

Augusta Technical College

Augusta Campus

3200 Augusta Tech Drive
Augusta, GA 30906

Columbia County Center

3500 John Huffman Way
Grovetown, GA 30813

Thomson/McDuffie Campus

388 Tech Drive N.W.,
Thomson, GA 30824

Waynesboro/Burke Campus

216 Highway 24, North
Waynesboro, GA 30830

AUGUSTA TECHNICAL COLLEGE



2011-2012 Student Handbook and Wellness Guide

FALL TERM 2011
DIRECTORY FOR INFORMATION
AUGUSTA TECHNICAL COLLEGE

AUGUSTA CAMPUS
3200 Augusta Tech Drive
Augusta, GA 30906
(706) 771-4000
(706) 771-4067 (V/TTY)
FAX: (706) 771-4034

**COLUMBIA COUNTY
CENTER**
3500 John Huffman Way
Grovetown, GA 30813
(706) 651-7368

THOMSON CAMPUS
388 Tech Drive, N.W.
Thomson, GA 30824
(706) 595-0166
(706) 595-0166 (V/TTY)
FAX: (706) 595-3011

WAYNESBORO CAMPUS
216 Highway 24 South
Waynesboro, GA 30830
(706) 437-6801
(706) 437-6806(V/TTY)
FAX: (706) 437-6886

SECURITY
(706) 771-4011
(706) 771-4025 after 4:30 pm

SECURITY
(706) 651-7368

SECURITY
(706) 595-0166

SECURITY
(706) 437-6801

ADMISSIONS

New Student Registration

(706) 771-4028

(706) 651-7368

(706) 595-0166

(706) 437-6801

CAREER SERVICES

(706) 771-4146

CONTINUING EDUCATION

(706) 771-4025

COUNSELING SERVICES

Academic Counseling
Career Counseling

(706) 771-4067

(706) 651-7368

(706) 595-0166

(706) 437-6801

SPECIAL NEEDS/DISABILITY SERVICES

(706) 771-4067 (V/TTY)

FINANCIAL AID

Financial Aid
Veterans Affairs

(706) 771-4149

(706) 651-7368

(706) 595-0166

(706) 437-6801

STUDENT RECORDS

Registrar
Transcripts
Transfer Credit Evaluation

(706) 771-5708

(706) 651-7368

(706) 595-0166

(706) 437-6801

STUDENT ACCOUNTS

(706) 771-4030

WEBSITE

www.augustatech.edu

CATALOG EFFECTIVE DATE
FALL TERM 2011

AUGUSTA TECHNICAL COLLEGE

Augusta Technical College operates under the supervision of the State Board of the Technical College System of Georgia, serving the needs of business, industry, and the public in a five-county area in east central Georgia. Augusta Technical College is a unit of the Technical College System of Georgia.

Augusta Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Augusta Technical College.

Interested constituents should contact the Commission on Colleges (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Augusta Technical College and not to the Commission's office.

THE TECHNICAL COLLEGE SYSTEM OF GEORGIA AND ITS CONSTITUENT TECHNICAL COLLEGES DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL OR ETHNIC ORIGIN, GENDER, RELIGION, DISABILITY, AGE, POLITICAL AFFILIATION OR BELIEF, DISABLED VETERAN, VETERAN OF THE VIETNAM ERA, OR CITIZENSHIP STATUS (EXCEPT IN THOSE SPECIAL CIRCUMSTANCES PERMITTED OR MANDATED BY LAW). THIS NONDISCRIMINATION POLICY ENCOMPASSES THE OPERATION OF ALL EDUCATIONAL PROGRAMS AND ACTIVITIES, INCLUDING ADMISSIONS POLICIES, SCHOLARSHIP AND LOAN PROGRAMS, ATHLETIC AND OTHER TECHNICAL COLLEGE SYSTEM AND TECHNICAL COLLEGE-ADMINISTERED PROGRAMS, INCLUDING ANY WORKFORCE INVESTMENT ACT OF 1998 (WIA) TITLE I FINANCED PROGRAMS. IT ALSO ENCOMPASSES THE EMPLOYMENT OF PERSONNEL AND CONTRACTING FOR GOODS AND SERVICES. THE TECHNICAL COLLEGE SYSTEM AND TECHNICAL COLLEGES SHALL PROMOTE THE REALIZATION OF EQUAL OPPORTUNITY THROUGH A POSITIVE CONTINUING PROGRAM OF SPECIFIC PRACTICES DESIGNED TO ENSURE THE FULL REALIZATION OF EQUAL OPPORTUNITY.

For information on Title IX, contact the Title IX Coordinator, Randall L. Davis at (706) 771-4081 or in Building 100. For information on ADA/504, contact the ADA/504 Coordinator, Karissa D. Wright, at (706) 771-4067 or go to the Counseling Center in Building 1300.

THE COLLEGE CATALOG

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and the College.

While this catalog's provision will ordinarily be applied, Augusta Technical College reserves the right to change any of this catalog's provisions, including entrance requirements and admissions procedures, courses, programs of study, academic requirements for graduation, fees and charges, financial aid, rules and regulations, and the college calendar without notice to individual students. Every effort will be made to keep students advised of changes and to minimize the inconvenience such changes might create for students. Information on changes will be available in the Admissions Office and/or the Student Records Office.

It is especially important that students know that it is their responsibility to keep informed of all changes, including academic requirements for graduation.

ACADEMIC CALENDAR

SUMMER QUARTER 2011 (5 WEEKS)

July 6	Quarter Begins
July 25	Midterm
August 9	Quarter Ends
August 10	Final Exams

FALL TERM—AUGUST 2011

August 22	Term Begins
September 4-5	Holiday—Labor Day Observed (College closed)
October 13	Midterm
November 21-22	Student Holidays (College closed)
November 23	Holiday - Veteran's Day Observed (College closed)
November 24	Holiday - Thanksgiving (College closed)
November 25	Holiday - Robert E. Lee Birthday Observed (College closed)
December 12	Term Ends – Last Day to Drop Classes
December 13, 14, 15	Final Exams
December 22	Holiday – Columbus Day Observed (College closed)
December 23	Holiday – Christmas Observed (College closed)
December 26	Holiday – Washington's Birthday Observed (College closed)
December 30	Holiday – New Year's Day Observed (College closed)

SPRING TERM—JANUARY 2012

January 4	Term Begins
January 16	Holiday – Martin Luther King Birthday Observed (College closed)
February 27	Midterm
March 30 - April 9	Spring Break
April 12	Augusta Tech Games
April 27	Term Ends – Last Day to Drop Classes
April 30, May 1-2	Final Exams
April 30	Spring Graduation (Credit & GED)

SUMMER TERM—MAY 2012

May 21	Summer A Term Begins (5 weeks)
May 28	Holiday—Memorial Day Observed (College closed)
June 7	Midterm
June 25	Summer A Term Ends
June 26	Exams
June 29	Holiday – Confederate Memorial Day Observed (College closed)
July 4	Holiday - Independence Day Observed (College closed)
July 9	Summer B Term Begins (5 weeks)
July 25	Midterm
August 10	Summer B Term Ends
August 13	Exams
May 21	Summer C Term Begins (10 weeks)
May 28	Holiday—Memorial Day Observed (College closed)
June 25	Midterm
June 29	Holiday – Confederate Memorial Day Observed (College closed)
July 4	Holiday - Independence Day Observed (College closed)
July 9	Summer C Term Returns
August 10	Summer C Term Ends
August 13, 14, 15	Final Exams



*A Unit of the Technical College
System of Georgia*

3200 Augusta Tech Drive
Augusta, GA 30906
(706) 771-4000 Telephone
(706) 771-4016 Fax
www.augustatech.edu

A Message from the President:

Welcome to Augusta Technical College. The College has been the community leader in providing quality technical education programs for more than 50 years. Augusta Technical College makes positive contributions to the lives of area citizens and to the economic growth and development of the Central Savannah River Area.

The College is proud of its role in developing choices for individuals to use in career planning and development. Whether you are a high school student, recent graduate, returning student, or degree holder seeking new skills or advanced training, I believe that one of the more than 90 programs leading to an associate degree, diploma, or technical certificate of credit will meet your needs.

You will find dedicated faculty members with expertise in their fields to help you have a meaningful educational experience. The College provides a caring environment and a student services staff committed to providing quality support services in the areas of advising, career counseling, financial aid, and job placement. Faculty and staff work as a team to provide opportunities for student success and to assist you in reaching your educational goals.

Again, welcome to Augusta Technical College. Use this catalog as a guide to the programs and services available to you.

Sincerely,

A handwritten signature in cursive script that reads "Terry Elam".

Terry D. Elam, President

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GENERAL INFORMATION

Augusta Technical College Timeline

- 1961** Augusta Area Vocational-Technical School was established by the Georgia State Board of Education in conjunction with the Richmond County Board of Education.
- 1963** The Richmond Area Vocational School was established.
- 1966** The two schools were combined to form Augusta Area Technical School.
- 1981** With the exception of the health occupations programs, which remained in a facility on Walton Way, the programs offered by Augusta Area Technical School were moved to one campus located off Deans Bridge Road.
- 1984** The first students graduated with an Associate of Applied Technology Degree (AAT).
- 1987** Augusta Area Technical School became a state school operated by the Georgia State Board of Technical and Adult Education. The State Board changed the school name to Augusta Technical Institute. The Augusta Technical Institute Foundation was founded to promote higher education by acquiring and administering cash, grants, and other funds to support scholarships, building projects, and other programs at Augusta Technical Institute.
- 1990** Augusta Technical Institute became Augusta's leading provider of literacy education when the school accepted responsibility for the Office of Adult Education.
- 1991** Allied Health programs moved to the Deans Bridge Road campus when construction was completed on a new Health Sciences building.
- 1995** The Augusta Technical Institute Foundation launched The Power To Be Campaign, a major gifts campaign to provide furnishings and equipment for Augusta Technical Institute's Thomson/McDuffie and Waynesboro/Burke Campuses, technology support, and funds for future land acquisition and capital construction.
- 1997** Plans were announced for the Waynesboro/Burke Campus. The Office of Adult Education was moved to the Augusta Campus. The Thomson/McDuffie Campus opened.
- 1999** Construction began on the Waynesboro/Burke Campus of Augusta Technical Institute. Plans for the Student Services/Classroom Building were announced for the Augusta Campus.
- 2000** Augusta Technical Institute's name became Augusta Technical College. The Waynesboro/Burke Campus of Augusta Technical College opened.
- 2001** Groundbreaking for the Student Services/Classroom Building was held on December 4, 2001.
- 2002** The 900 building was dedicated to Thelma "T" Ray Allgood.
- 2003** The Student Services/Classroom Building opened.
- 2004** The dedication of the Student Services/Classroom Building was held on April 29, 2004.
- 2005** Funds were appropriated for Columbia County Center.
- 2011** Columbia County Center opened.

Mission

Augusta Technical College, a unit of the Technical College System of Georgia, is a public postsecondary institution that promotes and provides the educational, economic, and community development needs of its service area. Technical programs are offered through traditional and distance delivery methods.

Goals

- To provide competency-based associate degree, diploma, and technical certificate of credit programs to prepare students for employment.
- To provide adult education services to prepare students for access to postsecondary education.
- To provide learning support courses to prepare students for access to postsecondary education.
- To provide opportunities for lifelong learning through credit and non-credit courses, workshops, and seminars.
- To contribute to the development of business and industry and the community through customized education, job training, and retraining.
- To provide a seamless education system by collaborating with area secondary and postsecondary institutions.
- To provide support services and activities to enable students to develop and achieve educational, personal, and career goals.
- To provide opportunities that allow employees to remain current in their respective positions.
- To provide a planning and management system for the allocation of resources to support programs and services.
- To provide a positive image through marketing and public relations activities.
- To provide an institutional development program to enhance the College mission.
- To provide services and resources to enhance planning and decision-making.

Approved by College Board of Directors
October 20, 2010

Guarantee

The Technical College System of Georgia has developed curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated specifications for each program of study and allow Augusta Technical College to offer its business partners this guarantee:

“If one of our graduates, who was educated under a standard program, and his or her employer agrees that the employee is deficient in one or more competencies as defined in the standards, Augusta Technical College will retrain that employee at no instructional cost to employee or employer.”

This guarantee applies to graduates who are employed in their fields of training. It is in effect for a period of two years after graduation and includes those graduates who have failed to pass a State of Georgia required licensing examination within two years after graduation.

To inquire or to file a claim under this warranty, the employer in conjunction with the graduate should contact the Vice President for Academic Affairs at (706) 771-4020 to discuss the need for retraining. A letter from the employer on company letterhead must be submitted to the Vice President for Academic Affairs noting that the graduate is deficient in one or more areas as defined by the Technical College System of Georgia.

Accreditation

Augusta Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Augusta Technical College.

Interested constituents should contact the Commission on Colleges (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Augusta Technical College and not to the Commission's office.

Certain programs have also achieved special professional accreditation as listed below:

PROGRAM	YEAR ACCREDITED	ACCREDITING AGENCY
Cardiovascular Technology	1994	The Council on Accreditation of Allied Health Education Programs, Joint Review Committee on Education in Cardiovascular Technology
Dental Assisting	1971	Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Avenue, Chicago, Illinois 60611, P. 312-440-4653, www.ada.org
Mechanical Engineering Technology	1991	Accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 – Telephone: (410) 347-7700
Medical Assisting	1975	Commission on Accreditation of Allied Health Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB), 1361 Park Street, Clearwater, FL 33756, 727-210-2350
Patient Care Assisting	1994	Georgia Medical Care Foundation, State of Georgia Department of Medical Assistance
Practical Nursing	1961	Georgia Board of Examiners of Licensed Practical Nurses
	1988	National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, P. 404-975-5000; F. 404-975-5020, www.NLNAC.org
Respiratory Care	1981	The Respiratory Care Program on the Augusta Campus is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com), Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835
Surgical Technology	1993	The Council on Accreditation of Allied Health Education Programs, Accreditation Review Committee for Educational Programs in Surgical Technology
Occupational Therapy Assistant	2000	The Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association
Electrical and Computer Engineering Technology	2001	Accredited by the Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012 – telephone: (410) 347-7700
Automotive Technology	2001	National Automotive Technical Education Foundation (NATEF)
Early Childhood Care and Education Development Center	2006	The Standards of Care Program Accreditation

Administrative Organization

Augusta Technical College is under the policy and administrative control of the State Board of the Technical College System of Georgia. This Board provides overall policies for the management of the College to ensure that the needs of the citizenry, business, and industry are met to the highest possible degree and in the most cost-effective and efficient manner. The Board shall provide overall policy guidance to the Commissioner of the Technical College System of Georgia, which is responsible for the day-to-day operations on behalf of the Board.

State Board of the Technical College System of Georgia

Ronald W. Jackson	Commissioner
Ben Copeland, Sr.	First District
Sandra Reed	Second District
Frank S. "Chuck" Newman	Third District
Vacant	Fourth District
Don Chapman	Fifth District
Carl E. Swearingen	Sixth District
Michael L. "Sully" Sullivan	Seventh District
L. McGrath Keen, Jr.	Eighth District
Dinah C. Wayne	Ninth District
Cedric J. Johnson	Tenth District
Otis Raybon, Jr.	Eleventh District
Tommy David	Twelfth District
John H. "Pepper" Bullock	Thirteenth District
Dean Alford	Member-at-Large
Shaw Blackmon	Member-at-Large
Lynn Cornett	Member-at-Large
Mary Flanders	Member-at-Large
Paul Holmes	Member-at-Large
Ronnie Rollins	Member-at-Large
Sylvia E. Russell	Member-at-Large
Earl E. Smith	Member-at-Large
Ben J. Tarbutton, Jr.	Member-at-Large

Augusta Technical College is governed by an eleven member Board of Directors. The board members are nominated for their positions by area industry and educational officials and approved by the State Board of the Technical College System of Georgia. The Board of Directors meets monthly to interpret the State Board policies and provide supplemental policies to ensure that the needs of the CSRA are met. Responsibilities include reviewing and approving goals and objectives, short-range and long-range plans, facilities expansion, program additions and changes, and the annual budget before submission for approval by the State Board.

