About CGTC

Mission Statement

Central Georgia Technical College, a unit of the Technical College System of Georgia, provides traditional and distance learning educational programs and services. Through credit instruction, adult education, and customized business and industry workforce training, the College contributes to economic and workforce development within its eleven-county service area and throughout the State of Georgia.

Philosophy

Consistent with its Mission, as presented by its faculty and staff, Central Georgia Technical College affirms the following Philosophy that it is the College's responsibility:

- To provide quality academic and technical instruction leading to career preparation at the associate degree level and below through traditional and distance education modes of delivery.
- To provide appropriate adult educational opportunities to promote literacy among the general public and workforce personnel.
- To design and staff programs that will meet the needs of business and industry by training, retraining, and upgrading skills and work habits that promote maximum productivity.
- To establish a foundation for lifelong learning that will enhance the potential of the individuals in the greater Central Georgia region to become more productive, responsible, and upwardly mobile members of society.
- To promote public awareness of the value of academic and technical education.
- To collaborate with other post-secondary and secondary institutions to provide a seamless educational system.

Vision

Central Georgia Technical College's vision is that the College will be an integral part of a dynamic, unified system of technical education, adult education, and customized business and industry training, using current technology with access to education and training for citizens in its eleven-county service area and the State of Georgia. As a member of this system, the College will be a part of a seamless educational continuum which students can efficiently transition from secondary education to technical college and beyond.

The College envisions an educational system that develops a competitive workforce and quality communities, thus contributing to the greater central Georgia's economic success in the global marketplace. The recognition that this system will command throughout the state will make it the preferred educational option for that majority of adults whose career choices require qualifications beyond a high school diploma, for those companies that require customized training and retraining services, and for those seeking a lifetime of educational experiences.

History of the College

Central Georgia Technical College (CGTC) was officially established to conduct business by the State Board of the Technical College System of Georgia during its September 2012 meeting when the Board approved the consolidation of *Middle Georgia Technical College (est.1973), Warner Robins, GA and *Central Georgia Technical College (est. 1962), Macon, GA. The College Leadership then requested and received approval from its regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Board of Trustees during its June 2013 meeting to continue as an accredited institution with Level I status, granting associate degrees. The consolidated College officially began doing business as Central Georgia Technical College July 1, 2013. A Mission statement for the consolidated College was approved by the State Board of the Technical College System of Georgia during its April 2013 meeting and was distributed throughout the College community.

The primary campus for CGTC is located at 80 Cohen Walker Drive, Warner Robins, GA 31088. The College services eleven counties in Georgia as listed here: Baldwin, Bibb, Crawford, Dooly, Houston, Jones, Monroe, Peach, Pulaski, Putnam, and Twiggs. The College has campuses located in Milledgeville (Baldwin), Macon (Bibb), and Warner Robins (Houston). Instructional Centers are also located in Eatonton (Putnam), Roberta (Crawford), Gray (Jones), Forsyth (Monroe), and Hawkinsville (Pulaski). Although the College is assigned a specific service area by the Technical College System of Georgia (TCSG) it offers distance education opportunities through on-line and hybrid instruction. In addition, the College offers Adult Education services to citizens within the eleven county service area listed above and in Macon County therefore servicing citizens with adult education activities in twelve counties at various locations throughout each.

The consolidated College operates 958,186 square feet of State owned or leased existing facility space with an expected additional 78,345 sq. ft. Health Services facility being added at its Warner Robins, Houston County campus.

CGTC offers 41 associate degrees, 49 diplomas, and 138 technical certificates of credit in areas of Aerospace, Trade and Industry, Business and Computer Technologies, Health Sciences, Public Safety and Professional Services and General Studies. The College also offers continuing education classes and economic development services. The College is accredited by the Southern

Association of Colleges and Schools to award associate degrees and many programs hold industry-specific accreditations, licensure, and approvals from various state and national agencies. CGTC, in the tradition of the individual Colleges, will continue to contribute to economic and workforce development in its eleven county service area and throughout the State of Georgia.

Together, Middle Georgia Technical College and Central Georgia Technical have long histories. To view historical information on each College prior to the consolidation visitMGTC/CGTC History prior to July 1, 2013.

