

# Georgia Piedmont Technical College



## Student How to Guide:

Helping you navigate the most commonly asked student questions

Admissions | Advising | Financial Aid | Registration | Student Affairs | Technical Support | Graduation





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# Admissions

How can I check my Admissions status?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. **Select** BANNER WEB at the top of the page on the blue bar.
3. **From here**, sign in as a new student.
4. Choose **Admissions**.
5. Click **Check My Status**.
6. Enter your web application username and PIN# or your Student ID and PIN#.
7. Click on the desired **Admission Term** in the **Processed Applications** section.

## PRIORITIES

### CHECKLIST

- ✓ Log into Navigate to review your personal to do list  
[www.gptc.navigate.eab.com](http://www.gptc.navigate.eab.com)
- ✓ Set up your GPTC Student Email
- ✓ Register for Classes
- ✓ Check your balance in Banner Web



## How can I check missing documents?

1. Go to [www.gptc.edu](http://www.gptc.edu)
2. **Select** BANNER WEB at the top of the page on the blue bar.
3. **From here**, sign in as a new student.
4. Enter your web application username and PIN# or your Student ID and PIN#.
5. Click on the desired **Admission Term** in the **Processed Applications** section.



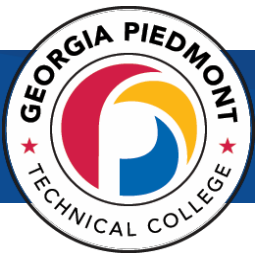


# Financial Aid

How can I apply for Financial Aid?

1. Create a FSA ID.
2. Visit <https://fafsa.gov/>
3. Follow Instructions.
4. GPTC School Code: **016582**

**SCHOOL CODE:**  
**016582**



## How can I create a Federal Pin?

1. Visit <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>
2. Click **Create Your FSA ID Now.**
3. Save your FSA ID in a safe place and write it down and secure in case you need it later.

## My Notes:

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## How can I see what I have been awarded for the year?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select **BANNER WEB** at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. Select **Student and Financial Aid, Financial Aid, and My Award Information**.
5. Select Award for Aid Year.

Fall	\$
Spring	\$
Summer	\$
Fall	\$
Spring	\$
Summer	\$
Fall	\$
Spring	\$
Summer	\$
Fall	\$
Spring	\$



## How can I view what documents I need to submit in Banner Web?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select **BANNER WEB** at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. **Select** Student and Financial Aid, Financial Aid, and then My Eligibility overall eligibility.
5. Select the **current term, student requirements, holds, Academic Progress (Financial Aid Status)**.

## My Notes:

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## How can I retrieve tax forms?

1. Go to [www.irs.gov](http://www.irs.gov)
2. Under Tools, select **Get a tax transcript**.
3. You may choose to get them online or by mail.
4. Under First Time Users, select **Get Started**. Indicate if you choose to retrieve online or by mail.
5. You may also request your tax transcript by phone, 1-844-545-5640.

*We are currently accepting any version of the 1040. Please make sure the document is signed.*

## My Notes:

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## How do I accept my awards?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select **BANNER WEB** at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. Click on **Student and Financial Aid**.
5. Click on **Financial Aid**.
6. Click on **My Award Information**.
7. Click on **Award for Aid Year**.
8. Click on the terms and conditions tab and accept the terms.
9. Finally, click on the tab **Accept Award Offer**, and you will see the aid you have been awarded.

## My Notes:

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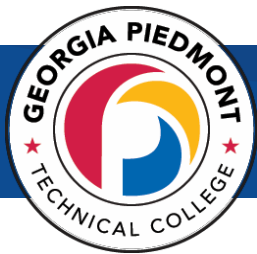
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## How can I submit a SAP appeal?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select **BANNER WEB** at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. Click on Financial Aid -> **How to Apply**
5. Scroll down to **Maintain Your Financial Aid Eligibility.**
6. Click on **Satisfactory Academic Progress Policy.**
  - Review the Policy
  - Complete the form (All Forms must be typed)

## My Notes:

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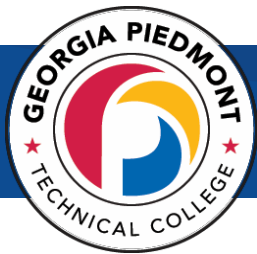
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## How can I view my SAP APPEAL decision in BannerWeb?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select **BANNER WEB** at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. Select **Financial Aid**.
5. Select **My Overall Status of Financial Aid**.
6. Select the Aid Year.
7. Click on the word **Messages** and view the detailed message of your appeal decision.

