



**Dual Enrollment Student Handbook**  
**2022-2023**

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# WGTC Dual Enrollment Student Handbook

## Table of Contents

Funding Application and DE Eligibility.....	3
Steps to Complete the Dual Enrollment Funding Application.....	5
WGTC Pre-Testing Requirements.....	6
Attendance.....	7
Course Cancellations.....	7
Drop/Add and Withdrawals.....	8
Communication.....	8
Financial Aid and Satisfactory Academic Progress.....	9
Student Conduct.....	11
Academic Integrity.....	12
Dual Enrollment Course Load, College Programs of Study, and Prerequisites.....	13
Grading System.....	14
Credit Transferability.....	15
Textbook Agreement.....	17
Technology Guidance.....	18
Student Support Services.....	19
Accessibility Services.....	19
Beyond First Semester.....	21
FERPA Consent.....	22

## Funding Application and Registration

1. Complete the DE Funding Application and have your parent complete the parent participation agreement. The DE funding application and parent participation agreement MUST be completed once at the beginning of the school year or your entry semester prior to registration.
  - In this handbook on page 5, you may locate the directions on how to complete the DE funding application online at [www.GAfutures.org](http://www.GAfutures.org).
  
2. After discussing the DE courses that you would like to register for with your High School Counselor, please select the course sections you would like to be registered for
  - Students taking Dual Enrollment core courses: Use the Banner Web Interactive Class Schedule to find the CRNs for the courses you would like to register for. The Interactive Class Schedule is found at <https://www.westgatech.edu/admissions/banner-web/>. You may email this information to [Dualenroll@westgatech.edu](mailto:Dualenroll@westgatech.edu) or meet with your WGTC High School Coordinator for advisement/registration.
  
  - Students taking Dual Enrollment technical program courses: Select which technical program you would like to enroll in. Your high school counselor will direct you on the appropriate registration process for your high school.
  
  - If you are taking an online core course: You must complete the online learning tutorials. Please visit <https://www.westgatech.edu/program-explorer/online-learning/blackboard/student-blackboard-training/> for complete information regarding online courses.

**Please contact your WGTC High School Coordinator for any additional assistance**

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**Douglas and Haralson counties**

**Dual Enrollment**

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**Heard, Meriwether, and Troup counties**

### **Dual Enrollment Funding Updates**

Dual Enrollment funding eligibility effective summer term 2020 and beyond:

- Participating students have funding capped at **30** semester hours for eligible dual credit courses, as defined by Georgia Student Finance on the approved course list, with no exceptions.
- Additional DE hours may be paid by student or, depending on the student’s program, HOPE Grant “Bridge” and HOPE Career Grant funding is available if the student meets eligibility requirements.
- 'Eligible high school student' is defined as
  - Entering or enrolled in 11<sup>th</sup> or 12<sup>th</sup> grade at an eligible high school taking any eligible dual credit course at any eligible postsecondary institution.
  - Entering or enrolled in 10<sup>th</sup> grade at an eligible high school and
    - Is enrolled in an eligible CTAE (technical) course at an institution within the Technical College System of Georgia.
    - Has met the assessment requirements of a Zell Miller Scholar by obtaining an SAT score of 1200 or ACT test score of 26 and is taking eligible core courses at any eligible postsecondary institution.
    - Was enrolled as a 9<sup>th</sup> in one or more dual credit courses at an eligible postsecondary institution before June 30, 2020.

Eligible high school students will *not receive funding to retake a dual credit course*. After withdrawal from a second dual credit course, *a student will be ineligible for funding to take any dual credit courses*.

### **Dual Enrollment Funding Application**

The Dual Enrollment program applies to students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. Dual enrolled students take postsecondary coursework for credit toward both high school graduation or home study completion and postsecondary requirements.

Students who meet all eligibility requirements will not be charged tuition, mandatory fees or required textbooks.

Students may be responsible for some program and course specific fees.

Students attending an eligible public or private high school, or home school must complete the DE funding application through [www.GaFutures.org](http://www.GaFutures.org). The funding application consists of four parts:

1. Student
2. Parent
3. High School/Home Study
4. Postsecondary Institution

**All four sections of the funding application must be completed and submitted online to Georgia Student Finance Commission (GSFC) at the beginning of the school year, or your semester of entry.**

Dual credit enrollment hours taken at a postsecondary institution, under which DE payments have been made, are not counted as attempted hours, nor included in the combined paid hours limit for HOPE Scholarship/Grant.

At WGTC, the **DE funding application and parent participation agreement MUST be completed once at the beginning of the school year or your entry semester prior to registration**. Failure to complete the funding application will result in the student being responsible for their tuition balance. At WGTC, tuition is \$100 per credit hour (a three-credit hour course would be \$300), plus fees. Additionally, holds will be placed on student accounts for payment of tuition and they will not be able to register for the next semester if they fail to complete the funding application. Nonpayment will result in the student being sent to collections.

