



New Student Orientation

WELCOME TO
SOUTHERN CRESCENT TECHNICAL COLLEGE (SCTC)



New Student Orientation

The following slides will serve as your orientation to the policies and procedures at SCTC.

At the end of this presentation you will be asked to print and sign the On-line Orientation Verification Form, and submit to the Admissions Office, along with the Orientation Survey and Special Populations Survey.

- Orientation
- Advisement
- Registration

New Student Orientation

Be Informed



The *Southern Crescent Technical College*

Student Handbook/Course Catalog is one of the students' best sources of information about the college. Please be familiar with the policies and procedures in your *Southern Crescent Technical College Student Handbook/Course Catalog*.



New Student Orientation

Key elements in the SCTC Student Handbook/Course Catalog

- Admissions
- Student Services
- Academic Information
- Financial Aid Information
- Programs of Study
- Course Descriptions

New Student Orientation

Admissions Information



The “Admissions Information” section of the catalog provides the steps to the admissions process and the various types of admission categories.

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Admissions Information

Categories of Admission include:

Regular Admission – students eligible to take all courses in their program of study.

Provisional Admission – students eligible to take learning support courses and certain specified occupational courses.

Learning Support Admission – students not eligible to take occupational courses until they complete learning support courses.

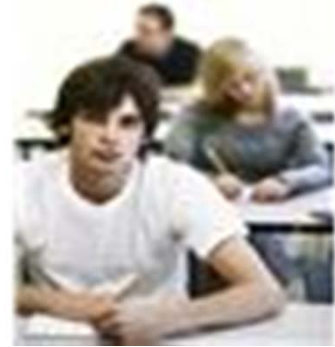
Special Admission – non-degree seeking students, space available, no financial aid.

Transient Admission – students approved by their home college to take specific courses through SCTC.



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Student Services



The “Student Services Information” section of the catalog contains information regarding student life , and support services that are available to SCTC students.

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Student Services Include:

- **Career Services** – offers assistance with; preparing a job search strategy, building a resume, preparing for an interview, the proper way to fill out an application, how to dress for success, provides job posting from area employers, and job search resource library.
- **Disability Services** – provides support services for students with disabilities, program accessibility, and reasonable accommodation.
- **Special Populations Services** – provides support services for economically disadvantaged, including foster children, single parents, displaced homemakers, limited English proficiency, and students in a non-traditional program.
- **Counseling Services** – provides counseling and referrals to community agencies for assistance with personal problems, interpersonal relationships, financial problems, substance abuse, and even career planning and placement.

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Student Support Services Contact Information

Career Services

Griffin 770-467-6011,
770-228-7363
Flint River 706-646-6224

Special Needs

Griffin 770-228-7258
Flint River 706-646-6224

Special Populations

Griffin 770-228-7382
Flint River 706-646-6224

Counseling Services

Griffin 770-228-7348
Flint River 706-646-6148

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Non-Discrimination Statement

As set forth in full in the student handbook/course catalog, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Title IX/Equity Coordinator: Special Services Manager, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7382; ADA/Section 504 Coordinator: Special Services Coordinator, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7258. Any complaints filed against the Title IX/ Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by the Vice President for Student Affairs, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7348.

Student Rights



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Contact Information

For Title IX(Equity) and Title 504(ADA) Coordinators

- Title IX (Equity) and Title 504 (ADA) require each school to designate at least one employee to coordinate its efforts to comply with its responsibilities under these laws.
- The Title IX (Equity) and Title 504 (ADA) Coordinators conduct and oversee the efforts to conduct an impartial and thorough investigation of any complaint of discrimination.
- Contact the Equity Coordinator, Toni Doaty, (770-228-7382) for discrimination and harassment.
- Contact the 504 Coordinator, Teresa Brooks, (770-228-7258) for disability discrimination and concerns.



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Family Educational Rights and Privacy Act (FERPA)

The college may disclose, without consent, “directory” information such as a student’s address, telephone number, date and place of birth, honors and awards, and dates of attendance. (However, you may request that the college not disclose directory information by visiting the Student Affairs Office and filling out a “Request to Suppress Directory Information” Form).

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Student Life Organizations

These organizations offer opportunities for leadership development, fellowship, volunteerism, good workmanship, citizenship, respect for others, character, and self-confidence.

