



Student Success Guide & Academic Planner

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Mission

Columbus Technical College, a unit of the Technical College System of Georgia, is a two-year public college which offers programs and services that support student and community success through the attainment of associate degrees, diplomas, technical certificates of credit, customized training, continuing, and adult education. The College supports the economic empowerment of its six county region by focusing on teaching and learning and developing a globally competitive workforce. We provide traditional, distance learning, and training experiences for career development and transfer. (TCSG SB2-14)

Vision

Columbus Technical College will be the regional college of choice, serving as the catalyst for building vibrant communities, improving economic well-being, and providing hope and opportunity.

Accreditation



Columbus Technical College is accredited by the **Southern Association of Colleges and Schools Commission on Colleges** to award the Associate Degree, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Columbus Technical College. Normal inquiries about Columbus Technical College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission's office. The Commission is to be contacted only if there is evidence that appears to support a significant noncompliance with a requirement or standard of the Southern Association of Colleges and Schools Commission on Colleges.

State Standards

As a unit of the Technical College System of Georgia, Columbus Technical College adheres to the policies, procedures, and achievement criteria as established and presented in the state curriculum standards documents. The standards serve as a benchmark for providing high quality technical training that meets the needs of business and industry, not only today but in the future, as changes in society continue to alter the nature of the workplace. Standards mean that educational partners in business and industry can rely on Columbus Technical College's graduates to have the knowledge and technical expertise to perform their jobs to world class standards.

Guarantee



With direct involvement of business and industry, the College has developed curriculum standards. These standards serve as the industry-validated specifications for each occupational program. These standards allow the Georgia System of Technical Colleges to offer its business partners this guarantee:

“If one of our graduates, educated under a standard program, or his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer.”

This guarantee applies to any graduate of the College who is employed in the field of his or her training. The guarantee is in effect for a period of two years after graduation. To inquire about or file a claim under this warranty, please contact the Academic Affairs Office.

EEOC (Equal Employment Opportunity Commission) Statement

As set forth in its student catalog, Columbus Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the nondiscrimination policies that include Title IX and Section 504. Inquiries concerning the administration of the nondiscrimination policy should be addressed to Title IX Coordinator, Henry Gross, Director of Human Resources, 706.649.1883 or Section 504 Coordinator, Olive Vidal-Kendall, Director of Disability and Special Services, 706-649-1442, Columbus Technical College, 928 Manchester Expressway, Columbus, GA 31904- 6572.

Publication Policy

The content of this publication does not constitute a contract between Columbus Technical College and its students on either a collective or individual basis. Course curriculum, fee changes, or additional unforeseen changes in other aspects of Columbus Technical College may occur after publication. Course offerings are contingent upon adequate enrollments.

Admissions Information:

Welcome to Columbus Technical College! We're glad that you have made the decision to pursue your post-secondary education with us!

Returning Students: If you have not been enrolled at CTC for the last two consecutive semesters, please use the Readmit Application.

Transfer Credit: Official transcripts from your previous institutions will be evaluated in the Admissions Office for transfer credit.

- There are several courses which have an expiration date. Many computer courses have a five-year expiration date. ***ALHS 1011, BIOL 1111, 1112, 2113, 2114, & 2117 plus their respective labs*** have a seven-year expiration.
- Learning Support Classes (those beginning with a zero) are not transferable
- The "Receiving School" determines whether or not a course will transfer

Course Withdrawal Procedure

Students are responsible for withdrawing themselves from any or all of their classes through Banner Web. Students who do not withdraw from classes will be assigned the grade(s) earned. No withdrawals will be processed after the 'W' period ends. If withdrawal occurs prior to the completion of 60% of the term the student may go to Banner Web to withdraw themselves from the course. Students desiring to withdraw from the only (or last) course for which they are registered **must visit/contact the CARE Center** (Patrick Hall, Room 600) for assistance. **It is strongly recommended that students** check with Financial Aid before withdrawing, in order to determine how the withdrawal **will impact their Financial Aid eligibility.**

Any student receiving federal student aid (Pell, SEOG, etc.) who completely withdraws from all classes during a given period of enrollment, and completes less than 60% of the term, **may be required to return funds to Columbus Technical College and/or the US Department of Education.**

****Important Note:** The date in which you withdraw from all coursework will be the date utilized to calculate your percentage of course completion*

Refund Procedure

Students must be formally withdrawn from class to receive a refund. It is the student's responsibility to insure the withdrawal is completed. The last day to withdraw with a refund is noted in the Registrar's registration calendar. Please see the Columbus Technical College Student Hand- book and Catalog for complete refund procedures. Refunds are granted for only the first 15 hours of tuition.

Logging In

Log into campus computer using your first, middle, and last initials plus the last four digits of your Student ID (unique nine-digit number that begins with 910) as your username.

Your initial password will be your initials (lowercase), a dash (-), and your six-digit date-of-birth (mmddyy).

Example: CTC student Lawrence Oliver Leary was born March 17, 2001, and the last four digits of his Student ID is 5123. Lawrence's OKTA username would be lol5123 and his password would be lol-031701.

If Lawrence did not have a middle initial his username and password would be ll5123 and ll-031701, respectively. Note: A student (with middle initial) may try this after an unsuccessful log in attempt. Returning students (enrolled prior to January 2020) might have a password equal to their birthday (mmddyy).

Use the same username and password described above to log into the OKTA Single Sign On portal where you have access to Blackboard, Banner Web, Outlook 365 (student email), and other apps.

Open up a web browser (Chrome and Firefox are preferred) and go to <https://columbustech.okta.com> (do not add www to the front of the web address).

Upon initial log in you will have to setup a multi-factor authentication. The SMS Authentication option is recommended. You will also have to choose a security question.

If you require assistance, please contact the Computer Support Lab at computerhelp@columbustech.edu.

Instructions for Web Registration

1. From the home page in the Okta SSO Portal, Select **"Banner Web"**.
2. Select **"Student Services and Financial Aid"** and then **"Registration"**
3. Click **"Select Term"**. Select the correct term and click **"Submit"**
4. Choose one of the following below:

If you know the CRN# for the classes you are registering for: Click **"Add/Drop Classes"**

Scroll down to **"Add Classes to Worksheet"** section Enter the CRN# of the courses you wish to take. Click "Register" or "Add to Worksheet"

If you do not know the CRN# for the classes you wish to take: Click **"Look-up Classes to Add"**

Under Search by Term, Select the correct term and **"Submit"**

Choose a Subject (Example: Accounting) and Click **"Class Search"**

Select the course you wish to register for by clicking the box and Click **"Register"** or **"Add to Worksheet"**

Campus Safety & Security

Columbus Technical College is committed to providing a safe and protected environment which promotes the pursuit of our College mission. Since the total preclusion of crime from this or any campus is not possible, the College has put into effect policies and procedures as precautionary measures to protect everyone on campus.

Campus Law Enforcement



Safety and security efforts on the campus are coordinated by the Columbus Technical College Police Department. All members of the CTC Police Department are Georgia Post certified law enforcement officers and as such, handle any Police services such as traffic accidents, thefts, and damage to property, or other Police matters. Any concerns of safety or criminal activity should be reported to the CTC Police Department at 706-649-1933. If it is a matter that creates a potential for serious injury or loss of life, please dial 911 as well as your CTC Police Department.

In addition to the CTC Police Department the College also contracts with a private security company for additional services provided by uniformed personnel. These services include providing building security, student information, parking control and enforcement. If minor offenses involving college rules and regulations are committed by a student, CTC Police may make a disciplinary referral to the Vice President of Academic Affairs or to one of the School Deans as appropriate.

Duties of the police officers include:

- Patrolling the campus for hazardous conditions and unusual activity.
- Enforcing the rules regarding motor vehicles on campus (parking, speeding, etc.).
- Assisting with problems encountered in the buildings, grounds, and/or parking lots.
- Completing reports for accidents, injuries, and criminal incidents.
- Assisting in building inspections for safety compliance.
- Assisting with response to campus emergencies.
- Responding to all calls/ requests for Police Services

Campus Safety & Security (Continued)

Access to Security Information

Students receive campus security information in a variety of ways including: brochures, the College website, student e-mail, and student information sheets. The goal is to encourage students and employees to be responsible for their security and for the security of others.