Students must maintain Satisfactory Academic Progress (SAP) with WGTC to maintain eligibility for DE funding.

Students must maintain a 2.0 cumulative GPA and a 2.0 GPA for each semester. Students must also have a 66.6% completion rate for all courses attempted at WGTC. This eligibility is determined at the end of each semester. If students do not maintain this eligibility, they can be placed on financial aid warning or financial aid suspension. If they are placed on financial aid suspension, they will not be eligible for DE funds or other financial aid through WGTC.

For more details refer to <https://westgatech.financialaidtv.com/browse/process/satisfactory-academic-progress-sap>

### **Steps to Complete the Dual Enrollment Funding Application**

The DE funding application **MUST** be completed once at the beginning of the school year or your entry semester **prior to registration**

Visit [www.GAfutures.org](http://www.GAfutures.org)

1. Select the **Sign In** option at the top of the GAfutures homepage or select **Create an Account**
2. Enter your Username and Password information, then select **Sign In**
3. At the top of the page, select **HOPE & State Aid Programs**
4. Next, select **State Scholarships and Grants**. The Dual Enrollment tab should appear.
5. Next, scroll down and on the left-hand side, click on **Application Procedures and Deadline**
6. On the right-hand side, select the blue "Apply Now" button

**\*\*\*The Dual Enrollment Online Funding Application is good for one academic year\*\*\***

Classes taken under DE do not count toward the total HOPE scholarship or grant cap hours that a student can use. This means a student can take DE classes in high school and still be eligible for a full HOPE Scholarship or Grant after graduation.

<p><b>Dual Enrollment Funding DOES Cover:</b></p> <ul style="list-style-type: none"> <li>• All tuition and mandatory fees</li> <li>• Required textbooks will be provided and/or loaned free of charge</li> </ul>	<p><b>Dual Enrollment Funding Does NOT Cover:</b></p> <ul style="list-style-type: none"> <li>• Supplies required by some courses (example: uniforms, supply kits, background checks, etc.)</li> <li>• Some program or course specific fees (example: lab fees, malpractice insurance fees, etc.)</li> </ul>
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**DE students may not take more than 15 credit hours total per semester. This includes hours taken at another post-secondary institution.**

#### **WGTC Pre-Testing Requirements**

WGTC's Dual Enrollment students must satisfy the following pre-testing requirements:

- Submit HOPE GPA, official SAT/ACT, ASSET, PSAT, COMPASS, Classic ACCUPLACER test scores or take the ACCUPLACER Next Generation placement exam.
- 10<sup>th</sup> grade students interested in degree programs must submit official PSAT/SAT/ACT test scores. 10<sup>th</sup> grade students interested in diploma or certificate programs must submit HOPE GPA of 2.0 or higher after completion of fall semester of 9<sup>th</sup> grade or another admissions standard.
- 11<sup>th</sup> and 12<sup>th</sup> grade students interested in diploma or certificate programs must submit HOPE GPA of 2.0 or higher after completion of fall semester of 10<sup>th</sup> grade or another admissions standard.
- 11<sup>th</sup> and 12<sup>th</sup> grade students interested in degree programs must submit HOPE GPA of 2.6 or higher after completion of fall semester of 10<sup>th</sup> grade or another admissions standard.

#### **ACCUPLACER Testing Information**

- There is no charge for the first attempt on the ACCUPLACER placement test for high school students wishing to pursue Dual Enrollment.
- Students must present their photo ID at the time of the test, and identify themselves to the testing administrator as a high school student testing for Dual Enrollment.
- Students must know/bring their Social Security Number, as this will be used to issue them a West Georgia Tech student ID number (900#).

#### **ACCUPLACER Testing Days and Times:**

Carroll Campus – By appointment only. Contact your WGTC High School Coordinator to schedule an appointment.

Coweta Campus – By appointment only. Contact your WGTC High School Coordinator to schedule an appointment.

Douglas Campus – By appointment only. Contact your WGTC High School Coordinator to schedule an appointment.

LaGrange Campus – By appointment only. Contact your WGTC High School Coordinator to schedule an appointment.

Murphy Campus – By appointment only. Contact your WGTC High School Coordinator to schedule an appointment.

Or contact WGTC Dual Enrollment at [DualEnroll@westgatech.edu](mailto:DualEnroll@westgatech.edu).

### **Dual Enrollment Retest Policy**

A student who applies to enroll at WGTC through the Dual Enrollment program may retest in the following ways:

- A student is allowed one free retest session after submitting a Dual Enrollment Student Application to WGTC AND completing three (3) months of high school instruction.

