

Admission and Registration

Central Georgia Technical College Application for Admissions is online at: www.centralgatech.edu. Program information, admission requirements and semester start dates and deadlines are posted on the college website. Additionally, a paper application, admission and program information are available at any of the College's locations.

CGTC Warner Robins Campus

80 Cohen Walker Drive
Warner Robins, GA 31088
(478) 988-6800
Toll Free 1-866-430-0135
(outside local calling area)

e-mail:

admissionsoffice@centralgatech.edu

CGTC-Milledgeville Campus

54 Highway 22 West
Milledgeville, GA 31061
(478) 445-2303

CGTC Jones County Center

161 West Clinton Street
Gray, GA 31032
(478) 986-4370

CGTC Putnam County Center

580 James Marshall Bypass
Eatonton, GA 31024
(706) 923-5000

CGTC Macon Campus

3300 Macon Tech Drive
Macon, GA 31206
(478) 757-3403

CGTC Crawford County Center

640 GA Highway 128
Roberta, GA 31078
(478) 836-6001

CGTC Monroe County Center

25-A Brooklyn Avenue
Forsyth, GA 31029
(478) 992-2717

CGTC Sam Way, Sr. Hawkinsville Workforce Development Center

243 Warner Robins Highway
Hawkinsville, GA 31036
(478) 783-3017

Central Georgia Technical College Admissions Policy

The admissions policy and procedures related to the Technical College System of Georgia assure the citizens of Georgia 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 policy and procedures governing admission to Central Georgia Technical College will:

1. Be nondiscriminatory to any eligible applicant regardless of sex, race, color, national origin, age, or disability,
2. Increase prospective students' opportunities,
3. Guide the implementation of all activities related to admissions to the colleges and their programs; to students' financial aid; and to the recruitment, placement, and retention of students,
4. Complement the instructional programs of Central Georgia Technical College.

Admissions Requirements

A. Eligible Applicants

All students must be at least 16 years of age at the time of application to Central Georgia Technical College (exceptions may be granted by the President of CGTC). Dental Assisting, Dental Hygiene, Medical Assisting, Practical Nursing, Surgical Technology and Technical Studies applicants must be at least 17 at the time of application; applicants for the Radiologic Technology program must be 18.

B. Education

1. A High School Equivalency (HSE) test approved by the state in which it was awarded (including a General Educational Development (GED®) diploma) or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to Central Georgia Technical College unless otherwise specified by the program's standards. 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 accreditation agency list. Graduates of unaccredited high schools must obtain a HSE diploma.
2. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a HSE diploma or high school diploma.
3. Home school students may follow an alternative path for admission, described below. High school diplomas from unaccredited institutions, Certificates of Attendance or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
4. Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:
 - a. Submit a Certificate of Attendance form from the local superintendent's office or Georgia Department of Education 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 as required by O.C.G.A. § 20-2-690.
 - b. 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.
5. 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:
 - a. 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.
 - b. Submit SAT or ACT scores that meet the TCSG system minimum requirements.
6. The High School/HSE diploma requirement is waived for students dually enrolled or jointly enrolled high school or adult education programs with Central Georgia Technical College.

C. **Assessment**

1. The ability of a student to succeed in a program at Central Georgia Technical College is greatly determined by the math and language skills possessed by that student. Central Georgia Technical College is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at Central Georgia Technical College. Students will then be admitted in accordance with the academic standards applicable to that program.
2. Students applying for degree and diploma programs and most certificate programs are required to submit scores earned on the Accuplacer admissions test, SAT, ACT or CPE scores obtained within the past five years. The placement test is administered regularly at Central Georgia Technical College.
3. 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) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument.

D. **Categories of Admissions**

Minimum admissions requirements are established for each program.

Students shall be admitted to a Technical College in one of the following categories: Regular; Provisional; Learning Support; Special; or Transient.

1. **Regular Status**

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

2. **Provisional Status**

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co- requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have

satisfactorily completed the necessary prerequisite and learning support course work in order to progress the curriculum. Students in this category may be required to complete a college success course.