Augusta Technical College Board of Directors

Alana Burke, Chairman	Lincoln County
Vacant	Burke County
Larry L. Jones	Richmond County
Robert C. Osborne, Jr.	Richmond County
Janie Peel	Columbia County
Velvet Perry	Richmond County
Irma Riddick	Columbia County
Thomas "Ernie" Sizemore	Richmond County
Dennis Skelley	Columbia County
J. Foster Wylie	McDuffie County

Locations

The Augusta campus of Augusta Technical College is located at 3200 Augusta Tech Drive, Augusta. The Thomson/McDuffie Campus is located at 388 Tech Drive N.W., Thomson. The Waynesboro/Burke County Campus facility is located at 216 Highway 24 South, Waynesboro. The Columbia County Center is located at 3500 John Huffman Way, Grovetown.

Campus Tours

Visitors are welcome and are invited to visit Augusta Technical College when classes are in session. Each visitor is requested to check with the Recruiting Specialist before touring the campus or visiting classes. Groups (secondary school classes, youth groups, etc.) wishing to tour the Augusta campus should contact the Recruiting Specialist at (706) 771-4017 to arrange a convenient date and time. Campus tours of the Waynesboro and Thomson campuses may be arranged by contacting Student Services at the Waynesboro campus at (706) 437-6801 or at the Thomson campus at (706) 595-0166. Campus tours of the Columbia County Center may be arranged by calling (706) 651-7368.

Instructional Programs

Associate Degree, Diploma, and Technical Certificate of Credit Programs: The associate degree, diploma, and technical certificate of credit programs offered at Augusta Technical College provide instruction that develops the necessary knowledge, skills, and attitudes required for employment in career occupations. Programs are offered in Allied Health, Business, Industrial Technology, Information and Engineering Technology, and Personal Services. All programs are offered on a full-time basis, ranging from one term to two years. Many of the courses in these programs are also offered in the evening. Since the demand for most programs is heavy, prospective students should apply well ahead of desired entry dates. Applicants are admitted in the order of successful completion of entrance requirements or on a competitive basis for the program desired.

Continuing Education: Continuing education non-credit courses, seminars, workshops, and customized courses are designed to be responsive to life-long learning needs. While courses are offered on a term basis, courses can begin on request. Courses are offered day and evening at the Augusta, Thomson, and Waynesboro campuses as well as other community locations.

The Continuing Education Office publishes a term flyer that includes a list of courses, course descriptions, and fees. This information is available on each campus and at the College website at www.augustatech.edu. Students are required to complete a registration form for courses. Senior citizen fee waivers are not applicable for continuing education non-credit courses, seminars, workshops, and customized courses.

Some of the continuing education courses receive CEUs (Continuing Education Units). CEUs are internationally recognized units of credit and represent ten hours of non-transferable credit. Transcripts of completed courses are available from the Student Records Office.

Learning Support Classes: Learning Support classes provide instruction to develop mathematics, language, and reading skills. Development of these skills allows students to reach levels recommended for entry into their chosen courses or programs of study.

CADTEC: The Center for Advanced Technology (CADTEC) was founded for the purpose of delivering innovative technologies to area industry. CADTEC offers customized training for business and industry using state-of-the-art training devices and techniques. Customized training can be arranged to meet the customer's needs. From job analysis and skill assessment through training on industrial level hardware and software, CADTEC offers businesses the ability to train all or a portion of their workforce at a reasonable cost. For more information about CADTEC, call (706) 771-4089.

Quick Start Training: Quick Start is the Technical College System of Georgia's statewide training program for new and expanding industries in Georgia. Developed as an incentive for companies to locate in Georgia, the Quick Start program is 100 percent state funded. All training services are available at no cost to client companies. Created by state statute in 1967 to provide job-specific training for Georgians to enter the workforce in the state's new and expanding industries, Quick Start has trained over 877,000 new workers for over 6000 Georgia businesses and industries. For more information about Quick Start, call (706) 771-4089.

Off-Campus Instruction: Non-credit, short-term, job-oriented courses are conducted by Augusta Technical College at the request of and in accordance with the needs of area business and industry. For more information about Off-Campus Instruction, call (706) 771-4089.

Online-Courses: Augusta Technical College offers a wide variety of Online and Hybrid courses. Available courses and registration information for Distance Learning courses can be found at www.augustatech.edu. For additional information about online courses, call (706) 771-5700.

Advisory Committees

Instructional standards are maintained through the assistance of the College Board of Directors and program advisory committees. The Board of Directors assists and advises the President in the planning, implementation, and evaluation of the College mission and goals. Occupational program advisory committees work closely with their respective programs and provide advice as to the adequacy of equipment, instruction, and graduates' job performance capabilities.

Academic Calendar

Associate degree, diploma, and technical certificate of credit programs are offered beginning in August (Fall Term), January (Spring Term), and May (Summer Term). Fall and Spring terms consist of 75 class days or the equivalent. Because entrance dates vary with programs, see Programs of Study section of this catalog for program entrance dates. Evening and off-campus courses are offered and scheduled as needed. Contact the Augusta Campus Admissions Office (706-771-4028), the Thomson Campus Student Services Office (706-595-0166), the Waynesboro Campus Student Services Office (706-437-6801), or the Columbia County Center (706-651-7368) for details.

Daily Schedule

Classes are scheduled Monday through Thursday from 7:00 a.m. to 10:50 p.m. and Friday from 7:00 a.m. to 4:00 p.m. Weekend classes are also scheduled as needed.

ADMISSION

Anyone desiring an application for admission or information concerning programs offered by Augusta Technical College should contact:

AUGUSTA CAMPUS

Office of Admissions
Augusta Technical College
3200 Augusta Tech Drive
Augusta, GA 30906
(706) 771-4028

THOMSON CAMPUS

Student Services
Augusta Technical College
388 Tech Drive, N.W.
Thomson, GA 30824
(706) 595-0166

WAYNESBORO CAMPUS

Student Services
Augusta Technical College
216 Highway 24 South
Waynesboro, GA 30830
(706) 437-6801

COLUMBIA COUNTY CENTER

Student Services
3500 John Huffman Way
Grovetown, GA 30813
(706) 651-7368

General Policy

Augusta Technical College is committed to an "open door" admission policy in accordance with its stated mission and goals. The "open door" policy means that any qualified applicant able to benefit from the curriculum will be served by the College on a first-applied, first-qualified basis with the exception of programs that have competitive admission.

Eligible Applicants

Individuals who are 16 years old (Cosmetology and Allied Health applicants must be at least 17) or older who seek access to quality instruction designed to develop or improve occupational competencies are eligible to apply for admission.

Entrance Requirements

Education: A GED or high school diploma (verified by an official transcript including diploma type) is required for admission unless otherwise specified by the program's standards. However, prior to graduating from Augusta Technical College, a GED or high school diploma is required where applicable. Certificates of attendance or special education diplomas are not recognized for admission purposes. Additionally, students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.

Placement Tests: Applicants for a degree, diploma, and technical certificate of credit programs must take the COMPASS Test. The Standardized Aptitude Test (SAT), American College Test (ACT), College Placement Exam (CPE), or ASSET scores may be accepted in lieu of the COMPASS.

The COMPASS is a series of placement tests in the areas of writing, reading comprehension, pre-algebra, and algebra. It is a computerized multiple-choice format test and is not timed. Calculators are provided for the pre-algebra and algebra sections. NOTE: COMPASS scores remain valid for sixty months.

Applicants with a learning or physical disability that may require testing accommodations must notify Counseling Services on the Augusta Campus or Student Services on the Thomson, Waynesboro Campuses, and the Columbia County Center at least two days prior to the scheduled tests to arrange testing accommodations. Appropriate documentation will be required before allowing test accommodations.

Health: Applicants should be able to attend school regularly and to perform necessary classroom and laboratory/shop activities.

Competitive Admission: Admission to the following programs is competitive: Associate Degree Nursing, Cardiovascular Technology, Occupational Therapy Assistant, Nuclear Engineering Technology, Practical Nursing, Radiologic Technology, Respiratory Care, and Surgical Technology. These programs use a combination of factors including all or some of the following components: required college courses, placement examination scores, interviews, essays, and grade point average. For more information regarding this process for a specific program, please contact the Augusta Campus Admissions Office (706-771-4028), the Thomson Campus Student Services Office (706-595-0166), the Waynesboro Campus Student Services Office (706-437-6801), or the Columbia County Center (706-651-7368) for details.

Note: Applicable Augusta Technical College exemption exam scores will be used for competitive admissions ranking in lieu of Defense Activity for Nontraditional Educational Support (DANTE), College Level Examination Program (CLEP), ARMY/AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT SYSTEM (AARTS), Exempt (EX), or Advanced Placement (AP) results, as well as results from similar exams.

Deadlines for Competitive Progression and Other Deadline Driven Programs

Program	Entrance Term for Candidates for Progression	Progression Term	Request for Progression and Application Deadline	Transcript(s) Prerequisite/Course Completion Deadlines
Associate Degree Nursing	August/Fall 2011	August/Fall 2012	February 1, 2012	May 11, 2012
*The deadline for taking the National League for Nursing (NLN) Pre-Admission Examination for Registered Nursing Program (PAX-RN) is May 14, 2012.				
Basic Law Enforcement		See program advisor on the Augusta Campus		
Cardiovascular Technology	August/Fall 2011	August/Fall 2012	February 6, 2012	May 11, 2012
Nuclear Engineering Technology		See program advisor on the Augusta Campus		
Occupational Therapy Assistant	August/Fall 2011	August/Fall 2012	February 6, 2012	May 11, 2012
Practical Nursing	August/Fall 2011 (Thomson)	January/Spring 2012	November 1, 2011	December 19, 2011
	January/Spring 2012 (Augusta, Waynesboro, Thomson Campuses)	August/Fall 2012	February 6, 2012	May 11, 2012
Radiologic Technology	August/Fall 2011	August/Fall 2012	February 6, 2012	May 11, 2012
Respiratory Care	August/Fall 2011	August/Fall 2012	February 6, 2012	May 11, 2012
Surgical Technology	January/Spring 2012	August/Fall 2012	February 6, 2012	May 11, 2012

Competitive Progression Terminology

Competitive progression is the use of criteria to select/rank students for advancement beyond the prerequisite program courses. A **candidate for progression** is a student who is enrolled in a program to take prerequisite courses required for competitive progression. The **entrance term** is the semester the program admits candidates to begin taking prerequisite courses. The **progression term** is the semester a student begins taking courses with academic program prefixes (i.e. CAVT, VAST, ECHO, OCTA, RESP, RADT, PNSG, SURG).

Completion of pre-admission criteria does not guarantee admission to competitive admission programs. **Complete program requirements are given in the Program of Study section of this catalog.**

Application Deadlines for Non-Competitive Programs

Non-competitive program acceptance is contingent upon successful completion of all admission procedures. Applications are accepted until the program slots are filled. Prospective students are encouraged to submit applications no later than 30 days before the start of each term. Complete program requirements are given in the Program of Study section of this catalog.

Admission Procedures

Prospective students must complete the following:

1. Submit a completed application for admission and the required fee to the Student Accounts Office at the Augusta campus or the Student Services Office at the Waynesboro and Thomson campuses and the Columbia County Center. If mailing the application, send a check or money order made payable to Augusta Technical College.
2. Request that an official transcript from the last high school attended or that official GED test scores be sent to the Office of Student Records at the Augusta campus. Official college transcripts must also be submitted if the applicant has attempted college credits. Prospective students must request their official transcripts to be sent to Augusta Technical College from all prior colleges, universities, technical schools, and/or other postsecondary institutions. Veterans may submit a copy of Form DD214 to verify courses taken in the military. (**Note:** Only a Form DD214 version dated prior to August 2009 may be used as proof of high school graduation). Transcript request forms and GED test score request forms are available in Student Services at all campus locations.
3. Report for COMPASS testing if scheduled. Testing will not be required for students who have submitted acceptable official test scores (taken within the last 60 months) from a recognized admissions placement test (COMPASS, SAT, ACT) or have been awarded appropriate college credit for English and/or math.
4. Report for orientation and/or interview, as required.

COMPASS Computer Preparation Program – “CPEA Start”

The College Placement and Exit Assessment (“CPEA Start”) software consists of learning, training and testing modules in Reading, Writing, Math and Algebra as needed for the COMPASS placement and exit tests. Applicants, GED students, and students in learning support classes are encouraged to utilize the “CPEA Start” program in preparation for the COMPASS test. The program offers hints and feedback to testers as they practice testing in a simulated model of the COMPASS test.

The “CPEA Start” program is available in the Augusta Technical College Library located in the ITC/Building 1000, the GED Offices in Building 300 (for GED students) and the Career Services Office and the Counseling Center both located in Building 1300 on the Augusta Campus. The program is also available on the Thomson and Waynesboro Campuses and the Columbia County Center.

Regular Status

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

Provisional Status

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes and certain specified occupational courses as long as class pre- and co-requisites are satisfied. All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

Adult Education Referrals

Applicants who score below the provisional cut scores in English, math, or reading on the COMPASS/ASSET tests are referred to Adult Education for remediation. When remediation has been completed, as determined by Adult Education, the applicant will be eligible to retest.

Special Admission

Special admission is granted to applicants on a space available basis who desire to take credit courses for personal or professional benefit but do not plan to earn a degree, diploma, or Technical Certificate of Credit. Special admission students should be aware of the following admissions criteria:

1. Transcripts are not evaluated except on request by students and/or college officials for proof of English, math, or other course prerequisites.
2. International students may not be admitted.
3. Students receiving financial assistance requiring certification of enrollment may not be admitted.
4. Prerequisite and/or co-requisite course requirements will apply.
5. Out-of-school applicants must be 18 years of age or older to be admitted.
6. Students on academic suspension may not be admitted.
7. A student may count up to a maximum of 25 semester hours of credit toward a specific degree/diploma/technical certificate of credit program while in this status.
8. Special admit students have the prerogative to apply for regular student status but must meet the requirements of the regular student admissions process.
9. Special admit students receive credit for regular program coursework that is satisfactorily completed.
10. Special admit students are not eligible for financial aid.

International Admission

International students who desire a student visa or who are transferring from another college on a student visa must complete the following requirements in addition to the admissions procedures for new students:

1. Provide an official English translation and evaluation of all secondary and postsecondary records performed by an independent evaluation service (the addresses and applications are available in the Student Records Office).
2. Submit TOEFL (Test of English as a Foreign Language) scores. A report/recommendation from an English language institute or program within the United States will be accepted in lieu of test scores.
3. Provide SAT, ACT, or COMPASS scores (taken within the last 60 months).
4. Provide a detailed statement of financial resources including a statement from a recognized financial institution or appropriate governmental agency indicating that the student has sufficient funds to finance an education, cover living expenses, and return home.

Note: Augusta Technical College is authorized to issue M1 student visas only.

College Readmission

Students dismissed or suspended from the College because of administrative action, absenteeism, or academic reasons may apply to reenter the College at the beginning of any term following the dismissal or suspension period.

Students who do not enroll for two consecutive terms (fall/spring or spring/fall) must re-apply to the College and must meet current program admission requirements. Upon re-admittance, the student must complete the current program curriculum in effect at that time in order to graduate. If, under a new curriculum, there has been an increase in the number of hours or competencies for a course(s) that the student completed when previously enrolled, the student must re-take the course(s). Students who need to re-enter the College must submit a new application through Student Services.

Program Readmission

New students will be given admission priority to competitive admission programs over admission of a student who has been suspended. In addition, students who do not meet the program specific academic requirements as indicated in the catalog may not be readmitted.

Students desiring to re-enter a competitive admission allied health program must follow the program policy for readmission. For more information regarding this process, please contact the Dean of Allied Health and Nursing.

