

Georgia Piedmont Technical College



Spring 2019 Registration Guide





TECHNOLOGY CHECKLIST

New students, make sure you familiarize yourself with GPTC technology!



Make sure you remember your:

- 1 900 Student ID #
- 2 GPTC Email Address
- 3 GPTC Email Address Password



Check your GPTC email

Upon acceptance to Georgia Piedmont Technical College, you will be entered into our database and your student email account will be created. For example: The username for Keith Staple would be `kstaple` and the email address would be kstaple@student.gptc.edu. To access your account through the web, open Internet Explorer and type <http://outlook.com/student.gptc.edu> in the address window then press Enter to access your Office 365 account.



Access Banner Web

Go to www.gptc.edu online and click on Banner Web at the top of the screen.



Blackboard Login to Blackboard

Blackboard is a web-based learning environment used at Georgia Piedmont to enable educators to enhance on-campus learning and/or deliver distance only learning by bringing their course materials, class discussions, assignments and assessments to the Web.



Contact GPTC's Help Desk for Technology Support if needed

Students can contact the Help Desk by dialing 404-297-9522 extension 5299. Students also have access to the GPTC Student HUB where technicians help students connect to the wireless network, resolve virus/malware infections, service slow or unresponsive systems and install course-related and anti-virus software.



Download important school documents

Download the Academic Catalog, Student Handbook or current semester Registration Guide by visiting www.gptc.edu, click on student dashboard, and then document you would like to download.

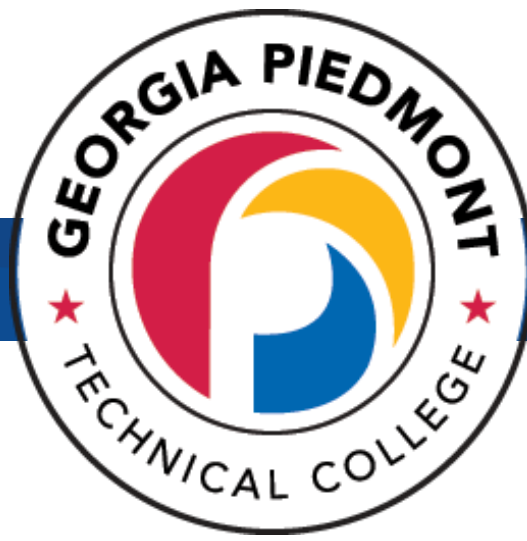


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AT A GLANCE

ACADEMICS

- Get to know your faculty advisor, chairpersons, and deans

ADMISSIONS

- Name change (married, divorce, other reasons)
- Address change – don't let our refund money go to the wrong address!
- Petition for Residency

ADVISING, CAREER AND RETENTION (ACRS)

- Clarification of career and academic goals
- Assistance with trouble shooting registration
- Help with preparing and looking for work/creating resumes
- Counseling services
- Someone to talk to when you're having academic troubles

CAMPUS POLICE

- Get your parking decal

CASHIER'S WINDOW

- Understand what you owe and make payment arrangements

FINANCIAL AID

- Understand your funding resources
- Check the status of your financial aid

OFFICE OF THE REGISTRAR

- Apply for graduation
- Change program of study
- Enrollment Verification
- Withdraw from classes
- Transfer Credit Evaluation

SPECIAL SERVICES AND VETERANS

- Meet with advisors to discuss your VA benefits
- Meet with advisors to discuss any special accommodations you may need

STUDENT ACTIVITIES

- Get involved in clubs & organizations
- Get your Student ID or validate your ID

AVOID THE



YOU WILL BE DROPPED FROM ALL CLASSES BY THE PAYMENT DUE DATE IF STEPS 1, 2, OR 3 ARE NOT COMPLETED.

You must choose ONE of these steps to manage your tuition and fees *by the Payment Deadline.*



PAY IN FULL

Accounts must be paid in full with cash, check, or Visa/Mastercard **by the payment deadline.**



SIGN UP FOR AUTO PAY PLAN

Break up your tuition cost over time by signing up for the automatic payment plan. Sign up by logging into Bannerweb and selecting payment options.



FINANCIAL AID/ REMAINING BALANCE

Students receiving financial aid should log into Bannerweb to view their award and if needed sign up for the payment plan or pay in full.

DROP ZONE Payment Deadlines

PAYMENT 1: November 28, 6:00pm | PAYMENT 2: January 9, 6:00pm

NOTE: If you registered between October 29, 2018 and November 27, 2018 payment is due on November 28, 2018. If you registered between November 28, 2018 and January 8, 2019 payment is due on January 9, 2019.

Spring classes start Saturday, January 5, 2019. Summer classes start Saturday, May 11, 2019. If you register after the term starts you may be subject to a late fee. We will do our best to let you know if you are in danger of falling into the drop zone; but it is your responsibility to manage your finances and pay your tuition and fees on time.

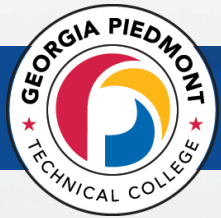
On behalf of the Division of Academic and Student Affairs, welcome to Georgia Piedmont Technical College (GPTC)! It is our pleasure and privilege to serve our students. As you may know, GPTC is a special place where students explore and develop their passions, faculty challenge students to be critical thinkers, and where students participate in activities outside of the classroom to engage their full potential.

Our goal is to make sure that your transition to GPTC is seamless and easy as possible. We hope that your time here is enjoyable and rewarding. At GPTC we are constantly thinking of ways to make our processes more efficient and accessible, so we would love to hear your feedback, particularly if you have had any challenges throughout the process. As a new student, you are bound to have questions, so please feel free to contact me or any member of my staff if we can be of service. Our number one priority is to serve students and to make sure the student experience at GPTC is nothing less than the best.

Whether we are the first office you come to for assistance or the last place you think to call, our staff is here to help make every day a great day to be at GPTC!

Best wishes for an engaging and productive year,

Academic and Student Affairs



SCHOOL AND PROGRAMS OF STUDY

Our faculty are well qualified, both in education and experience, to provide students with the workforce skills needed in today's competitive market. Practical experience is gained through internships.

