

ACADEMIC AFFAIRS

Gwinnett Tech provides a variety of services that support its educational programs. Supervision of these services is the responsibility of the vice president of academic affairs, the director of online learning, the library manager, the director of Adult Education, the dean of academic affairs, and the academic division directors. Questions regarding a student's educational program or academic progress should be directed to the academic affairs office in Building 100.

Academic Support Services

Gwinnett Tech is committed to student success and to assisting students in achieving their individual goals. Therefore, various options of academic support are offered to all credit students studying in program areas.

College Study Skills (COL 0098) is a two-credit course designed to help students develop effective study skills. Since there are no prerequisites for this class, any student may enroll in COL 0098. Students who test into two or more learning support areas are strongly encouraged to enroll in COL 0098 during their first quarter of attendance. Course content includes learning styles, goal setting, adapting to higher education, time management, memorization, note taking, reading, studying, test taking, and critical thinking.

The **Learning Success Center** (LSC) is a tutoring lab located in room 910 of Building 100. Success often requires a need for tutorial assistance. When visiting the lab, students may contact the math and/or English tutor on duty for additional help. Arts and sciences instructors are also available to give individual assistance at designated times in the LSC.

SMARTHINKING provides online tutoring in Mathematics, English, General Chemistry, and Accounting. Students enrolled in Web-enhanced, Hybrid and Online courses are entitled to a total of seven free hours of tutoring assistance through SMARTHINKING during their time at Gwinnett Tech.

The **SCT 100 computer lab**, located in Building 700, Room 2307, is available to all students enrolled in SCT 100. This lab is the site of orientation sessions for students taking online courses as well as help sessions for students needing additional lecture/demonstrations. Tutors are available whenever the lab is open to assist students with their assignments. Student IDs are required for access and use of this lab.

Open computer labs are available to all registered GTC students. They are equipped with the necessary software to support instruction. These labs are not staffed with tutors. Student IDs are required to use these labs. The student open computer labs are located in Building 100, Room 723 and Building 700, Room 2304.

Adult Education

Adult Education addresses the educational needs of Gwinnett County adults and youth (16 or older and officially withdrawn from school) who have less than a high school education or who are functioning at a literacy level below that required to enter postsecondary education or training, or to maintain employment. Information on all services and intake procedures may be obtained by 1) calling 678-226-6662; 2) visiting the web site at www.GwinnettTech.edu; or 3) dropping by the Adult Education Office in Building 100, Room 605. All programs are free of charge, with the exception of GED testing which involves a fee for the test and each retest. Each program provides an orientation that includes

standardized diagnostic testing to determine current education level and to identify deficiencies to be addressed through instruction. Adult Education services are as follows:

- **The English as a Second Language (ESL) and EL/Civics programs.** These programs provide instruction to individuals who do not speak, read, or write English well enough to enter or maintain employment, or to enter postsecondary education or training. Instruction is provided on six federally defined levels and addresses skills in the areas of vocabulary, pronunciation, reading, writing, speaking, and grammar. U.S. Civics: community, history and government are included in the curriculum.
A separate review class is offered once per month for individuals who have a U.S. citizenship exam appointment scheduled.
- **The Adult Basic Education/Adult Secondary (ABE/ASE) Program.** This program provides instruction in reading, mathematics, grammar, social studies, science, literature, and writing. The purpose of this program is to prepare students to pass the official GED exam.
- **Contracted workplace programs.** These programs provide onsite ESL, ABE, and GED instructional services at business or agency sites within Gwinnett County. Companies or agencies may contract the college for literacy instructional services for their employees. Contracting businesses or agencies pay the full cost of the services.
- **The GED Testing Program.** Gwinnett Tech is an official testing center for the GED examination. Applicants for the GED exam must complete a mandatory orientation. Registration procedures and orientation schedules may be obtained by calling 678-226-6662. There is a fee for the GED test, and special approval procedures apply to 16- and 17-year-olds who are officially withdrawn from school.
- **GAP.** The Gwinnett Advancement Program is a workforce development program committed to helping disadvantaged youth through education, career exploration, work-readiness, and personal development. The program is free to those who qualify. Please contact Lakeisha Hull at 678-226-6615 for more information and assistance.

All Adult Education programs operate on a quarter system: July-September, October-December, January-March, and April-June. Registration requirements for most programs include presentation of a photo ID (Georgia driver's license, learner's permit or state ID, Passport). Classes are offered at Gwinnett Tech and various locations within Gwinnett County. For additional information on registration and intake procedures, call 678-226-6662, or visit www.GwinnettTech.edu and click on the Adult Education tab.

Library

The GTC Library supports the College's commitment to workforce training and student learning by providing students, faculty and staff with ready access to relevant information resources and services.

