



Application for Admission

Put Your Education to Work!

Macon Campus
3300 Macon Tech Drive
Macon, GA 31206
478-757-3400

Milledgeville Campus
54 Highway 22 West
Milledgeville, Georgia 31061
478-445-2300

Crawford County Center
640 GA Highway 128
Roberta, Georgia 31078
706-836-6001

Monroe County Center
433 Hwy 41, South
Forsyth, Georgia 31029
478-992-2717

Putnam County Center
580 James Marshall Bypass
Eatonton, Georgia 31024
706-923-5000

Twiggs County Center
952 Main Street
Jeffersonville, GA 31044
478-945-3127

Admissions Checklist

- All applicants must be least 16 years of age. Note: If attending while in High School, must be a junior or senior.
- Complete and submit the Application for Admission along with the \$15 non-refundable application fee.
- Request an OFFICIAL High School or GED Transcript. An official copy is one received in a sealed envelope. A High School Diploma or GED is required. To be considered a high school graduate, you must have passed the graduation test and received a diploma (does not include certificate of attendance or special education diploma).
- Persons having attended another accredited college must request an official transcript be submitted from the most recently attended school.
- If interested in requesting transfer of credits, request official transcript(s) from the college(s) from which transfer of credit is requested and complete a Request for Transfer Credit form.
- Take the required placement test at CGTC or submit acceptable scores from one of the following: ASSET, COMPASS, ACT, SAT. Scores must be earned within the last five (5) years. Students with disabilities requiring testing accommodation must contact the Special Populations Disability Coordinator at (478) 757-3676 prior to their assigned testing time. Transfer students may exempt testing by submitting an official transcript from their prior college documenting completion of program-level Math and English course work.
- Home schooled applicants and applicants of non-accredited schools must submit the following items prior to acceptance:
 - Official Transcript from the Public/Private high school(s) attended.
 - Official Transcript certifying completion of high school and date of graduation.
 - Copy of Declaration of Intent to Home school as filed with the local Board of Education.
 - Documentation of Curriculum indicating course descriptions and texts used.
- Recent high school graduates may be eligible to receive technical college credit for classes taken in High School through a process called articulation. For more information, contact CGTC's High School Coordinator, at (478) 757-3657 or visit CGTC's website under the High School Students page.

**For Additional Information go to: www.centralgatech.edu.
Under **Future Students**, Click **Admissions**.**

CGTC communicates with applicants and students by email, phone and postal mail.

Email: Once you have been accepted you are given a CGTC email account. Emails from the college are sent to your CGTC address.

★ *Be sure to check your college email account frequently.* ★

★ **Be sure you keep your phone and mailing address up-to-date.** ★

Financial Aid Checklist

To apply for Financial Aid to assist with your tuition & fee charges and with your additional education costs, you must complete the FAFSA. The Financial Aid application is online at www.centralgatech.edu. Under **Future Students**, Click **Financial Aid**, Click **Application Steps**. To complete the FAFSA:

- Request a FAFSA PIN number. Remember this number and keep in a safe place; you will need it to access your FAFSA if you need to make corrections or renew your FAFSA for each academic year. Students must renew each year.
- Complete the FAFSA. Include CGTC's school code: 005763. You will need your income information for the particular year required. If you are married on the day you apply you must list your spouses income. If you are considered a dependent your parent(s) must list their income. Read **Dependency Status** on the website for more information (Under **Future Students**, Click **Financial Aid**, Click **Dependency Status**).
- Receive Student Aid Report (SAR). Is it complete and correct?
- Notify CGTC's Financial Aid Office if you will be receiving any type of education assistance other than Federal or State student aid.
- If you attended another college and received any Financial Aid assistance, you must communicate that to the CGTC Financial Aid Office.
- Access your BannerWeb student account, CGTC email account, and the Financial Aid website for information regarding your financial aid application status, book voucher authorizations, required documents needed, and other important financial aid information your need to know. Award notices are sent through postal mail.
- Turn in any required documents to the Financial Aid Office as soon as possible.
- Contact the Financial Aid Office if you have any questions regarding your application or financial aid.

Applicants are to apply and submit all required documents before enrolling/starting college.

Admissions & Financial Aid Deadlines for all CGTC Applicants

	Application	Document
Spring Quarter 2011	March 1	March 10
Summer Term 2011	June 1	June 10
Fall Semester 2011	July 22	August 2
Spring Semester 2012	December 1	December 10
Summer Semester 2012	April 1	April 10

Students are responsible for payment of all tuition, fees, required books and supplies.

Note: CGTC is converting from a Quarter Schedule to a Semester Schedule during Summer/Fall 2011. Check the website or speak with an advisor for more information.

HIGH SCHOOL INFORMATION

Name of High School: _____

Location: City _____ State _____

Are you still attending High School? Yes No If yes, What is your expected graduation date? _____

Have you graduated from High School? Yes No If yes, What year did you graduate? _____

Have you earned a GED? Yes No If yes, enter the date you earned it: _____

PREVIOUS COLLEGE INFORMATION

List all colleges attended and dates attended. Admissions to the College requires an Official Transcript from the last college attended. For Transfer Credit, Official Transcript(s) are required from all colleges you wish to receive transfer of credit and you must submit the "Request for Transfer Credit Evaluation Form".

Name of College <i>List most recently attended first & date last attended</i>	City	State	Dates Attended	Degree Earned (i.e. A.A., B.A., B.S.)

Are you eligible to return to the last college/technical college you attended? Yes No

If no, explain _____

SIGNATURE

I hereby consent to the release of directory information, as defined in the school catalog/handbook. I further give permission for my likeness, voice or comments to be used in any promotional item on behalf of CGTC or the Technical College System of Georgia.

Pursuant to O.C.G.A. 16-10-20, it is a felony to make a false statement on any state document. In addition, making a false statement on this application may result in your dismissal from the college.

I certify that the information contained in this application is true and correct. I understand that misrepresentation or omission of information will be sufficient cause for denial or dismissal. If admitted as a student at CGTC, I agree to abide by the rules and regulations of the College regarding conduct and other obligations.

All documents submitted become and remain the property of Central Georgia Technical College and will not be returned to the applicant, duplicated or transferred to another institution.

Note: Students with disabilities requesting special assistance must contact the Special Populations Disability Coordinator at (478) 757-3676.

Signature _____ Date _____

Central Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone Number 404-679-4501) to award Associate degrees.

CGTC does not discriminate on the basis of sex, race, color, national origin, age, political affiliation, belief, or disability in admissions, in employment, or in access to its educational programs and/or activities. The Vice President of Student Affairs, Room A-319, phone number 757-3507, is the coordinator for Title IX and is responsible for the administration of the student recourse procedure. The Special Populations – Disabilities Coordinator, Room J-122, phone number 757-3676, manages Section 504 for the college. The Vice President of IE/Facilities, Room A-317, phone number 757-3506, is the coordinator for structural concerns under ADA. The Vice President of Student Affairs, Room A-319, phone number 757-3507, is the ADA coordinator for student concerns.