

The mission of the college's Student Affairs area is to provide a variety of support services which enable Gwinnett Tech students and customers to pursue their education and career goals and enhance their capacity for lifelong learning and professional development.

The Student Recruitment Division is located in Building 100 and consists of the following offices: Student Recruitment, Customer Service, Campus Call Center, and Career Services. Highly skilled, professional staff assigned to assist and serve students and customers can be found in the New Student Recruitment Center, the Customer Service Desk, and in the Career Services Center.

The Student Affairs Division is housed in the One Stop Center of Building 100 and is comprised of the following offices: Admissions; Registrar; Financial Aid; Assessment and Advisement Services; Student Grant Programs (which include the Special Populations Program, and Workforce Investment Act), and the Office of Veterans Affairs.

Recruitment Information Sessions

Students who seek to learn about academic program offerings and apply to the college should sign up for and attend an information session and campus tour, which provide an important overview of the college, admissions process, financial aid, and general program information. Information sessions are available throughout the week. To sign up for a session, students may visit the New Student Recruitment Center, located in Room 601 of Building 100 or call 678-226-6751 to schedule an appointment.

Admissions Counseling

Admissions counseling services are available to all applicants and current Gwinnett Tech students. The objectives of these services are to provide information on occupational and educational opportunities, and consultation with other student affairs staff and academic advisors who assist students with planning for future education.

Student Orientation

Student orientations are offered quarterly. New students are required to attend orientation before registering for classes.

Admissions Requirements

Completion of a high school diploma from a program endorsed by a recognized accrediting agency or a GED is the minimal level of preparation for any Gwinnett Tech credit class. Applicants not having either of these credentials are strongly urged to contact the Adult Education Office to receive information on obtaining a GED.

The following section provides information on student classifications, admission requirements, admission procedures, application deadlines, and course credit.

Admissions Policy

Nondiscrimination In accordance with the Statement of Equal Opportunity, Gwinnett Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era' or citizenship status (except in those special circumstances permitted or mandated by law).

Admissions Process Admission to Gwinnett Technical College is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants

Program students are those who plan to attend Gwinnett Tech for the purpose of obtaining an associate of applied science (AAS) degree, a diploma or a technical certificate of credit. Program students must meet all Gwinnett Tech admission requirements for their selected program. The general admission information in this section pertains to all degree, diploma, and certificate programs offered by Gwinnett Tech. Admission requirements and application deadlines vary by program. In addition, certain programs accept students only once or twice a year; others, primarily in health sciences, are full-time day programs only. Program students have first priority in registering for classes and are assigned registration times according to credit hours completed. *Financial aid for eligible program students is effective for the quarter and program specified in the acceptance letter. Graduation requirements are based upon program in effect at time of acceptance. (For special admissions requirements for competitive admissions programs see "Competitive Admissions Programs Entrance Requirements" below).*

General studies students are those who plan to take degree level courses in arts and sciences (English, math, psychology, etc.). General studies students must complete an application, pay the application fee, meet admission requirements, and submit test scores or transcripts to satisfy prerequisites. *General studies students do not qualify for financial aid.*

Special admit students are those who desire to take credit courses but do not plan to pursue a degree, diploma, or certificate. Special admit students are eligible to take credit classes designated as available to special admits in the quarterly class schedule provided they meet all prerequisites or test score requirements. These students must complete an application, pay the application fee, and meet admission requirements. A student can be classified special admit for one quarter only. *Special admit students do not qualify for financial aid.*

Joint enrollment/dual enrollment/move on when ready students are high school students who elect to attend Gwinnett Tech for postsecondary classes. Students enrolled as joint or dual enrollment may attend Gwinnett Tech while also attending high school. Students in the joint enrollment program do not qualify for high school course credit, while students in the dual enrollment program may choose to apply course credit earned toward high school graduation. Students in the move on when ready program (MOWE) attend GTC full-time and receive college credit and high school credit at the same time. MOWE students must place in college level courses and be fully admitted to GTC. Students interested in joint or dual enrollment must also be formally admitted by Gwinnett Tech. Additional information is available from the Dual/Joint Enrollment Admissions Counselor at 678-226-6618.

Transfer students are those who wish to transfer to Gwinnett Tech from other postsecondary institutions. Students applying for admission to certificate or diploma programs should be in good standing at a regionally accredited diploma- or degree-granting institution. Students

applying to associate degree programs should be in good standing at a regionally accredited degree-granting institution. The admissions office should be contacted for any exceptions. Transfer students must have official transcripts sent from *all* colleges attended. Additional information is available from the admissions office at 678-226-6619.

Transient students (another institution's students) are those currently enrolled as students in good standing at other regionally accredited postsecondary institutions who want to take credit classes at Gwinnett Tech. These students must submit an application, pay the application fee, and submit to the registrar's office a letter of transient permission from the home institution. The letter must state the specific quarter and course(s) desired.

Gwinnett Tech does not guarantee that transient students will be able to enroll in desired courses, nor is Gwinnett Tech responsible for advising transient students about which courses are applicable to their programs or transferable to their home institutions. Gwinnett Tech does not automatically forward transcripts to the home institution; transcripts are sent only at the transient student's written request. For students who attend college outside of the Georgia technical college system, official transcripts must be submitted to document that the student has completed the test score / pre-requisite requirements.

Transient students (GTC students) Gwinnett Tech program accepted students who wish to take courses at other institutions must complete a Request for a Transient Letter form, which is available in the Registrar's Office. If the course is an online course offered through GVTC, the student must also apply online at www.gvtc.org. Students must be currently enrolled, in good academic standing, have an overall grade point average of 2.0, and must meet all pre-requisites or test score requirements. If the student meets transiency requirements and has not exceeded the 60 percent transfer credit limit or 21 hour course load limit, the registrar's office will forward a letter of transiency to the visiting institution. Gwinnett Tech will not guarantee the acceptance of coursework taken without transiency approval on file. Students completing course work at other institutions must request that an official transcript be sent to the admissions office at Gwinnett Tech before credit will be awarded. Transfer credit will be awarded upon course completion with a grade of 2.0 or better.

Continuing Education students are those who plan to attend Gwinnett Tech for the purpose of taking noncredit courses, seminars, and/or specialty courses but who do not wish to earn a degree, diploma, or certificate. Continuing Education students are not required to follow the same admission procedures as program students; however, completion of an information form is required at registration. Registration information for Continuing Education students is available online at www.GwinnettTech.edu under the tab for Continuing Education as well as in *@WorkGwinnett*, a bi-monthly publication containing the Continuing Education class schedule. Additional information is available from the Continuing Education office at 770-995-9697.