Accreditation

CGTC is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Accreditation processes are coordinated by the Vice President for Institutional Effectiveness who may be reached by calling (478) 757-3424. The Commission on Colleges is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Statement of Accreditation:

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

Board of Directors

The Local Board of Directors is appointed by the State Board of the Technical College System of Georgia to assist the State Board in carrying out its mission. The Local Board represents the geographic area served by CGTC and reflects the population, businesses, and industries of central Georgia. The purpose of the Local Board is to facilitate the delivery of programs, services, and activities as directed by the State Board, advise the President and the State Board of local industry and community needs for the programs and services to be provided by CGTC, and advocate within the community and in the state on issues of importance in support of the technical college system and Georgia's workforce development efforts.

The Local Board follows by-laws consistent with those approved by the State Board. The Local Board meets at least eight (8) times per calendar year, and meetings are conducted in compliance with Georgia's Open and Public Meeting statutes O.C.G.A. § 50-14-1 thru § 50-14-6.

College Divisions

Academic Affairs

The Office of Academic Affairs is responsible for all academic programs that include associate degrees, diplomas, and technical certificates and the adult education initiative. The faculty and instructional staff report to the Vice President of Academic Affairs.

Administrative Financial Services

Administrative Financial Services performs the following functions: management and operation of accounting, budgeting and financial reporting, inventory and asset management, payroll records management, purchasing, Health and Flexible Benefit Programs, other personnel functions, application of federal guidelines and regulations.

Adult Education

The Office of Adult Education is responsible for the administration of the GED Testing Program, GED Test Preparation, Adult Basic Education, Adult Specialist Education, Adult Literacy, English as a Second Language, Citizenship and Accelerating Opportunity programs. Workplace, volunteer, health literacy, financial literacy, and family literacy programs are a part of Adult Education services. The faculty and staff report to the Vice President for Adult Education.

Economic Development

The Office of Economic Development is responsible for customized training, business and industry programs and continuing education. Quick Start programs, the Computer Training Center, and administration of the Georgia Work Ready Program are part of the College's economic development services.

Executive

Facilities and Ancillary Services

Facilities and Ancillary Services is responsible for coordination and oversight of campus expansion, construction, renovation, facilities maintenance, grounds, custodial services, safety, security and information technology are provided.

Institutional Advancement and Foundation

Institutional Advancement coordinates the solicitation of funds, grants, and properties from corporations, government agencies and private sources. The CGTC Foundation provides private funding for capital expansion and improvements, equipment, staff and faculty development, scholarships and endowments.

Human Resources

The Office of Human Resources is responsible for the recruitment and evaluation of new employees. It processes payroll and maintains employment data. The Office of Human Resources administers and manages a variety of employee benefit plans and advises employees and supervisors regarding work performance and conflict management.

Knowledge Management

The Office of Knowledge Management is responsible for maintaining student records and the administration of the college's database. Knowledge Management also oversees the college's communications center, which serves as first line of communication for student inquiries. In addition, this office is responsible for the development and maintenance of internal web applications.

Marketing and Public Relations

Marketing and Public Relations coordinates all public relations efforts that support the growth and development of the college. The goal of the department is to enhance the college's presence throughout the middle Georgia community by developing and maintaining an effective communications strategy that reaches local, state and national media, business leaders, legislators and prospective students.

Institutional Effectiveness

Institutional Effectiveness is responsible for coordination and oversight of educational initiatives, college-wide professional development, and evaluation and planning processes that support mission fulfillment, quality assurance, and adherence to accreditation principles. Research and evaluation responsibilities are conducted to support collegiate planning, policy formation, and decision-making.

Office of the President

The Office of the President supports the educational, economic, and community development missions of the College. The Office of the President assures the academic and technical education, student support services, customized business and industry services, continuing education, and adult education services are held to the highest standards by guiding each division's leaders and staff.

Satellite Operations

The Office of Satellite Operations provides oversight, administration and support to the Milledgeville campus and the county centers of the College. Satellite operations are divided into North and South divisions to better aid the service delivery area. Programs and services are geared towards the needs of local business and industry and provides a community relations presence for the College. The staff of the north and south Office of Satellite Operations reports to the respective Vice Presidents of Satellite Operations.

Student Affairs

The Office of Student Affairs provides the following services: Admissions, Registrar's Office, Recruitment, Career Services, Athletics and Student Activities, Disability and Special Populations Services, High School Initiatives, Student Support Services and Testing Services.

Student Financial Services

The Office of Student Financial Services provides Financial Aid Services to our students who are eligible. Student Financial Services also assists students with Scholarship, Third Party, WIOA, VA, and all other tuition and fee payments. This office also provides Direct Loan Workshops and assistance with Financial Aid applications to students.