- Book Club
- Chess Club
- Diner's Club
- Gay Straight Alliance
- Orthopaedic Technology Student Association
- Pharmacy Technician Club
- Phi Beta Lambda (PBL)
- Rotaract
- SkillsUSA
- Spanish Conversation Club
- Student Government Association
- Student Nurses Association
- Surgical Technology Student Association
- Veteran's Club



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Graduation



Final responsibility for all graduation requirements for the degree, diploma, or certificate you are seeking is yours. Each term there is an advertised last day to apply for graduation.

If you expect to graduate you must complete the Application to Graduate, have it signed by your advisor, AND SUBMIT IT TO THE REGISTRAR'S OFFICE PRIOR TO YOUR LAST ACADEMIC TERM. Consult the SCTC Catalog for more information on graduation requirements.

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Weapons Policy



The college is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on the technical college campus (including all satellite campuses and centers) or at any technical college sanctioned function in a manner contrary to state or federal law.

Complete details, including the definition of “weapon”, and penalties imposed are contained in the Weapons Policy section of the Student Handbook.

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Drug/Alcohol Free Campus

SCTC is a drug and alcohol free campus. The use of or possession of any dangerous or controlled drug is prohibited on SCTC property or at any SCTC sponsored events.

Safety

SCTC will provide a reasonable environment of safety for achieving educational goals. In compliance with the Crime Awareness and Campus Security Act of 1990 and Student Right-To-Know (Public Law 101-542), SCTC has established policy and procedures for governing the implementation of this act.



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Campus Security

Emergencies:

9-911 from any campus phone

911 from any cell phone

Griffin Campus Police office numbers

Mr. Ken Troisi, Chief of Police

Chief's Office: 770-229-3370 / Cell 678-603-0981

Officers: 770-233-5505 / Cell 770-883-6032

Flint River Campus Police office numbers

Jack Draine

Chief's Office: 706-646-6219

Officers Cell: 678-603-9077



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I.D. Cards

These are available at no charge and will be issued during the beginning of each term in the Library. Students are **REQUIRED** to wear them on campus at all times in a visible spot above the waistline. There is a \$5.00 fee* to replace a lost ID card.

Parking

The operation of a private vehicle on any SCTC campus is a privilege, not a right. All students must display a parking decal on their vehicle and park in the designated white-lined spaces. Parking decals are available during registration and throughout the year at no charge, in the business office. There is a \$5.00 fee* to replace a lost parking decal.

*All fees subject to change



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Financial Aid



The “Financial Information” section of the catalog outlines the various types of financial aid programs that are available to students. This section also provides information on how to qualify for financial aid and maintain aid eligibility.

Students seeking financial aid should contact the Financial Aid Office to obtain information regarding the application process and deadlines. Contact by phone 770.228.7368 Griffin Campus, 706.646.6138 Flint River Campus, or through email finaid@sctech.edu, or through SCTC Web site www.sctech.edu

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Academic Information



The “Academic Information” section of the catalog contains information detailing the college’s grading system, work ethics, grade appeal, academic status, current student registration, attendance policy, repeating courses, course withdrawals, and withdrawal from college.

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Programs of Study



The “Programs of Study” section of the catalog lists the programs of study offered by SCTC. Each program list outlines the specific classes required for graduation, entrance dates, and estimated length of time.

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Course Descriptions

The “Course Descriptions” section of the catalog contain information for the courses currently offered by the college. The course description gives an overview of the course and any course pre-requisites (courses that must be taken before this course) or any co-requisites (courses that must be taken at the same time) are also listed.

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Registration Process

SCTC offers several ways to register for classes. Current students may register in person or on the web (during current student registration each term). It is important to check with your advisor each term during the week of current student registration to carefully review the schedule of classes and make the appropriate class selections.

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Last Day to Drop Courses

The first 3 days of the term is the “drop/add” period. If a student drops within the first 3 days no record of enrollment will appear on the student’s transcript, nor will the enrollment count negatively toward your financial aid calculators.

Last Day to Withdraw

The last day to withdraw from a course with a “W” grade is listed each term on the Student Calendar. If a student completes an official withdrawal form and turns it in on or before that date, the transaction is considered withdrawing from a course and the student will receive a grade of “W” on his/her final grade report and transcript. If the student does not officially withdraw they receive whatever grade is earned at the end of the term. **This may impact your financial aid eligibility.**

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Work Ethics

An important area of student development is work ethics or good work habits such as punctuality, dependability, attitude and attendance. To aid in the development of good work ethics, students are given a work ethics grade in each course along with a course grade. The work ethics grade is a non-credit numerical grade that is recorded on the student's permanent grade record. Employers in the community expect good work ethics and support the system we use in grading a student in these areas.

