



# Check it off!

## YOUR CHECKLIST TO COLLEGE ENROLLMENT!

### STEP 1 - APPLY

- Apply for Admissions Online.** Submit one of the following:
  - High School Transcript
  - GED Transcript
  - Transcript from the last college you attended
  
- Apply for Financial Aid.** You will need your tax information (1040, W2's, etc.). Applying after the deadline may delay your financial aid.
  - Submit required documents ASAP. A letter will be mailed to you listing the required documents. Submitting your documents after the deadline may delay your financial aid.

A CGTC Financial Aid Specialist can discuss your financial aid options & qualifications so you can develop your payment strategy for college tuition, fees and additional costs. Everyone's situation is different. It is **important** to discuss the options with the CGTC Financial Aid Office before you start college.

### STEP 2 - TEST

- Take the College Placement Test** if you are a first-time student and have not taken an approved Placement Test or if you attended a college that is not recognized as regionally or nationally accredited.

### STEP 3 - DECISION NOTIFICATION

- Be Accepted to the College & receive your Acceptance Letter** from the Admissions Office.
- Receive your Award Letter** from the Financial Aid Office.

### STEP 4 - ORIENTATION & REGISTRATION

- Come to Orientation.** Offered at each location: Macon, Milledgeville, Crawford, Monroe & Putnam.
- Meet with Advisor** to determine needed courses for your program.
- Register for your courses** in BannerWeb and print your schedule.
- Receive your Student Picture ID (need to show your schedule).**
- Receive your Parking Decal** from the Business Office.

### STEP 5 - PLAN FOR BOOKS & SUPPLIES

- Buy Books for your Classes.** Save yourself time & hassle by taking your printed schedule & your student ID with you to the bookstore.

### STEP 6 - ATTEND CLASSES!

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*Disclaimer: This is a basic checklist and cannot include every individual case or document required for each individual student. Please check the Important Dates and Deadlines for each semester to know when you need to have your enrollment steps completed. Please contact the Student Affairs department with specific questions/situations.*

# WE ARE HERE TO HELP YOU!

## STUDENT SUPPORT CENTER

Macon Campus J building  
478-757-5295  
sscinfo@centralgatech.edu

## ADMISSIONS OFFICE

478-757-3403  
admissionsoffice@centralgatech.edu

## FINANCIAL AID OFFICE

478-757-3422  
finaid@centralgatech.edu

## REGISTRAR'S OFFICE

478-757-5294  
registraroffice@centralgatech.edu

## MILLEDGEVILLE CAMPUS

Student Affairs Office  
478-445-2303

## CRAWFORD

Main Office  
478-836-6001

## MONROE

Main Office  
478-992-2717

## PUTNAM

Main Office  
706-923-5000

*Note: Phone lines are very busy during application, registration and beginning of the semesters.*

**IMPORTANT INFORMATION YOU NEED TO KNOW** is available on the website at [www.centralgatech.edu](http://www.centralgatech.edu). We also communicate with you by Phone, Email and Postal Mail. *Make sure you have your contact information up to date.* You can update your information in the Student Secure Area.

## FINANCIAL AID INFORMATION

- **Book Voucher Info**
  - Pell Book Vouchers may be used starting three days before the semester starts and through the first 10 business days of the semester.
  - You must be registered (you have a schedule) for either a diploma or degree program.
  - Students must be approved to receive the PELL GRANT and your financial awards must exceed the cost of tuition and fees.
  - Check with CGTC Bookstore to verify book voucher is approved.
- Verification documents must be filled out completely; leave no spaces blank (enter a zero). Tax returns must be signed.
- Not submitting your documents, or submitting incomplete documents will delay the processing of your Financial Aid

## TRANSFER OF CREDIT

Students who attended another college and wish to have credit transferred must request transfer of credit by completing Transfer of Credit Form with the Registrar's Office. The form takes 4 - 6 weeks to be processed. *Note: all courses applicable to your program will be transferred, so if you have poor grades, you are advised not to request transfer credit - especially if you are in a competitive program.*