

College Resources

Admissions/ACCESS Center	Building G	770-528-4465
Campus Bookstore	C1103	770-528-4561
Career Center	G1151	770-528-4515
COMPASS Testing Lab	G1152	770-528-5827
Computing Studio	F1141	770-528-4546
Continuing Education	Building H	770-528-4550
Disability Services	G1125	770-528-4529
Fatherhood Program	C1102	770-528-4552
Financial Aid	Building G	770-528-4531
International Center	G1123	770-528-5804
Learning Center	B149	770-528-4588
Library	D2211	770-528-4536
New Connections to Work	C1102	770-528-4484
Registrar	Building G	770-528-4527
Student Life	C1101	770-528-4426

Marietta Campus 770-528-4545
Mountain View Campus 770-509-6305
Paulding Campus 770-443-3600
South Cobb Campus 770-732-5900
www.chattcollege.com

A resource created by:

Charting Your Course....

Successfully Navigating Your Way to Chattahoochee Technical College



What's Inside:

- **Getting Started**
- **Financing Your Education**
- **Your Responsibility as a Student**
- **Important Terms to Know**
- **Campus Resources**
- **And Much More!!!**

Congratulations!

You have taken a very important step on your road to a brighter future with more options! Continuing your education is a major decision that will have a significant impact on many aspects of your life. This resource guide has been developed to assist non-traditional students (those who have either been out of school for several years or those who may have never attended college) make an informed decision. It contains all you'll need to know to successfully navigate this process.

So let's get started!

Chattahoochee Technical College is a two-year college that prepares you for your chosen career. If you haven't decided on a career yet, don't worry! We can help. We offer a variety of associate degrees (two-year programs), diplomas (one-year programs), and technical certificates (less than one year of study).

We have an "open door" policy. That means we do not require a minimum GPA or a minimum ACT/SAT score for admission. Applicants must be at least 16 years of age and possess a high school diploma or GED. (*Home schooled applicants and applicants who received a diploma from a country outside the United States have additional requirements. Please see Admissions representatives for more information*). Only students who are admitted into one of our Allied Health programs are required to submit immunization records.



GPA – grade point average computed by dividing number of credit hours into the number of quality points earned; includes all credits attempted

GALILEO – Georgia Library Learning On-line; collection of databases that includes full-text articles and much more

GOAL – Georgia Occupational Award of Leadership; highest award for student in DTAE system

HOPE – “Helping Outstanding Pupils Educationally”: Georgia’s financial aid programs including grants and scholarships

LEARNING CENTER – a place to receive tutorial assistance, access learning resources and study

OFFICIAL TRANSCRIPT – a record of student’s grades from another college/school that arrives at CTC in that school’s sealed envelope

ORIENTATION – informational session that new students attend at their first registration

PELL – federal financial aid grant

PREP COURSES – developmental course work in English, math or reading needed to prepare for college-level work

PREREQUISITE – required prior to entering a course or program

QUALITY POINTS – each letter grade is worth the following quality points: A=4, B=3, C=2, D=1, F=0

REGISTRAR – office that supports the academic efforts of students through registration, grade processing, graduation and records management

REGISTRATION – period of time when student enroll in classes

SACS – CTC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas, and Associate of Applied Technology degrees

SYLLABUS – document presented to students by instructors; includes course assignments, test dates, etc.

APPLICATION - form filled out to gain entrance into the college

ASSET - placement test designed by ACT for two-year college students; helps determine if developmental courses are necessary

ATTEMPTED HOURS - a number that counts all credit hours a student attempts, whether the student passes, fails, or withdraws

AUDIT - courses taken for no credit; full tuition is required; financial aid will not cover costs

BANNER - database for student records, course schedules, etc.

BANNER WEB - on-line student information system

BLACKBOARD - platform for online courses

COLLEGE CATALOG - booklet that includes program requirements, course descriptions, college policies and procedures; on-line version at www.chattcollege.com

COMPASS - computerized placement examination given during the admissions process to determine if developmental courses are necessary

CO-REQUISITE - course that must be taken in the same quarter as another course

CREDIT HOURS - units awarded for completing courses

CURRICULUM - courses that make up a program of study

DROP/ADD - first few days of quarter designated for making changes to course schedule

DIPLOMA - program of study that usually requires fewer credits than an associate degree and different level of general education courses

EARNED HOURS - credit hours for which a grade of A, B, C, or D was achieved

FERPA - Family Educational Rights and Privacy Act; affords students certain rights with respect to their education records

Chattahoochee Technical College operates on the quarter system. Quarters are 10 weeks long as opposed to the University System of Georgia, which operates on the semester system (16 weeks). Since our classes meet for only 10 weeks, it is important to register for the number of classes that you know you can manage. Registering for too many classes may work against you in the long run, affecting your grades and possibly Financial Aid.