A Dual Enrollment applicant may choose to retest by waiting seven (7) days and by paying \$15 per test session (Reading, Sentence Skills or Math/Algebra). The student must pay a WGTC campus cashier prior to retesting and will complete retesting through the traditional WGTC testing schedule on the college campus. A picture ID and SS# is required to check in.

### **Attendance**

Students are expected and encouraged to attend each scheduled class. It is impossible to be academically successful, if you are not present. You should check your course syllabus for course attendance requirements. It is recognized that there may be times when a student will not be able to attend class. In such cases, it is the student's responsibility to make arrangements with the instructor concerning the availability and completion of making up work missed. All make-up work will be at the discretion of the instructor, under the guidelines of the work ethics policy and procedures and consistent with classroom procedures established in the course syllabus.

### **Course Cancellations**

In the event of class cancellation or school closure due to severe weather or other emergencies, students are expected to continue participating in learning activities via Blackboard, their official college email account, or other modality. Instructors will provide information on their continuation of instruction plans in their syllabus.

At WGTC, all of the students are contacted via email if a course is cancelled. For WGTC's DE students, the college departments notify the high school coordinators when courses are cancelled. Next, the high school coordinators email the students and their high school counselors regarding the course cancellations.

### **Drop/Add and Withdrawals**

- **Drop/Add** is scheduled the first three days of each academic semester. Students wishing to make changes to their schedules must do so by the **third day of the semester (not the third meeting of their class)**. Students may drop or add courses during this period by emailing their WGTC High School Coordinator.

Courses dropped during Drop/Add will not appear on the student's official academic record.

- **Withdrawal** from one or more courses before or during the Drop/Add period will not incur tuition or fee penalties or appear on a student's academic record. **Students who need to withdraw from one or more courses after the third day of the semester must do so by emailing their WGTC High School Coordinator and their High School Counselor.** The course(s) will be included on the student's transcript.
- The student will be assigned a grade of "W" for those course(s), **if the requested information is received by the withdrawal deadline date of the semester.** While a grade of "W" does not count in the student's cumulative grade point average at WGTC, it does count in attempted hours for financial aid purposes and could affect a student's eligibility for aid at WGTC if there are repeated withdrawals.
- Students who withdraw after the withdrawal date of the semester are not eligible for a grade of "W" except in cases of hardship or extenuating circumstances as approved by the faculty. Students withdrawing after the withdrawal deadline date will receive a grade of "WF" for the course.
- **Beginning Summer 2020**, if a student accumulates a total of **2 withdrawals**, they are no longer allowed eligible for funding for the Dual Enrollment program.
- **No Shows** are reported for nonattendance in the first week of the semester. Any student who fails to attend class or log in with academic activity for online classes within the **first seven days of the semester will be reported as a 'No Show.'** 'No Show' classes will not appear on a student's record at WGTC.

Withdrawing or failing courses can negatively affect your academic standing with West Georgia Technical College and also your eligibility to receive Dual Enrollment funds by not maintaining Satisfactory Academic Progress (SAP).

### Communication

**Students are REQUIRED to check their WGTC student email accounts regularly.** This is the primary mode of communication between you and the College. Important information will be sent to you through your WGTC student email account. Information about fees, balances, and messages from your instructors will be communicated through your WGTC email account. Sensitive data nor student-specific information will not be provided to a non-WGTC email account. **YOU MUST USE YOUR WGTC EMAIL ACCOUNT** when communicating with the College.



### Financial Aid and Satisfactory Academic Progress

In accordance with federal and state financial aid regulations, financial aid recipients are required to make Satisfactory Academic Progress (SAP) towards completion of their educational goals in a program of study in order to receive financial aid. This SAP policy is separate from West Georgia Technical College's (WGTC) academic progress policies. **Additionally, federal and state rules indicate that SAP standards must include a review of all periods of enrollment.**

The following requirements must be met in order to receive or continue to receive financial aid. A student must be enrolled in an eligible program of study that leads to a certificate, diploma, or an associate degree. In addition, there are three (3) SAP requirements that students need to meet or they may become ineligible to receive financial aid due to unsatisfactory academic progress.

The three requirements are as follows:

**Quality** — this is monitored by grade point average (GPA). To maintain eligibility for financial aid, students must stay in good academic standing by maintaining a minimum 2.0 cumulative GPA. All periods of enrollment at WGTC are included when calculating GPA for SAP purposes. Grades for all attempts of repeated courses are included in the GPA calculation. Transfer credit, exemption exam credit, credit for previous experience, audited courses, W grades and articulated credit are exempt from the qualitative component. Successful completion of learning support coursework is required to meet qualitative progress.