School of Business, Computer Information Systems & New Media

Business Technologies

- Accounting
- Apartment Industry Management
- Banking and Finance
- Business Administration
- Business Technology
- Business Management
- Health Information Management Technology
- Human Resources Management
- Marketing Management
- Medical Billing Clerk
- Medical Front Office Assistant
- Transit Supervisor
- Transit Systems Manager
- Design and Media Production
- Occupational Technology
- Recording Arts Technology

Information Technology

- Computer Programming
- Computer Support
- Cyber Forensics
- Database
- Networking

Division of Economic Development

- Commercial Truck Driving
- Electrical Line Worker Apprentice

School of Arts & Sciences/Learning Support

- Interdisciplinary Studies
- History/Political Science
- Humanities/Fine Arts
- Learning Support
- Mathematics/Natural Sciences
- Social/Behavioral Sciences

School of Public Safety and Legal Studies

- Law Enforcement Academy
- Criminal Justice Technology
- Emergency Medical Technology Paramedic/EMT
- Fire Science
- Forensics
- Paralegal Studies

School of Health & Professional Services

Health Technologies

- Certified Nursing Assistant
- Clinical Laboratory Technology
- Early Childhood Care and Education
- Nurse Aide
- Phlebotomy Technician Training
- Practical Nursing
- Medical Assisting

Professional Services

- Cosmetology
- Barbering
- Opticianry

School of Industrial & Transportation Technologies

- Air Conditioning Technology
- Automotive Technology
- Broadcast Engineering Technology
- Building Automation Systems
- Bus Maintenance Technician
- Commercial Refrigeration
- Computer Graphics & Design
 - Drafting
- Electrical / Computer Engineering Technology
- Electrical Power Equipment Technician
- Electronics Technology
- Green Technologies Academy
- Mobility / Light Vehicle Technician
- Motorcycle Service Technology
- Transit Electronics Technician
- Welding and Joining Technology

NEW STUDENTS

Meet with a New Student Advisor

Complete the following steps for enrollment at GPTC. Advisors in the Advising, Career and Retention Services (ACRS) centers at all campuses are responsible for meeting with all new students at Georgia Piedmont Technical College. During these sessions, advisors discuss students' career goals, program of study requirements, life dynamics and support services needed to assist them with completing their goals. The advisement process was created with specific steps in advising and registration to equip students with the skills needed to develop a shared responsibility in the academic process. The steps include: assessment (placement scores), orientation, post-test advising and registration, and a welcome event for new students. Banner Web Registration instructions on page 7. Sign up for mandatory orientation at www.gptc.edu/orientation.

Submit Admissions Application

New, transfer, and students returning to GPTC after 12 months off must complete and submit an application for admission. Apply online at www.gptc.edu or in person at any campus. *There is a non-refundable \$25 application fee.* An application fee is not required of a former credit seeking student. You may pay online by credit, debit or Visa / MasterCard gift cards. If you wish to pay by cash, check, or money order, you can complete the application online then go to Admissions on campus.

Submit transcripts

You will be asked to submit transcripts if you have attended high school or earned a GED, want credits earned from another college or university transferred to GPTC (official transcripts may be sent or delivered to the Office of the Registrar in a sealed envelope).

Apply for Financial Aid

Financial Aid qualifications vary. All students should complete the federal government's Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. **GPTC's school code is 016582.** You must complete the FAFSA for all financial aid.

Access College E-mail and Student ID Number

Your student e-mail address is the official means of communication with GPTC. GPTC personnel will not respond to e-mails sent from your personal email account / address. Current students must send e-mail communications via their assigned GPTC e-mail address only. The student e-mail account / address is assigned by GPTC and mailed (via US Postal Service) when you are admitted to the College. GPTC will send all student related correspondence, including registration and financial information, to your College issued e-mail address. It is the student's responsibility to access the assigned GPTC student e-mail to remain informed.

The Student ID Number is a nine-digit number beginning with #900, and used by students to gain access to their academic and financial records. For security purposes, students must use their Student Number for all transactions. Student Numbers are assigned at the time of admission to the College.

Complete Placement Testing

Schedule a placement test by calling the Assessment Center at 404-297-9522 ext. 1571. The purpose of the test is to ensure your advisor is able to place you in the appropriate courses to be most successful. Please note that students with satisfactory scores on the SAT, ACT, ASSET, or ACCUPLACER are not required to test so check with Admissions to find out if this is necessary for you.

First Year Experience Program

First Year Experience (FYE) is a structured pathway to onboard new students to the college. The purpose is to enhance and improve the academic success of new students (e.g. new, transfer, returning) which will be reflected in the College's graduation rate, retention rate and success rate. FYE consists of mandatory orientation for all students new to GPTC, a first semester college skills course and ongoing engagement activities and support services to help have a successful first year of college. For more information, contact Angela Cummings, Director of Advising Career and Retention Services at 404.297.9522 ext. 1125 or email at cumminga@gptc.edu.

Print & Pay

Print your completed course schedule and fee statement and take it to the Cashier Office at either the DeKalb or Newton campus for payment. You may pay by cash, check, money order, Visa, MasterCard, or Discover. The cashier will give you a receipt. Alternatively, you can pay online.

Obtain Student ID and Parking Permit

GPTC students, faculty, and staff are required to wear and / or clearly display their identification (ID) badges while on campus at all times. IDs are issued by the Office of Student Activities on the DeKalb Campus and the Information Office on the Newton Campus. A current Schedule / Invoice must be presented to receive a new Student ID or validation. Student ID badges are valid for the current term only and must be validated each term.

A current validated student ID will be required to access any on-campus student support areas such as computer labs or libraries.

A student must register their vehicle and receive a school-parking permit. DeKalb Campus student parking permits are available during the Registration process and at the Campus Security Office. Newton Campus student parking permits are available during the registration process and in the Information Office. To register your vehicle, take the tag number of the vehicle and your current Student ID or student invoice with you. The permit must be displayed and clearly visible at all times the vehicle is on campus.

The registration of vehicles, parking regulations, and the observance of reserved spaces must be adhered to at all times. Parking fines will be issued to students who do not comply with the rules and regulations as outlined below. No vehicle is to be left on campus after school hours without a special permit. GPTC is not liable for damage to vehicles parked on campus.

Purchase Books

You can purchase your books and necessary supplies at the Bookstore on the DeKalb or Newton campus.

RETURNING STUDENTS

Complete the following steps for the upcoming semester.