## My Notes:

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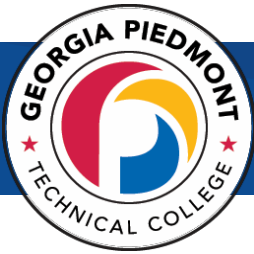
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## How can I see who my assigned advisor is in Banner?

- 1) Go to [www.gptc.edu](http://www.gptc.edu).
- 2) Select **BANNER WEB** at the top of the page on the blue bar.
- 3) This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
- 4) Click **Student Financial Aid**.
- 5) Click **Student Records**.
- 6) Click **Degree Evaluation**.

My assigned advisor: \_\_\_\_\_

A screenshot of the BannerWEB 'Degree Evaluation Record' page. At the top, there are tabs for 'Personal Information' and 'Student Services & Financial Aid'. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Degree Evaluation Record'. A message states: 'You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.' Below this is a section titled 'Curriculum Information' with a table-like structure. The 'Curriculum' row is highlighted. The table lists: Program: Business Administrative-AAS, Catalog Term: Summer 2016, Level: Credit, Campus: DeKalb Campus, College: Technical Education, Degree: Associate in Applied Science. Below this, it shows 'First Major: Bus Administrative Tech-Degree' and 'Department: Business'. At the bottom, the text 'Email your advisor : Shatreia Washington-Hubbard' is circled in red. A red arrow points from this circle to the text 'Faculty Advisor' on the right side of the page.

Personal Information Student Services & Financial Aid

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Degree Evaluation Record

You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.

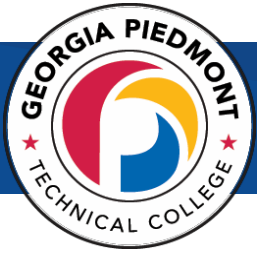
**Curriculum Information**

<b>Curriculum</b>	
<b>Program:</b>	Business Administrative-AAS
<b>Catalog Term:</b>	Summer 2016
<b>Level:</b>	Credit
<b>Campus:</b>	DeKalb Campus
<b>College:</b>	Technical Education
<b>Degree:</b>	Associate in Applied Science

**First Major:** Bus Administrative Tech-Degree  
**Department:** Business

Email your advisor : Shatreia Washington-Hubbard

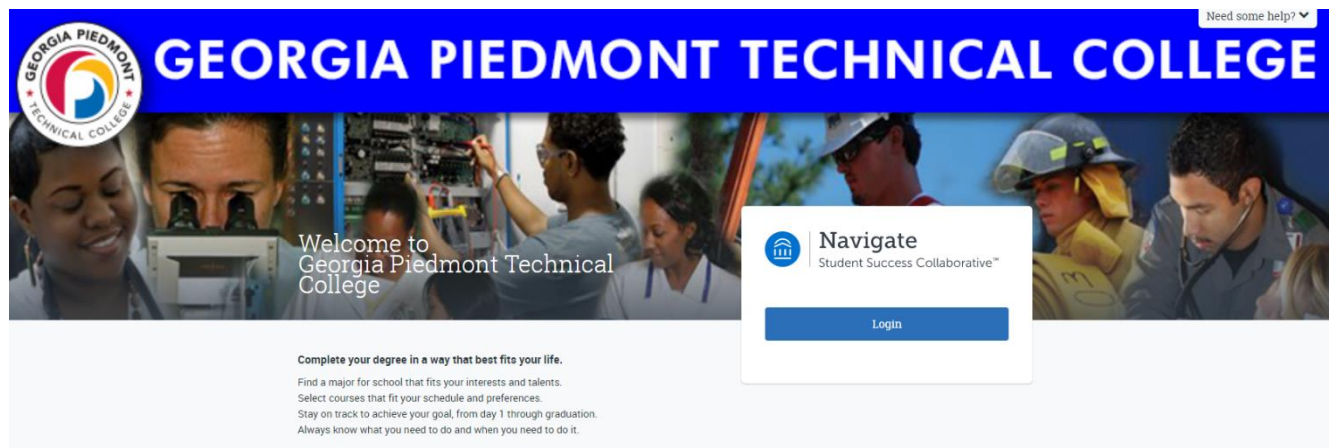
**Faculty Advisor**



## How can I schedule an appointment with my advisor in Navigate?

1. Log into Navigate Campus ([www.gptc.navigate.eab.com](http://www.gptc.navigate.eab.com)) with your GPTC username and password. This is the same username and password that you use to access your GPTC Student email.
2. Click “Schedule Appointment.”
3. Select the reason for your appointment.
4. Select a date and time convenient for you.