**Quantity** — this is monitored by calculating the percentage of attempted credits in which passing grades are earned. The minimum satisfactory completion rate is 66.6 percent. The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. All periods of enrollment at WGTC are included. All attempts of repeated courses are included in the completion rate. Learning Support classes and transfers of credit from other institutions are counted as credit hours attempted and earned in the calculation. Exemption exam credit, credit for previous experience, audited courses, and articulated credit are NOT included. Grades which are considered successful completions for financial aid SAP purposes are: A, B, C, D, or A\*, B\*, C\*, D\* from learning support classes. Courses in which the student received grades of F\*, F, W, WF or I are considered unsuccessful completions for financial aid SAP purposes.

**Maximum Timeframe** — the final component requires that students complete their program of study within one hundred fifty percent (150%) of the required credits of the program. For example, if you are in a program of study that requires 80 credits to graduate, you may receive funding for the first 120 credits attempted. All repeated units are included as attempted; therefore, each time a course is taken, the number of units will be included in the calculation of the 150 percent rule and academic progress. Transfer credit hours are also included in this calculation. Maximum timeframe resets for each major.

SAP is monitored at the end of each semester. Students who do not meet progress requirements will be placed on financial aid warning and may become ineligible for financial aid after one (1) additional semester.

**Financial Aid Warning:** Students who receive financial aid, but fail to maintain SAP, will be placed on Financial Aid Warning for one semester. Students will be notified in writing that they have been placed on Financial Aid Warning. Students on Financial Aid Warning may continue to receive financial aid during the probationary semester. It is highly recommended that students on Financial Aid Warning meet with your WGTC High School Coordinator to discuss educational plans/requirements and overall institutional academic progress.

**Removal from Financial Aid Warning:** At the end of a student's Warning semester, the student must have completed the required number of units and/or raised the GPA to the minimum standards for all courses attempted during that semester to return to good progress. If the student fails to achieve academic progress after one semester, the student will be placed on Financial Aid Suspension.

**Financial Aid Suspension:** A student placed on Financial Aid Suspension is no longer eligible to receive financial aid. A student placed on Financial Aid Suspension will be notified in writing that he or she has failed to make SAP.

**Reinstatement of Financial Aid:** A student who has lost his/her financial aid may be reinstated by registering for classes at his or her own expense (without financial aid funds) and fulfilling the requirements for Satisfactory Academic Progress.

#### Appeal Procedures

If a student becomes ineligible for financial aid due to extenuating circumstances, the student may appeal the decision. Extenuating circumstances include: personal illness/accidents, serious illness or death within the immediate family, or some circumstance beyond the reasonable control of the student. Documentation of the extenuating circumstance may include a letter from doctors, hospital or social services agency, obituary notice/death certificate or police report.

To appeal a financial aid decision, a student should:

- Complete the **Financial Aid Appeal Form**
- Write a letter that answers the following two questions:
  1. What were the circumstances that caused you to lose your financial aid?
  2. What actions have you taken to ensure you will not lose aid again?

The student should submit documents to the Office of Financial Aid. The appeal will be reviewed by the Financial Aid Appeal Committee, and the Financial Aid Office will provide written notification of the Appeal Committee's decision. If an appeal is granted, the student may be placed on Financial Aid Warning. Students placed on Financial Aid Warning will be allowed one additional term to meet Satisfactory Academic Progress requirements. If it is not possible for the student to meet satisfactory academic progress within one term of enrollment, the student may be placed on an Academic Plan. An Academic Plan provides the student with detailed guidance during a specified

period of time allowing the student opportunity to meet satisfactory progress. If a student fails to follow the specified academic plan, the plan is voided and the student's status reverts back to Financial Aid Suspension. The decision of the Financial Aid Appeal Committee is final.

### **Student Conduct**

**At WGTC, students can be denied participation in Dual Enrollment at any time for violation of secondary (high school) or postsecondary (college) rules.**

In order to provide an environment conducive to learning, WGTC has established regulations and obligations to govern conduct. As members of the academic community, students are subject to all established behavior standards. Postsecondary students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate conduct standards. Any student, acting individually or in concert with others, who violates any part of the student conduct code, shall be subject to disciplinary procedures including dismissal from a class session by the instructor or suspension or expulsion from WGTC by the authorized administrator.