Technology

The Office of Technology supports the constantly changing high-technology environment of CGTC by providing comprehensive technology services to advance instruction, college services, and business processes for students, faculty, staff, administration, and the community. The Office of Technology works together with the college community by assisting with technology initiatives, planning, securing resources, exploring new technology, and implementing and maintaining technology projects. The Office of Technology strives to meet the needs of its stakeholders by staying current with industry changes and receiving input from all parties and the community, along with technology experts. The staff of the Office of Technology reports to the Vice President of Technology.

College Foundation

The consolidated Central Georgia Technical College Foundation, a nonprofit, 501(c)3 organization, supports Central Georgia Technical College in its mission to contribute to economic and workforce development in Central Georgia. The Foundation strives to promote community awareness of the benefits offered by the College and to supplement available resources through private funding for capital expansion and improvements, equipment, staff and faculty development, and endowments. The CGTC Foundation serves students, educational initiatives, and community partnerships in Baldwin, Bibb, Crawford, Dooly, Houston, Jones, Monroe, Peach, Pulaski, Putnam, and Twiggs Counties.

The CGTC Foundation was established in 2014 when the Board of Trustees voted to consolidate the Central Georgia Technical College Foundation (established in 1991) and the Middle Georgia Technical College Foundation (established in 1988) to appropriately reflect the mission of the new Central Georgia Technical College.

The CGTC Foundation is governed by a local board of trustees who solicit gifts, bequests of property, and funds designated to

support educational purposes at the College. The Board of Trustees cultivates and coordinates cash, grants and other funding, as well as property from industry, business, foundations and friends of CGTC.

Advisory Committees

At CGTC, each instructional program has an advisory committee which consists of business leaders who counsel and guide instructors to maintain quality programs and educational training standards. Instructional advisory committees provide advice for programs of study and make recommendations for improvement to meet employment standards within the occupation. These committees advise and assist CGTC in conducting community surveys, course planning, laboratory planning, recruitment of teachers, assistance to teachers, placement of students, and public relations. Curricula change recommendations made by the Advisory Committees are forwarded through the State Standards Revision Process.

Central Georgia Technical College Calendar 2015 – 2016

2015 Fall Semester (201612)

August 4-12, Tuesday-Wednesday	Annual Leave/Work Day
August 13-14, Thursday-Friday	Work Days/Registration
August 17, Monday	Fall Semester Begins
August 17-19, Monday-Wednesday	Drop/Add Period/Refund Deadline
August 22, Saturday	Saturday Classes Begin
September 5, Saturday	No Saturday Classes
September 7, Monday	Labor Day Holiday (College Closed)
October 8, Thursday	Midterm
October 9, Friday	Student Holiday/Professional Development/Work Day
October 21, Wednesday	Last day to withdraw with a W grade
November 2, Monday	Spring Semester Registration Opens (Current & Returning Students)
November 11, Wednesday	Veteran's Day Holiday (College Closed)
November 16, Monday	Spring Semester Registration Opens (New Students)
November 23-24, Monday-Tuesday	Student Holiday/Work Days/Annual Leave
November 25, Wednesday	**Confederate Memorial Day (Observed - College Closed)**
November 26, Thursday	**Thanksgiving (College Closed)**
November 27, Friday	**Robert E. Lee's Birthday (Observed - College Closed)**
November 28, Saturday	No Saturday Classes
December 9, Wednesday	Last Day of Classes
December 10, Thursday	Final Exams (T/R Classes)
December 11, Friday	Student Holiday/Work Day
December 12, Saturday	End Saturday Classes/Final Exams
December 14, Monday	Final Exams (M/W Classes)
December 15, Tuesday	Final Exam Make-Up/Fall Semester Ends
December 16, Wednesday	Grades Due/Work Day/Annual Leave
December 17-22, Tuesday-Thursday	Work Days/Annual Leave
December 23, Wednesday	**Columbus Day (Observed - College Closed)**
December 24, Thursday	**Washington's Birthday (Observed - College Closed)**
December 25, Friday	**Christmas Day (College Closed**)