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Warranty

To demonstrate confidence in and commitment to quality technical education programs which are relevant current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of Technical and Adult Education will warrant every graduate from programs offering a degree diploma or certificate. Any graduate who is determined to lack such competence shall be retrained at no cost to the employer or employee for tuition or instructional fees.



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SCTC Libraries



- **Griffin Campus Library**
(located upstairs in the Technology Building)
501 Varsity Road
Griffin, Georgia 30223
(770) 412-4755
Monday – Thursday: 7:30 am – 10:00 pm
Closed Friday, Saturday, and Sunday
[Map of the Griffin Campus Library](#)
- **Butts County Center**
1578 Highway 16 West
Jackson, GA 30233
(770) 504-7590
Monday-Thursday: 7:30 am-7:30pm
Friday-Sunday: Closed
- **Taylor County Center**
196 East Main Street
Butler, GA 31006
(478) 862-2323
Monday - Thursday: 7:45 a.m.-6:45 p.m.
- **Jasper County Center**
112 Industrial Park Drive
Monticello, Georgia 31064
(706) 468-9930

New Student Orientation

Banner Web

FROM ANY INTERNET CONNECTION YOU CAN ACCESS:

- Register, Drop, and Add Classes
- Class Schedules
- Grades
- Transcripts (Unofficial)
- Change Pin #



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Accepted Students Check List

- 1 - Received Advisement
- 2 - Completed Registration and received class schedule
- 3 - Checked on Financial Aid Status
- 4 - Paid outstanding fees not covered by financial aid, including the (\$55 technology fee) RECOMMEND paying any late fees prior to late registration
- 5 - Student ID – Library (on or before 1st day of classes)
- 6 - Parking Decal – Business Office (on or before 1st day of classes)
- 7 - Purchased Books
- 8 - Attend Classes



SPECIAL POPULATIONS SURVEY

PLEASE COMPLETE THIS FORM AND SUBMIT TO THE OFFICE OF ADMISSIONS. _____ TERM

NAME: _____ Last four of your SS/ Student ID # _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

DISADVANTAGED (PLEASE CHECK ALL THAT APPLY)

____ Individuals From Economically Disadvantaged Families, including foster children (Receiving PELL, WIA, TANF, VOC REHAB, ETC)

____ Individuals Preparing for Nontraditional Fields (A student in a non-traditional program who has chosen to enter training for a field that is dominated by persons of the opposite sex, such as a male in nursing, or a female in automotive technology).

____ Individuals With Limited English Proficiency (primary language is not English, or limited ability to write or understand English)

____ Single Parent (A person who has primary or joint custody of a dependent child. May be divorced, widowed, legally separated, never married, or a Person who is single and pregnant.)

____ Displaced Homemaker (A person who has not been employed outside of the home, recently suffered loss of income, or recently became widowed)

I have a Vocational Rehabilitation counselor () yes () no. Counselor's name: _____

Do you have a disability? Yes _____ No _____

PERSON WITH A DISABILITY

- Has a physical or mental impairment which substantially limits one or more major life activities including walking, seeing, breathing, speaking, hearing, learning, and working;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

This information is being requested on a voluntary basis and will be kept confidential. Completion of this survey serves as notification to Southern Crescent Technical College of your special needs under the Americans with Disabilities Act. Questions concerning these services should be directed to the Special Services Office at 770.228.7258, 770.228.7382, or 706.646.6224.

The above is true and correct to the best of my knowledge.

Signature: _____ Date: _____/_____/_____

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Online Orientation Verification Form

Name _____ Last 4 digits of SS#/Student ID # _____

Address _____

Phone # _____

Program _____ Term: Fall Spring Summer Year _____

By submitting this form, you acknowledge you have received your on-line orientation.

The On line Orientation included the following*:

Student Handbook

Course Catalog

Career Services

Counseling Services

Special Pops/Special Needs

FERPA

Student Organizations

Weapons Policy

Campus Security

Drug/Alcohol Free Campus

(*Other pertinent information included in Student Catalog/Handbook)

COMMENTS

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