Please view the West Georgia Technical College Student Handbook & Code of Conduct by going [here](#). The Student Code of conduct can be found on pages 77- 94. Students found violating the WGTC Student Code of Conduct may be required to meet with the VP of Student Affairs or their designee (Dean of Students) and will be notified of a Conduct Complaint via their WGTC student email. Avoidance or not having access to your student email address will not prevent a misconduct investigation. Such misconduct includes (but is not limited to) the commission of, or the attempt to commit, any of the offenses in the list below:

- Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion. Cheating and/or plagiarism are the unauthorized use or close imitation of another's work without permission and/or acknowledgement.
- Forgery, alteration, or misuse of college documents or records.
- Falsifying information with the intent to deceive.
- Theft or malicious destruction, damage, unauthorized possession, or misuse of college property or the private property of another member of the academic community whether occurring on or off campus.
- Engaging in activity that disrupts the educational process of the institution or infringes upon the privacy, rights, or privileges of another person on campus, including but not limited to horseplay/goofing off in the classrooms and labs.
- Possession, use, or distribution on campus of any narcotic, dangerous or unlawful drug, or alcoholic beverage as defined by laws of the United States or the State of Georgia.
- Lewd, indecent, and obscene behavior or expression.

- Violation of any federal, state, or local law.
- Use of tobacco in any form is prohibited within any of the college buildings or vehicles. The use of smokeless tobacco is prohibited on the college campus.
- Failure to dress appropriately. Some courses have a dress code. The student must be dressed in the appropriate manner prior to class beginning. They may not use class time to go change clothes.

### Academic Integrity

West Georgia Technical College encourages an academic culture of honesty and personal integrity among its faculty, staff, and student body. Academic integrity is defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility.” In this context, academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless authorized by the instructor). The work of another person represented as one’s own is dishonest and does not fairly measure the competence, knowledge, and achievement of the individual. Academic dishonesty is contrary to the standards, ethics, and goals of higher education and is unacceptable in the technical college community. West Georgia Technical College promotes and expects each member of the College to conduct himself or herself with professional behavior and intellectual integrity.

#### **Prohibited behaviors include, but are not limited to, the following:**

- Plagiarizing any assignment. “Plagiarism” means using someone else’s ideas or words without using quotation marks and/or giving credit by citation of source(s).
- Copying/submitting another person’s work.
- Unauthorized taking of someone else’s work.
- Using unauthorized notes or equipment (including programmable calculators or smart phones) during an examination.
- Stealing an examination or using a stolen examination.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
- Having someone else take an assessment in your place.
- Fabricating information such as data for a lab report.
- Falsifying a patient’s medical record or a student’s clinical record.
- Using another person’s personal electronic file or copying another student’s computer program.

Depending on the severity of the situation, any student found to be in violation of any of the above prohibitions will be subject to a range of disciplinary actions, which may include the following:

- A zero for the assignment

- An F for the course
- Dismissal from the program
- Dismissal from the College

In addition, copyrighted material may not be knowingly copied or included in student submitted material or for personal benefit in violation of copyright laws or regulations without the written consent of the copyright owner(s) or a duly authorized agent(s). Academic Integrity policies including violations and permitted usage of copyrighted materials are outlined in the Student Code of Conduct available to students in the Student Handbook.

The Student Code of Conduct (see the [Student Handbook page 77-94](#)) is enforced for traditional, hybrid, web-enhanced, and online classes regardless of whether courses are taught on campus, virtually, or at an offsite location.

### **DE Course Load, College Programs of Study, and Prerequisites**

Dual Enrollment students may register for a maximum 15 credit hours during the fall, spring, and summer semesters. WGTC has over 120 programs of study that may be reviewed [here](#). The course descriptions and prerequisites may be reviewed [here](#). The instructional course categories are general core courses, occupational courses, and elective courses.

#### **Course Descriptions**

**General Education courses** –Common to many majors, general education courses include English or language arts, speech communications, humanities/fine arts, social or behavioral sciences, mathematics and science.

**Occupational courses** –These courses are intended to develop skills and related knowledge for job performance and are part of the course sequence of an occupational program offered by the College. They are designed primarily for job preparation and/or upgrading and not for general education purposes.

**Elective courses** –The administration of the College, the program faculty, and the program advisory committee cooperate in establishing and utilizing a system to recommend needed and feasible elective courses; advisors will determine the appropriateness of a student's choice of elective courses. The admissions requirements and prerequisites for the elective course must be met.

**Practicum/Clinical/Internship** –These supervised work experience activities require the application of occupational competencies. Activities include supervised educational work experiences, internships, practicums, and other specialized and/or innovative learning arrangements.

**Prerequisite** –Prerequisite courses are required prior to taking another course or a more advanced course. Other prerequisites may be required or necessary as a prior condition, such as placement scores or program admission.

**Corequisite** –Corequisite courses are required to be taken during the same semester as another; they require simultaneous enrollment.

General education, occupational, practicums/clinicals, and elective courses are specified in individual program descriptions in a previous section of this catalog. Prerequisites and corequisites for each course are listed in the following section of course descriptions.