General Admission Requirements

Required Academic Criteria. A GED or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to the Technical College unless otherwise specified by the program's standards. Certificates of Attendance or special education diplomas are not recognized for admission purposes. Graduates of secondary schools located outside of the United States must submit transcripts that have been evaluated for equivalency by an NACES-approved external evaluation organization (see www.naces.org). Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.

STUDENT AFFAIRS

In order to be accepted by a Technical College, the applicant must have been awarded a high school diploma from a secondary school that is accredited by one of the following accrediting agencies: regional accrediting agencies such as the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, the Georgia Accrediting Commission, the Georgia Association of Christian Schools, The Association of Christian Schools International, the Georgia Private School Accreditation Council, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools, the Florida Council of Independent Schools and the Distance Education Training Council. Also recognized is any public high school regulated by a school system and state department of education.

Age. Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admissions. Presidents of Technical Colleges may waive the “16 years of age” requirement for secondary students who are participating in an articulated program of study between the high school and the college. All applicants must be at least 16 years of age. Cosmetology and health sciences program applicants must be at least 17 years old. Paramedic technology applicants must be 18 years old upon completion of the program.

Test Scores. Applicants to associate degree, diploma, or certificate programs must take Gwinnett Tech’s admissions test, COMPASS, unless acceptable SAT, ACT, CPE, or ASSET scores taken within the past five years are submitted, or if prior college course work satisfies this requirement. (COMPASS complies with ADA specified testing accommodations for students with disabilities, with the exception of severe visual impairments.)

Minimum scores for admission to associate of applied science (AAS) degree programs are as follows: SAT - 480 verbal, 440 math; ACT - 20 English, 18 math; COMPASS - 74 reading, 60 writing, 37 pre-algebra, 37 algebra; and ASSET - 41 reading, 42 writing, and 45 algebra.

Minimum scores for admission to diploma or certificate programs are as follows: SAT - 430 verbal, 400 math; ACT - 17 English, 17 math; COMPASS - 64 reading, 38 writing, and 37 pre-algebra (some programs also require a 29 elementary algebra score); and ASSET - 38 reading, 38 writing, and 38 numerical skills. Minimum CPE scores for admission to associate degree, diploma, or certificate programs are 75 reading, 75 English, and 75 math.

Minimum test scores have also been set for admission to the credit programs. Students not attaining the required scores will be referred to the Adult Education office for COMPASS support services. These services are offered at no charge to students and assist them in attaining the skills necessary for success in credit classes. Students may elect to self-remediate; however, they must achieve the required minimum score before being allowed to attend credit classes.

COMPASS is administered in the assessment center several times each week during regular college terms. For information contact The Assessment Center at 770-962-1519 or go online to www.GwinnettTech.edu. Selected programs may also require additional testing or evaluation.

Information for taking the Scholastic Aptitude Test (SAT) or the American College Testing (ACT) program can be obtained from high school counselors; CEEB, P.O. Box 592, Princeton, NJ 08541, 609-771-7600, www.collegeboard.com, for SAT information; or ACT Records, P.O. Box 451, Iowa City, IA 52243, 319-337-1320, www.act.org, for ACT information.

Provisional Admission. Provisional admission is granted to applicants whose test scores require them to complete learning support courses in only one subject area in English, math, or

reading. Along with enrolling in the appropriate learning support courses, provisionally admitted students may enroll in some program-specific courses if they meet the prerequisites. Students may not be granted provisional admission to competitive admissions programs.

Readmission after Absence or Graduation. After an absence of three consecutive quarters, previously accepted program students become inactive and must reapply for admission to their programs and re-enter under the current catalog's policies and program curriculum. Readmission is not guaranteed. Former students will not be required to pay the application fee. Students who registered at other postsecondary institutions during their absence must have all official transcripts sent to the admissions office. Students who have completed program requirements and graduated from their major must reapply for admission under a new major.

General Admissions Procedures

To be accepted to Gwinnett Tech as a program student, all applicants must complete the following process:

1. Submit a completed, signed application for admission with a non-refundable application fee of \$20.
2. Submit an official high school transcript or an official GED transcript. For applicants with less than 45 quarter/30 semester hours of transferable college level credit, submit an official high school transcript or an official GED transcript. Applicants currently in high school should submit a partial high school transcript at the time of application and an official final transcript following graduation.

Note: "Official" means mailed directly or hand-delivered in an unopened, sealed envelope from the releasing institution.

3. Provide proof of Residency status. (www.gwinnettech.edu/forms ; choose "Required Residency Documentation")
4. Request that official transcripts be sent from **all** colleges, universities, or other postsecondary institutions attended (regardless of length of attendance or completion of courses).
5. Request that official SAT, ACT, CPE, COMPASS or ASSET test scores be sent if taken within five years of the date of application. If no scores are available or if scores are over five years old, testing is available in the assessment center.
6. For programs requiring an interview, applicants must attend the interview on the specified date and time. The interview is scheduled once steps 1-4 above have been completed. In addition to selected health sciences programs, others that may require an interview include automotive technology, culinary arts, drafting, networking, and information security.

Once admission files are complete, including an interview when required, applicants will be considered for the program and notified in writing of an admissions decision. Completion of the file does not automatically guarantee acceptance. (Some programs use additional selection criteria to determine acceptance.) (Some programs use additional selection criteria to determine acceptance. For competitive admissions programs see "Competitive Admissions Program Entrance Requirements" below).

Foreign Transcripts. Students who have been educated outside the United States must prove their level of academic achievement by having a document evaluation performed by an approved foreign transcript analysis agency. Out-of-country transcripts must be evaluated on a document evaluation only basis. A list of approved agencies can be obtained from the Office of Admissions. Current agencies approved are:

Academic Evaluation Services, Inc.: <http://www.aes-edu.org>

World Education Services, Inc. (WES): <http://www.wes.org>

Foundation for International Services, Inc.: <http://www.fis-web.com>

Foreign Academic Credential Service, Inc.: <http://www.facsusa.com>

Admissions Procedures for Home Schooled Applicants

Home School Accreditation. Gwinnett Technical College requires that an awarding high school/home school be endorsed by a recognized accrediting agency. We recognize the following Private School/Home School accreditation agencies: regional accrediting agencies such as the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, the Georgia Accrediting Commission, the Georgia Association of Christian Schools, The Association of Christian Schools International, the Georgia Private School Accreditation Council, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools, the Florida Council of Independent Schools and the Distance Education Training Council. Also recognized is any public high school regulated by a school system and state department of education.