Police Department Contact Info:

Office: 706.649.1933

Cell: 706.527.2183

Office Location & Hours:

P203, Monday – Thursday 7AM – 10PM

Criminal Action and Emergency Reporting

The College encourages faculty, staff, and students to report any suspicious activity and/or incidents to the CTC Police Department or the College Information Center. This does not in any way prohibit the reporting of an emergency to local emergency responders such as Fire, EMS, or Police by dialing 911 or (9)911 if calling from a campus phone.

Security and Access to Campus Facilities

The Columbus Technical College campus consists of an administration building, a library, and 13 academic buildings. CTC Police officers patrol campus buildings and grounds on a regular basis and report by telephone or radio, any unusual incidents or hazardous conditions. Officers emphasize security considerations during the general maintenance of campus facilities. Campus buildings and parking areas are well-lighted to provide a safe environment. Campus buildings and facilities are accessible during normal business operating hours Monday through Thursday and for certain special functions.



ID Badges

For safety reasons, the College requires all members of the campus community to wear College I.D. cards while on campus. Students must also have College I.D. cards for use in the bookstore, library, etc.

Campus Safety & Security - continued

Alcohol & Drugs

Columbus Technical College complies with federal, state and local laws, including those that regulate the possession, use, and sale of alcoholic beverages and controlled substances. The College's drug and alcohol policy (on and off campus) prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any of the College's activities.

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose crime statistics that happen on and around their campuses. Columbus Technical College—in compliance with the Students' Right to Know and Campus Security Act, Public Law 101-542—provides the information contained in this disclosure document as amended by the Higher Education Technical Amendments, Public Law 102-26, and the Campus Sexual Assault Victims' Bill of Rights as included in the Higher Education Amendments of 1992. To review the current report, please refer to the college's website at

<http://www.columbus-tech.edu/directory/student-affairs/student-right-to-know/>. Inquiries concerning the information contained in this disclosure should be directed to the Vice President of Operations, 706.649.7511.

Smoke/Tobacco-Free Campus

The Columbus Technical College campus is considered a "Smoke/Tobacco-Free" zone. The campus includes all buildings, parking lots, common areas, sidewalks and the like. Tobacco use in any form (cigarettes/pipes/cigars, dip, chewing tobacco, e-cigarettes, "vapes," etc.) is not allowed on campus except in the designated area located in the upper parking lot of the library building. Anyone found to be in violation of this policy will be subject to disciplinary action.

Weapons Policy

Georgia Law prohibits the carrying of weapons on college campuses. For exceptions see: O.C.G.A. § 16-11-127.1 and O.C.G.A. § 16-11-130. If you have any questions regarding this policy, contact the CTC Police Department at 706.649.1933.

Incident Reporting and Statistics

CTC Police officers submit daily written incident reports to the Department of Operations which lists them in a publicly viewable log within two business days. The faculty advisor charged with monitoring an off-campus activity will report unusual incidents to the CTC Police Department and submit a written report to Academic Affairs and the Department of Operations. Requests to view the incident log should be directed to the Vice President of Operations. The Students' Right-to-Know, the Campus Security Act of 1965, and the General Education Provisions Act require colleges and universities to report certain campus crime statistics and security procedures. The Columbus Technical College Department of Operations has this information in compliance with federal, state, and local laws. Campus crime statistics reports can be reviewed on the college's website; printed copies can be obtained through the Office of Operations.

Campus Safety & Security (Continued)

Georgia Campus Carry Bill—Student Guidance and Education

- Date of Implementation—July 1, 2017
- Breakdown elements of the statute 16-11-127.1
 - ⇒ Must be 21 or over (unless an active member of the military)
 - ⇒ Applies to anyone on campus—student, faculty, staff, contractor or visitor
 - ⇒ Applies only to handguns (revolvers and pistols)
 - ⇒ Must have valid GA Weapons Carry License (WCL) or a weapons carry license or permit from a reciprocal state provided that the license carrier is not a resident of Georgia. If they become a Georgia resident, they must obtain a Georgia carry license (active military exception)
 - ⇒ Locations authorized
 - ◆ In any building or on real property (buildings or land) owned or leased by the college, unless specifically prohibited below
 - ⇒ Locations prohibited
 - ◆ Any buildings or property used for athletic sporting events (while athletic event is occurring)
 - ◆ Student housing (includes fraternity and sorority house)
 - ◆ Preschool or childcare spaces (defined as separated by electronic mechanism or human- staffed point of controlled access)
 - ◆ College or Career Academies
 - ◆ Classes w/Move On When Ready (MOWR) / dual enrollment students (defined as the space or room being currently used for MOWR/ dual enrollment instruction)
 - ◆ Faculty, staff or administrative offices
 - ◆ Rooms where disciplinary hearings are conducted
 - ⇒ Must be concealed
 - ◆ Concealed defined—carried in such a fashion it does not ***actively solicit*** the ***attention*** of others ... is not ***openly and intentionally*** displayed. ***Substantially*** covered by an article of clothing, or carried within a bag of nondescript nature.

Campus Safety & Security (Continued)

Georgia Campus Carry Bill—Student Guidance and Education (Continued)

Additional Points for Consideration:

- **It is incumbent upon the weapons carry license holder to know the law and follow it at all times.**
- It is the responsibility of the license holder / gun owner to ensure that they have received gun safety training on proper loading, use and carry (including concealed carry) of a firearm. Colleges (including their police or security departments) will not provide firearms training to anyone other than employed sworn police officers.
- Active Shooter training is provided to all students and employees. In the event of an active shooter type occurrence, police will respond with the intent of locating and stopping the threat. ***It is the responsibility of the licensed carrier to clearly identify themselves and immediately obey all instructions given by law enforcement.***

Frequently Asked Questions:

- Where can weapons be secured when not being carried on campus by permit holder? The gun owner's vehicle. Schools ***will not*** provide weapons storage facilities.
- How will anyone know whether a class has MOWR or dual enrollment students in it? It is incumbent upon the licensed carrier to determine when these conditions exist and not violate the law. Students may ask their fellow classmates if anyone is a dual enrollment, MOWR, or high school student, however, fellow students are ***not required*** to identify themselves as dual enrollment, MOWR or high school student.
- What is the penalty for violation? See OCGA 16-11-127.1. If the violator has a valid carry license, on the first offense, the penalty is a misdemeanor and a \$25 fine. If the violator does not have a carry license the charge is a felony.
- Can law enforcement ask to see weapon carry license at any time? Law enforcement may not detain an individual for the sole purpose of asking if they have a carry license or requesting to view it.
- Must the permit be on your person while carrying? Yes.
- Does it apply to any area where a student conduct hearing *may occur or has occurred*? It applies to any area where a student conduct hearing is occurring or will occur in the immediate future.
- What happens when high school (or younger) students are in common areas? The prohibition only applies to areas in current use for instruction or students who are dual enrollment or MOWR. Common areas where these students may be present are not covered.

Campus Safety & Security (Continued)

Motor-Vehicle Regulations

- Students may park in designated areas ONLY and must park vehicles—including motorcycles and scooters—between the painted lines and headed into the space. Students driving a registered or unregistered vehicle should not use visitors' spaces.
- Parking for individuals with disabilities is appropriately marked **HANDICAPPED ONLY**. Students must display handicapped parking permits in the vehicle when parked in these spaces. Students may not use the handicapped permit of any other person. CTC Police will make regular checks to make sure those in the handicapped spaces are in compliance. **Using a handicapped placard not issued to you will result in a fine up to \$500.00.**
- Students may not park on the grass outside the designated areas, on campus roads or drives, or in striped areas adjacent to handicapped spaces. Bicycles must be parked in the racks provided at various locations. Students may not carry bikes inside buildings, lean them against buildings or trees, or chain them to poles, fences, or buildings.
- The campus speed limit is 15 miles per hour. Pedestrians have the right of way at all times. Vehicles left unattended and blocking traffic or creating any safety hazard may be towed from the campus at student's or owner's expense.
- **Motor-vehicle-regulation violations may result in a ticket carrying a fine of \$10. A first-offense fine for parking in a handicapped parking space is \$25.**
- **Second- and third-offense fines are \$50 and \$100 respectively.** The student parking the vehicle on campus is responsible for all motor-vehicle violations attributed to that vehicle.
- Parking tickets shall be brought to the College's Business Office within 48 hours. Tickets shall be cleared promptly to preclude delays in registration and processing of transcripts, graduation requests, etc.