Transient Admission

A student in good standing at another institution may enroll as a transient student on a space-available basis in order to complete work to be transferred back to the student's home institution. A transient student should be advised in writing by the home institution concerning recommended courses. The transient student must:

1. Submit an application for admission to the host institution.
2. Present a Transient Agreement Letter from the Registrar or Academic Dean of the home institution indicating that the student is in good standing and eligible to return to that institution. NOTE: The 25-hour credit maximum may be waived for the student upon the recommendation of the home institution.
3. Pay scheduled fees for the host institution.

Eligible program admitted students at Augusta Technical College desiring to take a course or courses from another institution must have prior approval from the Registrar.

Transfer Admission

Applicants wishing to transfer to the College must complete the admission procedures. In addition, applicants who are in good standing at their previous institution may be accepted in good standing; applicants who are on academic probation at their previous institution may be accepted only on academic probation. Regular admission status is based upon the credential (degree, diploma, or Technical Certificate of Credit) being sought by the student.

Note: A student must complete in residence at least 25 percent of the credit hours required for graduation.

Transfer Credit

Augusta Technical College recognizes previous postsecondary course work by accepting credits earned that are applicable to the student's program from other regionally or nationally accredited postsecondary institutions recognized by the United States Department of Education. A student who presents credit for evaluation and transfer must be aware that the awarding of credit does not guarantee that institutions subsequently attended by the student will accept those credits. A student may receive credit for courses taken at other regionally and nationally accredited postsecondary institutions if the following requirements are met:

1. An official transcript is on file in the Registrar's Office from all postsecondary institutions attended.
2. The course(s) taken is (are) essentially the same in content and credit hours as the course(s) at Augusta Technical College.
3. A grade of "C" or higher has been earned for each course to be transferred.
4. Departmental recommendation for approval is granted when specified by the Registrar.

A student must complete in residence at least 25 percent of the credit hours required for graduation.

Armed Services Schools - Credit may be awarded for education/training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication, *Guide to the Evaluation of Educational Experiences in the Armed Services*). In order to have military credit evaluated, students must submit a DD 295 (active duty personnel) or a DD 214 and DD 2586 (retired/separated personnel). Credit will be given on the basis of individual evaluation. Creditable military experience must closely correspond to courses in the Augusta Technical College curriculum in content and competencies.

Foreign Earned Credit - Credit may be awarded based upon an evaluation performed by an independent evaluation service. The address and applications are available in Student Services at all campus locations.

Upper Level Course Substitution

Students, including those on financial aid, in diploma or Technical Certificate of Credit (TCC) programs may take the upper level equivalent of the required English, math, and/or psychology course(s) if their COMPASS, other acceptable entrance test scores, and/or prerequisites meet the degree level requirement for those areas.

Credit by Exemption Examination

The hours earned nor the grades from successful completion of exemption examinations (designated by "EX" on transcripts) are computed in the grade point average and may affect financial aid status and/or Dean's list eligibility. Also, a student must complete in residence at least 25 percent of the credit hours required for graduation regardless of the amount of transfer and exemption credits awarded.

College Exemption Examination

A student may receive credit for a course by passing the College exemption exam (generally administered during the week of final exams). Students desiring credit by exemption examination must:

1. Be accepted or enrolled at Augusta Technical College and meet the course pre-requisite.
2. Complete the Credit by Exemption Examination application (located in Student Services) and obtain approval from the Director of Admissions or Enrollment Manager.
3. Take the application to the appropriate program Dean (Augusta campus) or Director of Instruction (Waynesboro and Thomson campuses or Columbia County Center) for approval.
4. Take the completed application to Student Accounts (Augusta campus) or Student Services (Waynesboro and Thomson campuses or Columbia County Center) and pay the required exemption exam fee for each course to be challenged (cost is \$5 per credit hour with a maximum fee of \$25 per course).
5. Take the application to the person responsible for administering the exemption exam.
6. Earn a minimum score of 80 percent (required to pass an exemption examination). Qualified students are allowed one exemption exam attempt per course.

Standardized Examination Credit – Credit will be awarded for successful completion of appropriate CLEP (College Level Examination Program) core subject area examinations. Credit is awarded based on score recommendations of the Council on College Level Services.

Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at the College) in high school and achieve a score of three (3) or more on the Advanced Placement Examination offered by the College Entrance Examination Board.

Experiential/Non-Traditional Learning - Applicants with appropriate work experience, corporate courses, or other relevant background may request consideration to earn credit by exemption exam by contacting the Registrar at the Augusta campus.

High School Programs

Augusta Technical College offers high school students the opportunity to earn college credits while in high school. **Articulated credit**, also called advanced placement credit, but not to be confused with College Board AP is a partnership agreement between Augusta Technical College and the high school systems in the area: Burke, Columbia, Lincoln, McDuffie, Richmond, and Wilkes in Georgia, and Aiken in South Carolina. The requirements are:

- Enroll in the equivalent college credit course(s) in high school;
- Earn a final course grade of 85 or better on the high school course;
- Make a grade of 80 or better on the college exemption exam; and
- Apply for admission and enroll in Augusta Technical College within two years (24 months) of high school graduation.

Twenty-five percent (25%) of the coursework must be completed at the College, including online classes.

Dual Enrollment Programs provide high school juniors and seniors, age 16 or older, enrolled in an eligible high school, the opportunity to earn high school and college credit while simultaneously enrolled in both. A student may take one dual enrollment course or be enrolled full time at the College, depending on the need. Remedial and developmental courses are not available for dual enrollment. Approved dual enrollment courses are located on the GaDOE web site at <http://www.dtae.org/teched/highschoolinit.html>. Eligible students must apply and be accepted at Augusta Technical College to participate in any dual enrollment program, and courses may be taken before, during, or after school and include virtual courses offered through the College. GA HOPE, both Grant and Scholarship are funding sources, except for **Move on When Ready**. The following programs are also available to assist eligible high school students with college coursework taken through dual enrollment.

- **Accel Program-Associate Degree Programs Only** provides high school juniors and seniors, age 16 or older, from an eligible Georgia high school, the opportunity to earn high school and college credit while simultaneously enrolled in both. A complete list of Accel eligible courses is available on the Georgia Student Finance Commission website; www.gsfc.org. Only courses toward core graduation requirements are permitted: English, mathematics, social studies, science, and foreign language. Summer courses are not included. GA HOPE Scholarship is a funding source, and hours taken are included in the HOPE cap of 127 semester/190 quarter hours.
- **Move on When Ready-MOWR** (House Bill 149) provides eligible students entering 11th or 12th grade, who spent the prior school year in attendance at a public high school in Georgia, the opportunity to attend college full time and earn credit for both high school graduation and college. Students must meet all state testing requirements, including End of Course Tests and the Georgia High School Graduation tests, and they must maintain satisfactory academic progress. Participating students are eligible to participate in competitive and other extracurricular activities in grades 9-12, as long as their schedule can accommodate practices, games, etc., without interfering with their completion of postsecondary course requirements. Tuition, materials, and fees for full time MOWR students are provided through the student's high school FTE funding; depending on available funding, some book fees may be paid by the school system as well. The student shall not be eligible for any other state student financial aid at an eligible institution. College coursework taken by high school students before graduation will not count in the HOPE cap of 127 semester/190 quarter hours.

Joint Enrollment provides high school juniors and seniors, age 16 or older, enrolled in accredited private or public schools, the opportunity to earn only college credit while simultaneously enrolled in both high school and college. Students must apply and be accepted at Augusta Technical College to participate in joint enrollment. GA HOPE, both Grant and Scholarship, are funding sources.

Senior Citizens

Residents of Georgia who are 62 years of age or older may request a waiver of tuition. This policy applies to regular and college credit courses only. Waiver of fees and tuition does not apply to continuing education courses, noncredit courses, or seminars. If tuition is waived under this policy, admission will be granted only on a space-available basis. Senior citizens must meet all other admission requirements as specified in the College catalog. Proof of age must be presented at registration to receive a tuition waiver.

Audits

Regular, provisional, or special admission students may audit a class and receive no credit. However, a student will be permitted to re-register for the course for credit at a later date. In addition, a student must complete a Request to Audit Form before the time of registration or by the end of the drop/add period. Courses taken on an audit basis will not be used for certification for Financial Aid, Social Security, or Veterans Administration educational benefits. Students auditing course(s) must pay the regular tuition and fees for enrollment.

Background Check

Conviction of a felony or gross misdemeanor may prohibit employment in field and may make a student ineligible to take licensing/certification exam(s) required by the profession. A background check and drug screen may be required by some agencies before a student attends a clinical practicum/internship. For more information, contact the appropriate program advisor.

ADULT EDUCATION

Adult Education

Adult Education is designed to assist individuals with basic reading and language skills, mathematics, science, and social studies, General Education Development (GED) test preparation, English Literacy Program (ELP), civics education/citizenship, family literacy, and workplace literacy. For more information about Adult Education, call (706) 771-4131 or visit www.augustatech.edu and the adult education listing.

Adult Education Classes

Classes are offered in Adult Basic Education, General Educational Development (GED) Test preparation, English Literacy Program (ELP), Civics Education/Citizenship, family literacy, and workplace literacy. These classes are offered during the day and evening at locations throughout the Augusta Technical College five-county service area in Burke, Columbia, Lincoln, McDuffie, and Richmond counties.

Registration is required for all Adult Education classes. Registration is in the Adult Education Admissions Office, and there is no cost to individuals for adult education classes. To register, individuals 16 or 17 years of age need to provide picture identification, birth certificate, withdrawal form from the last school attended, and a parent's permission form. To register, individuals 18 or 19 years of age need a high school withdrawal form and picture identification. Individuals 20 years of age or older need to provide only picture identification. For more information on enrolling in classes, call 706- 771-4131.

GED Test Registration

Registration is required for GED Testing, full-battery testing, and partial testing. Individuals 20 years of age or older need a picture ID to register. Individuals 18 or 19 years old need their high school withdrawal form and picture ID to register. Individuals 16 or 17 years of age need State approval to take the GED Test, which can be obtained by providing the GED Office with picture ID, birth certificate, high school withdrawal form, and parent's permission form and ID to be forwarded to the State. Underage students (16 and 17) must also meet class attendance requirements before permission is granted to take the test.

The current GED testing fee is \$95 for the full battery test and \$19 for partial test or retakes and must be paid at the time of registration. Call 706-771-4131 for the GED registration schedule. The testing fee is payable only by debit or credit cards, cash, and money orders. Money orders should be made to: Augusta Tech-GED.

All individuals registering to take the GED Test are encouraged to take advantage of the free Saturday classes after being TABE tested. The classes are to enhance mathematics, calculator, and essay writing skills. These classes are offered on Saturdays from 9 a.m. until 1 p.m. There is limited seating. Please contact the Assistant Director of Adult Education if interested at 706-771-4131.

Upon successful completion of the GED Test, the GED graduate will receive a GED diploma and a HOPE voucher for \$500. This voucher may be used to pursue further education at any Georgia accredited technical college or university. For information on GED testing, call 706-771-4131 or 706-771-5710.

Rules Governing Legal Residency of Students for Tuition Purposes

Legal residence in the State of Georgia requires not only recent physical presence in Georgia but also the element of intent to remain indefinitely. To be classified as an in-state student for tuition purposes, an individual who is 18 years of age or older must show that he/she has been a legal resident of Georgia for a period of not less than 12 months immediately preceding the date of registration. In the absence of documentation that the individual has established legal residence in Georgia, neither an emancipated minor nor any person 18 years of age or older shall gain in-state status while attending any educational institution in this state.

If a person is under 18 years of age, he or she may register as an in-state student only upon showing that his/her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration. If a parent or legal guardian of a minor changes his/her legal residence to another state following a period of legal residence in Georgia, a minor student may continue to take courses for a period of 12 consecutive months as an in-state student. After the 12 month period, the student may continue his/her registration only upon the payment of fees at the out-of-state rate. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment and then only upon proper showing that such appointment was not made to avoid payment of out-of-state fees.

Aliens shall be classified as non-resident students; however, an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States. Out-of-state tuition may be waived for exceptions as defined in this policy.

Exceptions to the in-state residency requirements of this policy include the following:

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40.
- Non-resident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least 12 consecutive months immediately preceding the date of registration, provided that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration.
- Full-time employees of Georgia's technical colleges, their spouses, and their dependent children.
- Full-time teachers in the public schools of Georgia or in the University System and their dependent children. Teachers employed full-time on military bases in Georgia shall qualify for this waiver.
- Military personnel and their dependents stationed in Georgia and on active duty.
- Military personnel and their dependents that are legal residents of Georgia but are stationed outside the state.
- Enrolled students who are legal residents of out-of-state counties bordering on Georgia counties in the Augusta Technical College service area. This applies to legal residents of South Carolina in the five bordering counties (Aiken, Allendale, Barnwell, Edgefield, and McCormick).
- International students selected by the president or authorized representative, provided that the number of the international students exempted does not exceed one percent of the total enrollment of full-time students.
- Career consular officers and their dependents who are citizens of the foreign nation that their consular office represents, and who are living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

Procedures

When applying for admission to Georgia's technical colleges, an individual must indicate whether or not he/she is a legal resident of the state of Georgia and for what period of time. When a question arises concerning legal residence, proof of intent to remain in Georgia indefinitely must be reviewed with each case being considered unique and evaluated accordingly.

FINANCIAL INFORMATION

Introduction

Fees are payable prior to the beginning of each term or course except as noted. FEES ARE SUBJECT TO CHANGE AT THE BEGINNING OF ANY TERM OR COURSE.

Term Fee Schedule

CREDIT HOURS	FULL-TIME TUITION AND FEES
1	\$ 206
2	281
3	356
4	431
5	506
6	581
7	656
8	731
9	806
10	881
11	956
12 (Full-time)	1031
13	1106
14	1181
15	1256

(Effective Fall Term – August 2011)

Fees listed above are for legal residents of Georgia and legal residents of South Carolina in bordering counties (Aiken, Allendale, Barnwell, Edgefield, and McCormick). Fees include tuition (\$75 per credit hour, unless otherwise indicated), Activity fee (\$26 per term), registration fee (\$39 per term), supplemental accident insurance (\$6 per term), transportation fee* (\$5 per term), and Instructional and Technology Support Fee (\$55 per term). *Columbia County Center, Thomson/McDuffie, and Waynesboro/Burke campuses do not pay transportation fee. Students receiving adequate financial aid may agree to have these fees withheld from their financial aid award.

All Allied Health and Nursing, Barbering, Cosmetology, and Early Childhood students are required to pay an additional **liability insurance fee of \$6.00. The liability insurance is paid each term with tuition and fees. Students receiving adequate financial aid may agree to have these fees withheld from their financial aid award.

South Carolina residents living in other counties other than those listed above and other out-of-state residents pay two times the tuition (\$150) per credit hour for associate degree, diploma, and certificate programs.

Foreign students pay four times the tuition (\$300) per credit hour for associate degree, diploma, and certificate programs, This applies to non-immigrant aliens, those on I-20 Foreign Student Visas, and foreign students to include diplomatic, consular mission, and other non-consular personnel. Foreign immigrants who are permanent residents shall pay the same tuition as citizens of Georgia.

The following programs are charged tuition and fees as follows:

	Tuition Per Credit Hour	Program Fee Per Term	Full-time Tuition and Fees
Basic Law Enforcement	\$200	N/A	\$ 3131
Cardiovascular Technology	\$75	\$370	\$ 1626

**Liability insurance fee as listed above will be added to tuition and other fees for these programs.

Refunds

Students who withdraw before the term begins or during the first three days of the term may receive a 100 percent refund of tuition and fees if their financial obligations have been satisfied. No refund is granted for withdrawals after the 3rd instructional day of the term. Refund/withdrawal forms may be obtained in the Admissions Office, Building 1300, Augusta Campus, or in Student Services at the Thomson/McDuffie and Waynesboro/Burke Campuses, and the Columbia County Center. Students who submit a refund form after the stated deadline(s) will **not** be eligible for a refund. The Business Office will process refunds after the third week of the term.

Refund Schedule

Time of Withdrawal

Registered students may receive a full refund of all tuition and fees if their financial obligations have been satisfied provided that the Refund Form is received by the campus Student Services Office prior to the 4th instructional day of the term.

