

Welcome to

New Student Orientation



Orientation Packet

If you are unable to attend New Student Orientation on campus, you may pick up your Orientation Packet in Admissions or download the following handouts from the links below.



- ❑ **Special Population Contact Info**
- ❑ **Student's Right to Know**
- ❑ **BannerWeb Instructions**
- ❑ **Book Loan Request Form**
- ❑ **Articulated Credit Request Form**

- ❑ **Tutoring Center**
- ❑ **Student Success Center**
- ❑ **Mentoring Handout**
- ❑ **Student Activities**

Special Population Survey

If you belong to any of the groups below, special services or programs may be available to you. Please complete the Special Population Survey by clicking on the link below.

(link to survey)

- ❑ **Limited English Proficiency**
- ❑ **Single Parent**
- ❑ **Displaced Homemaker**
- ❑ **Disability**
 - **Medical**
 - **Learning**



Student Affairs

- ❑ **Admissions and Testing**
- ❑ **Vice President of Student Affairs**
- ❑ **Registrar's Office**
- ❑ **Student Records**
- ❑ **Career and Personal Counseling**
- ❑ **Career and Job Placement**
- ❑ **Recruitment and Retention**
- ❑ **ADA Coordinator's Office**



Student Affairs

- **Counseling Services/Career Assessment**
 - **One-on-One Career and Personal Counseling**
 - **GCI\$ Program and Reference Material**
- **Retention**
 - **Career Advising**
 - **Workshops**
 - **Book Loan Program**
- **Career Services**
 - **Job Searches and References**
 - **Help with Resume**



Evening Services

□ Admissions

- Mon. – Thurs. 7:45am-6:00pm
- Fri. – 7:45am-4:00pm

□ Library

- Mon. – Thurs. 7:45am-8:00pm
- Fri. – 7:45am-3:30pm

□ Financial Aid

- Mon., Thurs. – 8:00am – 5:00pm
- Tues., Wed. – 8:00am – 6:00pm
- Fri. – 8:00 – 4:00pm

□ Evening Contact Information

- 225-4078 Until End of Class



Bookstore/Business Office Hours

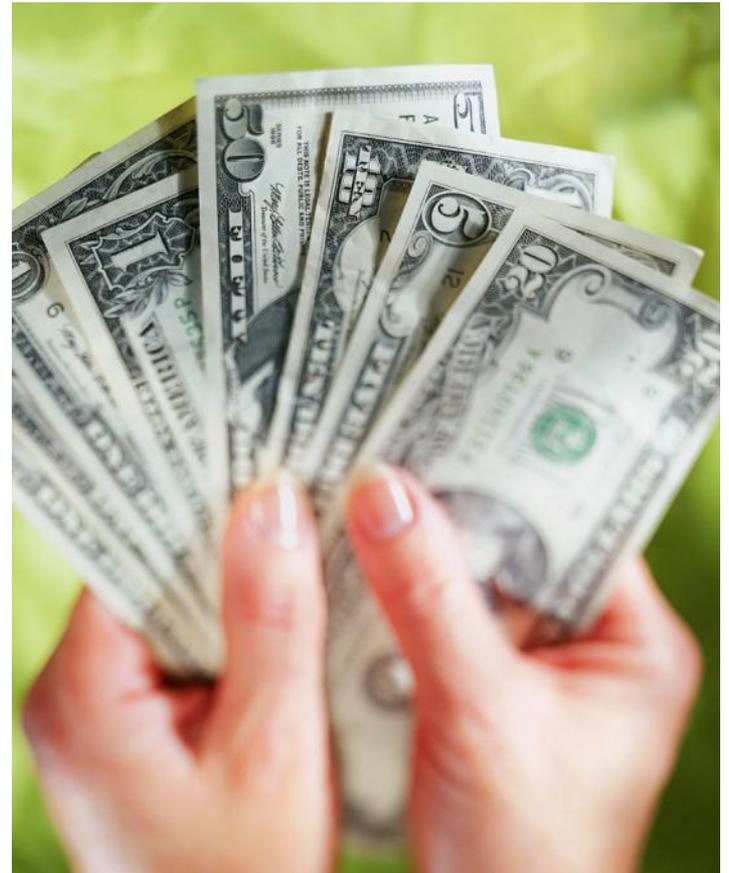
- ❑ **Buy Your Books Now!**
- ❑ **This Week (Mon. – Thurs.)**
 - 8:00am - 7:00pm**
- ❑ **October 6-10: 8:00am – 6:30pm**
- ❑ **October 13-17: 8:00am – 6:30 pm**
 - **Monday - Thursday**
- ❑ **Rest of quarter:**
 - **Monday-Thursday 8:00-5:00**
 - **Fridays all quarter: close at 4:00**