Apply for Financial Aid

All students planning to receive aid should complete the online at www.fafsa.ed.gov. GPTC's school code is 016582. Ensure the FAFSA has been submitted for the current academic year. Check Banner Web for additional requirements.

Meet with your Advisor & Register for classes

You must meet with your Academic or Program Advisor to plan an appropriate class schedule. Then register for your classes on your own. Instructions for Registration are on **Page 7**.

Print & Pay

Print your completed course schedule and fee statement and take it to the Cashier Office at either the DeKalb or Newton campus for payment. You may pay by cash, check, money order, Visa, MasterCard, or Discover.

The cashier will give you a receipt. Alternatively, you can pay online.

Validate Student ID

Student ID badges must be validated each term. A current Schedule / Invoice must be presented to receive validation. IDs are issued by the Office of Student Activities on the DeKalb Campus and the Information Office on the Newton Campus.

Purchase Books

You can purchase your books and necessary supplies at the Bookstore on the DeKalb or Newton campus.

TRANSFER STUDENTS

Applicants previously enrolled in one or more institutions of higher education who wish to enroll in a credit program at GPTC can be admitted when the following are submitted to the Admissions Office:

- A completed application form.
- A \$25.00 non-refundable application fee.
- An official high school transcript or GED scores.

If an applicant has an associate degree or a baccalaureate degree, a high school transcript is not required.

- Official transcripts from **all** colleges, universities, and technical colleges previously attended.
- Satisfactory scores on the SAT, ACT, ACCUPLACER the ASSET Test.

Transfer students will follow the same steps as a New Student.

TRANSIENT STUDENTS

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each semester of enrollment. A transient student is one who has been or is regularly enrolled at another institution, who expects to return to that institution, but who desires to enroll temporarily at GPTC. Credit earned at GPTC is not automatically forwarded to the second institution. An official transcript must be requested through the Registrar's Office. Transient students desiring to continue enrollment as transfer students must reapply for admission and satisfactorily complete all transfer requirements. The applicant for transient status must:

- Submit a completed application to the Admissions Office.
- Pay \$25 non-refundable application fee (check, money order or credit card). This is a one-time fee.
- Present a statement with the application from the proper official of the institution last attended giving the student permission to enroll at GPTC. If permission is to be granted for two semesters it must be indicated in the letter of transiency. Otherwise, the transient status must be renewed after the first semester.
- Submit with the application written permission from the parent institution stating the course(s) that fit the student's educational objectives that will be accepted by the parent institution.
- Present a letter from the parent institution

certifying that the parent institution will retain responsibility for the issuance of the I-20 form during the transient semester(s) for International, F-1, and M-1 Visa students.

A student desiring to be a Transient student from GPTC (home college) to a College within the Technical College System of Georgia (TCSG) system (host college) must apply for transiency through Georgia Virtual Technical Connection (GVTC), www.gvtc.org. Once the application is submitted, it is reviewed by GVTC and an e-mail is submitted to the Office of the Registrar for reviewing and processing. An e-mail notification is sent to the student. Students desiring to be a Transient student from GPTC (home college) to a College outside the Technical College System of Georgia (TCSG) system must complete and submit a Transient Request Form. The Form is available at the Office of the Registrar. Once the application is submitted, it is reviewed and approved/denied by the Registrar. The Transient Letter is mailed to the host college with a copy to the student. Requirements to be a Transient Student from GPTC are:

- Must be currently enrolled with Regular admission status
- Must be in good standing
- Must have a 2.0 cumulative grade point average or better
- Must have no financial holds
- Take only a course(s) applicable to your program of study
- Meet all prerequisite/co-requisite course requirements

DUAL ENROLLMENT

High school students are subject to the same assessment and placement policies and procedures as other students. Students must adhere to GPTC guidelines and complete the appropriate paperwork. High school students earn transcribed college credit for courses. In most cases, students may earn both high school and college credit for a college course that meets the curriculum requirements of the approved high school course.

REGISTRATION

Prior to registering for classes, each student must see their Academic or Program Advisor to determine the appropriate course to be taken that semester.

HOW TO REGISTER FOR CLASS:

Go Online

Visit www.gptc.edu online and click on Student Dashboard. Then click on Banner Web.

Click on *I am a new student; or I am a currently enrolled or former student*

New students will complete the Student Enrollment Form and New Student Survey. Current or Former students, click ENTER SECURE AREA and enter required information.

Enter your Student ID Number and your Personal Identification Number (PIN)

First time users: your PIN is a randomly generated 6 character password sent to your student e-mail account.

****Outstanding Balances Prompt****

A prompt may appear requesting AUTHORIZATION TO COLLECT CURRENT OUTSTANDING BALANCES. Click Accept or Decline.

Click on *STUDENT AND FINANCIAL AID*

Click on *REGISTRATION*

NOTE: If you have a "hold" on your record, you will not be allowed to register. Click on the hyperlink at the bottom of the page to view your "hold". You must take care of your "hold" before you can proceed.

Click on *ADD / DROP CLASSES*.

This page is used to register for classes. In the Add Class section, enter all Course Reference Numbers then Click on SUBMIT CHANGES. Once registered, your schedule will appear on the screen.

****VERY IMPORTANT**** You must allow a 60 – 90 second response time.

NOTE: All registration errors (time conflicts, prerequisite / test score errors, closed courses, etc.) will be stated at the bottom of the screen clearly marked with a STOP sign. The reason the course(s) was not added is stated under the status column. These must be corrected to register.

REGISTRATION FEE ASSESSMENT

Scroll to top of form. Click on MENU then click on REGISTRATION FEE ASSESSMENT. This screen displays tuition and fees that you must pay to reserve your schedule. You should print and present to the Cashier Office or the Financial Aid Office, then keep for your information/reference.

STUDENT DETAIL SCHEDULE

Scroll to top of form. Click on MENU then click on STUDENT DETAIL SCHEDULE. This screen includes all registered courses with day, time, location, instructor, etc. You should print and keep for your information / reference.

****For Security Reasons**** Click on **EXIT**.

Once you have completed your registration, it is necessary for you to close your browser.





COURSE ADD POLICIES

During late registration students will no longer be able to add a course after it has met one time. For example, if a course meets at 9:00 am on Mondays and Wednesdays, you will only be able to add the class until 8:59 on Monday. You will not be able to add the class at 9:00 am on Monday or later.