Amount Refunded

Full Refund of all Fees

Beginning the 4th instructional day of the term

No Refund

General Fees and Expenses

Application for Admission—An individual's first application for admission to credit courses must be accompanied by a \$20 application fee (nonrefundable).

ID Badges—All students, faculty, and staff must have a current Augusta Technical College identification visible at all times. The identifications cards can be obtained from the bookstore in Building 1300 on the Augusta Campus and at the Admissions Office on the Thomson and Waynesboro Campuses and the Columbia County Center. Student ID cards must be validated each term. Students can purchase a replacement ID card for a fee of \$5.

Late Registration—A \$45 late payment fee will be added to regular fees for all students paying on or after the first day of the term.

Books, Tools, Uniforms, and Equipment—Every student is required to have books, tools, uniforms, and other equipment appropriate to the program of study. In most instances, these items will be usable in the student's employment following graduation. All required books and some other program needs may be purchased from the College bookstore.

Practicum/Clinical Courses—Travel

Students enrolled in off-campus practicum or clinical courses will be required to travel to businesses, industries, and hospitals. Travel arrangements and costs for practicum/clinical courses must be provided by students.

Transcripts – A student who has discharged all financial obligations to the College is entitled to receive up to 10 transcripts free of charge upon written request. A fee of \$5 is charged for each additional transcript. Additional fees may apply for special conditions.

Graduation Deadlines and Fees—Graduation applications will be accepted in the campus Bookstore. Students should see their advisor one term before graduation is planned for graduation information. Graduation fees are non-refundable.

Degree/Diploma/Technical Certificate of Credit Graduation Fees

- a. Degree, diploma, or technical certificate of credit (any number) received at the same graduation - \$35
- b. Second degree/diploma/technical certificate of credit received at subsequent graduation - \$30
- c. Additional cover for a degree, diploma, or technical certificate of credit - \$8
- d. The cost for invitations is included in the graduation fee. Students who apply for graduation and are approved by the Registrar will receive a postcard indicating when invitations may be picked up from the Student Records Office on the Augusta Campus or Student Services on the Thomson and Waynesboro Campuses and the Columbia County Center.

Continuing Education/Off-Campus Courses

Fees are charged for each continuing education/off-campus course as indicated in the announcement of course offerings for each semester. Students may be required to purchase textbooks and supplies for some courses.

Financial Obligations

Students who are delinquent in the payment of any financial obligation(s) may be removed from one or all courses and will not be allowed to register for another term until all delinquent fees are paid. Student transcripts or other student records will not be released until all delinquent fees are paid.

FINANCIAL AID

Augusta Technical College offers a comprehensive program of financial aid for students. Through this program, eligible students can receive one or more types of financial aid. Financial aid is generally in the form of grants, scholarships, and/or a work-study program.

Most financial aid at Augusta Technical College is awarded on the basis of a student's academic progress and proven financial need. Financial need is defined as the difference between a family's resources and the total expenses of attending the College. Augusta Technical College uses the Free Application for Federal Student Aid (FAFSA) to measure a family's financial strength. The online FAFSA can be completed at www.fafsa.ed.gov.

Information about financial aid is available in the Financial Aid Office in Building 1300 on the Augusta Campus and in the Student Services Office at the Waynesboro and Thomson campuses and the Columbia County Center.

Grants

NOTE: You must apply annually for all grants and loans

Federal PELL Grant - Students who have financial need and are enrolled in an associate degree or a diploma program may be eligible for this grant if they have not previously earned a bachelor's degree. All students seeking financial assistance at Augusta Technical College must apply for the grant before aid will be awarded. Grants range from \$400 to \$4,050 per year depending upon the level of federal funding, the cost of education, and the student's eligibility index as calculated by PELL Grant. The award also varies with credit hours of enrollment. It is recommended that the student apply at least ten (10) weeks prior to the term beginning date.

Federal Supplemental Education Opportunity Grant (FSEOG) - Students with exceptional financial need may be eligible for this grant. The award amount is contingent upon the availability of SEOG funds and the amount of other aid the student is receiving. Eligible students are processed on a first-come, first-served basis until allocated funds are expended.

HOPE Scholarship/Grant Program - The Georgia Lottery for Education funds this program. The HOPE Scholarship covers tuition and in some cases only a portion of tuition is covered.

HOPE Grant is used to pay for a portion of tuition for the technical certificate of credit and/or diploma programs of study. For more information or to apply for the HOPE Grant, please visit http://www.augustatech.edu/financial_aid_admissions or <http://www.gaCollege411.com>.

HOPE Scholarship is used to pay for Accel and associate degree programs of study. For more information or to apply for the HOPE Scholarship, please visit http://www.augustatech.edu/financial_aid_admissions/; or <http://www.gaCollege411.com>.

A Free Application for Federal Student Aid-FAFSA application can be completed by going to the Augusta Tech site: http://www.augustatech.edu/financial_aid_admissions/, the Georgia Student Finance Commission partner's site: <http://www.gaCollege411.com>, or the federal financial aid site: <http://www.fafsa.ed.gov/>.

General Eligibility Requirements

1. Must be a "legal" resident of Georgia for one year or active military/dependant.
2. Must be enrolled in an eligible post-secondary institution.
3. Must be a U.S. citizen or Permanent Resident Alien.
4. Must not be in default of Federal Title IV aid or owe a refund on Federal Title IV aid.

Specific Eligibility Requirements for Associate Degree Students

1. Must have graduated from high school no more than seven years ago.
2. Must have a high school cumulative grade point average (GPA) of 3.0 for college preparatory curriculum or cumulative 3.2 in other curriculum.
3. Eligible student may receive grant payments up to 127 credit hours.
4. Must maintain 3.0 cumulative GPA at each 45-credit hour increment, additional established checkpoints, and also meet Federal standards of satisfactory progress.
5. For associate degree students who have previously attended post-secondary schools, see Financial Aid office for additional eligibility requirements.
6. Students who have completed 45 degree level credit hours and maintained a "B" average, see Financial Aid office for eligibility.

The HOPE Scholarship covers tuition for Associate of Applied Science degrees.

Specific Eligibility Requirements for Diploma/Certificate Students

1. Eligible regardless of year of high school graduation.
2. Eligible for a maximum of 63 semester hours HOPE Grant payments.
3. Must maintain a cumulative grade point average of 3.0 at the 30th and 60th attempted hour and 67% of coursework completion.
4. Must not be in default on a student loan or owe a refund on a grant.

The HOPE Grant covers a portion of tuition cost for diplomas and technical certificates of credit.

NOTE:

Military personnel in Georgia are eligible for the HOPE Grant provided they are enrolled in a certificate or diploma program.

Scholarships

Scholarships are available on a limited basis to students in need of financial assistance through the Office of Financial Aid Office. Please contact the Financial Aid Office at 706.771.4149 for more information regarding application dates, qualifications and guidelines to each scholarship.

Jack B. Patrick Scholarship—Established in honor of Jack B. Patrick, former President of Augusta Technical College. Three scholarships are awarded annually for tuition and books. Each award is up to \$500 per semester.

Ray Powell Memorial Scholarship—Named in honor of former instructor and Vice President for Instruction, Ray Powell. One scholarship is awarded annually for tuition and books. Each award is up to \$300 per semester.

Todd R. Cato Memorial Scholarship—Established in memory of former student, Todd R. Cato. One scholarship is awarded annually to an area high school graduate that lettered in a sport, was active in an extracurricular activity and has an overall grade average of 75 or better. This is a one-time annual award up to \$500.

Lichtenberg Scholarship—Established by Herbert and Alan Lichtenberg of Samson Manufacturing. This scholarship is awarded annually to two students pursuing an Associate Degree and who have demonstrated financial need. The award varies depending on individual needs.

The J. D. Smith Waynesboro Rotary Club Scholarship—Established by the Waynesboro Rotary Club in honor of Mr. J.D. Smith. This \$750 scholarship is awarded annually to a Burke County resident pursuing an Associate Degree. The recipient must have a grade point average of 2.0 or better, must have demonstrated financial need, must not be receiving HOPE or Pell, and must not be enrolled in remedial classes. Preference is given to students who have been members of Interact in high school.

The Barbara Williams Dental Assisting Scholarship—Established in honor of former Program Chair, Barbara Williams. This scholarship is awarded annually to a student pursuing a diploma in Dental Assisting. Applicants must demonstrate financial need and have a 3.0 cumulative grade point average. This is a one-time annual award up to \$500.

Regent Security Services Scholarship Program—Funds scholarships for employees of Regent Security Services and their family members attending Augusta Technical College. Contact Regent Security Services for more details on the program.

The Medical Assisting Endowment - Established by Dr. Paul Fischer of the Centers for Primary Care. The scholarships are awarded twice a year, spring and fall semester. Each award is \$500. The scholarships are for currently enrolled, full-time Medical Assisting students with a 3.0 or better grade point average. Currently Certified Medical Assistants wishing to return to college to acquire an Associate of Applied Science - Health Degree may also apply. Applications should be made through the Department Head of the Medical Assisting Program.

NOTE: Eligibility criteria are subject to change for each award year. All scholarship awards are contingent on availability of funds from donating organizations/individuals. Complete scholarship details and eligibility criteria are available with each scholarship application.

Federal Direct Stafford Loan

The Federal Direct Stafford Loan Program provides loans to eligible students for educational purposes. The U. S. Department of Education serves as the lender for all Federal Direct Stafford Loans. Loans are awarded on the basis of demonstrated financial need (Federal Subsidized Stafford Loans) and in some cases students may qualify if there is no demonstrated financial need (Federal Unsubsidized Stafford Loans). All students seeking assistance from the Federal Direct Stafford Loan Program must have a completed financial aid file before loan eligibility may be determined.

Specific Eligibility Requirements for Federal Direct Subsidized Stafford Loans:

1. Must have a completed FAFSA
2. Must be an undergraduate students working on a degree/diploma
3. Must be enrolled at least half-time (6, 7, or 8 hours)
4. Must demonstrate financial need
5. Must not be in default on any previous loan
6. Must complete loan entrance counseling
7. Must sign a Master Promissory Note (MPN)

Specific Eligibility for Requirements Federal Direct Unsubsidized Stafford Loans:

1. Must have a completed FAFSA
2. Must be an undergraduate students working on a degree/diploma
3. Must be enrolled at least half-time (6, 7 or 8 credit hours)
4. Must not be in default on any previous loan
5. Must complete loan entrance counseling
6. Must sign a Master Promissory Note (MPN)

Federal Work-Study

The Federal Work-Study Program provides jobs for students who need financial aid and who must earn a part of their educational expenses. The amount of the award is based on need and the amount of funds available. Tuition and fees cannot be deducted from a Federal Work-Study award. Students must apply by completing the individual Federal Work Study application in the Financial Aid Office. Students normally work 2 to 3 hours per class day or 15 hours per week.

Course Load Determination

Minimum	Term Credit Hours
Full Time	12 or more
Three-Quarters Time	9-11
Half-time	6-8
Less than half-time	1-5

Academic Policies for Financial Aid

Federal regulations require the College to establish policies--Standards of Satisfactory Progress--to measure whether students applying for financial aid are in good academic standing and making satisfactory academic progress toward completion of their diploma or degree programs. A student must maintain a cumulative grade point average (GPA) of 2.0 to receive financial aid and maintain a 67 percent completion rate.

A detailed description of the Standards of Satisfactory Progress policy is available in the Financial Aid Office.

Learning Support and Financial Aid

Students must be accepted as regular or provisional to be considered for Pell Grant. Students accepted as learning support may be considered for HOPE Grant only. Learning support courses count in the HOPE MAXIMUM hours limits. Special admissions students DO NOT QUALIFY FOR Pell or HOPE.

Drug-Free Postsecondary Education Act of 1990

The “Drug-Free Postsecondary Education Act of 1990” requires students who commit certain felony offenses involving marijuana, controlled substances, or dangerous drugs to be: 1. a) suspended from postsecondary public education institutions and b) denied state funds from the date of conviction to the completion of the next academic term, and 2) denied state funds at postsecondary nonpublic educational institutions from the date of conviction to the completion of the next academic term. The Act shall apply only with respect to felony offenses committed on or after July 1, 1990. The Georgia Student Finance Authority is authorized to define such terms and prescribe such rules, regulations, and procedures as may be reasonable and necessary to carry out the purposes of the Act. Campus crime statistics are available at the College website, www.augustatech.edu.

Vocational Rehabilitation Service

The Vocational Rehabilitation Service of the Georgia Department of Labor provides financial assistance to persons with certain physical disabilities. To be referred to your local Division of Vocational Rehabilitation, please visit the Counseling Center in Building 1300/Disability Services.

Educational Benefits for Veterans and Eligible Dependents

The Financial Aid Office assists veterans and eligible dependents in applying for VA educational benefits. Information is also available at www.gibill.va.gov and www.va.gov.

G.I. Bill-Procedures for Applying for Benefits

See the VA Certifying Official in the Financial Aid Office to complete paperwork. To withdraw from courses or to make program changes, students must see the VA Certifying Official.

ACADEMIC REGULATIONS

Grading System

The following grading system is used:

<u>Program Courses</u>		<u>Learning Support Courses</u>	
Grade	Grade Point	Grade	Grade Point
A = 90 - 100	4	A* = 90 - 100	0
B = 80 - 89	3	B* = 80 - 89	0
C = 70 - 79	2	C* = 70 - 79	0
D = 60 - 69	1	D* = 60 - 69	0
F = 0 - 59	0	F* = 0 - 59	0
WF = 0 - 59	0	WF* = 0 - 59	0
I = Incomplete		I = Incomplete	
IP = In Progress		AU = Audit/Warranty	
AC = Articulated Credit		TR = Transfer Credit	
AU = Audit/Warranty		W = Withdraw	
EX = Exempted/Credit by Exam		WP = Withdraw Passing	
TR = Transfer Credit			
W = Withdraw			
WP = Withdraw Passing			

WORK ETHICS GRADE

- 3** = Exceeds Expectations
- 2** = Meets Expectations
- 1** = Needs Improvement
- 0** = Unacceptable

“AU” AUDIT—Indicates a student is registered to audit a course and attend classes without meeting all admission requirements for the course and without receiving credit. Students are not permitted to change from audit to credit after the drop/add period without meeting recommended admission requirements or from credit to audit after the drop/add period at the beginning of each term.

“I” INCOMPLETE—Indicates that a student has satisfactorily completed a substantial portion of the required coursework, but for non-academic reasons beyond the student’s control, has not been able to complete the course. It is at the discretion of the instructor as to whether an “I” grade is issued. The student must contact the instructor to develop plans for a timely completion of the course. If the required work is not completed **on** or **before** midterm of the following term, the “I” will automatically become an “F.” If a grade of “I” is received in a course that is a prerequisite to other courses, the student must complete the required prerequisite and receive a final grade to be eligible to enroll in other courses.

“IP” IN PROGRESS—Indicates that a course continues beyond the end of the term.

“W” WITHDRAW—Signifies the student stopped attending and/or withdrew before midterm.

“WF” WITHDRAW FAILING—Signifies the student withdrew with a failing grade after midterm. “WF” carries a grade point value of “0.”

“WP” WITHDRAW PASSING—Signifies the student withdrew with a passing grade after midterm.

Grade Change Policy

If a student questions a grade received in a course, the student should contact the instructor with a petition to change a grade. The Registrar cannot change a grade without the approval and notification by the instructor. A student must petition for a grade change and have the change resolved by mid-term of the subsequent term.

Grade/Academic Decision Appeals

A student may appeal a final grade or any other academic decision. The student should first discuss the issue with the instructor who awarded the grade or made the academic decision. This appeal should take place within two weeks. If the consultation with the instructor does not satisfy the student, he or she may appeal to the academic dean. This should occur within four weeks of the contested grade or decision. If the student is not satisfied with the decision of the dean or director, the student may appeal in writing to the Vice President for Academic Affairs. This appeal should occur within six weeks of the contested grade or decision. The decision of the Vice President for Academic Affairs concerning the approval of a grade change is final.

