

Perspective

Schedule of Classes



Check out new deadlines and registration and payment policies

WINTER 2006

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Important Dates

Nov. 28-30

Winter Quarter Priority
Registration

December 20

Winter Quarter
Registration

January 2

Last Call Winter
Quarter Registration

January 8

Payment Deadline

January 9

Registered, Not Paid
Day

Students that have not paid
their tuition and fees are
dropped from all classes and
are no longer registered.

January 4

Winter Quarter Begins

January 4-5

Drop/Add Period
Late Registration

CGTC
CENTRAL GEORGIA
TECHNICAL COLLEGE

Online Resources

BANNER WEB (<https://bannerweb.centralgatech.edu>)

Register for courses, make tuition and fee payments, check your grades, view your schedule — all online!

Username: Your CGTC Student ID number (or Social Security Number). Password: Your date of birth (MMDDYY) (ex. Jan. 3, 1969 = 010369)

STUDENT EMAIL (<http://studentmail.centralgatech.edu>)

NEW! All CGTC students receive student email accounts. Student email is the main form of communication CGTC has with its students. Username: Check your acceptance letter or check the CGTC Student Pages. Password: Your date of birth (MMDDYYYY) (ex. Jan. 3, 1969 = 01031969)

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.

BLACKBOARD (<http://gvtc6.blackboard.com>)

Blackboard allows you to begin your online learning experience. Once you enter your user name and password, you will go directly to your own course homepage. Blackboard courses are available the first day of class.

Username: FirstinitialSecondinitialLastname MMDD (ex. John S. Doe, born Jan. 3, 1969 = jsdoe0103)

Password: Your date of birth (MMDDYYYY) (ex. Jan. 3, 1969 = 01031969)

TECHNICAL SUPPORT (<http://www.centralgatech.edu/student/student.htm>)

Problems accessing these resources? For technical support, visit the CGTC Student Pages on the web.

Registration Checklist

▶ **READ THE ONLINE CATALOG:**

Find your program of study at www.centralgatech.edu/catalog and know the required curriculum.

▶ **READ THE PERSPECTIVE:**

Determine where and when the courses you need are offered.

▶ **PREPARE:** Consider family, work, and other time conflicts that may arise. Know what classes you want to take before meeting with your advisor.

▶ **MEET WITH YOUR ADVISOR:** Current students should schedule an appointment with their advisor before the November 28th Priority Registration. New students will meet with advisors after Orientation.

▶ **REGISTER AND PAY YOUR TUITION AND FEES:** Register online using BannerWeb. All registered students must have their tuition and fees paid by January 9th or their classes will be dropped and students will not be permitted to attend class.

▶ **RECEIVE YOUR SCHEDULE & CHECK IT:** Make sure your classes are correct immediately. Check program of study, time, days of the week and location. If there is an error contact your advisor, Admissions, or the Registrar's Office. Corrections must be made within the first two days of the quarter.

PRIORITY REGISTRATION DATES

Winter Quarter.....November 28 - 30

Spring Quarter.....February 27 - March 1

Financial Aid

Student Financial Aid Information

It is the sole responsibility of the student to complete the required financial aid process. To apply financial aid towards tuition and fee charges, students must be pre-approved for financial aid by January 8th. Students are responsible for costs exceeding financial aid awards. Any charges not covered by financial aid must be paid by January 8th or the student will no longer be registered or eligible to attend class.

HOPE Book Voucher Information

- Must apply, qualify, and be approved for HOPE Grant or HOPE Scholarship.
- HOPE Book (Voucher) Award can be used for purchases in the Campus Bookstore.
- Hope book voucher will be reduced by \$35 to pay the technology fee.
- Students enrolled for 6 or more credit hours may qualify for a \$100 book voucher.
- Students enrolled for 5 credit hours or less may qualify for a \$50 book voucher.

Dates to Remember

1st Day to use HOPE Voucher
Dec. 29th

Last day to use Pell and HOPE Vouchers
Jan. 18th

First Time-First Quarter Pell Book Voucher

- Must complete the Pell Voucher Request Form online.
- Vouchers are approved only if the Pell Grant Award exceeds tuition & fee costs.

