

# Consumer Information

## [Southern Crescent Technical College Mission and Vision](#)

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, this guide is sent to prospective students and all enrolled students to inform them of the availability of specific types of consumer information. This Guide contains a brief description of important information about Southern Crescent Technical College, financial assistance, graduation rates, campus security, student rights and responsibilities, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Printed copies of the information are available upon request.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students (18 years or older) certain rights with respect to their educational records maintained by TCSG or the technical college. They include the right to: 1) inspect and review these records; 2) request an amendment to the records; 3) consent to or restrict disclosures of personally identifiable information in the records; and 4) file a complaint with the U.S. Department of Education concerning the College's alleged failure to comply with FERPA. Copies of the complete policies and procedures for reviewing educational records and requesting an amendment of the records may be obtained from the Registrar's Office, Griffin Campus, 501 Varsity Road, Griffin, GA, 30223.

### **VOTER REGISTRATION**

Applications for voter registration for Georgia residents are available at the Enrollment Services Center, Joseph E. Kennedy Building, (912) 871-1611. Detailed voter information is located at the Secretary of State website at [www.sos.georgia.gov/Elections](http://www.sos.georgia.gov/Elections). Nonresident students may find voter information about their specific states through the U.S. Election Assistance Commission at [www.eac.gov](http://www.eac.gov).

### **FINANCIAL AID**

Descriptions of available federal, state, and institutional sources of student assistance, application procedures, eligibility criteria, recipient selection criteria and criteria to determine award amounts, methods of disbursement, terms and conditions of Federal Work-Study or loans, sample loan repayment schedule, employment opportunities, student rights and responsibilities, and satisfactory academic progress standards are available at the Financial Aid Office. <https://new.sctech.edu/financial-aid/>

Specific information about financial aid disbursements to student accounts, enrollment requirements for regular students, student account refund calculations, payment deadlines, and the College refund policy and requirements for the Return of Title IV grant or loan assistance by students who withdraw from the college are also available at the Financial Aid Office. <https://new.sctech.edu/refunds-and-disbursements/>

## **FINANCIAL AID DISBURSEMENT POLICIES AND PROCEDURES**

If funds are remaining after tuition and fees are deducted from earned Title IV funds, the Business Office will issue payment to the student for the remaining funds prior to the end of the term. Any student who is issued a Title IV refund and then found to have dropped or withdrawn from classes prior to completion of the 60 percent attendance point in the semester must return the unearned funds back to the College. Students who have amounts due will not be allowed to receive grades, transcripts, or register for classes until the amount owed is paid in full. Specific information about financial aid disbursements to student accounts can be located at <https://new.sctech.edu/refunds-and-disbursements/>

## **NET PRICE CALCULATOR**

The Net Price Calculator, contains a College Cost Estimator. This feature will provide an estimate of typical expenses and financial aid to attend Southern Crescent Technical College. The estimates may be used to help students determine “net cost”—likely out-of-pocket expenses to attend the College. <https://new.sctech.edu/financial-aid/net-price-calculator/>.

## **TEXTBOOK INFORMATION**

The Southern Crescent Technical College Bookstore provides information about costs for required books each term. A student may utilize his/her course schedule information to search for the required texts for each course online at <https://new.sctech.edu/bookstore/course-materials/> For additional information about the Bookstore including hours of operation go to <https://new.sctech.edu/bookstore/>

## **REFUND POLICIES**

Students withdrawing from a course by the end of the third instructional day of the semester and no shows shall receive a 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the College’s standard academic calendar.

Students who withdraw from a course after the third instructional day of the semester shall receive no refund.

For those students receiving federal financial aid, Southern Crescent Technical College shall make available consumer information that may be found at [ifap.ed.gov](http://ifap.ed.gov) under the appropriate aid year’s Handbook. Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving the Federal Pell Grant will have awards adjusted in compliance with the Return of Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

Refunds are made without the student’s request and within forty-five (48) days of the last day of attendance if written notification has been received from the student or from the date Southern Crescent Technical College terminates the student or determines withdrawal by the student. When Southern Crescent Technical College cancels a class or program, all of the tuition and fees collected in advance are refunded within forty-five (48) days of the planned start date of the class or program. For additional information go to <https://new.sctech.edu/refunds-and-disbursements/>

## **COLLEGE WITHDRAWAL POLICY**

The official College policy on withdrawal from courses is contained in the Southern Crescent Technical College Catalog available online at

<http://sctech.smartcatalogiq.com/current/Catalog/Academic-Policies-and-Procedures>.

Students should contact their academic advisor with questions about the academic impact of their withdrawal. Recipients of veterans' education benefits, federal, and/or state of Georgia financial aid should contact the Financial Aid Office, office hours and locations can be found at <https://new.sctech.edu/financial-aid/>.

## **INFORMATION ABOUT THE INSTITUTION**

Descriptions of academic programs, degree, diploma, and certificate offerings, as well as instructional personnel are available online <http://sctech.smartcatalogiq.com/current/Catalog>.