December 28-31, Monday-Thursday	Work Days/Annual Leave

2016 Spring Semester (201614)

January 1,Friday	**New Year's Day (College Closed)**
January 4, Monday	Work Day/Registration
January 5, Tuesday	Spring Semester Begins
January 5-7, Tuesday-Thursday	Drop/Add Period/Refund Deadline
January 9, Saturday	Saturday Classes Begin
January 18, Monday	**Martin Luther King, Jr. Holiday (College Closed)**
February 15, Monday	Student Holiday/Professional Development/Work Day
February 29, Monday	Midterm
March 10, Thursday	Last day to withdraw with a W grade
March 14, Monday	Summer Semester Registration Opens (Current & Returning Students)
March 28-April 1, Monday-Friday	Spring Break/Student Holiday/Work Days/Annual Leave
April 2, Saturday	No Saturday Classes
April 4, Monday	Summer Semester Registration (New Students)
April 27, Wednesday	Last Day of Classes
April 28, Thursday	Final Exams (T/R Classes)
April 29, Friday	Student Holiday/Work Day
April 30, Saturday	End Saturday Classes/Final Exams
May 2, Monday	Final Exams (M/W Classes)
May 3, Tuesday	Final Exam Make-Up/Spring Semester Ends
May 4, Wednesday	Work Day/Grades Due
May 5, Thursday	Work Day/Annual Leave
May 6, Friday	Graduation/Annual Leave

2016 Summer Semester (201616)

May 9-13, Monday-Friday	Work Days/Annual Leave
May 16, Monday	Work Day/Registration
May 17, Tuesday	Summer Semester Begins/First Day of Classes
May 17-19, Tuesday-Thursday	Drop/Add Period/Refund Deadline
May 21, Saturday	Begin Saturday Classes
May 28, Saturday	No Saturday Classes
May 30, Monday	**Memorial Day Holiday (College Closed)**
June 17, Friday	Midterm
June 24, Friday	Last day to withdraw with a W grade
July 2, Saturday	No Saturday Classes
July 4, Monday	**Independence Day Holiday (College Closed)**
July 5-8, Tuesday-Friday	Summer Break/Student Holiday/Work Day/Annual Leave
July 11, Monday	Fall Semester Registration Opens (Current and Returning Students)

July 18, Monday	Fall Semester Registration (New Students)
July 26, Tuesday	Last Day of Classes
July 27, Wednesday	Final Exams (M/W Classes)
July 28, Thursday	Final Exams (T/R Classes)
July 29, Friday	Final Exam Make-Up
July 30, Saturday	End Saturday Classes/ Final Exam/Summer Semester Ends
August 1-5, Monday-Friday	Grades Due/Work Day/Annual Leave

Information Directory

Warner Robins Campus
Phone: (478) 988-6800
Fax: (478) 988-6947

Macon Campus
Phone: (478) 757-3400
Fax: (478) 757-3454

Milledgeville Campus
Phone: (478) 445-2300
Fax: (478) 445-2334

Crawford County Center
Phone: (478) 836-6001

Jones County Center

Phone: (478) 986-4370

Monroe County Center
Phone: (478) 992-2717/(478) 836-6021

Putnam County Center
Phone: (706) 923-5000

Twiggs County Center
Phone: (478) 945-3127

Sam Way, Sr. Hawkinsville Workforce Development Center
(478) 783-3017

E-mail Address:
info@centralgatech.edu

Web-site: www.centralgatech.edu

Warner Robins Campus (Area Code 478)

Academic Affairs	988-6849
Admissions	988-6850
Adult Literacy	988-6851
Barbering	218-3310
Bookstore	988-6805
Cashier Window	218-3387
Care Center	988-5020
Childcare	988-6824
Cosmetology	988-6913
Economic Development	988-6852
Financial Aid	988-6871
Information Technology	218-2509
Library	988-6863

Maintenance	218-3381
Security	988-6993
Testing Center	218-3390

Macon Campus (Area Code 478)