**NOTE:** To meet academic requirements, a minimum grade of C is required for all occupational courses, including program-specific electives, and for any general education course that is a prerequisite for a subsequent course.

### WGTC Grading System

The following grade system is used to report student progress in credit courses:

Grade	Nature of Work	Grade Points
<i>A</i>	(90-100) Excellent	4
<i>B</i>	(80-89) Good	3
<i>C</i>	(70-79) Satisfactory	2
<i>D</i>	(60-69)	1
<i>F</i>	(Below 60) Failing	0
<i>WF</i>	Withdrew Failing	0
<i>I</i>	Incomplete	Not Computed
<i>TR</i>	Transfer Credit	Not Computed
<i>W</i>	Withdrew	Not Computed
<i>Z</i>	COVID - 19 withdraw	Not Computed
<i>AC</i>	Articulated Credit	Not Computed

### Credit Transferability

Technical College System of Georgia (TCSG) and the University System of Georgia (USG) institutions accept the general education courses below for transfer between their respective SACSCOC accredited institutions:

#### General Education Course Transfer Chart for the Technical College System of Georgia and the University System of Georgia.

<b>TCSG Prefix &amp; Number</b>	<b>TCSG Title</b>	<b>USG Equivalent</b>	<b>USG Area option if USG equivalent is not available</b>
ARTS 1101*	Art Appreciation	ARTS 1100 – 1107	<b>Area C</b> – Humanities, Fine Arts, & Ethics
BIOL 1111 BIOL 1111L	Biology I Biology Lab I	No common number	<b>Area D</b> – Natural Sciences, Math, & Technology Non–majors biology credit
BIOL 1112 BIOL 1112L	Biology II Biology Lab II	No common number	<b>Area D</b> – Natural Sciences, Math, & Technology Non–majors biology credit
CHEM 1151 CHEM 1151L	Survey of Inorganic Chemistry Survey of Inorganic Chemistry Lab	CHEM 1151 CHEM 1151L	<b>Area D</b> – Natural Sciences, Math, & Technology Health Sciences majors chemistry credit
CHEM 1152 CHEM 1152L	Survey of Organic Chemistry and Biochemistry Survey of Organic Chemistry and Biochemistry Lab	CHEM 1152 CHEM 1152L	<b>Area D</b> – Natural Sciences, Math, & Technology Health Sciences majors chemistry credit
ECON 1101	Principles of Economics	ECON 1101	<b>Area E</b> – Social Sciences
ECON 2105	Macroeconomics	ECON 2105	<b>Area E</b> for non-majors
ECON 2106	Microeconomics	ECON 2106	<b>Area E</b> for non-majors
ENGL 1101	Composition and Rhetoric	ENGL 1101	<b>Area A1</b> – Communication Skills
ENGL 1102	Literature and Composition	ENGL 1102	<b>Area A1</b> – Communication Skills
ENGL 2130	American Literature	ENGL 2130	<b>Area C</b> – Humanities, Fine Arts, & Ethics
HIST 1111	World History I	HIST 1111	<b>Area E</b> – Social Sciences
HIST 1112	World History II	HIST 1112	<b>Area E</b> – Social Sciences
HIST 2111	U.S. History I	HIST 2111	<b>Area E</b> – Social Sciences Satisfies the US and GA History Legislative Requirements
HIST 2112	U.S. History II	HIST 2112	<b>Area E</b> – Social Sciences Satisfies the US and GA History Legislative Requirements
HUMN 1101	Introduction to Humanities	HUMN 1101	<b>Area C</b> – Humanities, Fine Arts, & Ethics

MATH 1101	Mathematical Modeling	MATH 1101	<b>Area A2</b> – Quantitative Skills
MATH 1103	Quantitative Skills and Reasoning	MATH 1001	<b>Area A2</b> – Quantitative Skills
MATH 1111	College Algebra	MATH 1111	<b>Area A2</b> – Quantitative Skills
MATH 1113	Precalculus	MATH 1113	<b>Area A2</b> – Quantitative Skills
PHYS 1111 PHYS 1111L	Physics I (Intro)	PHYS 1111 PHYS 1111L	<b>Area D - Area D</b> – Natural Sciences, Math, & Technology Non-majors physics credit
PHYS 1112 PHYS 1112L	Physics II (Intro)	PHYS 1112 PHYS 1112L	<b>Area D - Area D</b> – Natural Sciences, Math, & Technology Non-majors physics credit
POLS 1101	American Government	POLS 1101	<b>Area E</b> – Social Sciences
PSYC 1101	Psychology (Intro)	PSYC 1101	<b>Area E</b> – Social Sciences
SOCI 1101	Sociology (Intro)	SOCI 1101	<b>Area E</b> – Social Sciences
SPCH 1101	Public Speaking	COMM 1100-1110	<b>Area B-</b> Institutional Options <b>Area C</b> – Humanities, Fine Arts, & Ethics

\* ARTS 1101 is transferrable, but not eligible for dual enrollment funding.