3. Special Admit Status (Non-credential seeking)

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status.

E. Student Types

1. Returning Students

- a. Students desiring to re-enter Central Georgia Technical College after a term of non-enrollment must reapply for admission through the Admission Office. Students applying to return must complete a Student Re-Entry Form indicating the program of study, term of re-entry, and any applicable changes to their personal data such as name, address and/or phone number. To receive credit for any coursework completed at another institution while not enrolled at Central Georgia Technical College, students must provide official transcripts documenting courses completed. Students should verify their financial aid eligibility through the Financial Aid Office.
- b. Students dismissed or suspended from Central Georgia Technical College may apply to re-enter at the beginning of any term following the dismissal or suspension period. Reapplication does not mandate acceptance. Students reapplying for admission after their program curriculum has changed will normally be required to meet the requirements of the new curriculum.

2. Transient Students

A student in good academic standing at another accredited institution may be permitted to enroll as a transient student at Central Georgia Technical College in order to complete work that will be transferred to the home institution.

- a. Students must submit an application for transient admissions through either Central Georgia Technical College or the Georgia Virtual Technical Connection.
- b. Students must submit a Transient Agreement Letter from their home institution. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take.
- c. Transient Students must pay all Central Georgia Technical College fees. However, students whose Transient Agreement is from another college within the Technical College System of Georgia and the form indicates they are also currently enrolled at their home college during the same term, that student is not required to pay the Technology Fee at Central Georgia Technical College.
- d. Transient students must submit a Request for Transcripts form at the end of the term to have their grade sent back to their home institution.
- e. A current Transient Agreement Letter is required for each term of enrollment.

3. Transfer Students

Applicants to Central Georgia Technical College who have previously been enrolled at another accredited post-secondary institution will be considered for admission. Applicants must meet all admissions requirements of the program for which they are applying

- a. Transfer students may receive advanced placement based on coursework successfully completed (grade of "C" or higher) at the previous institution(s) that is essentially the same in content as those required for the program of study at Central Georgia Technical College. Official transcripts must be provided for any courses and any institution for which transfer credit is requested.
- b. Transfer students will be admitted as program ready or provisional based on the coursework completed at the previous institution. Transfer students will be admitted in good academic standing upon their initial semester if their standing at the previous institution was good standing. In all other cases, they will be admitted on academic probation. To obtain good academic standing, transfer students must satisfy the conditions of Central Georgia Technical College's academic progress policy.
- c. All courses, other than general education core courses, must have been within the past five years from the date of admission and be approved by the Registrar. Based on certain program criteria, other course time limits may apply.
- d. A maximum of seventy-five percent (75%) of program course work may be transferred from other institutions.
- e. The Registrar's Office will award transfer credit for applicable courses and may consult with appropriate faculty in the final decision of transfer credit. Students wishing to transfer credit must complete a Request for Transfer Credit Evaluation form with the Registrar's Office.

1. CGTC may award course credit for non-collegiate sponsored instruction (e.g., military training, corporate training, and standard industry certification/training/licensing). Students must provide official transcripts, test scores, certificates, and/or licenses as appropriate. Any credit awards will be granted in compliance with generally accepted guidelines such as those established by the American Council on Education (ACE) and in consultation with appropriate program faculty. As a 170 FAR part 147 Aviation Maintenance Technician Program, CGTC may award transfer credit for certain Aviation Maintenance courses based on presentation of official Federal Aviation Administration (FAA) license. Credit may only be awarded based on training experience that meets required competencies of courses offered at CGTC. Testing (written and/or performance) may be required. Students with questions regarding awarding of credit should contact the Registrar's office.