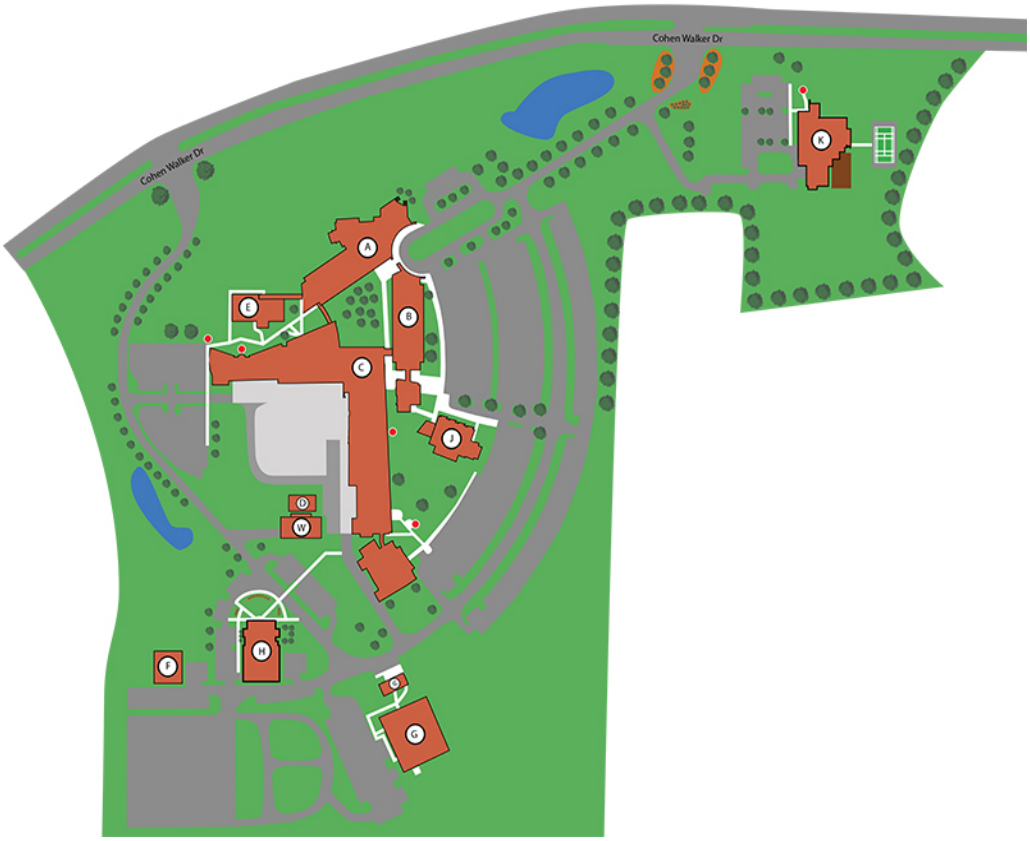
Academic Affairs	757-3427
Academic Success Center (Tutorial Services)	757-3674
Admissions	757-7452
Adult Learning Center	757-6669
Barbering Services	757-5290
Bookstore	757-3409
Cashier Window	757-7453
Career Services	757-3431
Continuing Education	757-3445
Cosmetology Services	757-3420
Distance Learning Coordinator	757-2507
Economic Development	757-3550
Financial Aid	757-7451
GED Testing	757-2512
CGTC Foundation Office	757-3503
Library	757-3549
Maintenance and Operations	757-3440
President’s Office	757-3501
Public Relations	757-3516
Registrar's Office	757-7454
Security	757-3453
Special Populations/Disabilities	757-3676
Student Affairs	757-3507
Student Support Center	757-5295
Testing Center	757-3515
Trade Act Agreement (TAA)	757-3417
Veterans Affairs	757-3495
Workforce Innovation and Opportunity Act (WIOA)	757-6621

Milledgeville Campus (Area Code 478)

Academic Affairs	445-2302
Admissions	445-2303
Bookstore	445-7281
Career Services	445-2313
Continuing Education	445-2307
Financial Aid	445-2304
Library	445-2333
Student Affairs	445-2322