If you are interested in being a full-time student, you will need to take 12 or more credits. Typically, that is three or more classes. We offer morning, afternoon, and evening classes. It is possible to be a full-time student and only take classes in the evenings. We also offer some classes on Saturday and online. We don't recommend that first-time students take online classes. When registering for classes, always find out when tuition payment and fees are due.

Important Acronyms:

ACT - American College Testing

AAT - Associate of Applied Technology degree

CRN - course registration number

CTC - Chattahoochee Technical College

DTAE - Department of Technical and Adult Education

GED - General Education Development test

FWS - Federal Work Study

SAP - Satisfactory Academic Progress

SAT - Scholastic Achievement Test

SGA - Student Government Association

TCC - Technical Certificate of Credit

Getting Started

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Admission Process Overview

Step 1

Turn in Admission application and apply for financial aid

Step 4

Contact Admissions Office to make an advisement appointment to register for classes

Step 2

Turn in official copy of high school or GED transcript

Step 5

Attend New Student Orientation

Step 3

Take the COMPASS Placement test*

Step 6

Get a parking permit and Student Photo ID card

* You may not have to take COMPASS if you have taken the SAT or ACT within the last five years OR if you have transfer credit in college-level English and algebra from another college. See Admissions Office for more information.

Step 1: Applying

Completing an application is the first step in the admissions process. Applications can be obtained from our website or the Admissions office. A \$15 non-refundable fee should accompany your application.

This is also the time to apply for financial aid. You may apply for financial aid online at www.fafsa.gov. If you need assistance come by the Financial Aid office on campus.

Step 2: Transcripts

Contact your high school or GED Office to request an official copy of your transcript. An “official” copy means that it must be in a sealed envelope from the issuing institution.

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Top 10 Pitfalls to Avoid:

- 1. Lack of structure or routine**—Establish a routine and stick to it. Having a set routine will help you move through your tasks more effectively.
- 2. Messiness**—Keep track of all assignments and important papers. Develop an organizational system so you will not waste time searching for materials.
- 3. The telephone/computer**—When you are busy, limit the time you spend on phone conversations. Also, try not to lose track of time if you are surfing the Internet. Stay focused on the task at hand.
- 4. Comfortable spots**—Try to avoid working in places where you know you will get too comfortable.
- 5. Time of day**—Know the times of day when you are most productive. The early morning is usually the time when most people are most alert and productive.
- 6. Hyperactivity**—If you can't seem to focus on one topic or project, take a break or exercise to reenergize.
- 7. Daydreaming**—It is easy for your mind to wander when you have been working on something for a long time. When this happens, make a conscious effort to refocus your thoughts.
- 8. Too many meetings/things to accomplish**—Scale down your daily “to do” list. Having too many things to accomplish can seem overwhelming.
- 9. Friends**—Sometimes even the most well-meaning friends can distract you from accomplishing tasks.
- 10. Time**—Do not procrastinate! Begin assignments as soon as you can and complete them before the deadlines.

Ultimately, you are responsible for your academic success. Here are some helpful suggestions:

GET TO KNOW YOUR INSTRUCTORS

Each of your instructors will be unique with different teaching styles and different expectations. During the first week of class, pay special attention to your instructors' preferred teaching style and determine what you will need to do to be successful.

TAKE THE INITIATIVE AND ASK QUESTIONS

Having a clear understanding of what is expected from you is critical to your success, and it is your responsibility to seek out assistance or additional information if it is needed. If you aren't clear on an assignment, a policy, or any other issue, don't be afraid to ask questions. If you are still unclear, ask follow-up questions.

READ EVERYTHING YOU ARE GIVEN

You will receive a great deal of material and information as a student. These materials will range from trivial to extremely critical. Therefore, it is very important to read everything that you are given. Save time by quickly scanning to by-pass unimportant information. Read important sections thoroughly to ensure you are clear on how the information may affect you.