Applicants of home schools who did not attend a recognized accredited program must adhere to the following alternative path for admission.

1. Submit a letter from the local superintendent's office verifying that the parent of legal guardian notified the superintendent of intent to home school and must also verify that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. 20-2-690.
2. Annual progress reports or final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
3. Completion of both the COMPASS and the SAT or ACT. Minimum scores on the COMPASS are a 74 reading, 60 writing, and 37 algebra. Minimum SAT scores are 480 verbal, 440 math. Minimum scores on the ACT are 20 English and 18 math. Students not meeting the minimum scores on BOTH tests (ACT or SAT and COMPASS) will be required to complete the GED prior to enrolling in credit courses. For information on the GED, you may contact the Adult Education Department at 678-226-6507.

Application File Contents are Property of the College All materials submitted in support of a student's application become the property of Gwinnett Tech and will not be returned to the applicant. Applications for admission and supporting documents are maintained for one year.

Competitive Admissions Program Entrance Requirements

Admission to some programs, primarily in health sciences, use a combination of factors for evaluating admissibility that may include required college courses (pre-requisite courses), placement examination scores, interviews, essays, and grade point average. In addition, these programs may have file completion deadlines. For health sciences programs with a file completion deadline, applicant files must include, but are not limited to, the following items by the deadline:

- A completed application.
- An official high school transcript or official GED transcript if applicant does not have a minimum two-year college degree.
- Official transcripts from all colleges.
- SAT, ACT, or CPE test scores, if taken within the past five years.
- COMPASS or ASSET test scores taken within the last five years may be required regardless of prior postsecondary course work or other test scores.
- Completion of all required prerequisite courses with a grade of "C" or better.

Health science program applicants are placed in the health care science or health care assistant program to complete any required pre-requisites while awaiting admission to their selected program. Applicants not accepted to their selected program of study are encouraged to meet with the staff at the Advisement Desk, located in the Assessment Center to choose an alternate program.

Competitive Admissions Programs Application, Prerequisites, and Deadlines

Many programs fill before the application deadline; therefore, early application is recommended. Special Priority file completion deadlines apply for certain competitive admissions programs. Please see "Application Deadlines to Competitive Admissions Programs" section. All materials submitted in support of a student's application become the property of Gwinnett Tech and will not be returned to the applicant. Applications for admission and supporting documents are maintained for one year.

Deadlines and start dates are subject to change with the conversion to semesters.

**All Health program applicants will also be placed in the
Healthcare Assistant Certificate or Healthcare Science Certificate
program until accepted into their primary program of choice.**

Program	File Completion Deadline	Prerequisites Completed By	Program Begins
Associate Degree in Nursing	January 15, 2011	January 15, 2011	Fall
Bioscience Technology (Degree)	Not applicable/accept as file is complete up to class limit	Term Deadline	Every term
Dental Assisting (Diploma)	April 15, 2011	April 15, 2011	Summer
Dental Laboratory Technology (Diploma)	Not applicable/accept as file is complete up to class limit	Not applicable	Spring
Emergency Medical Technician PLUS (Certificate)	October 10, 2010 – Winter 2011 May 20, 2011 – Fall 2011	October 10, 2010 – Winter 2011 May 20, 2011 – Fall 2011	Winter, Fall
Medical Assisting (Diploma)	April 1, 2011	April 1, 2011	Fall
Paramedic Technology (Diploma & Degree)	Not applicable/accept as file is complete up to class limit	GA EMT License required	Every term* (*Paramedic classes start Fall only)
Radiologic Technology (Degree)	May 20, 2011 * - Fall 2011 May 20, 2012 – Fall 2012	June 15, 2011 – Fall 2011 May 20, 2012 – Fall 2012	Fall
Respiratory Care (Degree)	October 1, 2010 - Winter 2011 September 1, 2011 – Winter 2012	October 1, 2010 - 2011** September 1, 2011 - 2012	Winter
Surgical Technology (Diploma)	May 2, 2011- Fall 2011 October 3, 2011 - Spring 2012	May 2, 2011 – Fall 2011 October 3, 2011 – Spring 2012	Fall Spring
Veterinary Technology (Degree)	May 20, 2011 – Fall 2011	May 20, 2011 – Fall 2011	Fall

***Applications and required documents must be received by file completion deadlines – NO EXCEPTIONS.**

PROGRAM REQUIREMENTS ARE SUBJECT TO CHANGE

Health programs are highly competitive and space-limited. A comprehensive, selection process is required for Health programs. Applicants who complete their file, prerequisites, and other requirements by published program deadlines will be considered for the program but are not guaranteed acceptance.

THOROUGHLY READ THE BACK SIDE OF THIS PAPER

FILE COMPLETION REQUIREMENTS AND SELECTION CRITERIA ARE LISTED ON THE BACK.

**THOROUGHLY READ THE FOLLOWING SECTION
FILE COMPLETION REQUIREMENTS AND SELECTION CRITERIA ARE LISTED**

PREREQUISITES

Length of time to complete prerequisites varies depending on applicants' transfer credit and/or testing results.
The time to complete prerequisites is not including in the total program lengths listed.