Business Office Cashier Hours: Monday - Thursday from 8AM - 6PM in the Hartline Building. Parking violators may appeal to the Student Leadership Council within ten days of the issuance of the ticket by obtaining and submitting an appeal form in the Business Office. The SLC will notify students in writing whether the appeal has been granted or denied. The decision is final, with no appeal.

Campus Safety & Security (Continued)

Sex Offender Information

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, the Columbus Technical College Office provides a link to the Georgia and Alabama bureaus of Investigation. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Georgia, convicted sex offenders must register with the Sex Offender and Crimes Against Minor Registry maintained by the Georgia Bureau of Investigation.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purpose of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class I Misdemeanor.**

Below are links to access the Sex Offender Registration information: In Georgia:

<http://www.ganet.org/gbi/disclaim.html>

In Alabama: <http://community.dps.state.al.us>

The web addresses above are published in the "Campus Safety Security" information brochure available at various locations on campus as well as on the College Intranet/Safety & Security Information/Safety & Security documents. Columbus Technical College receives notification by mail from the Georgia Bureau of Investigation and/or the Muscogee County Sheriff's Office when a registered sex offender has reported that he or she will be attending Columbus Technical College. The Chief of Police also accesses regularly the online registry.

Campus Emergencies

Fire evacuation routes, tornado shelter maps, and emergency instructions are posted throughout campus on walls in classrooms and offices as well as on hallway bulletin boards. All members of the campus community must comply promptly with the instructions of police officers, college administrators, and emergency personnel in the event of an emergency.

Campus Safety & Security (Continued)

Children on Campus

- Children are not allowed in classrooms or laboratories.
- Children are not allowed in the Math, Writing, or Science Support Labs.
- Children are not allowed in the Academic Advisement Center.
- Children are not allowed on campus unless accompanied by an adult. Adults who bring a child to campus must ensure that the child's activity does not disturb classes or people trying to study.
- Children must not be left unattended anywhere on campus.
- Children are not allowed in the Cosmetology area.
- Children under the age of 16 are not allowed in the Library.

Columbus Technical College Police personnel will escort violators of this policy off the campus.

Visitors On Campus

All visitors must have permission to be on campus. Visitors should report to the Police Department in Patrick Hall. Students and visitors may not visit classes during class time unless permission has been obtained from an administrator. In case of an emergency, visitors needing to see a student should make their request at the police department.



Lost & Found

Lost and found articles may be sought from or turned in to the Police Department in Patrick Hall, Room 206.

Campus Safety Tips

1. Park your vehicle in a lighted parking area designated for students. Always lock your vehicle.
2. Never leave valuables visible; instead, secure such items in the vehicle's trunk. If you are planning to be away from your vehicle for an extended period, never transfer valuables to the trunk in the presence of others. Always remember to remove the keys from the ignition.
3. Keep your personal possessions with you at all times while on campus.
4. Secure your bicycle to a bike rack, using a strong chain and lock.
5. If taking classes at night, be sure to walk with a fellow student or two.
6. Have your car keys ready in hand so that your car can be opened immediately.
7. Immediately report any crime, suspected crime, or suspicious circumstances or persons to the campus police, day or night.
8. If you feel unsafe or uncomfortable, contact campus police for an escort.

LIBRARY

Located on Second Floor of Library Building

The Columbus Technical College Library has a collection of more than 30,000 books and audio/video material, 242,800 e-books, and 236 hard copy periodicals and newspapers. Students also can access videos through Films on Demand. The library collection and e-books can be accessed on any campus computer and online through any internet accessible device.

The Library has online resources available to assist students through GALILEO. GALILEO stands for **GeorgiA Library LEarning Online**, an initiative of the Board of Regents of the University System of Georgia. An Internet-based virtual Library, GALILEO provides access to multiple information resources, including secured access to licensed products. Students may access over 300 databases indexing thousands of periodicals and scholarly journals. Over 10000 journal titles are provided in full-text. GALILEO can be accessed on any campus computer and online through any internet accessible device.

Columbus Technical College Library is part of the national Interlibrary Loan program. Students can request Interlibrary Loan for items unavailable at the Columbus Technical College Library. The library has Joint agreements to allow students library access to Columbus State University Library, Chattahoochee Valley Community College Library and all Technical College System of Georgia college libraries.

Off-Campus Library service, exists to meet the library needs of Columbus Technical College students. Students have full access to Columbus Technical College Library's online catalog, many online databases through GALILEO, the online Student Handbook for the Library, Program Guides, texting and chat services, and other instructional resources provided by GALILEO, and library videos. Off campus students are allowed to borrow books from the Library's collection, use interlibrary loan services, and access any other Technical College System of Georgia College Library through a state-wide resource sharing agreement (TCSG Libraries Statement of Agreement). Off campus students may request hard copy materials from the library by phone, text, email, or chat. Upon request resources will be delivered to the off campus site.

The Library staff is committed to fulfilling the mission of supporting the Columbus Technical College students through ongoing service and education to ensure access and successful use of all library information resources, encouraging life-long learning, critical thinking skills, and increase information literacy.

LIBRARY

For more information on the Library: Phone: 706.649.1852 Text: 706.225.9170
Hours of operation subject to change

Printing(L702andL708)

- 10 cents for black and white, 50 cents for color (Select 700-01 printer for color)
- Color prints can be obtained at the Circulation Desk
- Print cards can be purchased at the Circulation Desk

Copying and Scanning

- Copies may be made by scanning material and sending to a cell phone, emailed, or printed on a local printer
- Please contact the Circulation Desk if assistance is needed

Faxing

- Faxing to local numbers, area code (706), is free. Long distance is 10 cents per minute. Free cover sheet included.

Computers

- Over 80 computers are available for use in the library.
- Computer labs are located in rooms L702 and L708. Instructional lab is located in rooms L715
- Microsoft Office Pro Suite
- Internet Access

Off-Campus Library Service exists to meet the library needs of Columbus Technical College students. Student have full access to the following:

- Virtual Library Services through their Blackboard accounts
- The online catalog
- Online databases through GALILEO
- Library videos
- The online student Handbook for the Library
- Program Guides
- Texting three 1-hour Chat sessions with a Librarian, Monday—Thursday beginning at 10:00 am, 20:00 pm, and 7:00 pm.
- Off campus students are allowed to borrow books from the Library's collection, use interlibrary loan services, and access to any other Technical College System of Georgia College Library through a state-wide resource sharing agreement (TCSG Libraries Statement of Agreement).
- Off campus students may request hard copy materials from the library by phone, text, email, or chat. Upon request, resources will be delivered to the off campus site.

Study Rooms

- Five (5) study Carrels
- Group study rooms
- Conference room
- Gaming room
- Law Library
- Mini Science Lab

Wireless Network

- Bring in your own device for free wireless connection.

Registrar's Office/Registrar Services
Hartline Administration Building, Room A-151
706.649.1857

- | | |
|--|--|
| <ul style="list-style-type: none">• Process Graduation Applications• Grade Processing• Issue Credentials• Process Course Withdrawals
(Instructor and student-initiated)• Registration Assistance• Transient Agreement Forms | <ul style="list-style-type: none">• HOPE Scholarship Evaluations• Transcripts
(Submit official transcript request = \$7.50)
Unofficial transcript is free• Grade changes• Address and Phone Updates• Web Pin Requests |
|--|--|

Intranet Services

- | | |
|---|--|
| <ul style="list-style-type: none">• Unofficial Transcripts• View Grades, Tuition Fees, and Print Schedules• Calculate GPA• Verification of Enrollment• Web Registration for Classes• View Holds on Account• Scholarship Link | <ul style="list-style-type: none">• Apply Online for Financial Aid• Textbook Information• Search Library Catalog• View Student Orientation Power Point Presentation• Retrieve Student Email and Password• Student Announcements |
|---|--|

Request and Pay for Official Transcripts Online

- 1) Go to www.columbustech.edu
- 2) Click "Current Students"
- 3) Click "Registrar"
- 4) Click "Transcript Request"
- 5) Click "Student Records"

- 6) Click  **TranscriptsPlus[®]**

- 7) Click "Begin Order"

Credential Solutions Customer Service—847.716.3005 Website:
<https://www.credentials-inc.com/tplus/?ALUMTRO005624>

Student Rights & Responsibilities

The Student Right-to-know Act

The Student Right-to-Know Act was enacted in 1990 by federal law. The law requires institutions that receive Title IV HEA student financial aid to collect, report and/or disclose graduation rates for full- time, first-time, degree-seeking undergraduate students and students receiving athletically related student aid. For fall 2016, Columbus Technical College had a retention rate for first-time students of 56%. Please note that 14% of entering students were counted as “full-time, first-time” in 2014. Questions related to this information should be directed to the Office of Institutional Effectiveness, 706.649.1305, or the Office of the Registrar, 706.649.1857.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 helps protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

What rights does FERPA afford students with respect to their education records?