Students will no longer be able to register for courses outside of their program major, without seeing an advisor. The advisor may provide an override and should inform the student that courses outside of their program major will not be paid by financial aid and the student is responsible for paying the tuition and fees for that course(s). An example would be a cosmetology student registering for a welding course.

TUITION REFUNDS

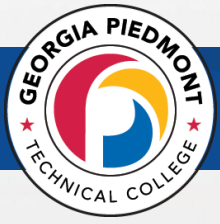
All tuition and fees, excluding the application fees, will be refunded if a student formally withdraws from all classes before the first day of any semester. Students withdrawing by the end of the scheduled Drop-Add/Late Registration period of the semester shall receive a 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees, excluding the application fee. Students withdrawing after the scheduled Drop-Add/Late Registration period shall receive no refund. The late registration fee or drop-add fee is non-refundable. See the Academic Calendar for information about when each semester begins and the Drop/Add schedule. If a student registers and never attends class (no-show) but does not formally withdraw from class,

the student is liable for all class fees and associated expenses. For more information regarding refunds and withdrawals see the Withdrawal Policy.

DROPPING / WITHDRAWING FROM A CLASS

See Calendar on **Page 21-22** for specific dates.

- Dropping and / or withdrawal from one or more courses may affect your financial aid.
- Dropping a course before or during the "Late Registration / Add / Drop" period each term is considered a "drop." The course will not show up on your official transcript and you will not be charged for the course. If you paid for the course prior to dropping it, you will receive a 100% tuition refund.
- Withdrawals after the "Late Registration / Add / Drop" period and prior to 60% of the term will result in a grade of "W" on your transcript. Withdrawal after 60% of the term and before final exams begin will result in a grade on your transcript of "WP" if you are passing the course at the time of withdrawal or a grade of "WF" if you are failing the course on the last date you attended class. A "WF" is computed in your GPA the same as an "F." If you withdraw from a course you must still pay all tuition and fees for the course regardless of when you withdraw.
- Students are responsible for their own records and should withdraw from a course through the Office of the Registrar to ensure it is properly recorded.



Advising is a formal conversation between you and a first semester advisor or an instructor related to your program of study. This advisor / student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at the college. Meet with your advisor before you register each term.

Advisor Responsibilities

- Understand and effectively communicate the curriculum, graduation requirements and college policies and procedures.
- Encourage and guide students to develop realistic goals.
- Be accessible for meeting with students via office hours, telephone, e-mail or web access.

Student Responsibilities

- Clarify personal values, goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about programs, policies and procedures.
- Schedule regular appointments or make regular contacts with advisor during each semester.

TYPES OF ADVISORS

First Semester Student Academic Advisors

Advisors who work with new students to evaluate test scores, transfer credit, discuss career plans, develop first term schedule, and assist with registering for classes and setting up student e-mail accounts.

Program Advisors

Faculty who teach the technical courses. Most of these program advisors will meet with you during your second term and beyond. However, First Term Student advisors may refer some students to the program advisors immediately following test score evaluation.

Co-Advisors

Faculty who teach all levels of general studies courses to include English, Reading and Math. These advisors work with students in the selection of the appropriate general studies course.

FIND YOUR ADVISOR

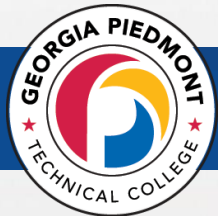
For a current listing of advisors, please go to:

- www.gptc.edu
- Select CURRENT students
- Select ADVISORS for your campus (DeKalb or Newton)

You may also call the Administrative Assistant at 404-297-9522, in your program area at the extensions listed below:

- Business & Computer Information Systems
Yvonne Trott, Ext. 1131
- Arts & Sciences / Learning Support
Lakeshia Seals, Ext. 1243
- Industrial & Transportation Technology
Glenda Wright, Ext. 1212
- Public Safety and Legal Studies
Brenda Fincher, Ext. 3315
- Health & Professional Services
Julia Lewis, Ext. 1102

See **Page 3** for a listing of programs by division.



TUITION AND FEES

GA Resident

\$89 / credit hour

US Resident

\$178 / credit hour

Non-Resident (Not US born or US naturalized citizen)

\$356 / credit hour

Non-Refundable Application Fee

\$25

Registration Fee

A registration fee of \$63 / semester is charged to each student regardless of course format

Late Registration Fee

Registration fee + \$45

Campus Resources Fee

\$75 / semester, for credit students only

Student Activity Fee

\$35 / semester, for credit students only. This is not charged to students whose entire schedule consists of online, web-based courses.

Instructional Technology Fee

\$105 / semester, for credit students only

Special Instructional Fee

\$55 / semester, for credit students only

General Studies Natural Science Lab Fee

\$50 / semester a student is enrolled in Natural Science courses (Biology, Chemistry & Physics).

Paralegal Fee

\$52 / semester, for paralegal students only to access online legal research sites.

Transportation Fee

\$5.00 / semester, for credit students only

Learning Support Fee

For students in learning support Math, Reading or English. \$70 / learning support Math course, \$45 / learning support Reading course, and \$45 / learning support English course.

Health & Wellness Fee

\$25 / semester, for credit students only.

Graduation Fee

\$40 for students applying for graduation for a Degree, Diploma, or Certificate.

Campus Safety Fee

\$25 / semester, for credit students only.

****Special Programs****

Commercial Truck Driving Certificate Program requires a tuition fee of \$132.00 / semester credit hour (in-state residents), \$185.00 fuel surcharge, and a \$95.00 drug testing fee.

The Law Enforcement Academy requires a tuition fee of \$200.00 / semester credit hour (in-state residents).

Some specialty programs have different fees and require specialized tool / instrument sets and uniforms.

Senior Citizen Tuition Waiver

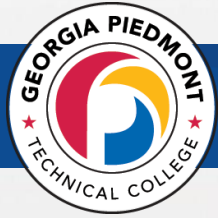
GA residents 62 years of age or older are eligible to attend classes for credit or non-credit (audit) on a space-available basis, without tuition charged. Additional fees will apply.