Navigate Homepage:





## How can I change my major?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select **BANNER WEB** at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. Select **Admissions Forms**.
5. Select **Program Change Request**.
6. Print Form and Submit it to the Admissions department.
7. Pay \$10 fee to the Cashier's Office on either DeKalb or Newton Campus.

## My Notes:





# Technology

## How can I reset my Banner Pin?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select **BANNER WEB** at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. Click on **Forgot PIN** and follow instructions.

### **Technical Support Hotline**

**(404) 297-9522**

**Extension 5399**

**Email:**

**[studentsupport@gptc.edu](mailto:studentsupport@gptc.edu)**



## How can I reset my password for my student email?

**If you have already setup security questions**

[Visit http://aspro.gptc.edu:8888/showLogin.cc](http://aspro.gptc.edu:8888/showLogin.cc)

1. Click on Reset Password (right side of the page).
2. Type your user name.
3. Click Continue.
4. Answer both of your security questions.
5. Type the characters of the picture in the Characters box.
6. Click Continue.
7. Enter your new password twice.
8. Click Continue.
9. Type the characters of the picture in the Characters box.
10. Click Reset password.
11. Click Sign Out at the top.

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**If you have not setup security questions**

Call our Technical Support Hotline at  
(404)297-9522 ext. 5299



## How do I log into my student email?

### **To verify your email address**

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select BANNER WEB at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. Click on the **Personal Information Tab**.
5. Click **View Email Address(es)**.
6. The address listed there with the word "Preferred" by it is your current for GPTC.

### **To Log into your student email**

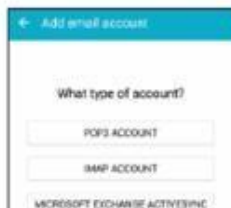
1. To access your account through the web, open Internet Explorer and type <http://outlook.com/student.gptc.edu> in the address window then press Enter to access your Office 365 account.
2. Enter your **full email address**.
3. Enter your password. **The initial password will be the same as your initial BannerWeb PIN, not what you may have changed your BannerWeb PIN to be.** (This will be the PIN you received for BannerWeb in your letter.) If you are a new student, you should have received a letter containing this information. If you are a current student, you will need to use the PIN that you were originally assigned as a new student.
4. You will be prompted to change your password when you first sign in and to set up your security question so you can reset your password should you forget it.



## How do I set up my student email?

### GPTC STUDENT EMAIL SET UP ON ANDROID

1. Open Email App
2. Click on Others
3. Click Next
4. Select Microsoft Exchange



5. Type the full email address and password



6. Click Next



\*Please make sure you use your full email address for Email address and username\*

7. Click Next
8. Click OK for remote security features
9. Choose sync settings, then click Next
10. Activate phone administrator rules
11. Give the account a nickname

### GPTC STUDENT EMAIL SET UP ON APPLE



#### Products Affected:

iPad, iPhone, iPod touch

Follow these steps to setup your Exchange ActiveSync account your iOS device:

Tap **Settings** > **Mail, Contacts, Calendars** > **Add Account** > **Microsoft Exchange**.

Enter the information in the fields below, then hit **Next**:



Your iOS device will now try to locate your Exchange Server. If necessary, you will need to enter your front-end Exchange Server's complete address in the **Server** field.



Choose which content you would like to synchronize: Mail, Contacts, and Calendars.

Tap **Save** when finished.



Note: To modify your exchange settings, Tap **Settings** > **Mail, Contacts, Calendars**, select your Exchange account, and tap **Account Info**.



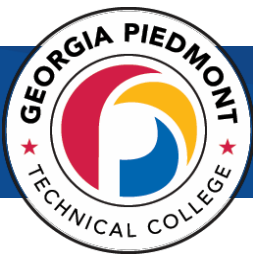


# Student Affairs

How can I report a grievance or concern?