- The right to inspect and review records within 45 days of the day the College receives a request for access.
- The right to request amendments to the record(s) that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-5920

Who is protected under FERPA?

(1) Students who are currently or formerly enrolled regardless of their age or status with regard to parental dependency. Students who have applied but have not attended an institution and deceased students do not come under FERPA guidelines. Parents of students termed as “dependent” for income tax purposes may have access to the student’s education records. (At the educational institution’s discretion.) A copy of the parent’s most recent Federal Income Tax return, where the parents declared the student as a dependent, must be submitted to the Office of Student Records to document “dependency.”

Student Rights & Responsibilities (Continued)

What are education records?

With certain exceptions, an education record is any record from which a student can be personally identified and maintained by the College.

A student has the right of access to these records. Education records include any records in whatever medium (handwritten, print, magnetic tape, film, diskette, etc.) that are in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

What is directory information?

Institutions may disclose information on a student without violating FERPA if it has designated that information as “directory information.” At CTC this includes a student’s:

- Full name of student
- City of residence
- County of residence
- Major and field(s) of study
- Dates of attendance
- Enrollment status (full-time/part-time)
- Degrees and awards and date received
- Participation in official sports and activities
- Height and weight of athletic team members

How does a student authorize release of their education record in the form of an academic transcript?

Students must authorize the release of their transcript by written request with signature or by completing and signing a transcript request form available in Student Services or online at <http://www.columbustech.edu>. The receipt of a written request with signature to release an education record via fax is permissible.

Student Rights & Responsibilities (Continued)

Who may have access to student information?

- The student and any outside party who has the student's written request.
- School officials (as defined by the College) who have "legitimate educational interests."
- Parents of a dependent student as defined by the Internal Revenue Code.
- A person in response to a lawfully issued subpoena or court order, as long as the College makes a reasonable attempt to notify the student first. (Normally, the College will comply with a subpoena after two weeks have elapsed from the day the subpoena was received.)

When is the student's consent not required to disclose information?

When the disclosure is:

- to school officials (defined in policy) who have a legitimate educational interest,
- to federal, state, and local authorities involving an audit or evaluation of compliance with educational programs,
- in connection with financial aid; this includes Veterans' benefits,
- to organizations conducting studies for or on behalf of educational institutions,
- to accrediting organizations,
- to parents of a dependent student,
- to comply with a judicial order or subpoena
- in a health or safety emergency,
- releasing directory information,
- releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.

Behavior Intervention Team (BIT)

The Behavior Intervention Team is dedicated to a proactive, coordinated, and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavior threats to the safety and well-being of all Columbus Technical College students, faculty, staff, and visitors.



Campus Member's Responsibilities

The mission of the College's BIT is to educate the community about proper responses to any behavioral issues, from concerning behavior to a crisis situation. It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the College.

Reporting Concerns

If you have general concerns about an individual's behavior, please contact the BIT at IT@columbustech.edu to consult as early as possible. No issue is too small to be recognized. If you feel uncomfortable, trust your instincts and notify someone.

When there is an active or immediate risk of violence or harm to others, you should call 911 or CTC Police Department.

Individuals may submit a report about a personal of concern by emailing the BIT, speak to the CARE Center or Office of Disability and Special Services staff, or submitting the Online Reporting Form via the CTC website.

Student Rights and Responsibilities - Continued

Code of Conduct

Students enrolling at Columbus Technical College accept certain responsibilities and obligations including satisfactory academic performance and social behavior consistent with the College's educational mission. To fulfill its functions as an educational institution, the College retains the power to maintain order and to exclude those who are disruptive to the educational process.

The College will use appropriate procedures to impose institutional disciplinary measures for conduct that adversely affects the College's pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the College community, or that endangers property or persons or College-controlled property.

The complete Code of Conduct may be found on the college website in the Student Handbook. Any member of the college community may report a student in violation of the Student Code of Conduct or file a formal grievance. Report forms are available in various offices including: Academic Advisement Center, Care Center, Disability and Special Services Office, the College Information Center; or on the website: [link to Student Forms](#).

Grievances

Students enrolling at Columbus Technical College accept certain responsibilities and obligations including satisfactory academic performance and social behavior consistent with the College's educational mission. To fulfill its functions as an educational institution, the College retains the power to maintain order and to exclude those who are disruptive to the educational process. Student Grievance and Complaint forms are available in various offices including: Academic Advisement Center, CARE Center, Disability and Special Services Offices, College Information Center; or on the website.

Complaints of Sexual and Gender Violence

Columbus Technical College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Columbus Technical College will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. Columbus Technical College strongly encourages members of the community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

Student Rights and Responsibilities - Continued

Complaints of Sexual and Gender Violence (Continued)

For a complete copy of Columbus Technical College's policy governing sexual misconduct, visit the Columbus Technical College Student Handbook – Student Code of Conduct.

Columbus Technical College has established procedures to address unlawful harassment (including sexual harassment and sexual violence), discrimination and retaliation. All students and employees are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation (prohibited conduct) against themselves or others. Reports will be treated in an expeditious and confidential manner. Victims have the right to file or not file a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. Counseling and referral services are available. The college will assist with remedies to prevent contact between a complainant and an accused party, such as academic and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Campus Police or local law enforcement. Students and employees should contact the Campus Police Department at 706.649.1933 or the Office of the Vice President of Student Affairs at 706.649.1820.

After an incident of sexual violence, the victim should consider seeking medical attention as soon as possible. If victims seek counseling, they may contact the CARE Center at 706.649.1938.

Victims of sexual harassment, domestic violence, dating violence, sexual assault, or stalking should report the incident promptly to the Title IX Coordinator, Henry Gross, 706.649.1883, hgross@columbus tech.edu and to Campus Police (if the victim so desires). The college will provide resources on campus, off campus, or both, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

Once an individual makes a complaint, or receives notice that a complaint has been made against him or her, that individual should receive information about support services, such as counseling, academic support, and disability services, as is available at the institution.

Student Rights and Responsibilities - Continued

Unlawful Harassment and Discrimination

Columbus Technical College is committed to ensuring that all students and employees shall be provided an environment free of unlawful harassment, discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct (“prohibited conduct”) in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with Procedure: 6.1.1p, published in the Student Handbook and Catalog.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person’s right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

Student Services & Assistance

CARE Center

The CARE Center is located in Room P-600. The staff assists with scholarship opportunities, preparation, adjustment, retention and graduation. The CARE Center is available to any currently enrolled student, future students, students on academic suspension, and graduates.

The Student Navigator / Retention Coordinator is located in The CARE Center. Any TCSG Early Alert Management System (TEAMS) alerts are managed here. The CARE Center is dedicated to assisting students in achieving the successful completion of their chosen educational program of study through a structured, comprehensive academic and personal support system.



How Do I Get Assistance?

Visit The CARE Center in P-600 Monday – Thursday, 8:00 AM to 6:30 PM

Call 706.649.7512

Email: CARECenter@columbustech.edu

Be referred by your instructor or advisor

Career Services Center

The Career Services Center assists current and former students and graduates in obtaining employment by enhancing job readiness and employability skills and by helping students assess and redesign career paths. The Career Services Center is located inside the CARE Center/ in P- 600 of Patrick Hall, Monday – Thursday, 7:30 am to 6 pm.

Services include:

- Resume evaluation
- Job Postings
- Interview preparation
- Career exploration
- Computers for student use
- Career fairs
- Internet access to job sites
- Career counseling
- Instructional videos and reference materials

Contact Info:

Phone: **706.649.1055**, Email: careerconnections@columbustech.edu

PASTORAL INSTITUTE



Need to talk?
We Listen.