****Book Buy Back in December****

Business Office/Bookstore

- ❑ **Pay Student Fees**
- ❑ **Purchase Books**
- ❑ **Purchase Supplies**
- ❑ **Pay Fines**
- ❑ **Located in Bldg. A**
- ❑ **(229)225-5204**



EXPECT A PARKING FINE!

When visiting campus, be sure to park in an unmarked parking space. Parking in a marked space without proper authorization may result in a ticket - which results in a fine!



Your Right to Know

Please refer to the “Right to Know” handout.

As you can see, SWGTC reported 3 crimes on our main campus and 0 crimes on our Mitchell County campus.

We have had a few incidents of stolen personal property. Please use common sense and be careful with your personal belongings when on campus, just as you would in any public area.

□ **Crimes on Campus**

- **Aggravated Assault** **1**
- **Weapons Possession** **1**
- **Arson** **1**

- **Personal Property Crimes** **Few**
 - **Watch Your Book Bags & Purses!**
 - **Lock Your Car!**

NOTIFICATION OF SEX OFFENDERS

For information on registered sex offenders in our area, please go to the following website:

www.ganet.org/gbi/sorsch.cgi

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - (FERPA)

Please refer to the “Right to Know” handout.

As a student, you have...

- **The right to inspect and review your education records within 45 days of the day the College receives a request for access.**
- **The right to request the amendment of the education records that you believe is inaccurate.**
- **The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.**
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Georgia Technical College to comply with the requirements of FERPA.**

If you have questions, please contact:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

STUDENT RECORDS

- **Under FERPA, SWGTC is prohibited from releasing your official academic records to anyone without your written consent.**
 - **This includes your parents, spouse, and any other person who may claim a right to this information.**

- **SWGTC is authorized to release “Directory Information” to third parties. This includes your:**
 - **Your name, address, telephone number, email address, date of birth, program of study, dates of attendance, degree, diplomas, or certificates received, enrollment status, (FT/PT/quarters), photograph, and honors and awards received.**

- **Under the Solomon Amendment, SWGTC is required to release certain student recruitment information to military recruiters. This includes your:**
 - **Name, address, telephone numbers, age, major, degree awarded, and date(s) of attendance**

STUDENT RECORDS

- ❑ If you do not want us to release ANY of the above information to anyone, you must request, in writing, for your student file to be marked “Confidential”. You can do this by contacting the Registrar at (229)227-4087.
- ❑ If you choose to mark your file “Confidential”, know that your name will not be printed in the paper if you’re on the President’s List, or in the graduation program when you graduate, or in any other public document.

Graduation Rate 23%

SWGTC holds one of the highest graduation rates in the state of Georgia. Our students attend this college for a variety of reasons. While many attend with the intention of graduating from a program of study, many desire only to upgrade their skills and attain employment. Georgia's strong economy and the demand for qualified employees place a high premium on the skill possessed by SWGTC students. This demand results in an increasingly high number of our students being hired prior to graduation.



The graduation rate is a measure of first-time, full-time degree seeking students who enrolled fall quarter of 2004 and progressed through their program until graduation without any breaks in enrollment.



Graduation Placement Rate

99.83%

We are very pleased to report that our Graduation Placement Rate for the past year is 99.83%. This means that 99.83% of our graduates found employment or continued their education following graduation.