Campus Maps

Map of the Warner Robins Campus

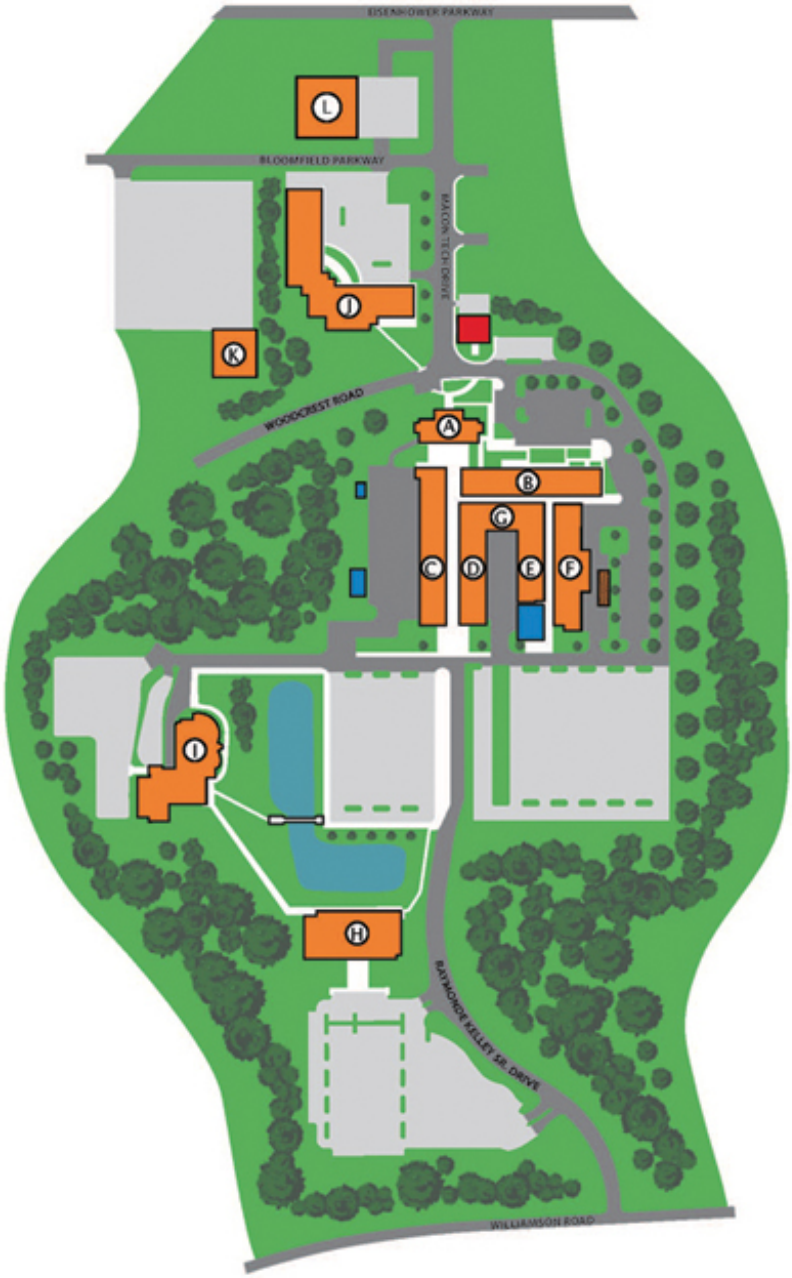


Legend

- **A** Administrative Offices, Admissions, Financial Aid, General Education Classrooms
- **B** Classroom and Lab Building - Business & Computer Technology, Health Sciences, Dental Programs, Criminal Justice and Cosmetology
- **C** Classroom and Lab Building - Industrial, Aerospace, and Trade Programs
- **D** Maintenance and Facilities
- **E** Administrative Services, Bookstore and Human Resources
- **F** Classroom and Lab Building - Truck Driving and Barbering
- **G** Athletics and Campus Life - Student Pavilion, Multipurpose Facility, Wellness Center, Campus Food Services
- **H** Economic Development
- **J** Glynn Greenway Building - Science Labs
- **K** Child Development Center and Early Childhood Care and Education Program
- **W** Warehouse - Shipping and Receiving
- Designated Smoking Areas

Public Parking

Map of the Macon Campus



Legend

- **A** Administrative Building: President's Office, Human Resources
- **B** Classroom and Lab Building, Snack Bar
- **C** Classroom and Lab Building
- **D** Classroom and Lab Building, Academic Success Center
- **E** Classroom and Lab Building

- **F** Classroom and Lab Building
- **G** Classroom and Lab Building
- **H** Health Technology Classroom and Lab Building, Auditorium
- **I** Arts and Sciences Classroom and Lab Building, Economic Development and Community Relations, Food Court, Bookstore, Library
- **J** J. Melton Palmer, Jr. Classroom and Lab Building, Business Office, Student Affairs, Professional Testing Center
- **K** Adult Learning Center
- **L** CGTC Bookstore
- Estheticians Lab Modular Building
- Campus Security and Safety Building
- Public Parking (except where indicated)
- Restricted Parking
- Plant Operations

Directions to the Milledgeville Campus

Located at 54 Highway 22 West in Milledgeville at the intersection of GA Highway 22 (Gray-Milledgeville Road) and U.S. Highway 441 By-Pass (Culver Kidd Hwy).