COLUMBUS TECHNICAL COLLEGE STUDENT ASSISTANCE PROGRAM

6 CONFIDENTIAL COUNSELING SESSIONS FOR STUDENTS
(MUST HAVE CURRENT STUDENT ID)

MAKE AN APPOINTMENT

www.pastoralinstitute.org

Drug and Alcohol Education Programs and Assistance Available

A combination of several campus offices will provide assistance or act as a referring agency for Columbus Technical College. Included in the campus efforts to assist those with substance abuse problems is the CARE Center. The CARE Center (counseling services) located in Carl Patrick Hall, Room 600 and can be reached by dialing 706-649-1938, CARECenter@columbustech.edu. The CARE Center offers a structured, comprehensive academic and personal support system for all students. The staff provide a full range of academic, personal, and career counseling. The counselor serves as administrator / facilitator of the ***Get Inclusive*** program. Additionally, the CARE Center staff work very closely with other offices on campus to support students and maintain a listing of referral agencies for off-campus resources when such assistance is more appropriate.



Columbus Technical College, in partnership with TCSG and *Get Inclusive* delivers training on

important, relevant topics in interactive online courses. Every student is expected to complete the training.

There are modules for:

- Consent & Sexual Violence
- Alcohol & Other Drugs
- Mental Well-Being

Academic Support Labs

Hours for all Academic Support Labs:

Monday through Thursday

8:30 AM to 6:30 PM (Hours subject to change)

Math Support Lab

The Math Support Lab is available to all current students, adult education student, and applicants. Tutors are on hand to help with critical thinking and mathematical skills in any class.

The Math Support Lab is located in P- 603 in Patrick Hall.

Call 706.641.4196 or email: math@columbustech.edu for information.

Hours are Monday - Thursday, 8:30 am to 6:30 pm.

Online Resources

- Accounting
- Learning Support Center Resources for Accounting
- Drills and quizzes for a wide range of topics

Science Support Lab

The Science Support Lab is here to help students get comfortable with science through individualized and group tutoring, connecting to online course support materials, developing effective study skills for science lectures and labs, and connecting with fellow students at Columbus Technical College.

The Science Support Lab is home to four advanced ZSPACE Interactive 3D Computers. These are preloaded with software for Physics, A&P I & II, Biology, and Microbiology. The Science Support Lab is also home to 3 Interactive Whiteboards that can be used for practicing memorization of Anatomy and Physiology by writing on the screen in interactive diagrams, watching video lectures, and using Interactive human body models.

The Science Support Lab Provides Tutoring For

- ALHS 1011
- BIOL 1111 & 1112
- BIOL 2113 & 2114
- BIOL 2117
- CHEM 1211 & 1212
- And their respective labs

The Science Support Lab is located on the 2nd floor of the Library Bldg.
Call 706.225.0523 or email: science@columbustech.edu.

Monday – Thursday – 8:30 – 6:30

Computer Support Lab

The CLICK Student Computer Lab provides all of the following services:

- Basic Computer Skills Tutoring (Basic Use, Basic File Management, Basic Internet and Microsoft Office)
- Peer to Peer Tutoring
- COMP 1000 / SEMN 1000 Assistance
- Help students learn how to properly use their electronic devices for educational purposes; laptops, tablet, smart phones, etc.
- Assist with Blackboard® (learning management system) Challenges.
- Aid with project in program related courses that require advanced technology skills (i.e. digital portfolios, web page development, etc.)
- Embedded Computer Support Aides in all Academic Support Labs (Math, Writing, Science, etc.)
- New Technology available for Student Use, Ipads, Smartboards, Zspace 3D computers, Laptops, Thin Client Server Based PCs, etc.)



The CLICK Lab is located in room P-132 in Patrick Hall.

Call 706.641.5020 for hours of operation.

Writing Support Lab

The Writing Support Lab is another resource for all current Columbus Tech Students. Experts will help with writing or reading assignments for any class as well as provide one-on-one tutoring and instruction.

The Writing Lab is located in P- 602 in Patrick Hall.

Call 706.649.1728 for hours or email: writing@columbustech.edu.

What we can do:

- Help plan essays based on the assignment instructions
- Brainstorm ideas to get started on an assignment
- Review your draft for organization, focus, and good research methods
- Teach how to avoid plagiarism by using correct research and documentation techniques
- Identify grammatical errors common to writing
- Assist with MLA, APA, and Turabian / Chicago style
- Demonstrate critical reading skills
- Encourage the enjoyment of writing and discovering personal writing processes

What we don't do:

- We WILL NOT proofread or “fix” your paper for you.
- We WILL NOT tell you what grade we think your assignment will earn in your class

Smarthinking® Online Tutoring Services

Free Smarthinking® Online Tutoring Services provide the quality academic help students need, when, where, and how you need it!

With online tutoring services from Smarthinking®, students get on-demand, individual instruction and support from expert online tutors across a wide variety of subjects—from beginner to advanced, up to 24 hours a day via Smartphone/ Tablet (IOS, Android), Laptop, Desktop PC.

Student success is our main focus. That's why our tutors consist of a diverse group of educators and professionals with nine years of experience, on average. In fact, 90% of Smarthinking® tutors go through an intensive training and certification program, specific to virtual classrooms and one-on-one instruction.

Tutors are available to help with the following topics:

Business

- Accounting
- Economics
- Finance
- Statistics

Career Writing

- Resumes and Cover Letters
- Career Writing Live Coaching
- Business Writing
- Interview Practice

Computers and Technology

- Introductions to Computer Science
- Microsoft Office Suite: Access, Excel, Power-Point, Word
- Adobe Suite: Illustrator, InDesign, Photoshop
- Popular Programming Languages:
- C++, C#, Python
- Web Layout & Design: CSS & HTML
- Web Development: JavaScript SQL & PHP
- Operating Systems: Windows 7/10 & Linux

Science

- Biology
- Chemistry
- Introduction to Human Anatomy and Physiology
- Organic Chemistry
- Physics

Spanish

Mathematics and Statistics

- Algebra
- Basic Math
- Bilingual Math (English/Spanish)
- Calculus
- Geometry
- Liberal Arts Math
- Statistics
- Trigonometry

Writing

- Pre-Writing Techniques
- Research Strategies
- Research Strategies
- Documentation
- Grammar and Mechanics
- Paragraph, Standard Essay, or Long Essay Review via Writing Center

Smarthinking® (Continued)

How to Access Smarthinking® Services

- 1) Log in to Blackboard***
- 2) Scroll down to My Organizations***
- 3) Select/Click on Academic Support Services (STUDENTS)***
- 4) Select / Click on the work “Smarthinking” located in the column / menu on the left***
- 5) You will be asked to Launch LTI Link. Select/ Click the button on the right “Launch”***
- 6) Smarthinking® will do a “System Check” then automatically log you in. Be patient for a moment here.***
- 7) After you’re logged in there will be a pop-up asking you to “generate a token ID”.***
This is only required if you are using the Smartphone / Tablet Mobile App.
- 8) Select / Click “Ask Me Later” if not using the mobile app.***
- 9) You can now get free reviews of your papers and full service tutoring in a variety of subjects with a Masters Level Tutor!***

Health Care Programs

Competitive Admission Process:

1. Students applying for competitive admission are strongly encouraged to attend an information session.
2. Program Ranking is performed using a program-specific Excel spreadsheet with 60% of the ranking coming from competitive GPA and 40% from HESI A2 scores.
3. Program applications will be available on our website two (2) weeks before published deadlines. Students must submit an electronic application for each program they wish to apply for at that time. All application information will be reviewed in the Division of Health Sciences and Nursing and then sent to admissions for competitive ranking.
4. Students who hold college degrees must compete in the same areas as students without previous degrees, including the HESI A2 exam.
5. Current CTC students in competitive health sciences or nursing programs **CANNOT** apply for another competitive health sciences or nursing program until completion of their present program.
6. All pre-requisite courses must be complete at the time of the application deadline date.
7. Transfer credits – Students’ official transcripts/grades from all institutions must be received by CTC’s Admissions Office by the deadline date.
 - a. All accredited health sciences and nursing programs have state or national guidelines and standards that students must successfully meet to complete the program. However, the curriculum varies widely between each program. For example, some programs operate in the quarter system, while others utilize semesters. Furthermore, each programs’ courses are structured differently and may be taught in a different order. Therefore, Columbus Technical College **will not** accept transfer credit from other accredited colleges and universities for previously completed nursing or health sciences programs’ occupational courses. Additionally, no military credits and/or nursing experience while working in the military will be accepted.