<u>Radiologic Technology</u> BIO 2113, BIO 2114, MAT 1111 (or MAT 1101 or 1113), ENG 1101, PSY 1101, <i>SPC 1101</i>	<u>Bioscience Technology (min. 2.5 GPA)</u> ENG 1101, MAT 1111 or 1113, CHM 1111, BIO 1111	<u>Nursing Associates (min. 3.0 GPA)</u> BIO 2113, BIO 2114, BIO 2117, MAT 1111 (or MAT 1101 or 1113), ENG 1101, PSY 1101
<u>Respiratory Care (min. 2.5 GPA)</u> ENG 1101, ENG 1102 (or HUM 1101), PSY 1101, CHM 1111, PHY 1110 (or PHY 1111), MAT 1111 (or 1101 or 1113) BIO 2113, BIO 2114, BIO 2117	<u>Surgical Technology (min. 2.5 GPA)</u> AHS 1011 (or BIO 2113 AND BIO 2114), AHS 109, AHS 104, PSY 1010 (or PSY 1101), ENG 1010 (or ENG 1101) MAT 1012 (or MAT 1111 or 1113 or 1101 or 1013), SCT 100	<u>Medical Assisting (min. 2.5 GPA)</u> BUS 1130, AHS 109, AHS 1011, (or BIO 2113 AND BIO 2114) ENG 1010 (or ENG 1101), MAT 1012 (or MAT 1111 or 1113 or 1101 or 1013), AHS 104, PSY 1010 (or PSY 1101) SCT 100
<u>Veterinary Technology</u> CHM 1111, Math 1111 or 1101 or 1113 or 1100 and BIO 1111. Completion of all core classes recommended.	<u>Dental Assisting</u> ENG 1010 (or ENG 1101), MAT 1012 (or MAT 1111 or MAT 1101, 1113, 1013) PSY 1010 (or PSY 1101), SCT 100, AHS 109, AHS 1011 (or BIO 2113 and BIO 2114)	<u>EMT</u> AHS 109 and AHS 1011 (or BIO 2113 AND BIO 2114)

**FILE COMPLETION DOES NOT GUARANTEE AN INTERVIEW OR ACCEPTANCE. THERE ARE NO EXCEPTIONS.
PREREQUISITES MUST BE COMPLETED BY DEADLINES LISTED**

**BIO and AHS courses, as well as SCT 100 must be completed within five years prior to
the published Health Program file completion deadline**

The following programs require a **Health Essay**: Radiologic Technology, Veterinary Technology and Surgical Technology. Essay forms are available at the One-Stop Office or online at www.gwinnettech.edu/forms. **Essays must be submitted by file completion deadline – NO EXCEPTIONS.**

Additional testing per program:

- **Paramedic:** Applicants must complete EMT program first, pass EMT registry exam and submit proof of their EMT GA license. Once accepted, applicants will be advised to take core classes before they can begin Paramedic classes.
- **Medical Assisting, Surgical Technology, Veterinary Technology: HOBET.** This test is by invitation only and will be scheduled by staff after applicant's file and prerequisite completion.
- **Nursing: (A standardized nursing admissions exam, yet to be determined.)** This test is by invitation only and will be scheduled by staff after applicant's file and prerequisite completion.

Test study guides may be available at the GTC bookstore or online @ www.efollett.com

*The Radiologic Tech 2011 file completion date of May 20, 2011 signifies applications, required documents and essays must be submitted by this date. Applicants who apply or submit documents past this date **will not be considered**. Prerequisites must be completed by June 15, 2011. Transfer students who are finishing prerequisites at another college, are required to submit in-progress transcripts by May 20. Final transcript with grade is required by June 15.

** The Respiratory Care department may contingently accept candidates with in-progress prerequisites and based on the GPA ranking as of the deadline for the Winter 2011 class.

Course Credit

Course credit awarded by other than satisfactory completion of a course at Gwinnett Tech may be earned as follows:

- Advanced Placement Credit
- Secondary Articulation Credit
- College Level Examination Placement Credit (CLEP)
- Exemption Exam
- Credit by Transfer
- Military Credit (see Credit by Transfer)
- Non-Collegiate Course Credit

Advanced Placement Credit. Students who receive a score of 3 or better on the College Board Advanced Placement (AP) test will be awarded appropriate credit. Official test scores should be mailed directly from the College Board to Gwinnett Tech's admissions office. Students who have not received confirmation of credit prior to registration should contact the admissions office.

Secondary Articulation Credit. Program students who qualify for advanced standing credit by articulation or through articulation agreements must have earned a minimum grade of B in comparable secondary technical courses in order to exempt Gwinnett Tech courses. Course credit by articulation is recorded as AC on the transcript and does not require payment of course fees. This credit is not included in the calculation of the student's GPA. The institution requires an examination and a minimum score of 80 percent on a written and/or performance test on the course competencies. This examination may be taken only once. Those programs that provide for transfer to four-year institutions may approve articulation agreements which award Gwinnett Tech program credit for completion of selected secondary courses. Such dual credit options will be earned through the administration of the specific Gwinnett Tech program course final examination under the direction of Gwinnett Tech program faculty. Award of credit requires a minimum score of 80 percent on the examination. A grade of B will be awarded for scores of 80 to 89 and a grade of A will be awarded for scores of 90 to 100. Such credit will not require Gwinnett Tech course enrollment and will be reflected on the transcript as Gwinnett Tech credit and calculated as part of the student's GPA. This examination may be taken only once. Additional information is available from the high school coordinator at 770-962-7580 ext. 6665.

College Level Examination Placement Credit (CLEP). Gwinnett Tech awards credit for a limited number of college level subject exams but does not award credit for the general exams. For credit to be granted, the scores received must be at the 50th percentile or higher. Students wishing to earn CLEP or DANTES credit for any courses should contact the assessment center at 678-226-6487 for further information.

Exemption Exam. A currently enrolled or accepted program student may receive course credit by passing an examination if one is offered. A list of exemption exams is available in the Assessment Center. The student must achieve a minimum score of 80 percent in order to receive course credit. Course credit by examination is recorded as EX on the transcript and is not included in the calculation of the student's GPA. EX credit does not count as institutional credit. Exemption exams are administered in the Assessment Center. Students should consult with their advisors regarding specific program procedures. The examination must be completed prior to registration for the class for which the student is seeking credit by examination. Students may not request exemption tests for courses in which they have been enrolled nor may they

take an exemption test more than once. Students must have completed any required pre-requisites prior to taking the exam. Exams must be scheduled no later than the “late registration file completion” deadline for a given term and completed by end of late registration in order to be processed in time to be effective for that term.

A non-refundable testing fee of \$50.00 will be charged for each course to be exempted. The procedure for requesting credit by examination is as follows:

1. Complete an Exemption Examination Request Form available in the Assessment Center.
2. Contact the Assessment Center to schedule a time to complete the exam. Course competencies are also available for each exam.
3. Pay the non-refundable exam fee of \$50.00 in the Assessment Center at the scheduled time.
4. Show identification with a photograph at the time of the test.

The test will be graded and forwarded to the registrar’s office with the completed exemption test form indicating Pass (recorded on transcript as EX) or Fail (not recorded on transcript). Exemption exam must be completed and graded prior to the start of term. Once a student has registered and begins attendance for a class, exemption credit is no longer an option.