1. Go to [www.gptc.edu/concern](http://www.gptc.edu/concern).
2. Fill out the concern form and press submit.
3. The form is then routed to the appropriate Administrator who will then follow-up on the concern.





# Registration

## How do I register for classes?

1. See your Academic or Program Advisor for advisement and to complete a Course Selection Form.
2. Go to [www.gptc.edu](http://www.gptc.edu).
3. Select **BANNER WEB** at the top of the page on the blue bar.
4. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
5. Click on **STUDENT AND FINANCIAL AID**.
6. Click on **REGISTRATION**.
7. Click on **ADD/DROP CLASSES**.

## VIEW YOUR CLASS SCHEDULE

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select **BANNER WEB** at the top of the page on the blue bar.
3. Click on **STUDENT AND FINANCIAL AID**.
4. Click on **REGISTRATION**.
5. 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.



## How can I see which holds are my account so that I can register for classes?

- ✓ Go to [www.gptc.edu](http://www.gptc.edu).
- ✓ Select **BANNER WEB** at the top of the page on the blue bar.
- ✓ This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
- ✓ Select **Student and Financial Aid, Financial Aid**, and then **My eligibility**.
- ✓ Select the current term, student requirements, and then **Holds**.

Abbreviation	Description	Where to go to resolve hold
AC	Academic Hold	Dean's Office
AD	Administrative Hold	Dean's Office
AM	Admissions Hold	Admissions Office
BU	Business Office Hold	Cashier Office
FA	Financial Aid Hold	Financial Aid Office
FS	Student Financial Services	Cashier Office
GR	Graduate	Admissions Office
LB	Library Fine Hold	Library
OB	Open Balance	Cashier Office
PA	Parking Fine Hold	Cashier Office
RE	Registrar's Hold	Registrar's Office





## How can I withdraw from a course?

### 1. **Review** the Withdrawal Policy.

#### **STUDENT INITIATED WITHDRAWALS**

A student-initiated withdrawal through the Registrar's Office by the mid-point of a course will receive a grade of "W." A student who withdraws after the mid-point and before the final week of classes will receive a "W" if passing or a "WF" if failing. A student cannot withdraw from a course during the final week of the term.

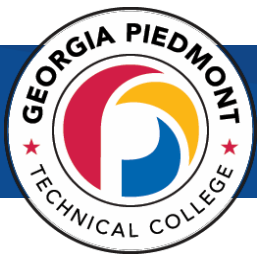
### 2. **Complete** the Withdrawal Form (link provided below).

### 3. **Submit** form to Financial Aid for Approval.

### 4. **Submit** the form to the Office of the Registrar.

Online Form:

<https://www.gptc.edu/docs/services/WithdrawalForm.pdf>



## How can I request a transcript?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select BANNER WEB at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. Select **Student Services and Financial Aid**.
5. Then, choose **Student Records**.
6. Click Order **Official Transcript**
7. This link will direct you to a new website. Complete Requested information.

### Transcript Request Notes:

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## How do I know if I met the graduation requirements?

Students are encouraged to meet with their Program Advisor to determine if the program requirement has been met for upcoming semester.

1. To view your Faculty advisor's name, log into Banner Web.
2. Click **Student Financial Aid**.
3. Click **Student Records**.
4. Click **Degree Evaluation**.

### Graduation Planning:

#### Expected Graduation Date:

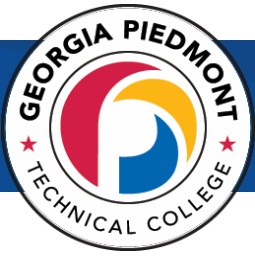
- ✓ Spoke to my Program Advisor to see what courses are needed to graduate
- ✓ Attended Destination Graduation Fest sponsored by the
- ✓ Registrar's Office
- ✓ Paid Graduation Fee at Cashier's Window
- ✓ Ordered my cap and gown from Student Activities

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## Registration Errors: What should I do if I receive a Registration Error?

**Academic status prohibits registration:** This message means that you are suspended because of prior academic performance and must now explore the academic appeal process. Academic Appeal is NOT THE SAME as the SAP appeal process with financial aid. What do you do: See the Academic Dean of your program of study. You may be eligible for an academic appeal.

