and prosecution.
Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for Copyright Infringement include Civil and Criminal Penalties.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Unauthorized Distribution of Copyrighted Materials is Prohibited by TCSG Policy

TCSG State Board Policy II.C.4 prohibits the unauthorized distribution of copyrighted materials via TCSG systems or networks. Maximum penalties under Georgia Law are a $50,000 fine and 15 years of imprisonment, plus civil liability in addition to the potential federal penalties listed above.

Legal Alternatives for Downloading or Otherwise Acquiring Copyrighted Materials

For a list legal alternative sites for downloading copyrighted materials please visit http://www.educause.edu/legalcontent.

DISCIPLINARY MEASURES

It is the responsibility of all Wiregrass Georgia Tech personnel to maintain an atmosphere conducive to learning, free from intimidation, and wholesome in every respect. An atmosphere that is conducive to learning must be maintained, and no student will be allowed to prevent other students from having this privilege. Any behavior that reflects adversely upon Wiregrass Georgia Technical College, its personnel, or its students will make the individual involved liable for disciplinary action.

If and when it is necessary to discipline students to maintain safety, order, discipline, and the educational process, one or more of the following disciplinary measure will be taken:

Removal

The instructor of a training area is responsible for all activities that occur therein. Therefore, he/she may refer any person from the training area to the appropriate administrative office when he/she feels that an institutional policy violation justifies this action. In so doing, the instructor will identify the reason for the referral. When any student has been instructed to leave the instructional area because of unruly or disruptive behavior, the Vice President for Academic Affairs or Provost is to be notified immediately. No student will be allowed to return to the class until counseling and/or disciplinary action has been taken.

Probation

A student will be placed under specified restrictions.

Suspension

A student will be forced to be dropped from the college for a specified time.

Dismissal

A student will be removed from enrollment from the college under specific conditions for future re-enrollment.
Appeals

Wiregrass Georgia Technical College students have the right to appeal adverse actions, including denial of admission, probation, suspension, or expulsion for circumstances involving areas such as failure to meet financial obligations, academic grades below minimum allowable requirements, excessive absences, inappropriate conduct, and other student conduct code violations contained in the Student Handbook.

All appeals should be submitted to an appropriate administrator of the college department involved in the adverse action within ten calendar days of the date that the student learned of or reasonably should have learned of the adverse action except dismissal for excessive absences, for which the time limit is two days. The department involved in the adverse action will convene a committee to review the appeal, within three work days of submittal of the appeal. Further appeals to the Vice President for Academic Affairs and to the college President must be made within five calendar days following the announcement of the decision in each case.

An unfavorable ruling by the department appeals committee may be appealed by the students to the vice president of the department involved in the adverse action. Unfavorable rulings by the vice president on probation, suspension, and dismissal may be appealed further to the college president. The decision by the college president will become the final campus decision on an appeal. For all other appeals, the decision of the department vice president will be final.
Adult Education, English Literacy, Workplace Literacy, and GED Preparation classes offered by Wiregrass Georgia Technical College are specifically designed for adults who have different educational needs. A flexible program has been designed to meet the needs of adult learners who wish to improve their literacy skills or obtain their GED® credential. The educational services are available at various locations in the college’s 11-county service area.

Adult Education and GED Preparation classes include instruction in language arts reading, language arts writing, science, social studies, and mathematics, as well as basic math, reading, and an introduction to writing and grammar. These classes are designed to focus on preparation for the GED test. The English Literacy classes provide instruction with an emphasis on learning to speak English for students where English is their second language. Workplace Literacy classes provide customized instruction addressing specific industry needs. Services include, but are not limited to the following: reading, writing, math, and problem solving skills.

GED TESTING

Wiregrass Georgia Technical College is an official General Educational Development (GED) Testing Center. The GED tests are developed by the General Educational Development Testing Service (GEDTS) of the American Council on Education and are designed to provide an opportunity for adults who have not graduated from high school to earn a high school level educational diploma. The GED tests measure the major academic skills and knowledge associated with a high school program of study, with increased emphasis on workplace and higher education. GED credentials are accepted by industry, government, licensing boards, colleges and universities, and employers as the equivalent to a high school education.