Courses that involve external agencies or individualized instruction are excluded. **Individuals using a senior citizen tuition waiver are enrolled on a space available basis only during the Add / Drop period of each semester. Contact the Office of the Registrar for details.**

Veterans Educational Benefits

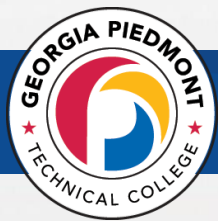
GPTC is approved to train eligible veterans, dependents, and active duty personnel. If you are unsure of what type of VA benefits you qualify for, you may contact the VA Regional Office toll-free number at 1-888-442-4551 or visit the VA website at www.gibill.va.gov.

To learn more about GPTC services available to veterans and their families, please visit <https://www.gptc.edu/current-students/campus-services-amenities/veterans-services/>. This website includes links for more comprehensive information.



FEE SUMMARY CHART

Hours	Tuition	Registration	Activity Fee	Insurance Fee	Technology Fee	Campus Resources Fee	Campus Fee	Health & Wellness	Special Instructional Fee	Transportation Fee	TOTAL
GEORGIA RESIDENT											
1	\$89	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$483
2	\$178	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$572
3	\$267	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$661
4	\$356	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$750
5	\$445	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$839
6	\$534	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$928
7	\$623	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,017
8	\$712	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,106
9	\$801	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,195
10	\$890	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,284
11	\$979	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,373
12	\$1,068	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,462
13	\$1,157	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,551
14	\$1,246	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,640
15	\$1,335	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,729
USA RESIDENT											
1	\$178	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$572
2	\$356	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$750
3	\$534	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$928
4	\$712	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,106
5	\$890	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,284
6	\$1,068	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,462
7	\$1,246	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,640
8	\$1,424	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,818
9	\$1,602	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,996
10	\$1,780	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$2,174
11	\$1,958	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$2,352
12	\$2,136	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$2,530
13	\$2,314	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$2,708
14	\$2,492	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$2,886
15	\$2,670	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$3,064
NON-RESIDENT											
1	\$356	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$750
2	\$712	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,106
3	\$1,068	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,462
4	\$1,424	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$1,818
5	\$1,780	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$2,174
6	\$2,136	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$2,530
7	\$2,492	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$2,886
8	\$2,848	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$3,242
9	\$3,204	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$3,598
10	\$3,560	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$3,954
11	\$3,916	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$4,310
12	\$4,272	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$4,666
13	\$4,628	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$5,022
14	\$4,984	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$5,378
15	\$5,340	\$63	\$35	\$6	\$105	\$75	\$25	\$25	\$55	\$5	\$5,734



Deadlines

See Calendar on **Page 21-22** for dates.

Financial Aid Checklist

You may not be required to submit all of these documents. See Financial Document Verification below to identify what you will need to submit.

- **SPRING:** Student's 2016 Federal Tax Return Transcript, 2016 IRS Wage Statement or Non-filing Status Letter*
 - **SUMMER:** Student's 2016 Federal Tax Return Transcript, 2016 IRS Wage Statement or Non-filing Status Letter*
 - **FALL:** Student's 2017 Federal Tax Return Transcript, 2017 IRS Wage Statement or Non-filing Status Letter*
 - Leave and Earning Statements (LES for military and military dependents)
 - Statement of unemployment benefits
 - Information on child support payments paid and/ or received
 - Social Security benefits information/statement for all members of the household
 - Proof of SNAP benefits
 - Proof of other family members in household attending college (for example: registrar's certificate of attendance)
- *may also need spouse's/parents' income tax return transcripts which may be requested at www.irs.gov**
- Under 'Tools', Select 'Get Transcript by Mail'
 'Get Transcript by Mail' > Enter Required Information > Select 'Return Transcript'
 To make an appointment to pick up tax forms please call 1-844-55-5640
 To speak with an IRS agent, please call 1-800-829-1040

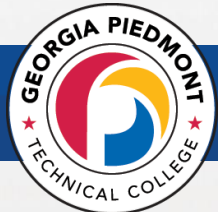
For the current Financial Aid updates and information, visit <https://www.gptc.edu/future-students/paying-for-college/how-to-apply-for-financial-aid/>.

Document Confirmation

To verify all documents have been received by the Financial Aid Office, please check your status by logging on Banner Web.

- Go to www.gptc.edu
- Click Banner Web (In blue ribbon on top of page)
- Click I am a currently enrolled or former student (At bottom of page)
- Enter Secure Area (Please read this information)
- User ID: 900-XX-XXX PIN: XXXXXX
- Click Student & Financial Aid
- Financial Aid
- My Eligibility
- Student Requirements
- Select Aid Year
- You will see a list of documents required and whether or not it has been satisfied. Remember all students do not have to submit the same documents so check to see what is required of you.
- If you need help retrieving your User ID/PIN, please contact Student Support at ext. 5399.





Students must either pay all tuition and fees or submit a FAFSA before the FAFSA submission deadline, to cover the Tuition & Fee Payment Deadline #1 for the term. Any balance, regardless of the amount, will result in your registration being purged at 6 PM that evening. All tuition and fees must be paid or have Financial Aid confirmed that will cover all tuition and fees by Tuition & Fee Payment Deadline #2 for the term. Any balance, regardless of the amount, will result in your registration being purged at 6 PM that evening. Course registrations during the Late Registration period will incur a late registration fee of \$45.

All tuition and fees for courses added during late registration must be paid or Financial Aid confirmed that will cover all tuition and fees. Any balance, no matter the amount, will result in your registration being purged at 6 PM. If you are purged on the last day (final purge), you will not be allowed to continue classes or re-register for a full semester course. If you have no full semester courses, you may register for an accelerated course.

If you are purged for non-payment of account balance after the final purge you may appeal the purge via an e-mail to accountreview@gptc.edu prior to the purge appeal deadline. You must include your student number, student GPTC e-mail address and reason for the appeal. E-mail submissions must be made using the student's GPTC e-mail account. Please note only those students purged due to College error will be reinstated. You will be notified via your GPTC email account of the decision.

NOTE: The Tuition & Payment Deadlines are in the Calendar.

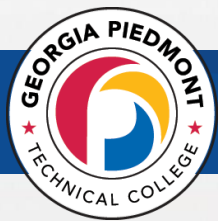
If you have an outstanding balance for any term a Business Office hold will be placed on your record and you will not be able to register for any further coursework, receive financial aid, receive or have forwarded to external third parties any transcripts or grades until the financial obligation has been paid.