**Student Status Prohibits Registration/You require re-admission prior to registration:** This message means you need to either complete a term update or new admissions application at no charge. What do you do: See the Admissions office at either campus.

**Prerequisite/Test Score Error Message:** This message indicates that another course is required prior to taking an advanced course. Read the catalog course description to see the prerequisite courses that must be taken. What do you do: See your faculty advisor for courses in your major. See an academic advisor for general education courses.

**Field of Study Restriction:** You are trying to register for a course NOT required for your program of study. Financial aid does not cover courses not required by your program of study. What do you do: See the Registrar's office for a field of study override form.

**Closed Section:** This message means that the section has reached its capacity i.e. the course is full. What do you do: Look for another section that has seats available or keep checking the section during registration to see if seats open. Remember to check other campuses, including online, for many class offerings. You may also speak to the Dean over your major to see if there are any other ways to help you.

**Time Conflict Message:** You have tried to register for two classes that meet at the same time. Select an alternate course that does not occur at the same time as a course for which you are already registered. What do you do: Select other courses that fit together without conflict.

**Co-requisite Message:** This message indicates that there is a course that must be taken either prior to an advanced course or at the same time. Your registration must include both courses if you have not taken either one previously. What do you do: See your catalog to see what classes should be taken together.

**Maximum Hours Exceeded:** This message means that you are attempting to register for more than a full load. Special permission is needed to take more than 18 semester hours in one semester. What do you do: Register for fewer credit hours. See an Academic Dean for your program of study for more questions.



# Student Accounts

How can I check my balance in Banner Web?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select BANNER WEB at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. **Select** Student and Financial Aid & then Student Records.
5. Select **Account Detail by Term**.

## My Notes:

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## How do I pay my bill?

### **ONLINE**

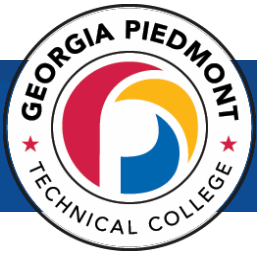
1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select BANNER WEB at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. Choose **Payment Plan Options**.
5. This link will direct you to Nelnet.
6. Follow the remaining instructions.

### **IN PERSON**

- ✓ Print your completed course schedule and fee statement.
- ✓ Submit to the Cashier's 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.





## How can I enroll in a payment plan?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select BANNER WEB at the top of the page on the blue bar.
3. This link will redirect you to SSO logon page and you will enter your email credentials and be logged into BannerWEB.
4. Choose **Payment Plan Options**.
5. This link will direct you to Nelnet.
6. Follow the remaining instructions.



## My Notes:

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## How do I receive my student refund?

- You will receive an **email**, in your GPTC email account, from Bank mobile with further instructions on how to setup your refund information.
- You are expected to **activate** the BankMobile “refund selection” to choose how you wish to receive refund disbursements from GPTC.
- There are multiple options provided to you for choosing how to receive your refunds. You can choose to have your **funds transferred** to an existing bank account or **receive a paper check** or you may choose to receive your funds electronically by direct deposit into your BankMobile account, in which you will receive a BankMobile card for purchases.
- Students with a credit on their account after all tuition, fees and books have been paid will receive a refund of their credit balance.





# Academic

How can I submit a grade appeal?

1. Open the internet.
2. Go this link: [www.gptc.edu/concern](http://www.gptc.edu/concern).
3. Click the link **Grade Appeal Form**.
4. Complete Form.

## My Notes:

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## How do I log into Blackboard?

1. Visit [www.gptc.edu](http://www.gptc.edu).
2. Choose Blackboard at the top of the page (blue banner, in white writing).
3. Login using 30\_900# for your username and password. Your password is the same as your username.

Example-

**Username:** 30\_900xxxxxx

**Password:** 30\_900xxxxxx

You are able to change your password once you have logged successfully into the system.





## How can I access the academic calendar?



1. Visit [www.gptc.edu](http://www.gptc.edu)
2. Choose Academic Calendar from the “Quicklinks” drop down bar.

### Important Dates to Note:

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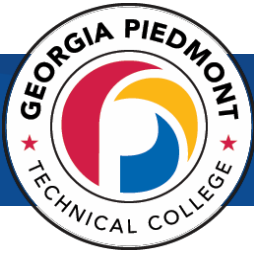
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## How do I know which campus my class is on?