Program/Course Grade Requirements

Specified courses in degree/diploma/technical certificate of credit programs of study may require a grade of "C" or higher as stated in the program description or course description sections of the College catalog. A grade of "C" or higher may be required for a specific course that is a prerequisite to a more advanced course.

Electives

In the program section, some programs list elective hours (general core, occupational specific and/or program electives). This number of elective hours is required for graduation from the program. Students may contact their program advisor for suggestions for appropriate course selections. Students on financial aid should have the course selections approved before registering. Students who have transfer credit that can be used for the elective hour requirement may not receive financial aid coverage for the cost of any additional elective courses.

Practicum/Clinical/Internship Travel

Students enrolled in off-campus practicum or clinical courses will be required to travel to businesses, industries, or hospitals. All travel arrangements and costs for practicum/clinical courses must be provided by students.

Work Ethics

The work ethics grade is designed to evaluate and encourage good work habits. Performance factors and indicators include, but are not limited to, quality of work, ability to follow instructions, productivity, dependability, honesty, reliability, attendance and punctuality, attitude, integrity, enthusiasm, interpersonal skills, and initiative.

Students will receive a work ethics grade (3, 2, 1, or 0) for all courses each term. The term work ethics grade will not affect the academic grade point average (GPA) of a student. The work ethics grade will be printed on the transcript.

Dean's List

The Dean's List is compiled each term. Students who attempt and earn 10 or more credit hours with a term grade point average of 3.5 or higher are placed on the Dean's List. Learning support classes are not calculated in the GPA.

Academic Probation and Suspension

A student who earns a term grade point average of less than 2.0 will be placed on academic probation during the next term of registration and enrollment. A student will be suspended for one term if a grade point average of less than 2.0 is earned during the term the individual is enrolled on academic probation. During the first term of enrollment after academic suspension, a student is placed on academic probation.

A student who fails or does not successfully complete (earn a grade of "C" or higher as required for courses specified in the college catalog) a course twice will not be allowed to repeat that course for one year and will be allowed to retake a third time on a space available basis only. A new or continuing student will be given registration priority over a student retaking a course(s) for the third time. A student who is academically suspended from a program twice will not be allowed to reenter that program. Students in either of the above categories are required to have academic advising by their advisor(s) before repeating a course. Reapplication for admission does not mandate acceptance to the same program after the first suspension from that program.

Students who do not earn a grade of "C" or higher in any two courses attempted in their program of study as specified in **NOTES** as listed in the **Program of Study** section of the College catalog will be suspended from their program for one year. Before reentering the program, the student must complete an individualized remedial program assigned by the department head. Students who do not earn a grade of "C" or higher in any three courses with these prefixes will not be allowed to reenter that program or course(s).

Academic Good Standing

Academic Good Standing means that students are eligible to enroll or re-enroll. However, it should be noted that a cumulative grade point average of 2.0 or higher is required for graduation.

Satisfactory Academic Progress

Students are considered to be making satisfactory academic progress if they are in good standing or on academic probation.

Unsatisfactory Academic Progress

Students are considered to be making unsatisfactory academic progress if they have been placed on academic suspension because of term grade point averages.

Proof of Registration

A student will be required to present proof of registration and payment of fees upon entering each course at the beginning of the term. This includes courses added during the drop/add period.

Drop/Add Period

A student may drop or add a course(s) without academic penalty before the first day of the term (**drop/add period is one day before the term begins**). Course(s) dropped during the drop/add period will not appear on the student's transcript. Additionally, students with no financial obligation to the College may withdraw from courses during the first three (3) instructional days of the term without penalty.

Course Add Period

Students may add open and approved sections of courses through the first seven (7) calendar days of the term.

Attendance

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the "world of work." Therefore, there are no excused absences from any course (s). Attendance is counted from the first scheduled class meeting of each term. If a student misses more than 10 percent in any course (special class or lab) during a term, the student is subject to being suspended from the course(s) involved. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Three (3) tardies equals one (1) absence for the course involved. Once a student is counted as present in class, the student is not allowed to leave the classroom without informing the instructor ahead of time. All efforts should be made not to disrupt the class when departing. The time missed will be recorded in the instructor's grade book.

A student who has been suspended for attendance reasons has the right to appeal in writing and will remain in school during the appeal process. When the appeal process is completed, the final decision is made retroactive to the date of the original notice of suspension. Suspension from a course can influence a student's financial aid status.

Notification of suspension is considered to be accomplished through mailing written notice to the student's current address as listed in the Student Records Office.

Attendance Appeal Procedures

A student suspended for violation of attendance regulations may appeal first to the supervising dean or director by filing a written notice within two (2) days after official notification of suspension. The dean or director may appoint a fact-finding committee to conduct an investigation and report facts, findings, and recommendations. Lastly, the student may appeal the decision of the dean or director by filing a written notice within two (2) days after official notification to the Vice President for Academic Affairs or to the Vice President for Operations for a final decision.

Attendance Appeal Contents

- a. a copy of the suspension letter
- b. a written narrative stating the reason for each absence
- c. supporting documentation that supports your reason(s) for being absent (i. e. doctor's excuse, hospital documentation)
- d. your grade average and a list of any tests or assignments you have not completed for each class you are suspended, signed by the instructor(s)
- e. your current schedule

Online Attendance Policy

To complete an online class successfully, students are required to participate in Angel and complete assignments within a weekly period. Failure to follow the attendance policy will result in withdrawal from class. Withdrawal from a class may affect a student's present and future academic and financial aid status as well as the class work-ethics grade.

Failure by the student to demonstrate attendance by logging into the course and submitting required assignments for 7 consecutive days will result in being administratively dropped. A student who has been administratively withdrawn for attendance reasons has the right to appeal to the Dean in writing. When the appeal process is completed, the final decision is made retroactive to the date of the original notice of the withdrawal.

Withdrawals

Withdrawal from Course(s)

A student who withdraws from a course(s) **after the drop/add period**, must complete a Schedule Change Form. This form must be signed by all required College personnel. Schedule Change Forms are available in the Office of Admissions at the Augusta Campus and in Student Services at the Waynesboro and Thomson Campuses and the Columbia County Center. Refunds may be given based upon the College refund policy.

Withdrawal from Online Course(s)

If the student decides to drop an online course, he/she must complete an official drop form through the Office of Admissions, or email Missie Usry, Student Records Assistant (musry@augustatech.edu) and Sabrina White, Registrar (swhite@augustatech.edu), as well as the instructor to request a drop. Once the email has been received, the student will officially be dropped from the class.

Withdrawal from the College

If a student desires to withdraw from the College (**all courses**), the student should go to the Registrar's Office to be withdrawn. The Registrar will provide the student with a statement indicating the consequences of withdrawing from the College, and the student will sign a waiver noting that he/she has received this information. The student will be required to turn in his/her student ID to the Vice President for Administrative Services. If the student does not have his/her student ID, an ID hold will be placed on the student's account.

Administrative Withdrawals

The authority to withdraw a student from the College under limited circumstances associated with health, disciplinary, attendance, or payment situations rests with designated administrators and may be appealed.

- The authority to withdraw a student for academic related issues rests with the academic dean of the division or Director of Instruction of the campus in which the student is enrolled. This withdrawal shall be considered an administrative withdrawal, and the student may appeal the withdrawal by the dean to the Vice President for Academic Affairs. A student may appeal the administrative withdrawal by the Director of Instruction to the Vice President for Operations of a branch campus. The authority to withdraw a student for any violation of the Student Code of Conduct rests with any Vice President. A student may appeal this administrative withdrawal to the President of the College.
- Upon request of the appropriate authority, the Registrar will administratively withdraw a student for failure to comply with any other specified policies (i.e. non-payment of fees). Also, upon the request of the appropriate authority that proper documentation has been provided by the student to state that the student has complied with the specified policy, the Registrar may reinstate students who have been administratively withdrawn.

The student will receive an administrative withdrawal letter from the Dean/Director of Instruction. An electronic copy of this letter will be sent to administrative offices for immediate processing of the withdrawal (Registrar, Financial Aid, Student Accounts, etc.). The Registrar's Office will scan a copy of the administrative withdrawal letter into the student's permanent record.

Repeat of Course/Forfeiture of Credit

By registering for a credit course(s) for which the student has already received credit, a student forfeits the previous credit in that course(s) for graduation purposes. The student's official grade for graduation purposes in the course(s) will be the last one earned on repetition. All grades earned remain on the official academic record and are computed in the cumulative grade point average.

Graduation Information

Graduates are students who have achieved regular program admission status and have successfully completed a program of study as outlined in the College catalog with a 2.0 or higher program grade point average. In addition, a grade of "C" or higher must be earned in courses specified in the College catalog. A student who has completed all courses in a program with less than a 2.0 program grade point average is not eligible to be a graduate, but may receive a transcript. When a student reenters after withdrawal or termination, the program of study in effect at the time of reentry must be completed. A student must complete at least 25 percent of the credit hours required for graduation in residence regardless of the amount of transfer and exemption credit awarded.

All Advisor Recommendation for Graduation forms will be evaluated by the Registrar. Students should see their advisors prior to midterm of the term before their last planned term of enrollment for graduation eligibility information. All eligible graduates are encouraged to participate in the ceremony. For participation in the graduation ceremony, applications for graduation must be submitted with the required fee to the College bookstore.

Graduates who do not wish to participate in the graduation ceremony may pick up their degree/diploma/certificate any time after the graduation ceremony. No fee is required.

Honor Graduates

Degree and diploma graduates who have achieved a program grade point average of 3.5 or higher are recognized at graduation as honor graduates.

College Honor Code

"It is my honor to be an Augusta Technical College student. I pledge to do honor to myself, my classmates, and the College by doing my best and by following the College Honor Code. I will not dishonor myself or the College by lying, cheating, stealing, or doing harm to another person or property. I understand that following an honor code is a reflection of my work ethic which is important to my success on the job and in life."

Programs/Specialties

Majors—The opportunity to pursue two programs of study and receive two diplomas is available to students enrolled at the College. Upon registering for the last course/term for the first major, the student must complete an Application for Admission for the second major. The requirements, as listed in the catalog, must be satisfied for both majors. The term the student is accepted and enrolled for each major determines which catalog requirements must be met. If all requirements for both majors are completed prior to a graduation exercise, then both diplomas will be awarded. If not, the student will be permitted to participate in the second graduation exercise and receive the second diploma.

Specialties—Some majors at Augusta Technical College provide the opportunity to complete more than one area of specialization. However, only one diploma or TCC will be received. The distinction among specialties is made on the transcript.

Technical Certificates of Credit

Students enrolled in a technical certificate of credit program will receive a certificate upon successful completion of all program requirements with a cumulative grade point average of 2.0 or higher.

STUDENT SERVICES

Orientation

An orientation is provided for new students. Orientation includes a survey of school facilities; an explanation of college rules and policies; a briefing on student services including financial aid, bookstore, library, counseling, registrar/records, and career services; and a briefing on assessing faculty advisors. Information about programs of study and the Student Leadership Council is also provided. Orientation is continued throughout each student's enrollment by the student's faculty advisor. This service is provided to assist the student in making adequate adjustments to the instructional program and to the world of work. For students with disabilities, the counseling staff provides an individual orientation explaining accommodations and services. After orientation, the counseling staff is available to assist each student in his or her adjustment to technical education by offering a variety of services. An online version of the new student orientation is also available at www.augustatech.edu.

Academic Counseling Services

Counselors provide support for students who request assistance or who may be referred for assistance by an instructor through the Early Alert Referral system. Students occasionally need help that involves career exploration and program selection, program changes, poor grades, study skills, time management, wellness, and referrals to campus and community resources.

Career Services

The goal of the Career Services Office is to provide services that enable students to meet their employment goals while in school and upon graduation. Career Services is considered a team effort at Augusta Technical College and involves program instructors, deans and directors, and counselors. The office processes full-time and part-time job order requests directly to the College website. Therefore, students may view the job openings from off-campus locations and in the library or career center. Other services offered by the office include mock interviewing, resume and cover letter critiques, resume referral to employers, career fairs, and workshops. Also, information is collected from graduates and their employers to ensure that the College is achieving its educational objectives and giving students the skills they need for success.

Special Needs/Disability Services

Special assistance is provided for students with disabilities so that they have an equal opportunity to enroll and to participate in College programs and activities. Students with disabilities must self-identify each term and provide documentation of the disability to a counselor in the Counseling Center in order to receive assistance. Available services include accommodation during the admission process and modification in the instructional setting. Also, various community agencies may be contacted for additional support resources.

Advisement and Registration

After a student has been enrolled for one term, the advisement/registration process is as follows:

1. Students will be notified of term advising/registration dates via flyers and SmartWeb e-mail.
2. Currently enrolled students must meet with their program advisor or learning support advisor to outline their schedule of classes.
3. Register on-line for the appropriate course(s) on the Augusta Technical College website located at internet address www.augustatech.edu.
4. Pay any outstanding tuition and/or fees in the student accounts office (Augusta Campus) or in Student Services (Burke and Thomson campuses and Columbia County Center).

Library/Information Technology Centers

The Augusta Technical College Library consists of three libraries working as a single unit through an automated library system, online catalog, and collections that are available to all Augusta Technical College Students. The Jack B. Patrick Information Technology Center (ITC) is a 50,000 square foot, state of the art facility that houses the Augusta Campus Library (27,000 square feet). There is a branch library (2,000 square feet) at the Thomson/McDuffie Campus and a branch library (2,500 square feet) at the Waynesboro/Burke Campus. The three campus libraries offer a collection of over 100,000 items of information, including books, GALILEO (*GeorgiA Library LEarning Online*-a large collection of full-text databases and other resources), journals, DVDs, CDs, interactive tutorials, videotapes, audiotapes, a children's collection, and an electronic book collection by eBrary that is customized for two-year community colleges and technical colleges. Many of these items of information are in electronic format which enhances ease of access over the Internet. Group, individual, and class orientations are available on a scheduled basis. Faculty and students offer input for collection development and resources via surveys and interviews to ensure that services, resources, and materials support student research and the curriculum. The library serves students, faculty, employees, and community users.

The ITC's facilities include a 250-seat auditorium, a 30-seat tiered/lecture classroom, a multimedia classroom for employee training, a multimedia development lab to support distance learning and classroom instruction, and four individual/small group study rooms. Additionally, each campus library has an open student computer lab (total of 106 workstations available)

equipped with computers and instructional software. WiFi is available at each campus library with power receptacles conveniently located near tables and comfortable seating. Spacious reading/study areas are available and coin operated copy machines are conveniently located in each library. Scanning and color printing are also available in each library. Multimedia Services includes assistance with instructional media, multimedia, and duplication. Equipment is provided for curriculum support in the classroom. Equipment is also available to support workshops, conferences, meetings, and other events held in the public venues at all three campuses.

The ITC's operating hours are as follows: Monday-Thursday, 7:30 a.m. – 9:00 p.m. and Friday, 7:30 a.m. – 11:00 am. Thomson Campus Library and Waynesboro Campus Library are open similar hours. Professional assistance is available during all hours of operation at each library.

Library Holdings 2010

Print Volumes:	72535
Print Titles:	66764
AV Volumes:	15940
AV Titles:	10513
Electronic Books:	50677
Subscriptions:	2499

Tutoring Center

Tutoring services provide professional and peer tutoring on the Augusta, Thomson, and Waynesboro campuses. Students may receive individual and/or small group academic help, support, and encouragement. Hours of service are determined by student needs for each campus and are posted in the tutoring area. Students may request an appointment for tutoring at other hours. The Tutoring Center is located in room 219 of the ITC (Library) on the Augusta campus. The phone number is 706-771-4165. Tutoring services are available in the library on the Waynesboro campus, and in the Liaison Office Conference Room on the Thomson campus.