4. International Students

Applicants to Central Georgia Technical College from foreign countries who need issuance of a student VISA I-20 M-N to obtain or change their immigrant status to student must:

- a. Submit a completed application for admission, along with the \$25 non-refundable application fee.
- b. Submit an official English translation and evaluation of secondary and any post-secondary (if applicable) transcripts. See the Admissions Office for a list of acceptable agencies for foreign transcript evaluation.
- c. Submit scores earned on the ACCUPLACER admissions test, SAT, ACT or CPE scores obtained within the past five years. The placement test is administered regularly at Central Georgia Technical College. Applicants located outside the US, must meet the TOEFL requirements of the following: Internet-based, 61; Computer-based, 173; or paper-based 500.
- d. Submit copy of I-94, VISA, and passport.

NOTE:

- International students must provide an affidavit of support documenting sufficient funds to finance their education, living expenses and other associated costs of their education.
- International students must pay four times the tuition of the in- state rate.
- International students do not qualify for any type of financial aid.
- International students are not eligible to be employed outside of the College while on a student VISA, unless it is a campus job.
- International students are required to enroll full-time (12 semester hours) each semester of attendance.
- Enrolled international students must contact the International Admissions Coordinator each semester to confirm their attendance.
- Enrolled international students must contact the International Students Office before withdrawing from classes, the College or leaving the country.

International students must begin the application process 30-60 days prior to the semester for which they plan to enroll. International students must assume the responsibility to communicate any difficulties in their studies at CGTC to the Director of Admissions or his/her designee. All inquiries should be directed to the International Students Office. Foreign Students are charged tuition that is four times the rate of in-state Georgia residents.

5. Special Admit Students (Non-credential seeking)

- a. Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:
- b. May enroll in classes only on a space-available basis.
- c. Should adhere to the specific institutional prerequisite requirements when selecting courses.
- d. Will not be eligible for any financial aid.
- e. International students may not be admitted under Special Admit status.
- f. Students on academic suspension may not be admitted under Special Admit status.
- g. May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. Should a Special Admit student decide to pursue a program, he/she will be classified as a transfer student and must meet the requirements set forth in the catalog. The number of hours taken as a Special Admit student in no way waives the requirements of the regular admission process.

6. Pre-Release Training Students

CGTC offers a limited number of technical certificates of credit programs through an interagency agreement between the College and the Georgia Department of Corrections (GDC). The programs are intended to reduce inmate recidivism and enhance post-release employability. Admission requirements are established for these programs in order to maintain and promote a quality educational experience for each student. Pre-release students who participate in technical certificate of credit programs should hold a high school diploma or high school equivalency and have assessment scores at or above federal Ability-to-Benefit (ATB) levels on a validated assessment instrument administered by a qualified proctor. These technical certificate of credit programs are not designed for transfer. Additionally, pre-release students do not participate in Title IV federal financial aid programs or the HOPE Grant program.

7. High School Students

High school students have the opportunity to earn college credit now through a variety of options:

a. Dual Technical Credit (HOPE GRANT)

The Dual Technical Credit offers high school student the opportunity to earn both college credit and high school credit toward graduation. Student may take technical courses within a technical certificate of credit (TCC) or diploma program. Core academic courses may not be taken under the Dual Technical Credit program. To cover the cost of the Dual Technical – HOPE option, students may qualify for the HOPE Grant which pays 90% of tuition.

b. Dual Academic Credit (Accel)

The Dual Academic Credit (Accel) program provides high school students with the opportunity to earn both college associate degree-level credit and high school credit for academic courses. Dual Academic Credit (Accel) Course Directory has been updated and is now available on GAfutures.org. This directory contains the high school courses and the college equivalents for the Dual Academic Credit program. When a course has been successfully completed, students can earn both college degree level credit and high school units toward graduation. Eligible students are awarded the Accel Award.

c. Joint Enrollment

High school students can take courses at Central Georgia Technical College through Joint Enrollment. Students receive college credit only for Joint Enrollment. Students may qualify for the HOPE Grant which pays 90% of tuition.