Our Director of Career Placement and Development, Dr. Jeanine Long, can help students in their job search. She can help you develop your resume, cover letters, thank you letters, the interview process, and what to expect in an interview. Her office is located in Student Affairs. She can be reached by calling (229)227-2668

SWGTC Guarantee

Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. These standards allow the Georgia system of technical colleges to offer their business and industry partners this guarantee:

“If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer.”

Work Ethics

Work ethics are very important in the workplace and in the college classroom. Many employers would rather hire a B or C student with good work ethics than an A student with poor ones.

We listen to our local employers and they want our students to come to them with good work ethics. That is why we teach work ethics in every course. Each week you will learn about one of the topics listed on the next slide.

At the end of the quarter, you will receive two grades for each class: one for your coursework (A, B, C...) and the other for your work ethics (0, 1, 2, 3). Your work ethic grade is determined by evaluating things such as your attitude, attendance, conduct, team work, participation and work habits.

This work ethic grade does not affect your GPA, but it may affect your employment status.

Work Ethics

When you have good

ATTENDANCE

You will eventually build

CHARACTER

Having character will lead you to change your

ATTITUDE and APPEARANCE

Changing your attitude will help your

COMMUNICATION

When you communicate well, you will have more

COOPERATION

Cooperation will lead to

TEAM WORK

Good team work will help there to be

ORGANIZATION

With organization, you will have more

PRODUCTIVITY

With these qualities, comes

RESPECT



Student Handbook

Please be sure to read these sections in the catalog/Student Handbook. You can access the catalog by clicking on this link:

<http://www.southwestgatech.edu/programs/catalog.php>

CD-Rom copies of the catalog/handbook are available in Student Services.

- **Attendance**
- **Student Conduct Code**
 - **Plagiarism**
 - **Weapons Policy**
 - **Tobacco-Free Policy**
 - **Dress Code**



Attendance Policy

Attendance:

- At SWGTC, since we are training professionals for the workplace, we assume responsibility for instilling good attendance habits in our students.
- Students are expected to be in class and on time each day.
- Online students are expected to log in to their class on a regular basis and complete assignments and exams by the given deadlines.
- If you must miss a class, on campus or online, it is your responsibility to contact your instructor to make arrangements to make up all missed work and assignments.
- If you miss 5% of scheduled class time in a quarter, you will be given an attendance deficiency notice from the instructor.
- If you miss 10% of scheduled class time in a quarter, your instructor can and will withdraw you from the class. For some classes, missing one session means missing 10%.
- For online students – if you have not logged in to your class in over a week, you run the risk of being withdrawn from the class.
- For any class, on campus or online, the most important thing to remember is to communicate with your instructor. If you have something going on, just let them know, and they'll do their best to work with you.

Student Code of Conduct

❑ **Plagiarism = Cheating = Don't Do It!**

- **Plagiarism is using someone else's writings or ideas and claiming them as your own.**
 - ❑ **There are serious consequences for all forms of academic dishonesty.**