Health Services

In the event of injury or other medical emergencies, the nearest instructor or staff member and the dean or director should be notified. Professional emergency care, if needed, will be secured by the appropriate dean, director, Vice President for Operations, or the Vice President for Administrative Services. As a nonresidential school, Augusta Technical College expects that the student will normally secure medical services through a family physician. In case of a serious accident or illness, the College will refer the student to the nearest hospital (or hospital of the student's choice) for emergency care and will notify the student's next-of-kin. It is to be understood that the student or the student's family will be responsible for the cost of such emergency care, including ambulance service, if in the opinion of college authorities, such service is necessary.

Campus Security

It is the obligation of the College to ensure orderly operation, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to institute disciplinary action where conduct adversely affects the pursuit of educational objectives.

Therefore, Augusta Technical College employs Special Duty Sheriff's Department Deputies and Georgia State Patrol Officers to enforce security rules and regulations including the Code of Conduct and Traffic and Parking Regulations (see the Augusta Technical College Student Handbook). The special duty officers are employees of Augusta Technical College when on assignment. They have full arrest powers and can issue traffic citations.

Uniformed officers provide police protection for safety. The purpose of campus security is to serve the student and provide a safe and pleasant campus atmosphere. Students are encouraged to provide cooperation to the officers. Students and faculty/staff must have the Augusta Technical College identification card visible for verification at all times.

Students and faculty/staff shall not interfere with the special duty officers in the performance of their duties. For questions, problems, or special needs; or if there is a concern regarding enforcement of the code of conduct, traffic and parking regulations and/or security procedures, contact the Vice President for Administrative Services or the Vice President for Operations.

Report all emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors at the Augusta Campus to the Vice President for Administrative Services, Building 100, (706) 771-4009. After 4:30 p.m., contact Continuing Education, Building 100, (706) 771-4025. Report all emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors at the Thomson or Waynesboro Campuses to the Vice President for Operations. For emergencies at the Columbia County Center, call (706) 651-7368.

Statistics concerning the occurrence on campus of criminal offenses reported by special duty officers to the Vice President for Administrative Services will be published annually in September. This information will be available in the Library/Information Technology Center and the Business Office.

ID Badges

All students, faculty, and staff must have a current Augusta Technical College identification visible at all times. The identification cards can be obtained from the bookstore in Building 1300 on the Augusta Campus and at the Admissions Office on the Thomson and Waynesboro Campuses and Columbia County Center. Student ID cards must be validated each term. Students can purchase a replacement ID card for a fee of \$5.

Accident Insurance

All credit students are required to purchase accident insurance at the time of registration. In case of an accident, the student is responsible for any expenses not paid by this accident insurance. Accident insurance provides partial (supplemental) coverage for medical expenses related to accidents (accidental injury or death) as specified below.

1. College - Time Coverage protects students while engaged in college activities during the semester.
2. Traveling - To or from the student's residence and the College to attend classes or as a member of a supervised group (not as a spectator) traveling in a college-furnished vehicle or chartered transportation going to or from a college-sponsored activity.
3. On the College Premises - During the hours on the days when the College is in session or any other time while the student is required to participate in a college-sponsored activity (not as a spectator).
4. Away from the College Premises - As a member of a supervised group participating in a college-sponsored activity requiring the attendance of the student (not as a spectator).

Students are responsible for reporting claims to the Vice President for Administrative Services or a Vice President for Operations.

Liability Insurance

All Early Childhood Care and Education, Cosmetology, Barbering, and Allied Health and Nursing students are required to obtain professional liability insurance for coverage in the internship, clinical education, and training areas that are a required part of each of these programs.

Student Records

Procedures relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 as amended, the policies of Augusta Technical College, the State Board of Technical and Adult Education, and the Records Management Office Procedures and Regulations as established by the State of Georgia. Students, alumni, and other former students should contact the Student Records office on all matters relating to their academic records, transfer of credit, withdrawal, graduation, and other governmental or college certificates.

Directory Information

In compliance with the Privacy Act, certain organizations will have access to student records without prior consent for disclosure. Augusta Technical College will disclose directory information, consisting of the name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, and the most previous educational agency or institution attended by the student. A student who objects to the disclosure of "directory information" to organizations must provide a written and signed notice to the Registrar's office on the Augusta campus.

Housing

Dormitories or other on/off-campus housing facilities are not provided by Augusta Technical College. Students desiring housing may obtain information through local newspaper advertisements and real estate agencies.

Cafeteria/Student Center

A Cafeteria/Student Center is housed in the 400 building on the Augusta campus. Short order breakfast and lunch are served between 7:30 a.m. and 1:30 p.m.

Snack Bars

Vending rooms are located at all campus locations.

Children on Campus

It is the policy of the College that children are not permitted on campus except for special functions (i.e. open house).

Special Populations Services

The Special Populations Coordinator provides supportive assistance to: single parents, including single pregnant women; displaced homemakers who have experienced divorce, legal separation, disability, or death of a spouse; nontraditional program students (females in mostly-male programs such as Engineering or Automotive Technology, or males in mostly-female programs such as Nursing or Early Childhood Education); and students with Limited English Proficiency (LEP) due to having a language other than English as their first language. Information and advice regarding use of available school and community resources may help these students overcome barriers to the successful completion of their education and career goals.

There is no charge for any of these services. More information may be obtained by calling the Special Populations Coordinator at (706) 771-4070.

Bookstore

A bookstore is located in Building 1300 on the Augusta campus. Bookstores are also located on the Thomson and Waynesboro campuses and the Columbia County Center. Hours are posted at each location.

New and used books are available for sale along with a variety of computer software, apparel, gift items, and supplies needed by students. It is recommended that new students attend all classes on the first day of the term to obtain a complete list of textbooks and supplies that will be needed.

Refund Policy

Textbooks - A full refund will be made subject to the following conditions:

1. New books must be free of all marks (pencil, ink, highlighter, etc.).
2. Shrink-wrapped material and sealed codes must be unopened and unused.
3. Any software (CD ROM, etc.) included with the book must be unopened.
4. New or used books must be returned or exchanged within one week from date of purchase.
5. A student ID card or picture ID and original receipt are required for all returns or exchanges.
6. Refunds on all items purchased by check require a ten-business day waiting period from date of purchase.
7. Defective new books will be exchanged at no charge. Used books are not guaranteed.
8. Refunds will not be made on non-required books, supplies, general merchandise, backpacks, clothing, candy, or snacks.

Used Book Buy Back

Used textbooks are purchased at the College bookstore the last two days of each semester.

STUDENT ACTIVITIES

GOAL Program

The Georgia Occupational Award of Leadership (GOAL) is cosponsored statewide by the Georgia Chamber of Commerce and the State Board of Technical and Adult Education. GOAL is cosponsored locally by The Optimist Club of Augusta and Augusta Technical College. The purposes of the GOAL Program are to give recognition annually to the State's outstanding postsecondary technical students and to stimulate public interest in the importance of technical education.

The main objectives of the GOAL Program are the following:

1. To spotlight the importance of technical education in modern society
2. To reward students who excel in learning a skill
3. To encourage pride in workmanship
4. To generate greater respect and appreciation for the working person
5. To emphasize the dignity of work in today's society

All students with a 3.0 GPA who have completed at least 12 semester hours toward program graduation at a technical college are eligible for GOAL nomination. From these nominations, a committee chooses four outstanding students from degree or diploma programs. Finally, the College winner, chosen from the four finalists, is selected to compete in the annual statewide GOAL competition in Atlanta. The College winner must be enrolled in the same program or same program group throughout the competition.

Augusta Tech Games

Augusta Tech Games are held for students in the spring of each year. Various types of activities are planned by the Student Leadership Council.

STUDENT ORGANIZATIONS

National Technical Honor Society

The National Technical Honor Society (NTHS) is designed to honor academic excellence for students enrolled in diploma programs. Membership in NTHS is the highest scholastic honor awarded for excellence in workforce and technical occupational education in America. NTHS encourages scholastic achievement, skill development, honesty, service leadership, citizenship, and individual responsibility.

Phi Theta Kappa

Phi Theta Kappa is an international scholastic honorary society for students enrolled in associate degree programs at two-year colleges and technical colleges and institutes. The only nationally acclaimed honor organization serving American institutions offering associate degree programs, Phi Theta Kappa annually initiates some 35,000 students into over 1100 chapters located in the U.S. and its territorial possessions. The organization maintains a "shared commitment to excellence" through its four hallmarks: scholarship, leadership, fellowship, and service.

Professional/Student Organizations

Students are encouraged to participate in local, regional, and national organizations related to their programs of study. The following organizations maintain campus chapters or area chapters for student membership:

American Association of Medical Assistants
American Society of Mechanical Engineers
Engineering Technology Professional Society

Student Leadership Council

The Student Leadership Council, with representation from the student body, provides a channel through which students may exhibit leadership, influence college decision-making, voice concerns, and enhance communication among students, faculty, and staff.

Skills USA

Skills USA was established for trade, industrial, technical, and allied health students. It is a student organization that focuses on teaching leadership skills and offering opportunities for students to participate in skill competitions at the state and national level. Skills USA brings together people with common interests to exchange ideas, discuss problems, and work toward their goals. Students should see their advisors to become a part of the Skills USA team.

Grievance Procedure Policy

Augusta Technical College is in compliance with the rules and regulations for the administration of Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Title II of the Amendments of 1976, Public Law 83-318, as amended by Section 3 of Public Law 93-568, Title VI, Section 504 of the Rehabilitation Act of 1973, and Public Law 101-336, The Americans with Disabilities Act of 1990.

In accordance with the rules and regulations cited above, Augusta Technical College does not discriminate in its educational programs, activities, or employment policies on the basis of age, race, color, national origin, creed, religion, sex, marital status, disability, academic, or economic disadvantage.

Appeal Procedure

The following procedure is to be used in reporting and settling grievances in regard to the policy listed above.

- a. An opportunity will be provided to resolve the complaint informally through meetings with faculty/staff and student(s) and/or the appropriate coordinator as designated in this policy.
- b. All parties to the complaint will be protected from retaliation. All written complaints and information obtained by impartial inquiry will be kept confidential.
- c. The Coordinator shall within 15 days conduct a thorough and impartial inquiry into the matter. The findings of this inquiry will be reported in writing to the College administration.
- d. A response concerning the complaint shall be made within ten (10) working days by the appropriate Vice President listed below: Vice President for Academic Affairs (Day or Evening credit programs or Adult Education), Vice President for Economic Development (Adult Education, Continuing Education or Industry Training programs), Vice President for Operations, Vice President for Administrative Services (Business Office, Financial Aid, Bookstore, Maintenance, Grounds, and Custodial Services), or the Vice President for Student Affairs (Admission, Counseling, Placement, or Student Activities).
- e. The decision of a Vice President or Dean may be appealed to the President with further appeals respectively to the Augusta Technical College Board of Directors, Technical College System of Georgia Commissioner, and the State Board of Technical and Adult Education.

Coordinators

Representatives from the faculty and staff have been designated as Coordinators in regard to efforts by Augusta Technical College to comply with and carry out its responsibilities under Title IV, Title VI, Title IX, Section 504, and Public Law 101-336, The Americans with Disabilities Act of 1990. Their responsibilities include the investigation of any complaints communicated in writing alleging non-compliance by Augusta Technical College, or alleging any action by the College which would be prohibited by the laws, rules, and regulations cited above. The names of individuals designated as Coordinators for Title IV, Title VI, Title IX, Section 504, and Public Law 101-336, The Americans with Disabilities Act of 1990 are posted in the Admissions Office and the Information Technology Center.

**STUDENT GRIEVANCE PROCEDURE
COORDINATORS FOR DISCRIMINATION
IN REGARD TO RACE, SEX, OR DISABILITY**

NONDISCRIMINATION COMPLIANCE COORDINATOR

**RANDALL DAVIS
AUGUSTA CAMPUS
BUILDING 100
706-771-4081**

ADA/504 COORDINATOR

**KARISSA D. WRIGHT
AUGUSTA CAMPUS
BUILDING 1300
706-771-4067**

**MAILING ADDRESS:
AUGUSTA TECHNICAL COLLEGE
3200 AUGUSTA TECH DRIVE
AUGUSTA, GA 30906**

STUDENT RIGHTS

Student Rights and Responsibilities

Augusta Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College and each member of the College community have reciprocal rights and obligations. It is the obligation of the College to ensure orderly operation, to preserve academic freedom, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to take appropriate disciplinary action where conduct adversely affects the College's pursuit of its educational objectives.

Membership in the College community confers certain rights upon students and requires certain responsibilities of them, which are defined below. It is expected that students understand and exercise their rights, fulfill their responsibilities, and respect the rights of others. The College is expected to ensure these responsibilities and accord these rights to students. Knowledge of these rights can help students avoid the sanctions prescribed for a breach of responsibilities. More importantly, this knowledge can help students help the College and the College community preserve a climate in which their educational and career goals and identity can be developed without denying this same opportunity to others. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the College community.

Student Rights

Students shall be heard in matters which affect their rights and responsibilities.

Students shall have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means that do not disrupt College operations or interfere with the rights of others.

Students shall have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the College or with the rights of others. This right of expression does not protect lewd, indecent, or obscene conduct and/or expression.

The College authorized student publications and communications shall be guaranteed the rights inherent in the concept of "freedom of the press." All publications shall be subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

The Student Leadership Council and all student organizations approved by the College Administration may meet on College premises provided that they make reservations in accordance with the rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use College space.

Only the Student Leadership Council and student organizations approved by the College Administration have the right to invite and hear any person of their own choosing for the purpose of hearing the person's ideas and opinions. The President of the College or the authorized representative may cancel a speaker's reservation where there is clear and present danger that the appearance would threaten the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within the institution or to any person outside the institution without the express written consent of the student involved except under legal compulsion.

Students shall have the right to due process when accused of any violations of College regulations or rules of conduct. This right shall include the following:

1. Right to a notice in writing of any charges.
2. Right to admit the alleged violation, waive the appeal procedure, and accept the College's action.
3. Right to admit or deny the alleged violation but follow the appeal procedure.
4. Right to a fair appeal before the individuals and boards listed in the appeal procedure, not including those who brought the charges.
5. Right to appear in person at an appeal procedure or not to appear with assurance the failure to appear shall not be construed as indicative of guilt.
6. Right to select an advisor of their choice to attend the appeal procedure with them.
7. Right to call witnesses and present evidence in their behalf.
8. Right upon request to a list of witnesses who will appear against them.

9. Right to confront and cross-examine witnesses and/or accusers.
10. Right to request a copy of the record of the appeal procedure if the offenses involve possible suspension or expulsion.

General Complaints

Complaints or grievances other than those previously referenced should be forwarded in writing to the Vice President of Student Affairs (Dr. Melissa Frank-Alston, Building 1300, (706) 771-4035) for appropriate referral. The standard procedure for reporting and settling these complaints and/or grievances are listed under "appeal procedure" in this document. Here, also, due process will be followed.

CONDUCT CODE

In order to provide a harmonious learning environment at Augusta Technical College, the following student conduct code has been formulated. 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 and/or suspension or expulsion by the supervising dean, director, or duly authorized administrator. Additional rules or regulations may be initiated under established procedures during the year and, if approved, will become effective as a part of the official code at the time of inclusion.

A student is responsible for the observance of all Federal, State, and Local laws. The Institution, as a member of the community, is responsible for contributing to the enforcement of all laws. The College has a very deep concern for those students experiencing educational or personal difficulties and provides counseling or referral to appropriate agencies to aid those students. However, when a student's continued presence on campus may create a danger to the educational process of the College community, the College may find it necessary to take disciplinary action. The Institution considers that students are adults and expects students to obey the law and to take personal responsibility for their conduct.