Southern Crescent Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Crescent Technical College.

Information regarding requirements for admission to an academic program, the transfer student application process, and the criteria the College uses regarding transfer credits earned at another institution is available in the College Catalog

<http://sctech.smartcatalogiq.com/current/Catalog/Getting-Started-Entering-the-College>

## **SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES**

Disability Services coordinates and provides various academic and support services to students with disabilities as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Information is available at <https://new.sctech.edu/special-services/disability-services/>

## **COPYRIGHT INFRINGEMENT**

The policies and sanctions related to copyright infringement and liabilities students may face for unauthorized distribution of copyrighted materials is addressed in several locations.

Copyright is addressed in the Technical College System of Georgia's Intellectual Property Policy available online at <https://new.sctech.edu/about/institutional-effectiveness/policy/>. It

states that intellectual property produced on behalf of the College or using its resources should not "violate any law," "violate or infringe any intellectual property right," nor "libel, defame, or invade the privacy of any person or firm." In addition to the copyright guidelines offered in the Library Services Plan and Intellectual Property Policy, copyright is addressed in

the Technical College System of Georgia's procedure 3.3.4p. Acceptable Computer and Internet Use available at <https://new.sctech.edu/about/institutional-effectiveness/policy/> and

published in the Southern Crescent Technical College Catalog available online at <http://sctech.smartcatalogiq.com/current/Catalog/College-Wide-Policies-and-Procedures>.

This policy prohibits the use of College-provided computers and networks for the purpose of violating copyright or otherwise using the intellectual property of another individual or organization in violation of the law.

## **INSTITUTIONAL DRUG AND ALCOHOL POLICY**

The Southern Crescent Technical College Policy on Alcohol and Other Drugs is published annually in the Catalog available online at

<http://sctech.smartcatalogiq.com/current/Catalog/College-Wide-Policies-and-Procedures>.

The abuse of alcohol and the use of illegal drugs by members of the Southern Crescent Technical College community are incompatible with the goals of the College. In order to further the College's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the College has established a policy on alcohol and other drugs. The College's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. Other alcohol-related misconduct is also prohibited. For assistance with drug and alcohol issues please visit TigerCARE at <https://new.sctech.edu/tigercare/>

## **CAMPUS SAFETY AND CRIME**

The primary concern of the Southern Crescent Technical College Police Department is the safety and security of all members of the campus community. In compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092 (a) and (f), Southern Crescent Technical College is required to disclose, on an annual basis, data on crimes committed on campus and campus safety policies and procedures. Among its provisions, this consumer protection law requires the school to collect, prepare, publish and distribute an annual statement of all campus security policies to all current and prospective students and employees. Included in this report are statistics concerning the occurrence of campus crime.

In compliance with federal law, the College Police Department makes available safety and crime statistics, a daily crime log and fire log. These logs are available for view at <https://new.sctech.edu/campus-police-public-safety/>.

## **SCHOLARSHIP SCAMS**

The Federal Trade Commission (FTC) website contains important information for students and parents about scholarship scams. The FTC cautions the use of scholarship service agencies that say:

- “The scholarship is guaranteed or your money back.”
- “You can't get this information anywhere else.”
- “I just need your credit card or bank account number to hold this scholarship.”
- “We'll do all the work.”
- “The scholarship will cost some money.”
- “You've been selected by a 'national foundation' to receive a scholarship” or “You're a finalist” in a contest you never entered.

If you believe you have been the victim of scholarship fraud, wish to file a complaint, or want more information, call 1-800-4-FED-AID or visit <https://www.consumer.ftc.gov/articles/0082-scholarship-and-financial-aid-scams>

## STUDENT ACHIEVEMENT DATA

As required by membership in the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC), the College annually publishes Student Achievement Data. Southern Crescent Technical College (SCTC) measures student achievement through multiple performance measures. The Technical College System of Georgia (TCSG) identifies key performance indicators for each of its 22 technical colleges to evaluate and publish annually. These key performance indicators show evidence of student success as defined by full-time equivalent enrollment, retention, graduation rates (Integrated Postsecondary Education Data System definition), and placement rate (in field). Student Achievement Data is available from the Institutional Effectiveness Office, at

<https://new.sctech.edu/about/institutional-effectiveness/student-achievement-data/>.

## STUDENT INFORMATION SECTION

Fall 2019	Count
Total Enrollment	5,246.00
Credits Hours	44,272.00
FTE (Full Time Equivalent)	2,951.00

Full/Part Time Students	Count	Percent of Total
Full Time	1404	26.80%
Part Time	3842	73.20%

Gender	Count	Percent of Total
Male	1584	30.2%
Female	3662	69.8%

Race/Ethnicity	Count	Percent of Total
American Indian	8	0.20%
Asian	78	1.50%
Black	2,328	44.40%
Hispanic	318	6.10%
Native Hawaiian	4	0.10%
Two or more races	95	1.80%
Unknown	38	0.70%
White	2,377	45.30%

Federal Financial Aid	Count	Percent of Total
Pell	2,485	81.90%