### Textbook Agreement & Attainment

- For WGTC DE students, procedures for obtaining textbooks depend on the location a student is taking a DE course. If a student is taking courses at their local high school or site, the textbooks will be brought to them at the high school. If a student is taking courses online or on a WGTC campus, the DE student must borrow their textbooks from the bookstore free of charge. Some courses require access codes and those will be emailed to your instructor, who will provide it to you.
- DE students must be enrolled in WGTC courses to borrow textbooks from the WGTC bookstore or receive textbooks at their high school. If a student drops or withdraws from a course, they are responsible for returning the associated book(s) within 24 hours of changing their schedule.
- DE students are personally responsible for their rented textbooks at all times.
- DE students are not allowed to mark, highlight, or write in their rented textbooks.
- Textbooks must be kept in good condition and must be returned in the same condition as when rented.
- DE students are responsible for all replacement costs of textbooks if damaged, lost, or stolen. A hold will be placed on their associated WGTC account(s) until their borrowed textbooks are returned or the replacement costs are paid.
- If a hold has been placed on a DE student's WGTC account, the student will not be able to register for the next term, obtain transcripts, or copies of their WGTC student records.
- Textbooks are to be returned no later than the last day of final exams.

The WGTC Bookstore hours of operation are Monday through Thursday from 8:30 AM to 6:00 PM

Carroll Campus	770-836-6702
Coweta Campus	770-755-7843
Douglas Campus	770-947-7229
LaGrange Campus	706-756-4611
Murphy Campus	770-537-5732

## Technology

### WGTC Student IDs:

WGTC student IDs can be made at any WGTC campus library. Bring a copy of your class schedule via Banner Web and a government issued ID and the library will issue you your WGTC student ID. You will need to keep this with you at all times while on campus.

### How Do I Access My WGTC Accounts?

WGTC has transitioned to OKTA, a true single sign on system for WGTC Email, Self-Service Banner Web, and Blackboard.

### Steps for Authentication

1. Click on the LOGIN link at the Banner Web homepage, <https://www.westgatech.edu/banner-web-login/>.
2. Enter your entire student email address. Your username is found on your acceptance letter.  
Example: Username: [jdoe4@student.westgatech.edu](mailto:jdoe4@student.westgatech.edu)
3. Enter your password which is your eight-digit birth date. For example, a birth-date of January 01, 2001, has a password **01012001**
4. After logging in the first time, please follow the Okta prompts for registering alternate contact information. Please ensure that you register a valid phone number. The available options are to be texted an **SMS code** or a **phone call**. There is also a 3<sup>rd</sup> option in the form of the **Okta Verify** app. This gives you the option to use a rotating 6-digit code provided by the app for multifactor authentication, or simply using push notifications.

For detailed step-by-step information, [view the OKTA quickstart guide](#). If you still cannot access your account, please submit a help desk ticket by clicking here: <https://gvtc.tcsu.edu/wgtc/>

### How Do I Access Self-Service Banner Web?

- Visit <https://www.westgatech.edu/banner>

### How Do I Access My WGTC Student Email Account?

- Visit <https://www.westgatech.edu/student-email/>

### How Do I Access Blackboard?

- Visit the Blackboard Learn Login at (<https://westgatech.blackboard.com>)

## **Student Support Services**

### **Library Services**

WGTC provides library services on campus and online for dual enrolled students. You can access our Library services page at <https://www.westgatech.edu/program-explorer/academic-resources/library/library-resources/> to learn more about the library services available to you.

### **Tutoring**

WGTC connects students to resources they need to be academically successful. Contact Student Success Services for more information about any of WGTC's support services.

### **Ways to contact Student Success:**

Email: [wgtcsuccess@westgatech.edu](mailto:wgtcsuccess@westgatech.edu)

Phone: 706-756-4678

Click here: <https://www.westgatech.edu/student-advising/student-success-services/>

### **Services Student Success offers to help you be successful:**

Tutoring Services – We offer face-to-face tutoring on campus for math, writing, accounting, computers, and biology. We also offer free online tutoring through UPSWING – 24/7 in a multitude of subject areas.

Click here: <https://westgatech.upswing.io/> and follow the directions to log in to your account.

### **Accessibility Services**

West Georgia Technical College provides equal educational opportunities to qualified students with disabilities. Assistance is available for dual enrollment students with a temporary or permanent disability. To receive services, a student must provide recent documentation from a qualified healthcare professional. The documentation must clearly indicate that a health, physical, psychological or learning disability is present and should be compliant with the TCSG documentation requirements for special services/accommodations.