Health Care Programs
Competitive Admission Process:
(continued)

8. The Competitive Ranking will be based on:
- a. Designated course grades used for competitive ranking are indicated by an asterisk* on program sequence sheets on the CTC web page. All pre-requisites must be completed at the time of program application with a grade of C or higher.
 - i. Students will be given one opportunity to improve their grades for all pre-requisite courses while enrolled at Columbus Technical College. The higher-grade will be used for ranking.
 - * Financial Aid will only pay for two attempts with a passing grade.
 - ii. Science courses (BIOL 2113 & 2113L, 2114 & 2114L, 2117 & 2117L, CHEM 1211 & 1211L and PHYS 1110 & 1110L, ALHS 1011) used for competitive admission cannot be more than seven (7) years old or the course must be re-taken. Any science courses more than seven (7) years old will not be used for competitive ranking.
 - b. HESI A2 exam scores
 - i. Students must take the HESI A2 exam and score a minimum of **70** for degree programs and **60** for diploma programs to be considered for admission to a competitive program.
 - ii. Call 706-649-1822 (testing Center located in the Library Building) for times, dates, and testing questions.
 - iii. The test may be taken a total of two times per calendar year. The test results are only good for a two-year period.
 - iv. The HESI A2 exam is required for all competitive programs.
 - v. There are several preparation options for the HESI A2 exam, including free test prep via the Columbus Technical College virtual library on Mometrix or ***HESI Admission Assessment Exam and Review, 5th Edition*** ISBN 978-0-323-58226-1

***Health Care Programs
Competitive Admission Process:
(continued)***

***APPLICATION DEADLINE DATE**

*Students may begin applying two (2) weeks before the deadline dates posted below. Program	Deadline to submit an electronic application
Associate Degree in Nursing (Spring Semester Start)	September 15th
Associate Degree in Nursing (Fall Semester Start)	June 1st
Dental Assisting	February 15th
Dental Hygiene	June 1st
Diagnostic Medical Sonography	September 15th
Practical Nursing	February 15th
Radiologic Technology	September 15th
Respiratory Care	September 15th
Surgical Technology	February 15th

Final Approved 11/17/2020 Revised 6/2021

Who is eligible for Financial Aid?



Financial Aid

Financial Aid is available to qualified students from a variety of federal and state sources. Students receiving any Federal and/or State financial aid will be required to maintain a cumulative grade point average of 2.0 and complete at least 66.66 percent (cumulative) of the scheduled credits for each term. Students receiving the HOPE Scholarship are required to maintain a minimum grade point average of 3.0 at certain checkpoints. Those earning the HOPE Grant/Zell Miller Grant must maintain a 2.0 on HOPE paid hours.

Students are ineligible for any financial aid (federal or state) if they are:

- In default on a previous educational loan or owe a refund on any grant
- Enrolled as an unclassified student or special admit
- Enrolled in a business and industry training center course or any course that does not lead to a degree, diploma, or certificate

How do I find sources of funding?

Students wishing to apply for assistance should review the Financial Aid Programs available by visiting <http://www.columbustech.edu> and click on:

- Financial Services
- Financial Aid
- Financial Aid Programs

How Do I Apply?

Fill out a Free Application for Federal Student Aid (FAFSA) online for all federal and state financial aid at www.fafsa.gov.

For more information, please call **706.649.1859**.

Financial Aid (Continued)

Private Loans

COMPANY	WEBSITE	PHONE
Sallie Mae	http://go.salliemae.com/schoolapply/?InstID=00562400&loanprogram=SOSL &InstLndrID=900905	800.722.1300
Regions Bank	http://www.regions.com/smart	800.858.7822
Student Access Loan (Georgia Student Finance Commission)	<u>Georgia Student Access Loan</u>	800.505.GSFC or 770.724.9000
Naval Federal Credit Union	Navyfederal.org	1-888-842-6328

- Columbus Technical College does not endorse or support any specific lender or student loan program / product.
- Students are free to borrow from any lender they choose.
- If students choose a loan option that is not listed above, they should contact the lender directly to determine the application process. The lender will disburse the funds to the student and not Columbus Technical College.

Veterans Benefits

Eligible veterans can process applications through their local or regional Veterans Administration office. Columbus Technical College has applications and a counselor available to assist applicants filing for benefits. The Veterans Affairs office is located in the W.G. Hartline Building, Room 151-A.

Call 706.641.5239 or 706.649.1458 for more information.

The Montgomery GI Bill provides benefits to veterans, service members, and some dependents. Find more information by visiting the U.S. Department of Veterans Affairs GI Bill website at www.benefits.va.gov/gibill/.

Email Address
Ex: jonedbee@yahoo.com

Password
(case sensitive)

LOG IN!

BankMobile

Disbursements

Your school has partnered with BankMobile to deliver refunds and offer you smarter ways to manage your money.



1

Check your mail for the bright **green envelope**.
Don't have one?
Look for it here.

2

Use your Personal Code found inside the envelope to select your refund preference.
Hint, it will look like:
ABCD-1234-5678

3

Click Let's Get Started below, your choices for refund delivery are just a few clicks away!

BANK MOBILE SHARED SECRET REQUEST

INFORMATION:

Combined birthdate and last four of your student ID# without spaces

Shared secret format example: **192409035526**

Birthdate: **YEAR/MM/DD**

Last four of your student ID# **EXAMPLE: 5526**

LET'S GET STARTED!

For questions or concerns contact
Columbus Technical College
706-649-1310
or
<https://bankmobilevibe.com>
(866)-309-7452

Tuition Smarter.

Monthly payments to fit your life.

Your school partners with Nelnet Campus Commerce to let you pay your tuition and fees over time, making college more affordable.



Convenient



Secure



Affordable

Payment Methods

- Automatic bank payment (ACH)
- Credit card/debit card (An additional fee may be assessed)

Payments are processed on the 20th of each month

Cost to Participate

- \$30, \$35, or \$40 enrollment fee per semester
- \$30 returned payment fee if a payment is returned

Simple Steps to Enroll

- Log in to Banner Self-Service
- Click on "Student & Financial Aid"
- Click on "Account Summary"
- Click "Pay Online"
- Select desired term for payment plan enrollment
- Select "Pay By Payment Plan with Nelnet"

To see enrollment deadlines, required down payments, and other payment details, visit our website below. Please note that all down and full payments are processed immediately.

MyCollegePaymentPlan.com/Columbus



+



Workforce Innovation Opportunity Act

As a Columbus Technical College (CTC) student, you may be eligible for additional financial assistance through the Workforce Innovation and Opportunity Act (WIOA), a federal program that assists students in select programs with school-related expenses. WIOA provides financial assistance for tuition, books and fees, and direct training costs such as, required materials, tools, equipment and uniforms needed to complete an approved training program.

WIOA training funds are designed to serve unemployed and under-employed adults, dislocated adults, and youth who are in need of job skills training to enter or re-enter the workforce. The funds are coordinated with PELL and HOPE. WIOA is not an entitlement program. Services are based upon availability of program funding and eligibility and appropriateness of services. WIOA funding through Columbus Technical College is provided for eligible residents of the Lower Chattahoochee Workforce Development Area 14 which includes Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, and Talbot Counties. If you have been displaced/ laid-off from a Georgia company, residency with the above listed counties does not apply.

The WIOA office is located in the W.G. Hartline Building, Room 156-B. Call 706-649-1856 for more information or to schedule an appointment for eligibility screening.

Disability Services



Columbus Technical College Disability Services provides quality service to each student with a diagnosed disability through appropriate modification of college policies, practices and procedures. It's the mission of this office to ensure that every student with a disability has an equal opportunity to benefit from college programs. Personal independence and responsibility on the part of the student are emphasized in the provision of their services.

This office is located in the Hartline building, room 163.

Hours are Monday - Thursday 7:30 AM – 6:00 PM.