Credit by Transfer. Transfer credit is evaluated after the student is admitted to the college. Transfer credit, once awarded, is available for viewing online at www.gtc-web.org. Course credit by transfer is recorded as TR on the transcript and does not require the payment of course fees. This credit is not included in the calculation of the student’s GPA and does not count as institutional credit. Students should contact the Registrar’s office with any questions (email registraroffice@gwinnetttech.edu). In order to graduate, at least 40% of program credits must be earned from courses taken at Gwinnett Tech. The following guidelines apply to the evaluation of transfer credit:

- Official transcripts are required from all regionally accredited postsecondary institutions previously attended. Only appropriately equivalent courses with a minimum grade of “C” (2.0) will be considered for transfer credit.
- A review of college transcripts and evaluation of courses for transfer credit is initiated by the Registrar’s Office only after the student is officially accepted to the college and a program of study. This review may take 2 to 3 weeks to process and during peak periods, such as the three weeks prior to the start of a term, evaluations may take as long as 4 to 5 weeks. If a written course description or syllabus is needed, students are responsible for obtaining the appropriate course documentation. Equivalencies and requirements may change without notice.
- Students seeking transfer credit for additional courses not transferred in from initial evaluation of transcripts by the registrar’s office upon acceptance for admission may complete a “Student Request for Transfer Credit” form available in the one stop center, building 100. This form specifies the originating college and course number and the Gwinnett Tech corresponding course number. Course descriptions from the catalog year in which the courses were completed must be submitted with form.
- The division or program faculty and academic dean may be consulted for the GTC equivalencies of some courses. Any question or dispute regarding the granting of transfer credit is ultimately decided by the Vice President of Academic Affairs, whose decision is final.
- Time limits are imposed on some courses; Testing (written and/or performance) may be required.
- Transfer credit for military service schools is awarded based on American Council of Education (ACE) recommendations as listed in the Guide to the Evaluation of Educational Experiences in the Armed Services and approval by the appropriate division director/program director.

- Gwinnett Tech reserves the right to rescind previously awarded student course exemption and transfer credit as warranted.
- Credits from one former institution appearing on the transcript of another institution can neither be evaluated nor accepted for credit until a transcript has been received from the institution originating the credit.
- Transfer credit will not be awarded for credit earned by examination or test that was administered at other institutions.
- Advanced Placement Credit (a score of 3 or better is required) can only be awarded if official reports of AP credit scores are sent from the College Board to the Gwinnett Tech Admissions Office. Unofficial or faxed copies cannot be accepted.
- Credit weight in terms of hours must be equal or equivalent to Gwinnett Technical College course(s)

Non-Collegiate Course Credit

Students can request credit for non-collegiate sponsored instruction (e.g. standard industry certification/ licensing) by completing a request form and providing official transcripts, test scores, certificates, and /or licenses as appropriate. Currently enrolled students submit the completed request and accompanying material to the Assessment Center for evaluation. New students submit their documentation to Admissions. Credit awards will be granted in compliance with American Council on Education guidelines in accordance with institutional policies as provided in the GTC catalog. Industry certification must be current for college credit to be awarded.

Noncredit Courses/Continuing Education Units

Noncredit courses/Continuing Education units do not qualify for credit toward technical certificates of credit or diploma/degree programs.

Registration

Gwinnett Tech registration dates are listed on the academic calendar at the front of the catalog. Individual registration dates and times are available by signing on to Gwinnett Tech's student web site, www.gtc-web.org. Students who do not show or withdraw from classes in a given term will be assigned a later time ticket for registration in the following term. Registration is conducted via the web and occurs in two phases: regular registration and late registration.

- **Quarterly Schedule of classes** The quarterly schedule of classes contains information and deadlines concerning registration. Students are advised to read the schedule carefully and note the required procedures and deadlines. Failure to follow these instructions exactly may result in unnecessary delays in registration or inability to get required classes for the term. Students are encouraged to seek academic advisement prior to registration. Students may not attend classes until registration has been completed and registration fees are paid.
- **Drop for Non-Payment** Students who fail to pay their registration fees by the required deadline as stated in the Quarterly Schedule of Classes will be dropped from their classes and notified by their student email account. Those who have applied for financial aid but have not received notification of financial aid award at time of payment deadline must pay their registration fees by the deadline.
- **Regular registration** is open to all students who apply by the application deadline for early registration. Individual registration times vary based on program acceptance and hours completed towards graduation.
- **Late registration** is open to all students who do not take advantage of early registration or who apply by the application deadline for late registration. *A non-refundable late registration fee applies.*

Students may make changes to their schedules during early and late registration as well as during drop/add (first three days of the quarter). Changes are done via the web. Courses dropped during this time will not be included on a student's transcript. A 100 percent refund is given for drops done before the fourth day of the quarter.

- **Drop/Add** - Students wishing to make changes to their schedules must do so via the web no later than the third day of the quarter.
- **Withdrawal** - Students who need to withdraw from one or more courses may do so beginning day four of the term and continuing through week four for a grade "W." No withdrawals will be processed in weeks five and six of the term. Hardship withdrawals will be considered in week seven of the term. Withdrawals after week seven result in a grade of "WF." Students may withdraw in person at the registrar's desk in the One-Stop Center by completing and signing a course withdrawal form. All withdrawals are subject to published deadlines in the class schedule. Course withdrawals after the third day of the quarter will be included on the student's transcript. Financial aid students should check with the Financial Aid office prior to dropping a class to make sure that their award will not be negatively impacted.

If a student withdraws from a class within the first three calendar days of the quarter, the student will receive 100% of the fees and tuition paid. After the third day of the quarter, no refunds will be given.

- **No shows** - Students who do not attend class by the second scheduled class meeting and who do not officially withdraw from the course by the second class meeting will be designated as "no show" and will be removed from the class roll. Online students who do not log in during the first seven calendar days of the quarter will be dropped as a "no show." Hybrid courses that meet once per week count as two class meetings, so students must attend or log in during week one to avoid "no show" designation. The course will not appear on the student's academic record and 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees will be given. Financial aid students will be responsible for all charges related to any classes for which they are designated as "no show." Financial aid will not pay for "no-show" classes. It is the student's responsibility to confirm their registration status for each course. Appeals regarding no shows will not be entertained past the second week of the term.