Document Verification

- Go to www.gptc.edu
- Click Banner Web (In blue ribbon on top of page)
- Click I am a currently enrolled or former student (At bottom of page)
- Enter Secure Area (Please read this information)
- User ID: 900-XX-XXX PIN: XXXXXX
- Click Student & Financial Aid
- Click Financial Aid
- Click Award Information
- Click Account Detail for Term
- You will see your "Authorized Financial Aid Balance" (amount you have been awarded) and your "Account Balance" (amount you owe). Subtract the "Account Balance" from the "Authorized Financial Aid Balance" and you will know if you have a refund or must pay the college by the tuition and fee payment deadline.

If you need help retrieving your User ID/PIN, please contact Student Support at extension 5399.





Bookstore

First Week of Term

DeKalb Campus (Room A-026)

- Monday – Thursday.....8:00am – 8:00pm
- Friday.....CLOSED
- Saturday.....9:00am – 2:00pm

First Week of Term

Newton Campus (Room B-105)

- Monday – Thursday.....8:30am – 7:00pm

Career Services

Career services are available to students, community residents, and employers to match individuals' interests, abilities, skills, training, and experience with available employment opportunities as well as in effectively equipping students with the job search and non-technical skills required to be successful in the workplace.

Assistance is available for:

- Writing Resumes, Cover Letters and Thank You Letters
- Identifying Websites for Posting Resumes
- Successful Job Search Techniques
- Using Purple Briefcase Online Job Search
- Researching Employment Openings
- Networking to Connect with the "Right" Employer for You
- Coaching on Interviewing Skills
- On Site Employer Recruiting and Career Fairs.

These services are available in the Advising, Career, and Retention Services Office.

Normal Hours

DeKalb Campus (Room A-026)

- Monday – Thursday.....8:00am – 7:00pm

Newton Campus (Room B-105)

- Tuesday & Wednesday.....10:00am – 5:30pm
- Closed for lunch.....1:30pm – 2:00pm

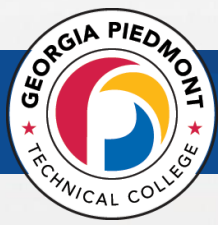
Learning Resource Center (Library)

Students have access to library services at the Learning Resource Center on the DeKalb Campus and at the John R. Williams Learning Resource Center on the Newton Campus. Access is provided to books, non-print items, and periodical titles. Services include study areas, photocopy machines, interlibrary loan, and point-of-use instruction. Computers are equipped with GALILEO (Georgia Library Learning Online), Microsoft Office, instructional software, and Internet access. Students must present a current validated student I.D. in order to borrow materials.

Special Services Division

Equity / Special Populations

This program at GPTC serves single parents, displaced homemakers, and students that are enrolled in nontraditional programs. The program offers customized workshops and seminars such as career testing and exploration, academic preparation and review, stress management, parenting skills, self-esteem improvement, and job readiness training.



The Equity / Special Populations Office provides tangible support services such as a lending library that allows students to borrow text books on term basis. While the program specifically focuses on the needs of single parents and non-traditional students, all workshops and seminars are open to all students.

For additional information please contact the Equity / Special Populations Coordinator at 404-297-9522, ext. 1280 or bogler@gptc.edu.

Disability Services

Students with a disability who need academic adjustments are encouraged to contact the Disability Services Office for an appointment. Services for the deaf / hard of hearing must be requested at least two weeks in advance of term start. Students in need of these services should contact the Disability Services Advisor at (404) 297-9522 ext.1155 or greenwop@gptc.edu.

Please contact Disability Services as soon as possible to ensure that adjustments are implemented in a timely manner.

INTERNATIONAL STUDENT SERVICES

GPTC serves international students who are seeking or holding an F-1 / M-1 student visa. The International Student Advisor

processes applications for admission and keeps students informed of the regulations required for maintaining status as an F-1 or M-1 visa holder. In addition, the International Student Advisor is the Designated School Official, and is required to notify DHS should an international student fail to comply with these regulations.

For additional information please contact the International Student Advisor at 404-297-9522, ext.1111 or gholstonn@gptc.edu.

VETERAN AND MILITARY SUPPORT CENTER

GPTC provides assistance, support and guidance to veterans and active service members to help meet their unique academic needs. The primary mission of the veteran's program is to serve as a guide to veterans and active service members as they explore the variety of services, options and benefits provided by GPTC. The Center provides assistance with: Admissions, Financial Aid, Course Registration, Counseling, Tutoring, Community Resources, Clubs and Organizations, Disability Services, Class Advisement, and Life Skills Workshops.

For additional information, please contact the Veteran Support Liaison at 404-297-9522, ext.1111 or veterans@gptc.edu.



STUDENT COUNSELING SERVICES

Life, work and/or school are sometimes simply too much, too hard, and too frustrating to handle alone. Counseling is a chance to talk confidentially with someone who is able to help you. All communications between you and your counselor are confidential with the exception of the following (in accordance with Georgia law): abuse of children or the elderly, imminent harm to self or imminent harm to others. For 24 hour emergency services, students may visit the Georgia Crisis & Access Line website, or call 1-800-715-4225.

STUDENT SUCCESS CENTER

The Center is open to all registered GPTC students and offers free academic tutoring services based on learning styles and individual student needs. The Center is equipped with computerized tutorials which are designed to help students improve skills in math, reading and English. Tutors are also available for individual and group sessions at both the DeKalb and Newton campuses 9 am – 7 pm, Monday - Thursday.

The Limited English Proficiency Lab (LEP) provides remediation and language assistance to credit students. The lab is equipped with the ELLIS interactive software to address the language specific challenges of LEP students (grammar, reading, vocabulary, and listening). Bilingual tutors are available to assist students in setting up an instructional plan to work on areas of weakness in English and reading. Other services provided by the Center are:

- ESL reference materials
- PassKey and Skills Tutor computerized learning systems for math, reading, and writing
- FOCUS Career and Educational Planning System
- Study skills handouts
- Placement Test Prep handout for math, reading and writing
- Computer and internet access
- Instructional videos

STUDENT ACTIVITIES

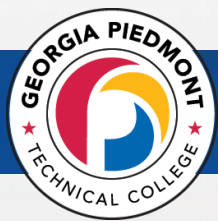
Visit www.gptc.edu for a full listing of current SGA members and Clubs and Organizations with contact information

Georgia Piedmont Technical College is committed to meeting the educational needs of student who commute daily to classes.