Financial aid assistance is just that: assistance with the cost of your education.

HOPE & PELL BOOK VOUCHER PROCESS

Go to the CGTC website www.centralgatech.edu.

- Click on *Student Services*
- Click on *Financial Aid*
- Click on the *Book Voucher link*
- Students can verify if they have been authorized a HOPE Voucher, request a Pell Voucher, and verify approval for a Pell Voucher.
- The Campus Bookstore uses the same website as students to check approval of vouchers and charge books and supplies towards students' HOPE or Pell awards.



Now is the time to invest in your future!

Both HOPE and Pell Vouchers expire on January 18th. Any unused awards will be mailed to the student as a check between the 8th and 9th week of the quarter.

FINANCIAL AID ELIGIBILITY

Financial aid awards cannot be applied to courses exempted, audited, or courses that are cancelled. Students who withdraw from class are subject to the return of Title IV Funds and awards may be reduced. If you drop your classes you do not earn the awards.

CHECK YOUR FINANCIAL AID STATUS

The Financial Aid Office has computers for students to check their financial aid status and student information.

Student computer labs are located:

Macon	B114 & I-211
Milledgeville	B109
Putnam	General Core Lab
Crawford	Media Lab

New Registration Procedures Using Banner Web

Beginning Fall Quarter, all students may register via BannerWeb. Please see your advisor before registering.

FOLLOW EACH STEP TO REGISTER

Macon Campus BannerWeb Labs: B-114, H-252, I-211

Go to www.centralgatech.edu

- ▶ Quick Links (under picture)
- ▶ BannerWeb
- ▶ Enter BannerWeb

Enter User ID (Social Security Number or Student ID number)

Enter PIN (Birthday in mmddyy format)

Select menu option:

- ▶ Student Services, Financial Aid & Registration
 - ▶ Registration
 - ▶ Add/drop classes
 - ▶ Submit

Alternate PIN: This number will be different each quarter and is given to you by your advisor each quarter.

Enter CRN or click "Class search"

CRN as shown in the Perspective:

CRN	Course	Title	Hrs	Begin	End	Days	Room	Instructor
30246	MAT96	Math II	5	9:00	9:50 AM	MTWThF	B-113	Arnold, M.

- ✓ If you choose "Class search," then you must select a subject to search.
- ✓ Choose your campus.
- ✓ Finally, click "Class search."

Once the class list appears, put a check by your selection by clicking on the empty box next to it, and then click "register." Once you are registered, there will be a message stating, "web registered."

If you want a copy of your schedule, go back to the Registration menu, click "Student Detail Schedule," and print.

For additional help, please see the BannerWeb help pages at <http://www.centralgatech.edu/student/login.html>.

TECHNICAL EDUCATION WARRANTY

The Georgia Department of Technical and Adult Education warranty guarantees employers that graduates of Georgia technical colleges have demonstrated competencies as defined by the Industry Technical Committee and which are included in approved state curriculum standards. Should any student within two years of graduation not be able to perform one or more of the competencies as specified in the standards, including failure to pass a state required licensure examination, the Department agrees to provide specific retraining at any state technical college offering the program to the former student at no cost to the employer or graduate for tuition or instructional fees.

Free help with Math, English, Reading,
Computer Assistance, and more...at the

Academic Success Center

The key to student success!



Now Open:

Mondays - Thursdays:

8:00 AM to 7:00 PM

Fridays:

8:00 AM to 2:00 PM

- Located in the College Center, Room I-211, near the Library
- For more information, contact Foster Bell, Academic Success Center Coordinator (478) 757-2551 • fbell@centralgatech.edu

Look for new location and hours coming soon!