Associate Degree Arts and Sciences Courses. In order to enroll in any course approved only for the associate degree level, students must meet all prerequisites, including test scores.

Audit Status. Students who wish to audit a course must obtain approval from the appropriate division director or program director prior to registration and payment of course fees. Students who wish to change from credit to audit status may do so during the first seven calendar days of the quarter with approval from the division director. A student must meet any prerequisite or core requisite requirements to audit a course. A specific course may be audited more than once. An audit does not count as an attempt with regards to the three time rule outlined under "letter grades." At the discretion of the instructor, auditing students may be required to meet any or all of the course requirements such as attendance, examinations, etc. Auditing students will receive a grade of AU (noncredit) upon completion of the course.

Course Load. Students may not register for more than 21 hours of credit in any one quarter. This includes courses taken at the college and as a transient student.

- **Full-time:** A student who carries a minimum of 12 credit hours. This is the minimum academic load required by the Veterans Administration and the Social Security Administration.

- **Freshman:** A student who has completed less than 45 quarter hours.
- **Sophomore:** A student who has completed a minimum of 45 quarter hours.
- **Students on Academic Probation:** A student on academic probation is limited to 15 hours per quarter.

Change of Major. Students are limited to two changes of major per academic year (July 1-June 30). The “Change of Major” form must be completed with all signatures and submitted to the Admissions Office no later than the late registration file completion deadline for a given term in order to be processed in time to be effective for that term. If received after that date, the change would be effective for registration in the following term. The change of major form is available at the Advisement Desk, located in the Assessment Center. There can be no class registrations pending for the desired quarter of activation of new major. Classes will have to be dropped before change of major can be processed.

For student currently accepted to a program of study at Gwinnett Tech and who have maintained continuous enrollment without a break of three or more quarters or students who have a pending admission file within two quarters.

- Meet with your new program advisor to discuss program requirements for your new program.
- Meet with an advisement center advisor to complete your change of major form.
- If currently receiving financial aid, or if you have a financial aid application pending, you must meet with a financial aid office representative to discuss and seek approval for your planned change of major and determine how this change might affect your award.

Approval of Second Major. Certificate level programs only will be considered for the second major option. The “Approval of Second Major” form must be completed with all signatures and submitted to the Admissions Office no later than the late registration file completion deadline for a given term in order to be processed in time to be effective for that term. If received after that date, the change would be effective for registration in the following term. In order to be approved for a second major and program of study, a student must follow these procedures and submit this completed signed form to the Admissions Office. The second major request form is available next to the Advisement Desk, located in the Assessment Center.

Notice to Financial Aid Recipients:

VA does not fund second majors. HOPE and Pell do not fund second majors for students whose first major is an associate degree program.

Students must meet ONE of the following criteria before completing the second major request:

- Must have completed at least two quarters in current program of study with no withdrawals and a grade of “C” or better for all courses attempted.
- Must be waiting to enroll in essential technical program courses in student’s current program of study. (Examples: Commercial Photography, Culinary, etc.)
- Must be waiting for admissions to a competitive or late start program.
- Must be requesting enrollment in a program with specific course sequence.

Online Courses. The policies/procedures for registering for online classes are as follows:

- For Gwinnett Tech online courses, students must follow the normal online web registration process, including dates and times.

- For online courses offered by other technical colleges in the Georgia system, students should apply online via www.gvtc.org. Students wanting to take courses offered by other technical colleges should follow the host school's transient student guidelines.
- Students must have the minimum recommended hardware and an Internet Service Provider.
- Students are required to take 40 percent or more of their program's course work credits from Gwinnett Tech if they wish to graduate from Gwinnett Tech. Online courses offered by Gwinnett Tech count towards that 40 percent; online courses offered by other technical colleges count as transfer credit.

Senior Citizen Waiver Students. Residents of Georgia who are 62 years of age or older are eligible to enroll in Gwinnett Tech credit courses only on a space available basis during late registration. (This excludes courses which involve external agencies or individual instruction and Continuing Education or noncredit courses.) Senior citizen waiver students pay application fees, lab fees, and/or special course fees, if applicable; tuition fees are waived. A senior citizen waiver student may elect to audit courses. For more information, contact the registrar's office.

Graduation

Gwinnett Tech's formal Commencement ceremony is held in June. Students completing graduation requirements during the current academic year are encouraged to participate in the formal ceremony. Students completing requirements during summer, fall, and winter quarters should apply for graduation prior to registration for their last quarter of classes. Students completing during spring quarter should apply by April 1. The deadline to apply and have a degree or diploma available by July is April 1. Certificates are available quarterly within two weeks of notification of award by email.

Students must submit an application for graduation at www.gtc-web.org by clicking on Personal Information, Graduation Application & Exit Survey. Completion of program requirements does not constitute graduation. Graduation applications must be received within one year of program completion in order to be awarded. A cumulative GPA of 2.0 or higher is required at the time that the graduation application is submitted. Students are required to earn a minimum of 40% of their program's required credits at Gwinnett Tech in order to be granted an award. **Students must complete all required developmental coursework in order to graduate from certificate, diploma or degree programs.**

Once a graduation application is received in the Graduation office, a graduation audit will be conducted by the Graduation Coach. Program requirements are based upon the catalog in effect at the time of acceptance. Students will be notified in writing, electronically to their student email account regarding their graduation status.

There will be a \$35 fee assessed for the processing of a graduation application. This is a one-time fee per academic year (July 1- June 30). This means that if a student is charged this fee once during an academic year, they will not be charged this fee a second time during that academic year (July 1-June 30) even for additional graduation applications. This is a non-refundable fee covering the cost of processing the graduation application and verification of completion of certificate, diploma, or degree completion requirements. This graduation fee is charged even if the academic award applied for is ultimately denied because of outstanding coursework or failure to meet other graduation requirements. The graduation fee is charged even if the student does not plan to march in the Commencement ceremony. Once the graduation application is processed, the Graduation office will automatically assess the \$35 fee and it will appear on the student account as amount owed. The \$35 fee will not be assessed for certificates which are embedded in the curriculum of a degree or diploma the student is pursuing.

Students wishing to participate in the Commencement ceremony must register to march with the Registrar's office. Submitting a graduation application does not register you to participate in Commencement. Specified caps and gowns are required for Commencement exercises. Information for purchasing/renting caps and gowns is available from the bookstore. Students participating in the ceremony will receive a diploma cover during the ceremony.