I. DRUG-FREE POLICY*

**The Drug-Free Policy was approved by the State Board of Technical and Adult Education July, 1990.*

A. Policy

1. The Federal Drug Free Schools and Communities Act Amendment of 1989 (Public Law 102-226) contains Section 22, Drug-Free Schools and Campuses, which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.
2. No student may engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on the College's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion.
3. If a student is convicted (including a plea of nolo contendere) of committing certain felony offenses involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the College or elsewhere, the student will be suspended immediately and denied state and/or federal financial aid funds from the date of conviction.
4. The College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.
5. Within 30 days of notification of conviction, the College shall with respect to any student so convicted:
 - a. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
 - b. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation, or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

B. Responsibility

1. The College is responsible for ensuring the development and implementation of a drug-free awareness program to inform students of the following:

- a. The dangers of drug and alcohol abuse on the campus and elsewhere.
 - b. Any available drug and alcohol counseling, rehabilitation, and assistance programs.
 - c. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.
2. Each College shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.
- C. Alcohol, Drugs and Narcotics
1. The use, possession, or distribution of alcohol, narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on College property or at College sponsored events.
 2. Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall, as of the date of conviction, be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension shall continue through the end of the term, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

II. CODE OF CONDUCT POLICY

- A. Weapons
1. It is unlawful for an individual to bring to, possess, or have under such person's control, any explosive compound, firearm, or knife designed for the purpose of offense or defense while at a public gathering (O.C.G.A. 16-11-127).
 2. Having a license to carry a pistol is no justification under this policy.
 3. Also prohibited on technical college campuses, at off-campus classes/practicums or at any related activity which adversely affects the College community and/or the pursuit of its objectives, in state-owned vehicles or at technical college functions, or other dangerous weapons including straight razors, blackjacks, any knife having a blade of three inches or more, bowie knife, switchblade knife, throwing knife, metal knuckles, spring sticks, any flailing instrument with two or more rigid parts hinged such that one or more parts can swing freely, nun chucks, fighting chains, or any disk having two or more points or blades which is designed to be thrown or propelled.
- B. No person shall abuse, threaten, or intimidate any member of the faculty, staff, student body, visitor, or any person in College approved setting. Infringement of rights of others is defined to include, but not limited to, the following:
1. physical or verbal abuse inflicted on another person;
 2. disorderly/disruptive behavior;
 3. severe emotional distress inflicted upon another person;
 4. theft, destruction, damage or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any College

approved activity; and

5. sexual harassment - No person shall abuse another by unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which interferes with an individual's academic work or ability or creates an intimidating, hostile, or offensive environment.
- C. The taking, damaging, or malicious destruction of property belonging to the College, visitors to the College, or to any member of the College community is prohibited.
 - D. No persons shall assemble on campus for the purpose of creating a riot or any disruptive or disorderly diversion which interferes with the normal educational processes and operations of the College. This rule shall not be construed so as to deny any student the right to peaceful assembly.
 - E. Gambling on the campus is prohibited. Recreational card playing is permitted in the Student Center, Building 400, but is not allowed in other buildings.
 - F. No person shall interfere with, fail to cooperate with, or fail to make proper identification when requested to do so by any properly identified administrator or staff person in the performance of their duties.
 - G. Unauthorized entry into, use, or occupation of College facilities which are locked, closed to student activities, or otherwise restricted as to use, or which have not been reserved for use through the proper College authorities, is prohibited.
 - H. Falsification, alteration, fabrication, or misuse of College forms, documents, records, or identification cards is prohibited.
 - I. The operation of student organizations not approved by the College administration is prohibited.
 - J. The dissemination on campus of publications which do not bear the name of the originator or which are not printed in accordance with College rules and regulations is prohibited.
 - K. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment. Initial violation of this policy may result in a lowered grade. All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline.
 1. Cheating on tests is defined to include the following:
 - a. copying from another student's test paper;
 - b. using materials during a test not authorized by the person giving the test;
 - c. collaborating with any other person during a test without permission;
 - d. knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an un administered test;
 - e. bribing any other person to obtain tests or information about tests; and
 - f. substituting for another student, or permitting any person to substitute for oneself.
 2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
 3. "Collusion" is defined as the unauthorized collaboration with any other person in preparing work offered for credit.
 - L. Students shall not eat or drink inside any area of any building other than snack bars, the cafeteria, or other designated areas.
 - M. **Tobacco Policy** - Background - The use of tobacco products is a personal privilege, not a right. When it is abused or excessively practiced in the presence of both tobacco users and non-

tobacco users, it can be offensive and even harmful to health. The purpose of the policy is to minimize the ill effects of tobacco use on Augusta Technical College's campus.

Policy Statements:

1. Augusta Technical College is a tobacco-free environment. Therefore, there shall be absolutely no use of tobacco products (to include cigarettes, cigars, pipes, or smokeless tobacco) on campus.
 2. Violations of this policy should be reported to any Administrator or Instructor for further action.
- N. Students will exercise all safety precautions given by the instructor regarding the use of Supplies, tools, and equipment. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accidents occur; but should an accident occur, regardless of how minor, the student shall report it to the instructor immediately. Instructors will make an accident report to the appropriate dean or director. All students shall assist in maintaining safe working conditions by notifying their instructors of any dangerous conditions that exist or any unsafe practice(s) being conducted.
- O. Every class is to clean their training area at the conclusion of the period. Every instructor will have a routine for this activity, and students will carry out their share of this duty with a cooperative attitude. In addition to housekeeping in the training areas, every student will practice good housekeeping throughout the buildings and grounds.
- P. Students are expected to dress appropriately at all times. Dress requirements will vary in the classroom, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained. Students shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to detract unreasonably the attention of the other students or otherwise to cause disruption or interfere with the operation of the College. The instructor, supervising dean, director, Vice President of Operation, or duly authorized College official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause, to all students by announcements or posting at the College.

The following shall be used as a guide by College officials in enforcing the dress policy:

1. The student will at all times observe rules governing body cleanliness, neatness of appearance, good grooming, and safety.
 2. The student will at all time wear clothing that reflects good taste and is to avoid extreme designs, styles, and colors. Where appropriate, students are allowed to wear "walking" or "Bermuda" shorts when not prohibited by safety factors. Some examples of inappropriate clothing include, but are not limited to, short or tight shorts and/or skirts, tight fitting pants and/or tops, low-cut tops and/or blouses, swimsuits, tank tops, bare midriffs, bare feet, and baggy pants. These examples of clothing are not considered appropriate and could be a safety problem or cause disruption of classes.
- Q. **Noise**-Augusta Technical College is an educational institution and loud noises disturb classes and study activities. In order to ensure a quiet educational atmosphere, the playing of radios or CD/tape players in the classrooms, lab areas, library or study areas is not permitted. Radios and CD/tape players in automobiles, open areas or in the student center must be kept at a low volume so as not to disturb classes or studies. Playing radios or CD/tape players at a high volume or the creation of a continuous loud noise shall be considered disruptive behavior. Beepers and cellular phones should be kept on silent alarm while in classrooms, lab areas, library or study areas. A student may be asked to remove a beeper or cellular phone from the educational setting if an instructor or administrator deems the beeper or cellular phone to be disruptive to the educational atmosphere.

Student Disciplinary Policy and Procedure

Augusta Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as well. In order to achieve these ends the college reserves the right to maintain a safe and orderly educational environment for its students and staff. Therefore, when in the judgment of college officials a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary actions will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus.

Filing a Complaint

The procedure for filing a complaint against a student for violation of the Student Code of Conduct is as follows:

Any member of the Technical College Community may file a complaint with the college's Student Disciplinary Officer. The individual initiating the action must complete a Student Code of Conduct Complaint Form and forward it to the Student Disciplinary Officer and his/her designee.

Within five days business days after the complaint is filed the Student Disciplinary Officer shall complete a preliminary investigation of the incident and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and charges. After this meeting the Student Disciplinary Officer shall determine whether the student is guilty of the alleged conduct and whether this alleged conduct constitutes violation of the Student Code of Conduct. If a student fails to appear at his/her scheduled meeting with the Student Disciplinary Officer he/she will be considered guilty and appropriate action taken.

If the Student Disciplinary Officer determines that the student is guilty of a violation of the Student Code of Conduct then he/she will impose one or more disciplinary sanctions. If the Student Disciplinary Officer determines that the alleged conduct did not occur or that the conduct was not a violation of the Student Code of Conduct then no disciplinary sanctions will be imposed against the student and the investigation will be closed.

Student Appeals Process

A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must a written notice of appeal to the President's office within five business day of the notification of the decision.

The student then has the right to appear before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. The Judicial Body will consist of two faculty members, one staff member, and two students. The chairperson of the Judicial Body will notify the President in writing of the Judicial Body's decision. The President or his/her designee will then notify the student in writing of the Judicial Body's decision. The student will then have the right to appeal directly to the President.

If the student chooses to appeal the decision of the Judicial Body he/she must do so within five business days of the Judicial Body's decision. This appeal must be made in writing. The President will render a decision within 10 business days of receiving the appeal. The decision of the President shall be final and binding.

TRAFFIC AND PARKING REGULATIONS

Regulations are designed to make traffic and parking on campus as safe and convenient as possible. Parking on the campus of Augusta Technical College is a privilege afforded to students, faculty, staff, and visitors. This privilege can be revoked at any time by the college President, or designee, at their discretion. Revocation of parking privileges can result from any violation of the policies set forth in this regulation. In lieu of revocation of parking privileges, the college President, or designee, may, at their sole discretion, assign violators an area where they may park. The regulations apply to students, college employees, and visitors. All motorized vehicles must be registered. Each person operating a vehicle on campus will be issued a campus parking decal, which must be placed in a designated area on an automobile. Pedestrians will have the right-of-way at all times.

The following are violations of college policy as well as county and state laws:

1. exceeding speed limit as posted;
2. parking in illegal, restricted, or reserved zones;
3. parking on lawns or walks;
4. no campus parking decal;
5. driving on sidewalks, walkways, shrubs, or lawn;
6. backing into parking space (front parking only);
7. parking adjacent to all curbs, including yellow curbs, or areas posted "No Parking;"
8. running a stop sign; and
9. any other violation of county and state laws.

These regulations are in effect 24 hours a day. Violations will be enforced and are subject to penalties and fines. Repeated violations of any kind will result in fines. Students who are delinquent in the payment of fines will not be allowed to register for subsequent terms, or receive grade reports, transcripts, diplomas, or other student records until all fines are paid. Hazardous and improperly parked vehicles will be towed at the owner's expense.

Parking permits for student vehicles may be obtained in the Admissions Office.

These regulations are designed to make traffic and parking on campus as safe and convenient as possible.

WELLNESS GUIDE

To Augusta Technical College Students:

We are pleased to provide you with an introduction to the concept of wellness. Wellness, as a concept and a lifestyle, seeks to enrich and promote activities that enhance complete well-being and thus increase the power students have available to accomplish educational and life goals. Living a life of relative equilibrium requires physical, mental, emotional, and social well-being. Thus, the goal of the Wellness Committee is to promote physical, psychological, academic and environmental wellness for all Augusta Tech students. The contents of this Wellness Guide are designed to serve as your introduction to wellness.

We hope you will find this Guide useful and worth keeping for future reference. A more complete Wellness Guide and a Wellness Counseling and Referral Service are available through our wellness counselors. The referral service provided by our counselors includes comprehensive information about community agencies and support groups. In addition, the Wellness Committee plans, develops, and promotes wellness programs and activities for students, faculty, and staff each term.

On blood drive days there will be an information booth to display contemporary literature on health/wellness concerns. Workshops or speakers will address health/wellness issues requested by students, faculty, or staff. In addition, each branch library has a variety of materials located in the Wellness Section to increase awareness and knowledge of health and wellness issues.

If you desire a copy of the complete Wellness Guide, personal guidance and counseling, or referral to an agency or support group, contact Amy Laughter (706) 771-4068 or Randall Davis (706) 771-4081.

LIFE SKILLS

Stress/Time Management

Stress is a general descriptor for our physical and emotional responses to changes or demands in our lives. The changes do not have to be negative to be stressful. Starting a new job can be just as stressful as being fired. Some of the changes we experience are "bombs," major stressors like the death of a good friend. However, minor stressors are currently thought to have a larger cumulative effect on us than do the "bombs."

Under stress, your heart beats faster, you breathe faster, your blood pressure goes up, and other metabolic changes occur. Psychologically you may feel rushed, nervous, or irritable; have difficulty concentrating; feel fatigued; and feel time pressured. Stress can also produce various physical symptoms like headaches and muscle tension, sleeplessness, and appetite changes.

Each of us has a unique stress profile. What is stressful for you may not be so for someone else. The same can be said for stress relievers; what works for you may not work for someone else. However, we can make certain generalizations. Good basic nutrition, coupled with regular exercise, regular rest, and regular involvement in an activity that you enjoy help build up resistance to stress. It also appears that having one or more close friends with whom you can and do confide is important.

Finally, instruction in time management, stress management, and relaxation techniques may be appropriate depending on your individual situation. If you feel stressed out, check out some of the relevant sections in this Guide and obtain a copy of our more complete Wellness Guide from a Wellness Counselor. If you need further help, contact Amy Laughter (706) 771-4068.

Fitness

We have learned a great deal lately about the value of physical fitness. The strength, stamina, suppleness and positive attitude that result from regular exercise play key roles in helping us achieve satisfaction in work and school, relationships, recreation, and health. Conversely, lack of exercise has been associated with obesity; back problems; fatigue; and, perhaps most importantly, a weakened cardiovascular system, which may be more susceptible to heart disease.

There are many benefits to regular exercise:

1. You will feel better physically. Your heart will be stronger, your heart and lungs will work more efficiently, and you will have more energy.
2. You will feel better emotionally. People who exercise regularly report a positive sense of well-being. Exercise is a stress reducer and may help relieve depression and insomnia.

3. You will look better. Muscle tone will increase and a percentage of body fat will decrease. In addition to burning calories, exercise aids in decreasing your appetite.

A good fitness program should address three important areas: endurance, muscle strength, and flexibility. Remember, an exercise program is only beneficial if you stick with it. Be sure to choose exercises you enjoy. Once you have developed a well-rounded program, start slowly, work up gradually, and enjoy feeling great.

PREVENTIVE HEALTH CARE

Nutrition

Proper diet is the ultimate source of good health. Throughout life, it is nutrition gained through eating that builds the body up and gives it strength to repair itself. Once the diet is consumed, the body is very good at picking and choosing just the right nutrients for the different areas and systems to insure proper functioning. If the diet lacks some essential ingredient, however, the body has no way to get it.

To ensure a proper diet, nutritionists say to eat a variety of foods. The building blocks which provide the body's needs are water, vitamins, minerals, protein, carbohydrates, and fats.

The food groups that constitute the **Food Guide Pyramid** are (starting with the largest):

- the Bread, Cereal, Rice, and Pasta Group (6 to 11 Servings)
- the Vegetable Group (3 to 5 Servings)
- the Fruit Group (2 to 4 Servings)
- the Milk, Yogurt, and Cheese Group (2 to 3 Servings)
- the Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts Group (2 to 3 Servings)
- the Fats, Oils, and Sweets Group (use sparingly)

Good eating habits will also help you to avoid tooth decay. Decay causing bacteria thrive on sugar, so try to stay away from sticky sweet foods that linger in your mouth and promote tooth decay.

Weight Reduction

Present estimates are that 40 to 80 million Americans fall into the overweight category. Twenty million Americans are "clinically obese"--one person in ten. Hundreds of fad diets hit the market each year, and each diet is advertised as the latest sure-cure for obesity. Experience shows, however, that short term restrictive diets produce short-lived successes. No wonder Americans go on an average of 1.4 diets per person per year!

How did we get so fat? We have perhaps been too successful at developing work-saving devices that require less and less expenditure of human energy. Eating has become a socially preferred and culturally conditioned activity. We have grown up in the midst of plenty, so we eat plenty. These are some of the reasons we are fat, but they are also poor excuses.

How can you begin to balance your energy needs and your eating? You've got to begin with a belief in your own ability to control your eating.

Develop sound nutritional habits. That means eating foods from all four food groups (see Nutrition) and eating reasonable portions. Junk foods like soft drinks, candy, chips, pies, cakes, and cookies are loaded with sugar, fats and calories. They are best avoided. Eating well balanced meals, including breakfast, will prevent the munchies and get you off to a good start.