To establish eligibility, dual enrollment students, excluding the counselor or parents, must request services by contacting the Accessibility Services Coordinator as soon as they are accepted to the Dual Enrollment program to ensure timely services.

Students must:

- Provide appropriate documentation based on criteria set forth by TCSG to Accessibility Services.
- Present accommodation form to their instructor and speak with them about the implementation of the accommodation.

**Note:**

- Some of the accommodations which are approved by the school system, may be deemed unreasonable by the Accessibility Services program.
- Generally, an IEP or 504 Plan is not sufficient for college courses. Services may be implemented temporarily for one semester based on the information provided in the IEP or 504 Plan.

To request services, please submit appropriate documentation to [accessibilityservices@westgatech.edu](mailto:accessibilityservices@westgatech.edu).

To speak with the coordinator about accommodations, please call 770.824.5241.

**Community Resources**

You will find contact information for a variety of services in our local communities. These services can provide help including medical, domestic violence, mental health and substance abuse, housing, health insurance, education, employment and training, senior service, children/youth and more. Please contact them directly for more information. Click here: <https://www.westgatech.edu/admissions/student-consumer-information/student-support-resources/>

## Beyond First Semester

### Final Grades

DE courses must be completed with a grade of “C” or higher to earn high school credit. Grades will automatically be reported to the high school. Dropping or failing courses may count against your high school graduation requirements and impact financial aid. Letter grades are reported to the high schools at the end of the semester. Grades are not mailed to students. You can view Banner Web at the end of the semester to see your final grades. Please refer to the student catalog at <https://www.westgatech.edu/program-explorer/academic-resources/catalog-student-handbook/>

### Registering for the Next Semester

- Discuss your class schedule with your High School Counselor to determine which courses you should be taking. Next, meet with your WGTC High School Coordinator to create a schedule for the following semester and to register for your WGTC DE courses.  
Note: Dual Enrolled students can only be registered with high school counselor approval, as DE courses are being used to meet high school graduation requirements.
- Complete the DE funding application via [www.GAfutures.org](http://www.GAfutures.org) each academic year. These must be submitted once at the beginning of the school year/or entry semester so that the funding will be in place for your DE courses. **WGTC must have your funding application prior to registration for any semester.**

### Requesting WGTC transcripts be sent to other colleges

It is the responsibility of the DE student to request any transcripts to be sent to other colleges. WGTC will send grades and transcripts to your high school only. Transcripts can be requested through the West Georgia Tech website, under the Registrar’s Office page and sent to the college of your choice. The first transcript requested is free and any additional copies will cost \$7.50.

### Applying as an adult student after high school graduation

1. Complete a new admissions application on the WGTC website
2. Submit your high school transcript with HS graduation date
3. Provide any requested documents to Admissions
4. Complete your FAFSA online at [www.fafsa.gov](http://www.fafsa.gov)
5. Provide any requested documents to Financial Aid

**Family Educational Rights and Privacy Act Consent Form**

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfer from the parents to the students when the students become 18 years of age OR are enrolled in a postsecondary educational institution. In order to comply with the requirements of FERPA, West Georgia Technical College shall obtain written consent from students before disclosing any personally identifiable information from their education records. As a participant in the Dual Enrollment program at West Georgia Technical College, I understand that it is the responsibility of the college to release educational records to my high school and/or local school board. Furthermore, there may be situations in which faculty or staff from West Georgia Technical College must discuss my educational records with parents or specified guardians.

Unless written consent is provided, we cannot disclose grades or other information to parents/guardians of students. There is a FERPA consent form below that students may fill out if they wish to allow certain persons rights to their educational information.

***Confidentiality of Student Records***

In accordance with the Family Educational Rights and Privacy Act of 1974, students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the college unless the student waives the right. The law further ensures that records may not be released except in emergency situations without the written consent of the student. Exceptions may be made for faculty or school officials with a legitimate educational interest.

***Consent for Release of Student Information***

I, \_\_\_\_\_(print name), do consent to the release of information protected by the Family Educational Rights and Privacy Act of 1974, to the individual, agency, or department listed below.

\_\_\_\_\_ WGTC Student ID# \_\_\_\_\_ Date

\_\_\_\_\_ Student Signature (Photo ID required)

Information may be provided to:

\_\_\_\_\_ Individual's name, agency, department, etc.

WGTC Staff Use Only

\_\_\_\_\_ Staff Name (print)

\_\_\_\_\_ Staff Signature \_\_\_\_\_ Date

Original copy provided to Student Affairs division – WGTC Registrar's Office

Scanned to Imaging System \_\_\_\_\_ Initial \_\_\_\_\_ Date