Academic/Career Workshops Fall Quarter Schedule 2006

Milledgeville Campus Workshops	
Mondays	
Conference Room	
11:50 AM – 12:30 PM	
2:30 PM – 3:10 PM	
4:30 PM – 5:10 PM	
January 8 February 19	Test-Taking Strategies
January 22	Study Skills & Time Management
January 29	Reading Comprehension & Memorization Techniques
February 5	Note Taking
February 12	Job Skills & Goal Setting

Macon Campus Workshops	
Tuesdays	
Location TBA: 12:00 PM – 12:30 PM	
Location TBA: 2:30 PM – 3:00 PM	
Location TBA: 5:00 PM – 5:30 PM	
January 9 February 20	Test-Taking Strategies
January 23	Study Skills & Time Management
January 30	Reading Comprehension & Memorization Techniques
February 6	Note Taking
February 13	Job Skills & Goal Setting

Save the Date

CGTC Calendar – New Deadlines

Winter Quarter Priority Registration for all students: current, beginning and returning students that are accepted by Admissions.	November 28-30
Application Deadline for Winter Quarter Admissions	December 10
Fall Quarter Ends	December 18
Winter Quarter Registration	December 20
Winter Quarter Registration at Crawford and Putnam County Centers	December 21
Winter Quarter Last Call Registration	January 2
Winter Quarter Begins	January 4
Drop/Add: Registered students may drop and/or add classes.	January 5-6
Payment Deadline: All registered students must have all tuition and fees paid.	January 8
Registered, Not Paid Day: Students that have not paid their tuition and fees are dropped from all classes and are no longer registered. To re-register payment must be made and a \$15 late fee is assessed.	January 9
Martin Luther King, Jr.'s Birthday Holiday	January 15
Winter Quarter Midterm	February 12
Spring Quarter Priority Registration	Feb. 27- Mar. 1
Deadline for Spring Quarter Admissions	March 10
Winter Quarter Ends	March 19

Campus Security Report

The Crime Awareness and Campus Security Act requires the annual disclosure of crime information to employees, students, parents, and prospective students and employees of Central Georgia Technical College. This Act is known throughout the country as "The Clery Laws." There were no crime reports in the period between August 15, 2006 and November 2, 2006. Any unusual occurrence around campus should be reported to instructional, security or administrative personnel on campus.

The Vice President of Student Services, Dr. Eddy Dixon, Room A-301, phone number 757-3400, is the coordinator for Title IX and Section 504, and is responsible for the administration of the student recourse procedure. The Vice President of Administrative Services, Dr. Glen Cannon, Room A-327, phone number 757-3400, is the coordinator for structural concerns under ADA. The Vice President of Student Services, Dr. Eddy Dixon, Room A-301, phone number 757-3400, is the ADA coordinator for student concerns.

To award Associate degrees, 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 (404) 679-4501.

Students Need to Know

TUITION AND FEE CHARGES PAYMENT DEADLINE:

Credit Hour	STANDARD*				
	Tuition + Fees = Total				
1	31	+	81	=	112
2	62	+	81	=	143
3	93	+	81	=	174
4	124	+	81	=	205
5	155	+	81	=	236
6	186	+	81	=	267
7	217	+	81	=	298
8	248	+	81	=	329
9	279	+	81	=	360
10	310	+	81	=	391
11	341	+	81	=	422
12+	372	+	81	=	453

Required Quarterly Student Fees

Registration Fee	\$26.00
Student Activities	\$16.00
Student Accident Insurance	\$4.00
Technology Fee	\$35.00
Total	\$81.00

Important Information for Winter Quarter Registration:

- Students should contact their advisor before registering via Banner Web.
- Registration will be held Nov 28-30; December 20 (Macon and Milledgeville); December 21 (county centers); and January 2. All students should register by January 2 to avoid being charged a late fee. **All fees must be paid in full by the close of business on January 8 to avoid schedule cancellation.**
- Drop/Add will take place for two days only, January 5-6.

Work Ethics Program

The Department of Technical and Adult Education and CGTC believe it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. Therefore, a system to evaluate "work ethics" in each credit course has been developed. Work ethics grades (3,2,1,0) are earned in each completed credit hour course and are included on the student's permanent record and transcript. A list of work ethics characteristics is detailed below and may include:

1. Attendance
2. Character
3. Teamwork
4. Appearance
5. Attitude
6. Productivity
7. Organizational Skills
8. Communication
9. Cooperation
10. Respect

Explanation of Work Ethics Grades

3= Exceeds Expectations: Work Ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.