The GTC Library:

- Encourages wide use of materials and maintains an atmosphere that promotes learning
- Provides a broad selection of print, AV and electronic resources and materials, organized for effective use by the faculty, students, and staff of the college, as well as the community
- Offers interlibrary loan services and referrals for resources not in the library collection
- Provides appropriate information technology for access to resources including Internet workstations, DVD viewing, and a coin-operated photocopier

- Maintains a content-rich web site for remote access to assistance & resources at www.youseemore.com/gtc
- Has ample space for quiet study and group projects, as well as comfortable areas for leisure reading and conversation
- Promotes a safe and comfortable environment for all and will address inappropriate conduct or behaviors in accordance with acceptable use guidelines and policies
- Assists individuals or groups in their efforts to locate and use resources either for information and/or pleasure
- Offers customized library instruction and guidance in support of curriculum, research, information literacy, and life-long learning needs
- Ensures that library customers have ready access to help from a team of qualified, service-oriented, and helpful professional librarians and staff

Location, Contact Information & Hours

- The GTC Library is in room 402 at the front of Building 100
- Telephone: 770-962-7580 (extension 6388 or 6270)
- Email: gtclibrary@gwinnettech.edu
- Web site: www.youseemore.com/gtc or www.gwinnettech.edu (choose Library from “Quicklinks”)
- Regular hours during each College academic quarter are:

Monday - Thursday	8:00 a.m. - 8:30 p.m.
Friday	8:00 a.m. - 4:00 p.m.

The Library is closed whenever the College is closed and hours vary between academic quarters. Please call to confirm this schedule.

Borrowing Library Materials

Library cards are available to all College students (part-time & full-time), faculty (adjunct & regular), staff and alumni (with Alumni Association membership). Picture identification (student ID or driver’s license) are requested at the time of registering for a new card. To ensure equitable access to GTC Library materials, the loan period for non-reserve materials is generally two weeks although limitations based on demand and/or availability may apply. Materials may be renewed if they have not been requested by another borrower. Borrowers will be responsible for overdue and/or lost materials in accordance with Library policy.

Copyright

The GTC Library complies with U.S. Copyright Law, Title 17 of the U.S. Code

Online Courses

Gwinnett Technical College is a member of the Georgia Virtual Technical College system that provides the gateway to completing a college education from anyplace at anytime. Through online programs, students have the flexibility to take classes in an environment that works for them, whether at home or away from home. Three in four Gwinnett Tech students currently take some or all course work online. Several programs can be obtained completely online.

Gwinnett Tech has three types of technology-enabled courses: online, hybrid, and web-enhanced.

- **Online.** In an online course, all instruction, assignments, projects and research is conducted using the Internet and the Georgia Virtual Technical College's learning management system. An online instructor may require no more than two on campus sessions to present guest speakers, conduct specialized lab, administer tests, or to provide other learning opportunities that can only be conducted face-to-face. Any on campus requirements for an online course will be clearly indicated in the course syllabus. Before enrolling in an online course you should be very confident of your computer skills, your ability to use the Internet for independent research, and your ability to adhere to a study schedule. Online course expectations are equal to that of its traditional format.
- **Hybrid.** In a hybrid course, at least 50% of the course time will be spent on campus as indicated by the course schedule. The remaining time is spent participating in online projects, assignments, or instruction. All campus requirements for a hybrid course will be clearly indicated in the course syllabus. Before enrolling in a hybrid course you should be confident of your computer skills and your ability to use the Internet for independent research. Hybrid course expectations are equal to that of its traditional format.
- **Web-enhanced.** Web-enhanced courses have regularly scheduled on campus sessions that may be supplemented with online discussions, quizzes, or the exchange of assignments with your instructor outside of the classroom. In a web-enhanced course 90-100% of the course contact hour requirements meet on campus. As with any course, you should be confident of your computer skills and use of the Internet to access your student email to correspond with your instructor and classmates. Web-enhanced course expectations are equal to that of its traditional format.

All Gwinnett Tech online courses follow the same 10-week quarter format as on-campus courses and do qualify for HOPE funding. These are not drop in/drop out courses - most have weekly assignments, but students are free to choose the time and place during the week to log in, including the use of high speed computer open labs located on campus. Some online courses may require an on-campus proctored midterm or final exam. Students who wish to enroll in online courses at other GVTC institutions must complete a Request for a Transient Letter, available in the Registrar's Office.

- 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 TCSG system, students should apply online via <http://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 a reliable connection to the internet, preferably a broadband connection using DSL or Cable. Dial-up internet connections will not provide adequate speed or bandwidth to effectively participate in a technology-enabled course. Students must also have the following web browser(s) installed on their computers or be able to come to campus to use a computer in one of the open labs.

PC Requirements:

Firefox Web Browser (Recommended)
Internet Explorer 7 Web Browser

Note: Neither the AOL, Google Chrome, nor Opera web browsers are supported by the Georgia Virtual Technical College's Learning Management System

Mac Requirements:

Firefox Web Browser (Required)

Note: The Macintosh-native “Safari” web browser is not compatible with the Georgia Virtual Technical College’s Learning Management System.

- Students who wish to graduate from Gwinnett Tech must complete more than 40 percent of their course work at Gwinnett Tech. Online courses offered by Gwinnett Tech count towards the requisite 40 percent; however, online courses offered by other technical colleges count as transfer credit and will not be applied toward the requisite 40 percent.

For more information about online courses and programs, visit the GVTC web site (<http://www.gvtc.org>), or contact 678-226-6338.