Applications for graduation must be submitted by April 1 for program completion during the current academic year. The academic year begins summer quarter and ends the following spring quarter.

Courtesy Commencement March Policy for Those Completing in Summer Term

A student who will complete all coursework for **his/her** degree/diploma/certificate in Summer Term will be allowed to march with his/her class during the Commencement exercises held annually in mid-June if he/she has met the following criteria:

1. Must have submitted an application for graduation for **Summer Term**.
2. Must have no more than two courses confirmed to be outstanding.
3. Must be registered for the outstanding course(s) for Summer Term.
4. Must notify the Registrar's office of intent to march in the Commencement.

A student allowed to "courtesy march" in each year's Commencement will be awarded his/her degree, diploma, or certificate at the end of summer term, pending satisfactory completion of the required course(s) and degree/diploma/certificate requirements.

INSTRUCTIONS TO APPLY FOR GRADUATION

1. Login to **www.gtc-web.org**.
2. Click on Personal Information.
3. Click on Graduation Application, then click GTC Graduation Application & Exit Survey.
4. Click to continue and complete the graduation application survey and enter password "graduate."
5. When your exit survey is complete, click the "Submit" button to transmit your graduation application. It's that easy!

INSTRUCTIONS TO EVALUATE YOUR PROGRAM COMPLETION STATUS

- Login to **www.gtc-web.org**.
Enter Student/Faculty Secure Area.
 - **User ID:** enter your student ID or social security number.
 - **PIN:** enter your birth date in 6-digit format (MMDDYY).
- Select **Student Services and Financial Aid**.
- Select **Student Records**.
- Select **Degree Evaluation**.
- Select **Current Term**.
- Click on **What-If Analysis** from links at the bottom of the screen.
- Select **Entry Term** and **Continue**.
- Select **Program** you would like evaluated and **Continue**.
- Select Program again under **First Major** and **Submit**. (If program includes a concentration area, click **Add More**, **Select Concentration**, then **Submit**).
- **Select Evaluation term**.
- **Generate Request**.
- Select **Detail Requirements**.
- Contact your **Faculty Advisor** if you have any questions regarding your **Degree Evaluation**.

Student Records

Notification of Rights under Family Educational Rights and Privacy Act (FERPA)

Access. Annually, Gwinnett Tech informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA). Student educational records are maintained and disclosed according to the guidelines of this policy. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Educational records include any records (in handwriting and in print, on tape, film, computer, or other media) maintained by Gwinnett Tech that are directly related to a student as specifically outlined in the federal guidelines and in this catalog. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, concerning alleged failures by the institution to comply with the Act.

Institutional policy explains in detail the procedures to be used for compliance with the provisions of the Act. Copies of the Statement of Policy: Access to student records are available in the registrar's office. Gwinnett Tech guarantees students, regardless of dates of attendance, the right to inspect and review all official records created during their period of enrollment at the college. Any requests for a record review shall be presented in writing to the registrar. The registrar will complete a file review within a reasonable time frame as set by federal regulations. Any review of records will be conducted on college premises, and no material may be copied or removed from the file.

Academic records for students are maintained by the registrar's office and include acceptance letters, entrance exam reports, admission applications, transcripts from other postsecondary institutions, high school transcripts, GED transcripts, relevant correspondence, transfer credit evaluations, graduation applications, graduation evaluations, and Gwinnett Tech transcripts.

No information (excluding directory information) will be released to a third party without the written consent of the individual or as directed by law. Directory information includes name, address, phone number, and program of study. Students have the right to advise the registrar in writing that they wish to prohibit the release of directory information. Students who wish to allow parents or other third parties to have access to their confidential records and information must complete a "Consent to Disclose Information" form in the Registrar's Office. This form specifies what information may be released and to whom it may be released. Government issued photo identification is required of all parties upon submission of the form.

Student records relating to disabilities and special services are maintained by the ADA/Section 504 coordinator. These records are confidential and are not released to any faculty or staff member without expressed permission from the student. These records are kept separately from academic files and are not used in determining admissibility for any program, club, or service provided by Gwinnett Tech.

Required annual notification to students of their rights under FERPA. Students are hereby notified through publication of this catalog, also available online on the college website at www.GwinnettTech.edu, that they have rights under FERPA including: Right to inspect and review education records; Right to request amendment of education records; Right to consent to disclosures, with certain exceptions; and Right to file a complaint with U.S. Department of Education. Students requesting a review of education records must send a written request to the Registrar of the college. The registrar will respond within the timeline and in the manner

required by law. Students should be advised that education records may be disclosed to school officials including full-time administrators and academic program directors for legitimate educational purposes only to make decisions regarding student placement and program acceptance and completion or for generation of required state and federal reports.

Retention. Gwinnett Tech follows the guidelines set by the American Association of Collegiate Registrars and Admissions Officers as published in Retention of Records. The registrar's office permanently retains Gwinnett Tech academic records (grades) for all credit students.

Documents of students maintained for a minimum of five years after the last date of attendance include: applications, acceptance letters, test scores, transcripts from other schools, program changes, applications for graduation, graduation authorizations, and transfer credit evaluations.

Release of Directory Information. Students are advised that no education records will be released to anyone (except certain organizations stipulated by FERPA regulation) without the written consent of the student. In addition, under terms of the Act, the college classifies certain items of a student's records as "directory information." These items of information may be released to any third party at the discretion of the college.

Directory information is defined as the student's name, address, telephone number, e-mail address, date of birth, program of study, dates of attendance, status as full- or part-time, and degrees, diplomas, certificates, and awards applied for and/or received. To suppress the release of directory information, students must complete a Request to Prevent Disclosure of Directory Information available in the registrar's office or on the website www.gtc-web.org.

The **Solomon Amendment** requires Gwinnett Tech to release directory information to the military for recruitment purposes. The scope of information that Gwinnett Tech is required to produce under the Solomon Amendment is broader in scope than the student information traditionally released by schools as "directory information" under FERPA. Gwinnett Tech functions in compliance with the regulations of the Solomon Amendment. To suppress the release of information, students must complete a Request to Prevent Disclosure of Directory Information available in the registrar's office or on the website at www.gtc-web.org.

Change in Address. Students with changes in address, or phone numbers should promptly complete a student change form. Students must present photo identification in the registrar's office or use secure student email. Requests must include student ID numbers and be emailed to registraroffice@GwinnettTech.edu.