Increase your energy expenditure through daily exercise and recreation. This burns calories and also helps maintain muscle tone. Take the stairs, or ride your bike instead of driving. Weather in the CSRA makes it easy for you to be active outdoors all year. Start these changes slowly and work up, making it a regular part of your daily routine.

Do you eat when you are bored or when you study, even if you are not hungry? Do you eat too fast or too much before you know it? Try to be aware of your eating behavior, and try to be responsive to your body's needs.

If need be, get involved in changing your eating habits either through joining a weight reduction program or by beginning to manage your weight problem on your own.

Smoking

Smoking is a matter of personal choice. However, the link between smoking and lung cancer seems clear. If you are going to smoke, you should know what is happening in your body.

1. Each time you inhale tobacco smoke you kill several hundred lung cells.
2. You send carbon monoxide into the blood where it competes with oxygen for hemoglobin (and usually wins).
3. You paralyze the bronchial cilia (hairs that catch things) and make it hard for them to keep bacteria from the lungs.
4. You speed up your heart rate.
5. You dull your brain with carbon monoxide, thereby slowing your reaction time and visual acuity.
6. Nicotine hits the central nervous system and stimulates it to release hormones. A feeling of depression and fatigue follows the nicotine "rush."
7. Other components of cigarette smoke cause the arteries to contract, causing a decrease in blood supply to the fingers and toes and a drop in skin temperature.

Drug Use and Abuse

Many people use and abuse drugs and don't realize it. They don't think that foods and drinks contain drugs. We have all, at one time or another, used and abused drugs. Here is some information on different drugs you may encounter. If you determine you have a drug dependency problem or just want more information, please contact a Wellness Counselor.

Aspirin: This is one of the most commonly abused drugs. It is also, however, one of the most useful medicines. It has three functions:

- (1) analgesia (pain relieving);
- (2) anti-inflammatory (reduces redness and swelling); and
- (3) antipyretic (reduces fever).

With the exception of those few people who are allergic to it, two aspirins every six hours are safe for nearly everyone. Aspirin is useful for most headaches, fevers, minor injuries and illnesses. Aspirin should be avoided if you have the flu or chicken pox. Aspirin may contribute to Reye's Syndrome during these illnesses.

Caffeine: The users of cola drinks, coffee, tea, and chocolate don't think they are taking drugs, but all these beverages contain caffeine, a drug, which is sometimes prescribed medically. Those who overuse drinks containing caffeine use drugs in the truest sense, and some are addicted.

Tobacco: Tobacco is addictive due to its content of nicotine. Nicotine decreases blood flow to vital organs which contributes to disease of these organs. Seven known carcinogens, over 1,000 chemicals, and many toxic gases enter your bloodstream each time you light up. Smoking is the number-one voluntary health risk. Tobacco abuse increases your risk of chronic bronchitis, emphysema, upper respiratory and lung infections, and coronary artery and cardiovascular disease. It is a leading risk factor for cancer of the larynx, lung, mouth, throat, esophagus, kidney, pancreas, and bladder. It has recently been shown to increase women's risk of cancer of the cervix. A new form of tobacco abuse - smokeless tobacco - is just as dangerous and addicting as smoking. The greatest risk is oral cancer, but it also causes dental problems--tooth decay, bad breath, discolored teeth, and gum disease.

Alcohol: Although alcohol is legal, it is a potentially lethal drug and can be addictive. See section on Alcohol.

Marijuana: Marijuana is a dangerous and illegal drug. It damages the lungs in the same way as cigarette smoke, causes chest pain because of increased heart rate, reduces short-term memory, and affects the reproductive system of males and females. Its chronic use is associated with "amotivational syndrome," - loss of motivation and interest in school, work, and friends. Marijuana also interferes with coordination, reactions, and judgment. Marijuana is psychologically addictive.

Stimulants: The amphetamines (bennies, dexies, speed), methamphetamines (ice, crystal), and cocaine (coke, blow, flake, snow, crack, rock) fall into this class of drug. These drugs are not harmless. They raise blood pressure and respirations. Sudden death due to cardiac arrhythmias or stroke can occur at anytime, even with the first use. Users of stimulants build up tolerance so that more and more of the drug is needed to get the same effect. These drugs can be psychologically and physically addictive.

Narcotics: This class of drugs includes opium, morphine, codeine, and heroin. These drugs are addictive. They are used medically to alleviate pain; but even in this case, must be used cautiously because of the tendency to produce addiction.

Sedatives: Barbiturates like Phenobarbital are the main drugs in the sedative class. As with virtually all classes of drugs, these have definite medical value. They are, however, physically addictive. Sudden withdrawal from Phenobarbital can cause severe problems including convulsions, just as sudden withdrawal from

alcohol can produce delirium tremens (DT's) and convulsions in an alcoholic.

**Psychedelic
Drugs:**

The major psychedelics are Mescaline, Psilocybin, and LSD. These drugs increase pulse, heart rate, blood pressure, and temperature. They also cause chills, nausea, irregular breathing, confusion, and hallucinations. Frequent users can have flashbacks without taking additional drugs. There is also evidence that LSD can cause permanent genetic damage. Psychedelic drugs are very unpredictable. One "trip" may be good and another may be disastrous. There is a great danger of bodily injury to self and others.

Alcohol

Drinking is so much a part of American culture that we take it for granted. We drink at home, at parties, in bars, in restaurants, and at football games. We drink to relax, to break the ice, to celebrate, to show off, and to forget. We often forget that we have a choice - to drink or not to drink. The choice is ours alone, and we alone are responsible for the decision.

When deciding what role alcohol should play in your life, you should consider not drinking at all. Join the 50 million adults who have chosen not to drink.

Alcohol is potent--it affects the brain powerfully and quickly. Alcohol kills. It is a major factor in motor vehicle accidents, drownings and violent crime. Alcohol destroys. It ruins careers, breaks up families, and leads to personal tragedy.

Long-term excessive abuse of alcohol increases the risks of heart disease, liver disease, cancer, brain damage, mental disorders, loss of sexual functions and blood disorders. Alcohol abuse during pregnancy can cause birth defects and other fetal abnormalities.

A small minority of us are problem drinkers. Check the list below to see if you fall into this category.

1. Family, social, job or financial difficulties due to drinking.
2. Loss of ability to control drinking.
3. "Blackouts," or forgetting what happened while drinking.
4. Distressing reactions if drinking is stopped.
5. A need to drink increasingly more to get the desired effect.
6. Changes in behavior or personality when drinking.
7. Getting drunk frequently--more than four times a year.
8. Injuring oneself or someone else while intoxicated.
9. Breaking the law while intoxicated.
10. Starting the day with a drink.

If your choice is to continue to drink, be sure you are a responsible drinker as described below.

1. Drinks while relaxing, not to relax.
2. Eats before and during drinking.
3. Has two or fewer drinks daily.
4. Abstains periodically.
5. Doesn't rush or rush others when drinking.
6. Feels comfortable alternating alcoholic with non-alcoholic drinks.
7. Follows legal sanctions pertaining to drinking (legal age, driving while intoxicated, etc.).
8. Recognizes alcohol as a potent drug.
9. Respects the right of others to drink or not to drink.

If you know someone who is not a responsible drinker or who seems to have a drinking problem, don't be afraid to talk to him/her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared to offer alternatives as to what kinds of professional help are available. Wellness Counselors can help by referring individuals with drinking problems to the appropriate agency or support group.

Latex in the Workplace

There appears to be an alarming rise in associated sensitivity and the number of allergic reactions to latex gloves, etc. Workers exposed to latex gloves and other products containing natural rubber latex may develop allergic reactions such as skin rashes; hives, nasal, eye, or sinus symptoms; and (rarely) shock. Students in health related majors, cosmetology, child development, or culinary arts are at risk for developing latex allergy if they use latex gloves frequently. Recommendations for preventing latex allergy in the work place are available in the NIOSH ALERT Bulletin "*Preventing Allergic Reactions to Natural Rubber Latex in the Workplace*" which may be found in the above mentioned departments.

Immunizations

Diphtheria and Tetanus:

Routine immunization against diphtheria, tetanus, and pertussis (whooping cough) in childhood has been common practice in the United States for the past 30 years. If you didn't get your "baby shots," primary immunization can be done as an adult in a series of three shots. It is recommended that all persons who have had primary immunization receive booster doses every 10 years. Under certain conditions, such as treatment of a puncture wound or an unclean wound, more frequent injections may be indicated.

Measles (Rubeola) Vaccine:

Measles is often a severe disease. It is frequently complicated by secondary infections. Measles vaccines were introduced in the early 1960's, but some of them were ineffective and were withdrawn from the market in 1967. If you were vaccinated in 1968 or later, you received the "live further attenuated" vaccine (live further attenuated means the vaccine contains a live but weakened virus that won't produce the clinical disease but will produce immunity). Persons who received any other kind of vaccine should be revaccinated, unless they know they had the measles. There have been recent outbreaks of rubeola on college campuses across the U.S. If in doubt about your vaccination record, check with your doctor.

Rubella (German Measles) Vaccine:

Rubella is a common childhood rash disease, and childhood cases are often overlooked or misdiagnosed because signs and symptoms vary. The most common features of rubella include enlarged lymph nodes, joint pain, and a transient rash usually with low fever. Rubella vaccine has been available since 1969, and it is recommended that everyone receives a vaccination, not so much to prevent the benign illness as to provide protection for women of childbearing age. If a woman becomes infected during the first three months of pregnancy, there is a risk of serious birth defects. It is recommended that you check your vaccination record; and if in doubt, we recommend a blood test for rubella antibodies. If the blood test indicates that antibodies are not present, you are susceptible to rubella and immunization will be offered after contraception counseling. With rubella, as with other live-virus vaccines, there is a theoretical risk to the fetus if a woman is vaccinated during pregnancy.

Mumps Vaccine:

Live-virus mumps vaccine was first introduced in 1967. The vaccine produces a subclinical (mild or no symptoms) non-communicable (not "catching") infection with very few side effects. On the other hand, mumps itself can be serious in adults, so it is important to have immunity. Mumps virus vaccine is available to anyone without history of the disease or of effective vaccination.

Polio/Triv Series:

In severe cases, polio can be a serious disease resulting in permanent paralysis even death. It is most likely to affect children from 6-16 but may occur in extremely serious form in adults. Polio can be prevented by three doses plus two boosters of oral vaccine. Immunity is permanent.

Hepatitis B. Vaccine:

Hepatitis means inflammation of the liver. Hepatitis B virus can be transmitted by contact with body fluids including blood (including contaminated needles, semen, tears, saliva, urine, breast milk, and vaginal secretions). Health workers are at high risk of acquiring Hepatitis B because of frequent contact with blood or body fluids and, therefore, vaccine is recommended to prevent the illness. "Recombivax HB" (Hepatitis B vaccine {Recombinant}) is noninfectious Recombinant DNA Hepatitis B vaccine. Clinical studies have shown that after three doses 96% of healthy adults have been seroprotected. Three doses of Hepatitis B vaccine are needed to confer protection, and are generally administered at 0, 1, and 6 months.

ALL STUDENTS ARE STRONGLY ENCOURAGED TO SEEK IMMUNIZATION FOR PREVENTABLE DISEASES-- ESPECIALLY MEASLES, MUMPS, AND RUBELLA.

BLOOD BORNE PATHOGENS

The Board of the State Department of Technical and Adult Education has a policy on Occupational Exposure to Blood and Airborne Pathogens that governs the actions of faculty and students in this Technical College's occupational training program and courses when performing tasks, procedures or activities which have the potential for accidental exposure to either blood borne or airborne pathogens. Augusta Technical College has an Exposure Control Plan designed to provide the faculty and students with a recognition of tasks, procedures and activities which present the potential for occupational exposure to blood and airborne pathogens and means of eliminating or minimizing risks in the performance of their instructional duties or student tasks. Contact the Infection Control Coordinator, Ernest Quattlebaun at (706)771-4195 for information regarding the Exposure Control Plan or the programs designated as having the possibility of exposure.

RIGHT TO KNOW

It is the intent of the Hazardous Chemical Right-To-Know program to inform employees and students of any potential hazardous chemicals that may be encountered at Augusta Technical College. Also, the program states that Augusta Technical College must accomplish any tasks in a safe and efficient manner. For more information regarding Right-To-Know, please contact Michael Anchor at (706) 771-4021.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

The Student Right-To-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics.

Augusta Technical College publishes an annual disclosure report to faculty, staff, students and the public to comply with the provisions of the law. This report is available in the Information Technology Center, Business Office and on our website at www.augustatech.edu. Printed copies may be obtained from the Business Office. The following staff may be contacted if you have questions pertaining to the following:

- | | |
|---|----------------------------------|
| Institution Graduation/ Completion Data | Shanan Glenn
(706) 771-4146 |
| Crime Statistics | Michael Anchor
(706) 771-4021 |

SEXUAL HARASSMENT

In the instructor-student context, the fundamental element of sexual harassment is the inappropriate personal attention, including romantic and sexual relationships with a student by an instructor or staff member who is in a position to determine a student's grade or otherwise affect the student's academic advancement. Since the instructor-student relationship is one of professional and client, the above inappropriate behavior is unacceptable in a college because it is in a form of unprofessional behavior which seriously undermines the atmosphere of trust essential to the academic setting.

The instructor-student relationship should at all times be professional and any conduct by an instructor or staff member which creates a sexually intimidating, hostile, or offensive environment is inappropriate and unacceptable.

The staff-student relationship should at all times be respectful of the right of the other, and any conduct by staff which creates a sexually intimidating, hostile or offensive environment violates the College's sexual harassment rule.

The student-student relationship, the student-instructor relationship, and the student-staff relationship should at all times be respectful of the rights of the other, and any conduct by a student which creates a sexually intimidating, hostile or offensive environment violates the College's sexual harassment rule. For this purpose, staff not only includes college staff, but also all employees of clinics and agencies affiliated with a college clinical program or course.

Should you be confronted with sexual harassment, promptly notify Janice Richardson at (706) 771-4009.

SEXUAL OFFENSES

Augusta Technical College places a high priority on the safety of all students, employees and visitors. Any type of sexual misconduct is strictly forbidden. Criminal charges may be applied to sexual offenses.

1. Educational Programs

- Presentations by Campus Safety and Security personnel, as requested

2. Sanctions

Upon determination that a student or employee has committed rape, acquaintance rape, or another sexual offense, the following sanctions are available:

- Criminal Charges
- Probation
- Suspension from college and/or employment
- Expulsion from college
- Termination of employment
- Ban from college property

3. Procedures for Victims

In the event you are the victim of sexual assault, it is important to remember details, follow procedures and notify the proper college officials. The single most important thing a victim of rape or sexual assault can do is to tell someone--the police, a friend, a medical professional, etc. Rape or sexual assault, whether by a stranger or someone you know, is a violation of your body, your trust and your right to choose. The following are recommended procedures to follow:

- Do not shower, wash, or change your clothes
- Preserve any evidence such as clothing, used condoms, towels, tissue or other items which may be useful for investigation purposes
- If the incident occurs on campus, contact the Vice President of Administrative Services. If the incident occurs off campus, contact 911.
- Victims may also contact other college officials such as the Vice President of Administrative Services to get assistance in notifying appropriate law enforcement and medical personnel.
- Seek medical attention immediately. Campus Safety and Security can assist in seeking medical attention. Also, local emergency medical services can be contacted by dialing 911.
- Seek counseling to assist with mental and emotional trauma. Information concerning counseling services available through various agencies can be obtained by calling Karissa Davis Wright at (706) 771-4067.

4. Campus Disciplinary Procedures

Disciplinary procedures for students in the event of any criminal incident including sexual offenses are outlined in the Code of Student Conduct section. In cases involving sex offenses, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault.

Information concerning registered sex offenders may be obtained by contacting the Criminal Investigation Division of the Augusta-Richmond County Sheriff Department at 401 Walton Way, Augusta, Georgia 30901, or by telephone at (706) 821-1000. Also, the Georgia Bureau of Investigation maintains a searchable web site of registered sex offenders at www.ganet.org/gbi/sorsch.cgi.