*NOTE: The campus where the class meets is indicated in the CMP column.*

1	DeKalb Campus
4	Newton Campus
SD	South DeKalb Campus

Please also look at the Location column for Building and Room Number information. WEB means the class is an online course.

### Locations:

**DeKalb Campus**

495 North Indian Creek Drive  
Clarkston, Georgia 30021

**Paul M. Starnes Center**

1085 Montreal Road  
Clarkston, Georgia 30021

**Newton Campus**

16200 Alcovy Road  
Covington, Georgia 30014

**Regional Transportation Training Center**

6720 Marbut Road  
Lithonia, Georgia 30058

**Newton Campus Building D & Conference Center**

8100 Bob Williams Parkway  
Covington, Georgia 30014

**Rockdale Center**

1400 Parker Road  
Conyers, GA 30094

**South DeKalb Campus**

2460 Wesley Chapel Road  
Decatur, GA 30035

**Morgan County Center**

150 E. Washington Street  
Madison, GA 30650



## How do I view my grades or unofficial transcript in Banner Web?

1. Go to [www.gptc.edu](http://www.gptc.edu).
2. Select Banner Web at the top of the page on the blue bar. Enter your email credentials and be logged into Banner Web.
3. Click on **Student Services & Financial Aid**.
4. Click on **Student Records**.
5. Click on **Academic Transcript**.
6. Select **All Levels and Student-Advisement Copy** from the drop-down menus then click Submit.




# Career Services

## How do I apply for Federal Work Study?

- ✓ Go to [www.gptc.edu](http://www.gptc.edu)
- ✓ Find the red bar in the center of the page and click on career services.
- ✓ Scroll to the bottom of the page and click on Purple Briefcase.
- ✓ Create or log into your Purple briefcase account.
- ✓ Go to the Jobs posted and search under Student Assistants.
- ✓ Find the job you want and go to the web address listed. It will take you to the Job Center.
- ✓ Create an account / Write down the username and password.
- ✓ Click Open Jobs; Select Student Employment for work study.
- ✓ Apply for America Reads or Student Work Study Positions (all majors).
- ✓ Upload your resume (you do not have to upload your transcript).
- ✓ Email your resume to Brenda Baugh, Federal Work Study Coordinator, at [baughb@gptc.edu](mailto:baughb@gptc.edu) to make sure I have a copy of your resume and that it has been approved.

With Our App, You Gain Access To Your School's Career Resources  
**Anytime, Anywhere**





**First**  
Go To [purplebriefcase.com/signin](http://purplebriefcase.com/signin)  
And Create Your Free Account.

**Second**  
Go To The Google Play Or Apple App Store and Download The App.

**Third**  
Start Searching For The Great Career That You Deserve!

Available For iPhone And Android

Download on the  **App Store**

 **Google play**



# GLOSSARY OF TERMS

**Canceled Class:**

A class may cancel for various reasons. The most common reason is that not enough students registered to allow the class to run. When a class cancels, you will receive an email from the academic department.

**Catalog:** The GPTC Catalog lists all the courses that can be taught at GPTC and a description of each course.

**Commencement:**

The graduation ceremony or Commencement is held in May.

**Course Requirements:**

Many classes require pre-requisites, co-requisites, approval, admission to the program, etc. The catalog description outlines the requirements for each course.

**Co-requisites:**

Some classes require a co-requisite along with the class, such as a laboratory that must accompany a lecture class. As you register you may get a corequisite error message which just means that you must register for both of the crn's at the same time.

**CRN:**

Stands for course reference number. It is a five-digit code that is unique to every course section. CRNs are reassigned each semester.

**FAFSA:**

This is the form to apply for federal aid.

**Override:**

When you get an 'error message' in the process of registering for a class, look below the red stop sign error to see the message. If you feel you should be allowed to register for the class, contact the academic department of the specific class for help.

**Prerequisites:**

Many courses have specific course prerequisites, which must be taken prior to a student being permitted to enroll in them. Prerequisites for each course are identified in the GPTC Catalog.

**Syllabus:**

Your instructor will provide a syllabus for the class which is an outline or statement of the main points of the course, deadlines, assignments, etc.