STEPS TO ENROLL

GEORGIA PIEDMONT TECHNICAL COLLEGE

📞 **404-297-9522**

✉️ **ADMISSIONS@GPTC.EDU**

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

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

SCAN CODE TO APPLY ➡️

② COMPLETE ADMISSIONS FILE.

• SUBMIT HB87/PROOF OF GA RESIDENCY

-Email your Georgia driver's license to admissions@gptc.edu
-Other acceptable documents for hb87 can be found on the admissions website

• SUBMIT TRANSCRIPTS

-HIGH SCHOOL/GED:
You will need to show proof of high school graduation. submit your official HS transcript or your GED transcript. Transcripts can be emailed to transcripts@gptc.edu.

EXEMPTION MAY APPLY IF YOU HAVE **EARNED** 12 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. Transcripts can be emailed to transcripts@gptc.edu

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. Additionally students with a **high school GPA** of **2.5** or higher (degree seeking) or a **2.3** or higher (diploma seeking) may not need to take the Accuplacer exam.

④ APPLY FOR FINANCIAL AID.

APPLY FOR HOPE/PELL GRANT AT WWW.STUDENTAID.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 OR EMAIL MY OFFICIAL TRANSCRIPTS?**

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

Transcripts can also be emailed to the college at transcripts@gptc.edu.

- **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.