

STEPS TO ENROLL



404-297-9522



ADMISSIONS@GPTC.EDU



OFFICE OF ADMISSIONS IS LOCATED ON THE DEKALB CAMPUS (BUILDING A) AND COVINGTON (BUILDING A).



1 APPLY.

- SUBMIT ADMISSIONS APPLICATION ONLINE. YOU WILL BE ASKED TO CHOOSE A PROGRAM OF STUDY (MAJOR) ON THE APPLICATION.
- PAY **\$25 FEE** ONLINE WITH ADMISSIONS APPLICATION.

IF COMPLETING A PAPER APPLICATION, PLEASE PAY \$25 AT CASHIER'S OFFICE.

2 COMPLETE ADMISSIONS FILE.

• SUBMIT HB87/GA RESIDENCY

- EMAIL YOUR GEORGIA DRIVER'S LICENSE TO ADMISSIONS@GPTC.EDU
- OTHER ACCEPTABLE DOCUMENTS FOR HB87 CAN BE FOUND BY CLICKING HERE.

• SUBMIT TRANSCRIPTS

-HIGH SCHOOL/GED:

YOU WILL NEED TO SHOW PROOF OF HIGH SCHOOL GRADUATION. SUBMIT YOUR OFFICIAL HS TRANSCRIPT OR YOUR GED TRANSCRIPT.

EXEMPTION MAY APPLY IF YOU HAVE **EARNED** 30 CREDIT HOURS OR MORE AT COLLEGE.

-COLLEGE:

IF YOU ATTENDED ANY COLLEGES OR UNIVERSITIES, YOU CAN REQUEST TO HAVE THE TRANSCRIPTS SENT DIRECTLY TO GPTC.

3 TAKE ACCUPLACER TEST.

-**SCHEDULE AN APPOINTMENT** FOR THE COLLEGE READINESS PLACEMENT TEST.

-REVIEW ACCUPLACER PREP STUDY GUIDE ONLINE.

EXEMPTION:

IF YOU HAVE ALREADY COMPLETED COLLEGE MATH AND ENGLISH WITH A "C" OR BETTER, YOU MAY BE EXEMPT FROM PLACEMENT TESTING.

4 APPLY FOR FINANCIAL AID.

APPLY FOR HOPE/PELL GRANT AT WWW.FAFSA.ED.GOV

SCHOOL CODE: 016582

IF NOT USING FINANCIAL AID, PLEASE LOOK AT OUR PAYMENT PLAN OPTIONS.

5 REGISTER FOR CLASSES.

ONCE YOU HAVE RECEIVED YOUR ADMISSIONS ACCEPTANCE LETTER VIA EMAIL, YOU ARE READY TO REGISTER FOR CLASSES. NEXT YOU WILL:

- **SCHEDULE** AN APPOINTMENT TO MEET WITH AN ADVISOR
- **REGISTER** FOR NEW STUDENT ORIENTATION
- **FIND OUT** WHAT BOOKS ARE NEEDED
- **PAY** BALANCE (PAYMENT PLANS AND/OR USING FINANCIAL AID)
- **OBTAIN** YOUR STUDENT ID BY EMAILING YOUR HEADSHOT PHOTO (LIGHT BACKGROUND) TO ID@GPTC.EDU.

FREQUENTLY ASKED QUESTIONS

- **WHERE DO I MAIL MY OFFICIAL TRANSCRIPTS?**

Office of the Registrar
495 North Indian Creek Drive
Clarkston, GA 30021

- **WHAT IF MY GEORGIA DRIVER'S LICENSE WAS ISSUED THE SAME YEAR I AM APPLYING?**

If you were issued a GA Driver's License prior to the start of the semester you are applying, you may be asked to prove GA Residency. Refer to the Applicant Petition for GA Residency form at https://cm.maxient.com/reportingform.php?GeorgiaPiedmontTC&layout_id=47

- **I WAS ACCEPTED FOR LAST TERM BUT COULD NOT START THEN. WHAT DO I HAVE TO DO TO START THIS TERM?**

Students desiring to update their admission for another semester will need to complete a **Student Information Change Request**. Students, whose initial admission was scheduled four or more semesters prior to the semester they wish to enroll, must complete a new application. A new application fee is not required.

- **WHAT HAPPENS IF I FAIL THE ACCUPLACER TEST?**

The ACCUPLACER test is to determine a student's level of readiness, not a pass/fail test. If a student does not obtain the required program score, he/she will be offered special learning support designed to develop their abilities.

- **WHEN IS THE APPLICATION DEADLINE FOR THE NEXT TERM?**

Application deadlines are typically 25 days before the first day of class. Please refer to the student calendar for the current application deadlines for each term.

- **HOW CAN I CHECK THE STATUS OF MY APPLICATION?**

You can log back into your online admissions application, and enter your username and password. You will see a list of missing items. You can also call our Call center during business hours. Call (404) 297-9522 and then press "6" and then "1."

- **I HAD A NAME CHANGE, WHAT SHOULD I DO?**

Complete a Name Change Request form. Students requesting name changes are required to supply an original copy of a social security card displaying the new name as well as a court order or marriage license showing new name.