d. Move On When Ready

Move On When ready (MOWR) provides opportunities for high school junior and seniors to enroll full-time in post-secondary institutions to earn both high school and college credit simultaneously. Funding for MOWR is provided through the high school full-time equivalent (FTE) program count. Students are eligible to participate in MOWR if they are entering 11th or 12th grade, as determined by the local school system, and spent the prior year in attendance at a public high school in Georgia. Participating students must have been enrolled for funding purposes during the preceding October and March FTE program counts. Students who meet these qualifications can apply to Central Georgia Technical College for admission. Students seeking to enroll under MOWR must meet the admissions requirements as set by the College. Once admitted, the participating student will take all coursework at or through Central Georgia Technical College or online courses approved by the Georgia Department of Education.

e. Private High School Students

Students attending an accredited private school are eligible for Joint Enrollment under the regular college admissions requirements. The private school's accreditation must be approved by the Technical College System of Georgia. A private school student could enroll as a Dual Technical Credit student, if the private school agrees to offer high school credit for the CGTC course that the student completes. Private school students could be eligible for Articulated Course Credit if a signed articulation course agreement with CGTC is in place for the high school course and the student meets all of the requirements for articulated course credit.

f. Home School Students

Home school students are eligible for Joint Enrollment or Dual Enrollment if they met the College's admissions requirements. For students not in a home study program that is accredited by an agency specified in the approved list, the parent must furnish proof of compliance with B.C. 20-2-690. Students who are enrolled in an accredited home study program may be eligible for HOPE Grant (Dual Technical Credit) or Acc el (Dual Academic Credit) funds. Recognizing the uniqueness of each individual student, we encourage home school students and parents to contact the Office of Student Affairs for more information.

Program and Course Transfer Agreements

Central Georgia Technical College participates in cooperative programs with multiple colleges and universities. [Articulation](#)

[Agreements](#) apply to Associate Degree graduates from CGTC and allow those students to receive transfer credit toward specific degrees at receiving institutions. The aim of these agreements is to allow our students to transfer the knowledge they have gained at CGTC into programs at other institutions of higher learning. Course Transfer is an agreement between Central Georgia Technical College and other Colleges and Universities to accept specific courses that students have taken at CGTC as substitutes for courses required at those institutions. For more information about these agreements, contact the Registrar at 478-218-3292.

The Mini-Core agreement is an agreement between the Technical College System of Georgia and the University System of Georgia. It guarantees the transfer of the [courses from the BOR Transfer Chart](#) (with a grade of C or better) from any TCSG college to University System of Georgia colleges and universities.

Readmission Guidelines

Admission to Central Georgia Technical College is a multi-step process which consists of evaluation of prior academic experience and assessment for post-secondary readiness of eligible applicants. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at Central Georgia Technical College. Students will then be admitted in accordance with the academic standards applicable to that program. Admissions steps include:

1. Submit a completed application. Applications may be completed through the college web site at www.centralgatech.edu or paper applications may be obtained from the Admissions Office. A \$25 non-refundable application fee must be submitted along with the completed application. Applications from persons who do not actually enroll in Central Georgia Technical College will be maintained for one year from the date of application.
2. Submit an official copy of high school transcript or HSE transcript in either a sealed envelope from the awarding authority or through an approved electronic verification system. A high school diploma/HSE is required for entrance into all associate degree, diploma, and most technical certificate of credit programs. NOTE: Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a HSE diploma or high school diploma.
3. Submit an official copy of all post-secondary transcripts in either a sealed envelope from awarding authority or through an approved electronic verification system. Official post-secondary transcripts are required in order to receive transfer credit and for financial aid purposes.
4. Students applying for degree and diploma programs and most certificate programs are required to submit scores earned on the Accuplacer admissions test, SAT, ACT or CPE scores obtained within the past five years. The placement test is administered regularly at Central Georgia Technical College.
5. For a list of the technical certificate programs that do not require a high school diploma or HSE to enter, contact the Admissions Office. Be advised that a high school diploma or HSE must be earned prior to graduation from an approved technical certificate program. Prior to graduation from CGTC, all students must have documented graduation from high school or the equivalent.
6. Upon admission to Central Georgia Technical College, all new students should attend a college orientation.