Change in Name. Students with changes in name should promptly complete a student change form. Students must present to the registrar's office photo identification with legal verification of change and one of the following, i.e. social security card, marriage license, divorce decree.

Transcripts. Students may request official transcripts by completing the Records Release Form available in the registrar's office, on the website www.gtc-web.org, or by submitting a written request including student ID number, a copy of photo identification, and signature via fax to 770-685-1267. The college will not release copies of student transcripts without written permission from the student. Students will receive the first transcript requested free of charge but all additional transcripts will require a fee of \$5.00 per transcript. Transcripts are processed only after all financial obligations to the college have been satisfied. Compass scores do not appear on the transcript and require an additional request for compass scores.

Web Central. Web Central is available to assist with questions related to registration and other web-related services. Contact Web Central at 678-226-6411 or email webcentral@GwinnettTech.edu.

Assessment, Advisement and Educational Planning Services

The Assessment, Advisement and Educational Planning Center at Gwinnett Tech is a full-service center providing appropriate assessment and advisement services to meet the needs of college students, area businesses, and the community. Hours of operation are available by calling 770-962-1519 or online at www.GwinnettTech.edu.

COMPASS Test. Student admission to a program requires that official SAT, ACT, CPE, COMPASS, or ASSET test scores be sent directly to the registrar's office if taken within five years of the student's application date. Students who do not have appropriate scores may sit for the COMPASS test in The Assessment, Advisement and Educational Planning Center during the posted hours of operation. Initial tests are provided free of charge with a current application and include reading, writing, and mathematics. Candidates must provide current picture identification (e.g., driver's license, passport, student ID). The test is adaptive and un-timed. Candidates should allow approximately two hours for completing the test. Results are available at the time of testing, and an advisor reviews the recommendations with each candidate.

Candidates may retest on COMPASS only one time following a mandatory 30-day period from the initial test date. The Assessment Center staff can provide a list of helpful websites for additional practice. The cost of the re-test (reading, writing, pre-algebra, and algebra) is \$25 per section and is paid by the candidate prior to testing. The candidate only pays for the section retested. If cut scores on the retest are not adequate for program admission, the student must complete the recommended learning support courses.

CLEP Test. The College-Level Examination Program is a national program of credit by examination that allows students to obtain recognition for college-level achievement. Each exam lasts 90 minutes. All tests are available; limited credits are accepted at Gwinnett Tech. Check with the Assessment, Advisement and Educational Planning Center for testing information and prices. Call 770-962-1519 to schedule a test date and time.

Proctored Exams. The Assessment, Advisement and Educational Planning Center is a member of the Consortium of the National College Testing Association and proctors exams for distance learning/online courses. Contact 770-962-1519 for more information and to arrange college exams at Gwinnett Tech.

Personality/Career Assessments. The Assessment, Advisement and Educational Planning Center offers a variety of psychological and career evaluations, including the Myers-Briggs Type Indicator, Career Cruising, Georgia Career Information System and Career Scope. These assessments evaluate a person's interests, personality type, and aptitude and recommend occupational areas suited to their profile. Representatives in the Career Services Center are available to help students evaluate their results and develop a career plan.

WorkKeys. WorkKeys is a job skills assessment system measuring real work skills. WorkKeys helps individuals compare their results to job and occupational requirements. Through a partnership between the State of Georgia and the Technical College System of Georgia, four of the assessments are offered at no charge. The Georgia Work Ready program uses test results from these assessments to award Work Ready Certificates.

Academic Advisement. The Advisement Desk is located in the Assessment, Advisement and Educational Planning Center. Advisors are available for questions concerning general studies, learning support, special admittance, and/or health care assisting students. All other students should contact their program advisor.

Career Services

The **Career Services Center (CSC)** provides job assistance services to Gwinnett Tech students and alumni, including career assessment, resume preparation mock interviewing, and job placement. Career exploration assessments (Career Scope and Career Cruising) are provided to assist students in identifying potential career directions and in selecting the optimum program of study. The CSC provides monthly workshops on developing job skills, resume writing techniques, and interviewing.

The Career Services Center provides job search and placement assistance through many of the latest online web sites, including e-Recruiting, and GeorgiaHIRE, with regularly updated local employment opportunities. Career Services maintains an electronic job board which lists all job openings posted with Gwinnett Technical College by partnering employers. Any student or alumni may access the electronic job board to post a resume and/or review job postings.

The Center is open Monday through Thursday from 8:00 a.m. until 5:00 p.m. and on Friday from 8:00 a.m. until 4:00 p.m. All services are free to students and alumni. For more information, visit the Career Services Center, Building 100, room 811, or call 678-226-6252.

Student Grant Programs

The **Special Populations Program** is specifically designed to support the Perkins Plan. The program provides support services, resource referrals, and life skills workshops to special population students who face unique challenges. The program's goal is to eliminate the barriers to educational achievement. Students who self-identify as special populations include single parents, displaced homemakers, limited English proficiency, nontraditional, disabled, and economically disadvantaged. Any students seeking more information about these available services should contact the Special Populations & Disability Services Coordinator, Lisa Richardson, at extension 6691 or stop by room 259 in Building 100.

The **Workforce Investment Act** serves dislocated workers and/or economically disadvantaged individuals who are in need of updated skills for a return to work. WIA customers may qualify for funding to assist them in the cost of their training and education. The focus of the WIA program is to assist unemployed workers to obtain the skills necessary to be employable in today's labor market. WIA funds cover tuition, books, supplies, uniforms, tools, and daycare expenses while in training. Job search assistance is provided when training is completed.

The WIA offices are located in Building 100 in the One-Stop Center. For further information, call 678-226-6664.

Office of Veterans Affairs. Gwinnett Tech's Office of Veterans Affairs assists U.S. military veterans, guardsmen, reservists, spouses and dependents with:

- Applying for GI Bill Benefits – completing and filing the proper forms and documents.
- Referrals to appropriate campus networks and resources.
- Information on financial aid opportunities.
- Academic and career counseling.
- Resources for social services for veterans (i.e. Veterans Hospital, local AMVETS).

STUDENT AFFAIRS

Contact the Veterans Affairs advisor, Lorri Chin-Shue, at 678-226-6343, or at lchinshue@gwinnettech.edu to schedule an appointment. On campus, visit the Office of Veterans Affairs in Building 100, Room 932. Log on to www.GwinnettTech.edu/veterans for more information.