2= Meets Expectations: All work ethics standards are met. The quality of student's work ethics performance is that of a good employee in the normal work environment.

1= Needs Improvement: Some standards were not met. Additional training in employability skills is recommended.

0= Unacceptable: Work ethics performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment.

Bookstore

MACON CAMPUS

Regular Schedule:

8 AM to 6 PM Monday-Thursday

8 AM to 12 Noon Friday

MILLEGEVILLE CAMPUS

Regular Schedule:

8 AM to 5 PM Monday-Thursday

8 AM to 12 Noon Friday



Winter Quarter Exceptions

MACON CAMPUS

December 29: 8 AM to 4 PM

January 1: HOLIDAY

January 2-3: 8 AM to 7 PM

January 4: 8 AM to 8 PM

January 5: 8 AM to 2 PM

January 8-11: 8 AM to 7 PM

January 12: 8 AM to 2 PM

January 15: HOLIDAY

January 16-18: 8 AM to 6 PM

January 19: 8 AM to 12 PM

MILLEDGEVILLE CAMPUS

December 29: 8 AM to 4 PM

January 1: HOLIDAY

January 2-3: 8 AM to 6 PM

January 4: 8 AM to 7 PM

January 5: 8 AM to 2 PM

January 8-11: 8 AM to 6 PM

January 12: 8 AM to 2 PM

January 15: HOLIDAY

January 16-18: 8 AM to 5 PM

January 19: 8 AM to 12 PM

The Bookstore Refund Policy

- ▶ Textbooks may be refunded, with a receipt, 15 calendar days from the start of classes or within two days of purchase thereafter.
- ▶ The last day for a full refund is posted each quarter.
- ▶ Textbooks purchased during the last week of classes or during exams are not refundable, but may be sold back under the book buy-back policy.
- ▶ Textbooks that are shrink-wrapped may be returned providing that the shrink-wrap has not been opened.
- ▶ To receive a full refund, all textbooks returned must be returned in the same condition as when purchased (i.e. new books must not be written or marked in).
- ▶ Non-textbook items may also be refunded or exchanged at any time with original receipt, providing the merchandise is in resalable condition.
- ▶ All purchases made with checks may be refunded five days after the purchase.

Campuses and Centers

Macon Campus

3300 Macon Tech Drive

Macon, GA 31206

478-757-3400

Milledgeville Campus

54 Highway 22 West

Milledgeville, GA 31061

478-445-2300

Crawford County Center

640 GA Highway 128

Roberta, GA 31078

478-836-6001

Putnam County Center

580 James Marshall Bypass

Eatonton, GA 31024

706-923-5000

Jones County Center

161 West Clinton Street

Gray, GA 31032

478-986-4370

Twiggs County Center

952 Main Street

Jeffersonville, GA 31044

478-945-6951

www.centralgatech.edu

Macon Campus Directory

Admissions	757-3403
Bookstore	757-3409
Business Office	757-3412
Career Services	757-3432
Continuing Education	757-3544
Financial Aid	757-3422
GED Office	757-2512
Instructional Services	757-3427
Library	757-3549
New Connections to Work	757-3494
PERSPECTIVE Editor	757-3503
Student Services	757-3507
Tutorial Services	757-3432
Workforce Investment Act/VA	757-6621

PERSPECTIVE is printed quarterly by the Office of Institutional Advancement, Central Georgia Technical College, (478) 757-3503.

CGTC Food Court

Regular Hours*:
Monday - Friday
7 AM to 2 PM

Visit the Food Court's webpage to see weekly menus, specials, coupons or any changes in the operating schedule. Go to

www.centralgatech.edu.

Click on Campuses, then Macon Campus,
then Food Court Menu.



***Winter Quarter Exceptions**

January 3: Open with limited service

January 15: CLOSED for Martin Luther King, Jr.'s Birthday Observed Holiday

February 2: CLOSED