Call 706.649.1442 or 706.649.1533 for more information or to schedule time with a counselor.

Students who request accommodations to courses or activities should provide appropriate documentation of their disability to the Disability Services office. If the accommodation is justified by the documentation and is reasonable for the College to provide, we will work with the student and college personnel to facilitate. The documentation and accommodation requests must be submitted as early as possible. All documentation provided will be kept confidential.

Accommodations include, but are not limited to:

- Career Advising
- Interpreter services for the deaf or hearing impaired (advance notice is required)
- Visual aids
- Assistive Technology
- Assistance with registration
- Voice recorders and batteries for use in classrooms
- Extended testing time
- Textbook in alternative format
- Braille Services

Special Populations

The mission of Columbus Technical College's Special Populations Program is to assist all students with removing and/or overcoming academic, career, and economic barriers. The program assures Special Population Students equal access to recruitment, enrollment, job placement activities and the full range of technical education programs and activities.

Special Populations, as defined by the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins Act) are:

- Individuals with Disabilities – a physical or mental condition that substantially limits one or more major life activity, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, or learning.
- Individuals from economically disadvantaged families, including low-income youth and adults
- Individuals preparing for non-traditional fields; (Example: Females in Welding, Auto – Males in Health Fields)
- Single parent – has the primary or joint custody for a dependent child. You may be divorced, widowed, legally separated or never married.
- Youth with parents on active duty in the armed forces
- English Language Learner – has a language other than English as their native language
- Youth who are in, or have aged out of, the foster care system
- Homeless individuals
- Out of Workforce individual – Unemployed or underemployed and having difficulty in obtaining and upgrading employment, or who has custody of a child with less than two years remaining to receive assistance from Title IV of the Social Security Act.

Community Resources

Please contact our office if you need assistance with resources for healthcare, food banks, services for children, counseling, crisis hotlines, substances services, emergency shelter, transportation and much more!

This office is located in the Hartline Building or call 706-649-1442 for more information.

Hours: Monday – Thursday 8:00 am to 6:00 pm

Opportunities Abound in Non-traditional Fields

The term “Non-traditional fields” means occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work. (Perkins IV definitions)

Promoting high-wage, high demand and high-skilled career opportunities opens doors for every individual. Working in a non-traditional field brings diversity to the workforce, as well as provides you an opportunity to earn a higher wage and create greater job satisfaction.

Males represent less than 25% of the occupations listed below in the United States <https://www.dol.gov/wb/stats/TraditionalOccupations.pdf>

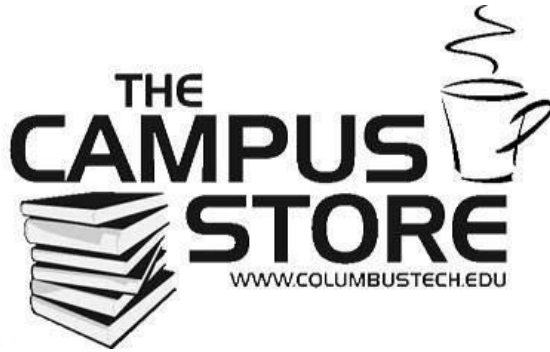
Females represent less than 25% of the occupations listed below in the United States <https://www.dol.gov/wb/stats/Nontraditional%20Occupations.pdf>

Columbus Technical College offers a wide variety of programs for students interested in nontraditional careers found at the link below:

<https://www.columbustech.edu/academics/programs-of-study.cms>

What Services Are Available

- Personal, Career and Admissions Guidance
- Workshops including Academic and Life Skills Seminars
- Community Resource Referrals
- Guidance in locating the appropriate Columbus Technical College resources



The Campus Store

The Campus Store is your one stop shop for Columbus Technical College textbooks and gear, supplies, food, drinks and gift items. Conveniently located in Room 409 of Patrick Hall, the Campus Store has been serving our students and faculty since 2010.

Students have the OPTION to charge purchases against their PELL award after the Drop/Add period.

Store Hours

Monday - Thursday: 8AM - 6PM

Telephone: 706.649.1850

The Academic Advisement Center (AAC)'s Personal Program Planner

The Academic Advisement Center advises all “New Students” and “Provisionally Admitted” students (students taking any Learning Support Courses). Advisors will assist these students in selecting the appropriate Program of Study, navigating the college website, formulating an academic plan with the appropriate course sequence, and answering questions / resolving issues with online registration. Regular Admit students should meet with their Program Managers for advisement. Contact information for your Program Managers can be obtained for the Columbus Technical College website, or you may reach them by calling the number for the school from the Directory on page 3.

Student Name: _____ Student # _____

Program of Study: _____

Advisor / Program Manager: _____ Office Room # _____

Advisor email: _____ Advisor Phone #: _____

1st Semester	Term	Credit Hours	Grade	Quality Points	GPA
Totals:					
2nd Semester					
Totals:					
3rd Semester					
Totals:					

Notes:

4th Semester	Term	Credit	Grade	Quality Points	GPA
Totals:					
5th Semester					
Totals:					
6th Semester					
Totals:					

Student Organizations

The American Welding Society has had an active charter at Columbus Technical College since 1971.

Activities in this organization are coordinated by the Welding and Joining Technology Department.

The purpose of this organization is to provide reliable updated information on the technology of welding as well as to promote community involvement, instill character, and to develop a well-rounded individual. Membership in the American Welding Society is open to students in the Welding and Joining Technology program.



International Students Association This organization is opened to all registered students who identify themselves as multicultural and are classified as academic, professional, cultural, international, and/or religious. They will commit to the vision of the organization by establishing clear, relevant goals and expectations for all members; establishing clear lines of communication between group members, Columbus Technical College and the community; as well as create a level of trust and develop positive interdependence among group members.

National Technical Honor Society: The purpose of this organization is to promote service, leadership, honesty, and career development; to encourage and assist student education and career goal setting; to promote a stronger linkage between local technical institutions and business and industry; and to promote the image of technical education in America. Membership is open to all students who meet the following criteria: overall grade point average of 3.5 or higher (no exceptions), successful completion of the equivalent of two quarters with at least 18 semester hours, and recommendation by an instructor



The purpose of **Phi Beta Lambda** is to provide opportunities for postsecondary students to develop business-related career competencies. Phi Beta Lambda is an integral part of the instructional program and promotes a sense of civic and personal responsibility. One goal of Phi Beta Lambda is to strengthen the confidence of students in themselves and their work as well as assisting them in the establishment of occupational goals. Phi Beta Lambda is open to students in the business studies of Management, Accounting, and Business Education.



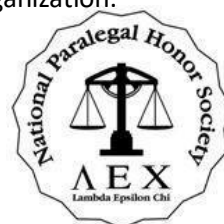
SkillsUSA is a national organization serving more than 300,000 high school students, college students, and professional members. One purpose of **SkillsUSA** is to develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities. SkillsUSA members develop into well-rounded people with technical, academic, and employability skills important to getting a job and having a successful career. SkillsUSA membership is open to students in all program areas.

The Student Leadership Council (SLC) is a unit of the Georgia Student Government Association. SGA is the body of officers and representatives that oversee the student activity funds of each technical school and decide how the funds will be used and distributed for the student body. The SGA arranges activities for the students to promote networking, career preparation, and enjoyment of school life.



Student Veteran Association (SVA) is an organization providing military veterans with resources, support, and advocacy needed to succeed in higher education and future employment. Columbus Technical College currently has 69 active students that are currently registered for SVA. All active duty, retired, reserve and dependents of Soldiers are eligible to join this organization.

Lambda Epsilon Chi is the national honor society founded by the American Association for Paralegal Education. Columbus Technical College became an official chapter of this society in late 2013, making LEX the College's newest student organization. Students must meet high academic criteria and are recognized through a formal ceremony that includes a certificate of induction and a special pin.



For additional information, please contact the Office of Recruitment & Student Activities at 706.649.1893

Distance Education

The goal of Online Learning is to provide a convenient alternative to the traditional on- campus method of instruction. Online learning provides the student with the flexibility to pursue an education around the challenges of everyday life. While convenient for the student, online learning maintains the same level of rigor as its on-campus counterpart.