Get involved in clubs and organizations like the Student Government Association, SkillsUSA, Ladies in Action, Distinguished Gentlemen, Phi Beta Lambda, Humanities Club, Criminal Justice, Early Childhood, or Accounting.

While no attempt is made to duplicate or replace that portion of the student's life environment filled by the home, religious affiliation or community organizations, it is recognized that students benefit from involvement in campus organizations and activities. The student's role in decision-making at Georgia Piedmont Technical College focuses upon student life on campus and the learning environment of the classrooms and laboratories of the College. The College has representative student body input through student organizations to address matters such as clubs, organizations, community service and social activities.





Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review his or her education records' within 45 days of the day Georgia Piedmont Technical College receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. Georgia Piedmont Technical College's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Georgia Piedmont Technical College's official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Georgia Piedmont Technical College to amend a record should write Georgia Piedmont Technical College's official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Georgia Piedmont Technical College decides not to amend the record as requested, Georgia Piedmont Technical College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before Georgia Piedmont Technical College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Georgia Piedmont Technical College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Georgia Piedmont Technical College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Georgia Piedmont Technical College has contracted as its agent to provide a service instead of using Georgia Piedmont Technical College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

3. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Georgia Piedmont Technical College.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Georgia Piedmont Technical College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Complaint Procedure

Any member of the Georgia Piedmont Technical College Community (includes any person who is a student, faculty member, Georgia Piedmont Technical College official or any other person employed by Georgia Piedmont Technical College) may file a complaint with the Dean of Student Affairs / Student Disciplinary Officer against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form. **Students can submit concerns electronically at www.gptc.edu/concern**

Student Grievance Procedure

Georgia Piedmont Technical College provides due process for student appeals in areas pertaining to admissions, disciplinary actions, and academic matters. Georgia Piedmont Technical College also provides a student grievance procedure. A student wishing to initiate an appeal or grievance may obtain a copy of the specific procedure from the Academic Deans, Dean of Student Affairs, or Vice President of Student Affairs; or they may obtain complete procedures or online at www.gptc.edu (click on Student Services then Student Grievance).

For more detailed information regarding The Student Conduct Code, please refer to the current Georgia Piedmont Technical College Student Handbook.

Student Right to Know Disclosure

The Georgia Piedmont Technical College Student Right to Know Disclosure identifies where to find institutional information and discloses the graduation rate for full-time / first-time enrolled students as well as campus crime statistics. It is a federal mandate designed to help enrolled and prospective students make informed decisions. More detailed information can be found on the GPTC website: www.gptc.edu. Click on Current Students link and then on Security & Campus Police.

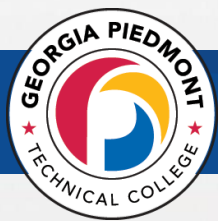
Professionalism Policy

Students must dress appropriately while on campus or at College sponsored activities. Students should refer to the Georgia Piedmont Technical College Student Handbook for what is considered appropriate dress.

Accreditation

Georgia Piedmont Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Diplomas, and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation. The Commission should be contacted only if there is evidence that appears to support Georgia Piedmont Technical College's significant non-compliance with Commission requirements or standards. Inquiries related to normal and ongoing College operations such as admission requirements, financial aid, programs, etc., should be addressed directly to Georgia Piedmont Technical College and not to the Commission on Colleges.





ONLINE LEARNING

Online learning is a convenient alternative to taking courses in a traditional classroom setting. It allows the student to learn almost anywhere and anytime according to his or her individual schedule. To achieve the best results in an online learning course, students must be able to work independently with little or no supervision. The online learning courses are no different from the regular courses taught on campus in the amount of time it takes to do the lessons and assignments. Students have ample opportunities to interact with the instructor and other students through electronic means. Students must be well organized and have a basic understanding of computer functions to be successful in a distance learning course. If you cannot log on by the 3rd day of class, please contact the Online Learning Help Desk.

Is an Online Course Right For You?

Students often wonder if an online course is right for them. Please consider the following items when deciding if this is the right instructional format for you.

- Online courses definitely require strong student motivation and very strong student discipline.
- Research shows that active learners are most

- Students who are good readers and writers will perform better in online courses. Three different reading skills are required. First, students must be good readers--the amount of reading is often doubled in web courses since students must read a text and online material. Second, students must be self-starting readers. All assignments, due dates, and instructions are available on the web, but students must seek them out. Third, students must be good detail readers and proofreaders.
- Online courses might require more hours per week than regularly scheduled classes. Students may save resources by eliminating driving, parking, and getting a baby-sitter, but the time required to organize, study, complete assignments, and to review for exams adds up to a significant commitment.
- Online courses are not self-paced. It is not possible to enroll at any time, take tests at any time, etc. Some courses may require students to go to the Assessment Center for exams. There is flexibility, but all online courses require some scheduled events. It is the student's responsibility to meet these due dates for each course.

BEST OF BOTH WORLDS

Still want face-to-face time with your instructor? Check out our Web-Enhanced, Video Conference, and Hybrid courses. A Web-Enhanced course combines a regular classroom schedule with material placed on the Web and available to you 7 days a week, 24 hours a day. A Video Conference course is in a traditional classroom setting, but uses technology to conduct classes.

Professors use a two-way video conference system to connect with students. A Hybrid course is a blend of classroom and online learning. They require regular attendance on campus but not as much as a traditional or web-enhanced course. The classroom time is supplemented with required online assignments.

WEB-ENHANCED

Web-enhanced classes are offered on-campus and use the Internet in addition to the traditional face-to-face classroom activities. The web site can include: Information, Electronic-Lecture-Notes (ELN's), Assignments, Quizzes, Tests (multiple choice and free response), and other learning and collaboration features. Students access these features before and after class to further learn and reinforce what is taught and discussed in class.

VIDEO CONFERENCE

GPTC is committed to utilizing and offering the most current in educational technology to its students. Our Video Conference courses are conducted between our DeKalb and Newton campuses using a live, two-way audio and video network. Fax machines are provided in each Video Conference Lab to facilitate exchange of handouts and student work.