Admissions Procedures

1. Students who have not attended CGTC for over one academic year must submit an Application for Re-Admission as a returning student.
2. Students re-entering after meeting conditions of suspension will re-enter on Academic Probation.
3. Students are not eligible for readmission until the conditions of their suspension have been met. The suspension period is based on the academic grade point average and satisfactory academic progress.
4. Students who are readmitted to the college with a cumulative grade point average less than 2.00 or who have a satisfactory completion rate of less than 67% of course work attempted will reenter on Academic Probation.
5. Students returning after more than one semester must complete all entrance and curriculum requirements posted in the most current catalog.
6. Based on certain program criteria, some courses exceeding the five year range may be given consideration by the Registrar Office.
7. Students must provide official transcripts documenting courses completed to receive credit for any coursework completed at another institution while not enrolled at CGTC.

Transient Student Approval

Transient student status is available for current Central Georgia Technical College students wishing to attend another accredited institution to complete courses for transfer back to CGTC. Students desiring to be approved for transient study must have at least a 2.00 cumulative grade point average and in good standing. There are some program specific courses that are not eligible for transient status. It is the students' responsibility to apply to the institution they wish to attend as a transient student and have a transcript sent to CGTC at the end of the semester in order for the grade to be issued as a transfer grade. Only grades of "C" or better are accepted as a transfer grade. Students wishing to be authorized for transient study should complete a Transient Status Request Form that can be obtained from the Registrar's Office.

Transient status must be approved by the Registrar's Office. If transient status is not approved, courses will not be eligible to transfer in to a CGTC program of study.

Senior Citizens

Georgia residents 62 years of age or older may request a waiver of tuition charges for regular and institutional credit courses. Mandatory fees, however, are not eligible for this waiver. This policy applies to regular and institutional courses only. It does not apply to continuing education courses, noncredit courses, or seminars. If tuition is waived under this policy, admission will be granted on a space available basis. Senior citizens must meet all other admission requirements as required in the college catalog and pay all fees other than tuition.

Non-Credit and Continuing Education

(See [Economic Development and Continuing Education Section](#))

Health Science Program Admission

Central Georgia Technical College's Health Science programs are competitive in their acceptance. In addition to placement test scores, allied health applicants must submit an official copy of their high school transcript or GED, official copies of college transcripts (if appropriate), and proof of age. All of Central Georgia Technical College's Health Science programs have specific admission requirements in addition to the College's admission requirements. Program admission packets are available on the College website, from program advisors, or the Admissions Office. The program admission packets contain detailed information that relates to the requirements for admission to the program of study. Students applying to any of the College's Health Science programs should request an admissions packet specific to their chosen program of study.

Students are subject to a background check based on the respective clinical/medical facility's requirements. If the clinical/medical facility finds the student's background check to be unsatisfactory, the student will be prohibited from participating in clinical activities and will be unable to complete their program of study.

College Assessment Requirement

Central Georgia Technical College requires all new applicants to submit appropriate test scores or transfer college credits to determine program readiness.

To serve this purpose, the initial ACCUPLACER test is a proctored exam and is offered free-of-charge once the application fee is paid. ACCUPLACER testing may be by appointment or during posted assessment hours at many of the college's campuses. The Accuplacer scores indicate areas of strength and areas requiring remediation. If scores are not high enough for placement directly into the program of study, Learning Support coursework is required.

In lieu of ACCUPLACER scores, applicants may submit official SAT, ACT, COMPASS or ASSET scores, provided these scores are no more than 5 years old. Students with appropriate transfer credits in English and math from a regionally accredited college may use those credits in lieu of taking the ACCUPLACER test. If an applicant's scores or transfer credits do not meet the College's minimum program requirements for entry, he or she must take the ACCUPLACER test.

ACCUPLACER Test: Evaluates incoming students' skill levels in Reading, Sentence Skills, Arithmetic and Elementary Algebra.

Retesting Policy: In an effort to improve ACCUPLACER scores, students may retest one time per section. Retests must be taken more than seven calendar days after the initial test.