Columbus Technical College provides online learning both by the course and by the program. Each semester, the College offers a selection of online courses spanning all the schools. The offerings allow students to mix traditional and online courses to complete academic programs. The College also offers a select group of academic programs that can be taken totally online. These programs are at the degree, diploma, and technical certificate levels.

Fiscal Responsibility

Learning to manage your personal financial responsibilities is an important component of your success. It doesn't happen by accident. Here is a sample budget to give you an idea of how to plan and execute your financial goals.

Sample Budget

Sonny Cruz, a full-time tour guide, has an annual salary of \$15,000. After he pays his taxes and health insurance, his annual salary is \$12,000. This is what Sonny's monthly budget looks like:

Income (after tax & health insurance)	\$1000
Savings interest earned	\$ 4
Total Income	\$1004
Fixed Expenses	
Housing/Utilities	\$350
Telephone	\$ 30
Transportation	\$200
Credit/Student Loan	\$100
Savings	\$ 71
Total Fixed Expenses	\$751
Variable Expenses	
Clothing/Personal Care	\$ 50
Food	\$110
Household Supplies	\$ 25
Medicine/Health Supplies	\$ 18
Entertainment	\$ 50
Total Variable Expenses	\$253
Total Expenses	\$1004
Comparison	
Total Cash Available	\$1004
Less Total Expenses	\$1004
Cash Balance	\$ 0

JULY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13 Gen. Stud. & Prof. & Tech.	14 Business	15 Health Sciences & Nursing	16	17
		Divisional Registration Days				
18	19	20	21 Get Into Tech! Open House! 6 – 8 pm	22 New Student Orientation 9 am & 5 pm	23	24
25	26	27	28	29	30	31

AUGUST 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Last Day of Summer Semester	4 New Student Orientation	5 Back 2 School Bash!	6	7
8	9	10	11	12 Payment Deadline for Pre- Registration	13	14
	Student Holiday – No Classes					
15	16 Fall Begins Breakfast Break! 8:30 – 10 Patrick, Hartline & Wright Bldgs.	17 CTC Swag Day!	18 Career & Resource Fair 9 – 1 Patrick, Hartline, & Wright Bldgs.	19 TechChella 7p – 9p Wright Bldg lawn	20	21
	Late Registration					
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 State Holiday College Closed	7	8	9 Payment Deadline for Late Reg./Drop & Add	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Web Registration for Spring begins	28	29	30		

OCTOBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEB REGISTRATION FOR SPRING SEMESTER RUNS 9/27/2021 THROUGH 12/17/2021					1	2
3	4	5	6 POT ₃ begins	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 Payment deadline for POT ₃	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Student Orientation	2	3	4	5	6
	Advisement and Registration Week					
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	Student Holiday – No Classes		State Holiday – College Closed		Student Holiday No Classes	
28	29	30				

DECEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Fall Classes End	8	9	10	11
			Student Holiday – No Classes			
12	13 Graduation! 7 – 9 pm	14	15	16	17	18
			Student Holiday – No Classes			
19	20	21	22	23	24	25
Student Holiday – No Classes				College Closed		
26	27	28	29	30	31	
College Closed						

JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 Payment Deadline for Pre- Registration	7	8
Student Holiday – No Classes						
9	10 Spring classes begin	11	12	13	14	15
	Late Registration					
16	17 State Holiday – College Closed	18	19	20	21	22
23	24	25	26	27 Payment deadline for Late Registration	28	29
30	31					

FEBRUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 POT ₃ begins	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WEB REGISTRATION FOR SUMMER SEMESTER 3/22/2022 THROUGH 5/06/2022					1	2
3	4 Payment Deadline for POT 3	5	6	7	8	9
Student Holiday – No Classes/ Spring Break for Students						
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Web Registration for Fall Semester	26	27	28	29	30

MAY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Spring classes end	6	7
8	9	10	11	12	13	14
			Student Holiday – No Classes			
15	16	17	18	19 Payment Deadline for Pre- Registration	20	21
	Student Holiday – No Classes					
22	23 Summer Classes begin	24	25	26	27	28
29	30 State Holiday College Closed	31	WEB REGISTRATION FOR: SUMMER – 3/22/2022 – 5/6/2022 FALL – 4/25/2022 – 8/11/2022			

JUNE 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Payment Deadline for Late Registration	2	3	4
5	6	7	8	9 Graduation!*	10	11
				Graduation dates are tentative		
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Student Fees

<i>Mandatory Fees</i>	<i>In-State</i>	<i>Out-of-State</i>	<i>International</i>
Tuition (per semester hour)	\$100.00	\$200.00	\$400.00
Activity Fee	\$45.00	\$45.00	\$45.00
Registration Fee	\$50.00	\$50.00	\$50.00
Technology and Instructional Support Fee	\$105.00	\$105.00	\$105.00
Accident Insurance	\$6.00	\$6.00	\$6.00
Special Instructional Fee	\$55.00	\$55.00	\$55.00
Tutorial Assistance Fee	\$35.00	\$35.00	\$35.00
Campus Safety Fee	\$25.00	\$25.00	\$25.00
<i>Other Fees:</i>			
Replacement Parking Decal	\$20.00	\$20.00	\$20.00
Transcript Fee	\$7.50	\$7.50	\$7.50
Student I.D. Badge	\$10.00	\$10.00	\$10.00
Retest Fee (per section)	\$15.00	\$15.00	\$15.00
Diploma Replacement	\$25.00	\$25.00	\$25.00
Exemption Test	25% of tuition for the course	25% of tuition for the course	25% of tuition for the course

Refunds:

Students must be formally dropped from class to receive a refund. It is the student's responsibility to ensure the withdrawal is completed. The last day to withdraw with a refund is noted in the Registrar's registration calendar. Please see the Columbus Technical College Student Handbook and Catalog for complete refund procedures. Refunds are granted for only the first 15 hours of tuition.

Frequently Asked Questions:

- **What if I'm not sure about my Career choice / Program of study?** Drop by the CARE Center and take an Interest profiler. This interest and aptitude inventory will give you insight into areas in which you may be best suited.
- **How do I change my major?** To change your major, go to Room 161 in the Hartline Building.
- **Where do I buy my books?** Our Campus Store is located in Patrick Hall in room 409. If you purchase your materials from our Campus Store, you may charge your books and supplies against your PELL award after the Drop/Add period is over.
- **Who is my Advisor?** If you are a new or Provisionally Admitted student, your advisor is in the Academic Advisement Center (AAC) in Patrick Hall, Room 200. Once you're a Regular Admit student (no longer in any provisional courses), your program manager will be your advisor. The AAC can tell you your advisor's name and contact information.
- **Where do I get my Student ID?** Student ID's are issued in the AAC, Patrick Hall, Room 200.
- **Where can I park?** You can park in the parking areas marked Student Parking. Please do not park in any Visitor, Faculty, or Reserved parking spaces. Similarly, Handicapped parking spaces are for use by the person for whom the permit was issued. Unpaid parking tickets can prevent you from being able to register for classes.
- **Who can help if I'm having trouble logging in?** Visit the CLICK Lab in Patrick Hall, Room 132!
- **How often do I need to apply for Financial Aid?** Your FAFSA is good for one fiscal year, July 1st to June 30th. You should update your FAFSA sometime in the spring after you've filed your taxes.

Important Phone Numbers

General Information.....	706.649.1800
School of General Studies.....	706.649.1924
School of Business.....	706.649.1814
School of Health Sciences.....	706.225.0503
School of Professional & Technical Services.....	706.649.5128
Academic Advisement Center.....	706.649.1113
Admissions.....	706.649.1847
Business Office.....	706.649.1850
Bookstore (Campus Store)	706.649.1850
Career Services Center.....	706.649.1055
CARE Center.....	706.649.7512
Cashier, Business Office.....	706.649.1259
	706.649.1310
CLICK Lab.....	706.641.5020
Financial Aid.....	706.649.1859
Library.....	706.649.1852
Lost & Found.....	706.649.1933
Math Support Lab.....	706.641.4196
Registrar.....	706.649.1857
Security Office.....	706.649.1933
Science Support Lab.....	706.225.0523
Student Activities.....	706.649.1893
Veterans' Affairs.....	706.649.1458
Workforce Development Services.....	706.649.1931
Workforce Innovation Opportunities Act – WIOA.....	706.649.1856
Writing Support Lab.....	706.649.1728