HYBRID

Hybrid classes combine the best of online and face-to-face classroom educational experiences. The classroom component enables the student to have personal contact with the instructor and the online component permits flexibility to best suit the learning style of the student. Hybrid classes involve required but reduced seat time for the student. Students should check with the instructor the first week of classes for specific details.

BLACKBOARD LEARN

GPTC uses a website called Blackboard Learn. To access it go to: <http://gptc.blackboard.com>. There is no "www" in the address. The address MUST be typed EXACTLY like it is here. If it does not come up, check the spelling. Your username and password changes from time to time so the best way to find your current username is to go to our website, www.gptc.edu > Blackboard > Login Info/ Orientation. Always go to this website before you attempt to login on the first day of classes. Any changes to online course login information will be published here first.

If you cannot logon by the 3rd day of classes, please contact:

Office of Web-Based Learning:
404-297-9522, ext. 1284, or e-mail
gptconline@gptc.edu.





SPRING 2019 DATES

Important Dates	
Advising Days	October 1 – October 29, 2018
Registration Opens	October 29, 2018
Admission Application File Completion Priority Deadline	November 8, 2018
Financial Aid Application Completion Priority Deadline	November 22, 2018
Payment Deadline #1	November 28, 2018
Deadline to drop with full refund	January 8, 2019
Final Payment Deadline	January 9, 2019
Holiday – Martin Luther King Jr Day (college closed)	January 19-21, 2019
Spring Break (no classes – college will be open)	April 1-4, 2019
Final Grades will be posted	May 6, 2019
Graduation Ceremony	May 18, 2019
Regular Session (16 Weeks)	
Classes Begin	January 5, 2019
Late Registration Drop/Add	January 5 - 8, 2019
Deadline to drop with full refund	January 8, 2019
Deadline to make schedule corrections (Administration Only)	January 9, 2019
Deadline to withdraw with a grade of “W” ***	March 14, 2019
Deadline to withdraw with a grade of WP if passing or WF if failing	April 25, 2019
Classes End	April 29, 2019
Final Exams	April 30 - May 4, 2019
Accelerated A Session (1st Eight Week Session)	
Classes Begin	January 7, 2019
Late Registration Drop/Add	January 7 – 9, 2019
Deadline to make schedule corrections	January 10, 2019
Deadline to withdraw with a grade of “W” ***	February 6, 2019
Deadline to withdraw with a grade of WP if passing or WF if failing	February 21, 2019
Classes End	February 25, 2019

Final Exams	February 26 – 27, 2019
Accelerated B Session (2nd Eight Week Session)	
Classes Begin	March 5, 2019
Late Registration Drop/Add	March 5 – 7, 2019
Deadline to make schedule corrections (Administration Only)	March 11, 2019
Deadline to withdraw with a grade of “W” ***	April 11, 2019
Deadline to withdraw with a grade of WP if passing or WF if failing	April 25, 2019
Classes End	April 29, 2019
Final Exams	April 30 – May 4, 2019

FREQUENTLY CALLED NUMBERS

All GPTC departments are 404-297-9522

The extensions are:

Academic Deans (DeKalb / Newton).....	1132
Academic Deans (South DeKalb).....	1161
Admissions (DeKalb)	1602
Admissions (Newton)	3100 or 3127
Assessment Center (Testing).....	1571
BANNER Help Desk	5911
Bookstore.....	1288
Toll Free	866-266-5748
Bookstore (Newton).....	3224
Campus Security.....	1199
Career, Advising & Retention Services (DeKalb).....	1109
Career, Advising & Retention Services (Newton)	3231
Cashier (DeKalb).....	1249
Cashier (Newton)	3124
Counseling Services (DeKalb).....	1183
Counseling Services (Newton).....	3203
Disability Services.....	1155
Financial Aid (DeKalb)	1107
Financial Aid (Newton)	1107
International Student Services.....	1154
GPTC Foundation.....	1113
Learning Resource Center/Library (DeKalb).....	1850
Learning Resource Center/Library (Newton)	3212
Online Learning Help Desk	5399
Special Populations.....	1280
Student Activities.....	1291
Student Affairs	1829
Student Email Help Desk	5911
Student ID Cards (DeKalb).....	1291
Student ID Cards (Newton)	3100
Student Success & Learning Support Center.....	1287
Veterans Services (DeKalb).....	1154
Veterans Services (Newton)	3100

GPTC CAMPUS LOCATIONS

DeKalb Campus

495 North Indian Creek Drive Clarkston, Georgia
30021
(404) 297-9522 Ext. 0

Newton Campus

16200 Alcovy Road
Covington, Georgia 30014
(404) 297-9522 Ext. 3100

Newton Campus Building D

& Conference Center 8100 Bob
Williams Parkway Covington, Georgia
30014
(404) 297-9522 Ext. 5000

Paul M. Starnes Center

1085 Montreal Road
Clarkston, Georgia 30021
(404) 297-9522 Ext. 2525

Regional Transportation Training Center

6720 Marbut Road
Lithonia, Georgia 30058
(678) 526-7384

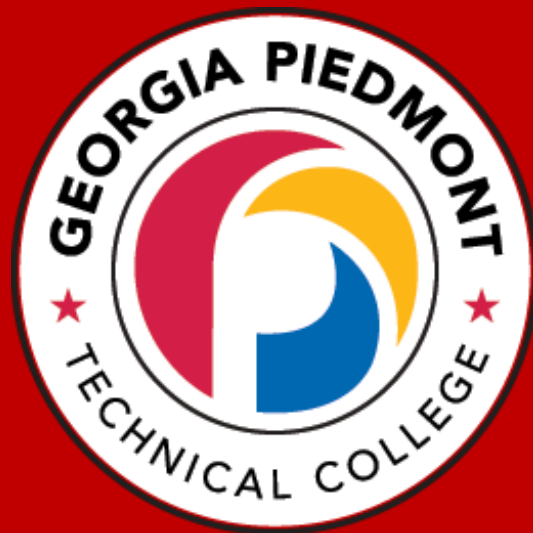
Rockdale Center

1400 Parker Road
Conyers, GA 30094
(770) 761-3092

South DeKalb Campus

2460 Wesley Chapel Road
Decatur, GA 30035
(404) 297-9522 Ext. 6000





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