Required Scores:

Associate of Applied Science Degree

ACCUPLACER: Reading 64 | Sentence Skills 70 | Arithmetic 34 | Elementary Algebra 57

COMPASS: Reading 79 | Writing 62 | Algebra 37

SAT: Critical Reading 450 | Math 440

ACT: Reading 17 | English 16 | Math 19

Diplomas

ACCUPLACER: Reading 55 | Sentence Skills 60 | Arithmetic 34 | Elementary Algebra 41

COMPASS: Reading 70 | Writing 32 | Pre Algebra 26 | Algebra 28

SAT: Critical Reading 430 | Math 400

ACT: Reading 13 | English 12 | Math 17

Student Orientation

All applicants will be informed concerning their admissions to CGTC and are advised of orientation and registration procedures.

CGTC provides an orientation program to inform new and returning students on all areas of the College. This brief session introduces students to the facilities, rules and policies, work ethics, programs of study, and student activities. All students are

responsible for information presented at orientation sessions. Guidance and counseling sessions are provided to students upon request. This service is designed to help students make appropriate adjustments to the College, instructional programs, and student services.

Registration Requirements and Procedures

Semester Registration for the upcoming semester opens at designated times on the College calendar of the current semester. Students are encouraged to meet with an advisor and register promptly; in order, to secure the classes needed, and to avoid the classes being closed/filled.

Basic Registration Steps:

- Meet with an advisor to discuss: classes offered for the semester, courses required for the program of study, and consider your schedule of time.
- Receive your Registration PIN.
- Register for advised classes on BannerWeb.
- Pay tuition and fees by the semester payment deadline.

Current Student Registration

Currently enrolled students are offered the first opportunity to meet with their advisor and register early for the upcoming semester. Tuition and Fee payment or financial aid approval is due by the payment deadline.

Drop/Add

Students may drop courses through the third day of the semester through the BannerWeb Student System. Courses dropped by the third day of the semester are not included on a student's academic history and no tuition and fee charges are incurred. Courses may be added through the fifth day of the semester.

After the third day of semester a student may withdraw from a course or the college by completing and submitting the online Withdrawal Form to the Registrar's Office. Tuition and fees are charged for withdrawn courses and are included on the student's academic history and noted with a "W" as Withdrawn. No refund of tuition and fees are available for withdrawn courses. Please review the [Academic Policies and Procedures](#) section for additional information on how dropping or adding a course or withdrawing from classes can affect your academic progression and your financial aid.

Students who are called to active military service may be dropped from a course without penalty (100% refund) by providing a copy of their military orders to the Registrar's Office along with their withdrawal form.

Recruitment and Retention

CGTC has a recruiting and retention plan which identifies activities to attract and retain students. Recruitment activities include visits to area high schools, businesses, and community resources to discuss CGTC and assist interested persons with admission. Recruitment activities of the College are supported by the Admissions, Early Intervention Services, and Career Services Offices. Twenty-four hour access to admission materials is available on the CGTC website. Retention activities include working with students who have absentee problems, furnishing tutorial assistance, and making referrals for intervention.

Early Intervention Services

Early Intervention Services provides students a pathway to communicate needs and/or concerns that may be prohibitive as they pursue completion of a program at the College. This office also provides for students who need assistance with academic problems related to the College. The program helps students clarify educational and career objectives and develop effective study skills and habits.

Advisement Services

The Office of Student Affairs offers Academic Advisement and Registration assistance for new students, including assistance with program selection and available support services. Referral services are also offered to students facing special challenges or personal difficulties.

Email Communication

Email is the official medium for communication with students at Central Georgia Technical College. Each registered student is assigned an official email address by the college. Students are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. Certain communications may be time-critical. While students may redirect email from their official college email address to another address (e.g., @hotmail.com, @aol.com), the college is not responsible for the delivery of email by other service providers. Use of student email accounts should be in accordance with appropriate conduct as described in the Student Handbook and the Acceptable Computer and Internet Use policy. Any student who does not own a personal computer or who does not have an Internet service provider may access his or her email account from the library or from other designated computers at any of Central Georgia Technical College's locations.