GET TO KNOW FELLOW CLASSMATES

Making new associations and friends can be a very enriching and rewarding part of your student experience. Your classmate may be the person you compare notes or study with today or your future business partner tomorrow.

STAY UP TO DATE AND FOLLOW UP ON EVERYTHING

Be sure that you have taken care of your responsibilities. If you turn in documents to administrative departments or instructors, verify the document is completed properly. Also, find out what to expect next and an approximate time frame for the next step. If you have not received a response within the indicated time-frame, follow-up on its status.

If you have attended another college, you will need that official transcript as well. If your transcripts are mailed to your home, don't open them. You will not need your high school or GED transcripts if you have received an associate degree or higher from another college. All college transcripts must be received prior to registering for classes. All high school and GED transcripts must be received before you are eligible for financial aid.

Step 3: COMPASS Placement Test

COMPASS is a test designed to help advisors identify at what level you need to begin English and math courses. Based on your test scores, we will determine if you need to start with developmental courses or be placed directly into the general studies course that your chosen program requires. PLEASE take your time on the placement test and do your best. If you do not score high enough in a particular subject area to register for the required course, you will be placed into a developmental course in that subject area. If you do not score high enough in a particular subject area to register for a developmental course, you will be required to attend tutoring sessions.

Sample questions are available at www.act.org/compass/sample/index.html. Once you have paid the \$15 application fee, the placement test is free. The placement test is given throughout the quarter. We offer a variety of testing times. Contact the Admissions Office at 770-528-4465 for the testing schedule.

Step 4: Advisement and Registering for Classes

After you take the placement test, make an appointment to meet with an academic advisor. During this appointment you will register for classes.

If you do not need to take PREP (developmental) courses during your second quarter, you will need to make an appointment to meet with a faculty advisor in your chosen program of study in order to select courses. Registration will then be online. Students may register from any computer off campus that has Internet access or from any computer on campus that is available for student use.

A one-day Open Registration is held every quarter following the last day of classes. New and current students are allowed to register during Open Registration. Advisors will help you select the courses you need and register you for classes. You will be able to meet with an advisor for only a few minutes, and you may have to wait in line. If you register during Open Registration, tuition and fees are due that day.

If you are uncertain which program to choose, Career Services can help. Interest tests and career counseling are available to help students decide which program to enter. Students may also wish to access the Georgia Career Information System (GCIS) to learn the most current job and educational opportunities to advance career and educational planning. Career Services also offers a variety of services to current students.

Step 5: New Student Orientation

New students are encouraged to attend an orientation session. Many general questions are answered during these sessions. It is held the week before Open Registration. We offer one session in the morning and one in the evening. You will be able to meet program directors and Student Services staff. A tour will be given by our Student Government Association immediately following the orientation.

Step 6: Parking and Student ID

The parking permits are issued at the Security Office. Student ID cards are made at the Student Services/Admissions Office. If parking on campus, a parking permit is required. All students are required to obtain a student ID.

Tuition

Full-time tuition and fees for Georgia residents, as of 1/1/06, are \$460 per quarter. This includes everything except books. If you are not a resident of Georgia, contact the Admissions Office for out-of-state and international fees. You should budget \$80 - \$100 per class for textbook fees. For those who qualify for the HOPE Grant, it pays 100% tuition and most fees, and provides \$100 to use toward books if you are taking six credits or more.

Financial Aid

Students who are planning to receive financial aid will need to apply early enough for it to be processed by the fee payment deadline. It usually takes 2–4 weeks to be processed. If your financial aid is not ready by the fee payment deadline, you will be responsible for paying fees out of pocket. Financial aid programs have particular eligibility requirements. Speak with a Financial Aid representative for more information.

A variety of financial aid programs are available to students. The most common include the following:

- o HOPE Grant
- o HOPE Scholarship
- o Federal Pell Grant
- o Federal Work-Study program

Most of our students qualify for HOPE Grant. In order to be eligible for HOPE Grant, students must:

- o Be a Georgia resident for at least 12 months
- o Not be in default on a federal student loan
- o Be enrolled in a diploma or certificate program of study
- o Not have a felony drug conviction
- o If you are a male, be registered for Selective Service

The Federal Pell Grant is given to students whose family income is less than \$50,000. Income tax information is required in order to complete the FAFSA application. Online applications are available