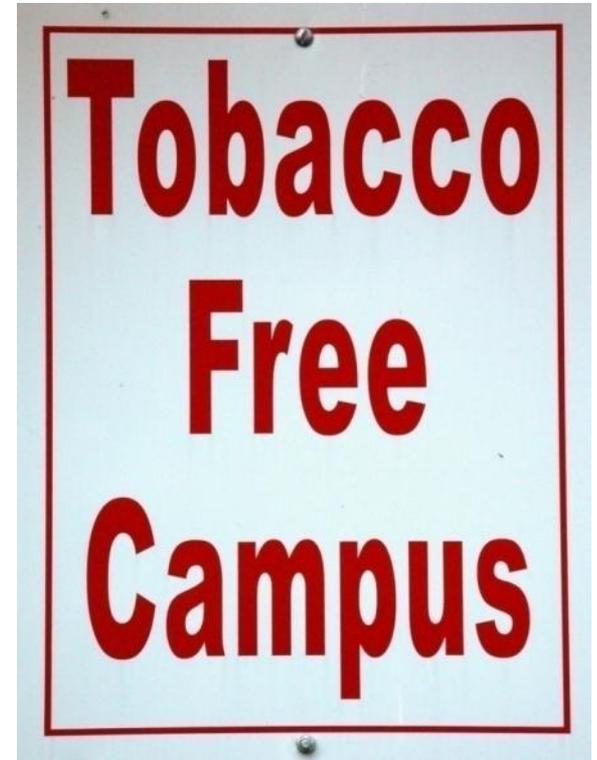
❑ **Weapons Policy**

- **All forms of weapons, dangerous chemicals and explosives are prohibited on SWGTC campuses – including in student vehicles. Please do not bring any form of weapon to campus.**

Student Code of Conduct

□ Tobacco Free Campus

- Since January 1, 2005, SWGTC has been a tobacco-free campus. This means the use of all forms of tobacco is prohibited on our campus, which includes the parking areas, grounds and adjacent areas
- If you must use tobacco while on campus, the only place you may do so is in your vehicle.



Student Code of Conduct

□ Dress Code Policy

- Since we are training professionals at SWGTC, certain types of clothing are not acceptable. You can read the full dress code policy in the student handbook.
- Many programs do have specific dress codes for students who will be attending clinicals, co-ops and/or internships. You will learn about program specific policies from your program advisors.



Bannerweb

Please refer to the BannerWeb handout. BannerWeb is the online portal for students to access their student information and register for classes. Students can:

- Look up Class Schedule
- Register for Classes
- Check Grades
- Get Unofficial Transcripts
- And more...



To access BannerWeb, click on the link on the SWGTC homepage:
www.southwestgatech.edu.

User ID: Social Security Number

Password: 6-digit date of birth (MMDDYY)

The first time you enter BannerWeb you will be prompted to change your PIN to another 6-digit number.

<http://webserver.southwestgatech.edu>

Add s to http: for on campus access

Withdrawal Process

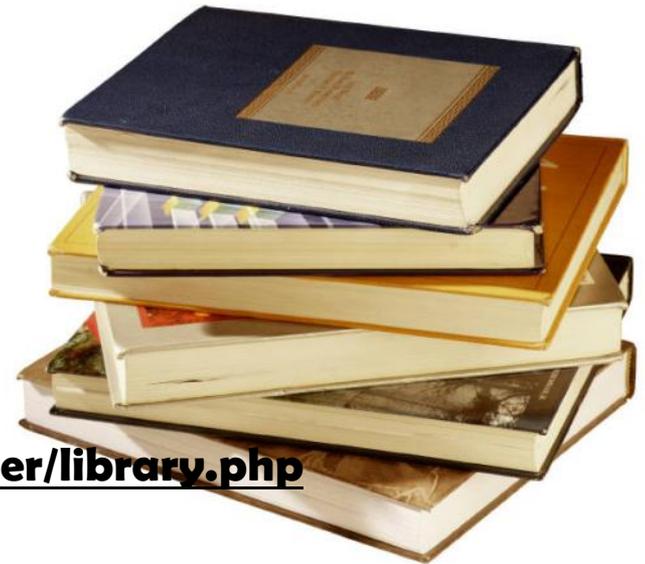
- ❑ **Students may DROP a class without penalty only during the first three (3) days of the quarter. Students may ADD a class until the seventh (7) calendar day of the quarter (Drop/Add Period).**
- ❑ **After Drop/Add period, in order to withdraw from one or more courses, it is your responsibility to contact the instructor for each class to be withdrawn. Withdrawals before mid-term with a passing grade will reflect as a “W” on your permanent record and will result in a financial aid penalty. Withdrawals before mid-term with a failing grade and ALL withdrawals after mid-term will reflect as a “WF” or “withdraw failing” on your permanent record and will also result in a financial aid penalty.**
- ❑ **The biggest mistake students make by withdrawing unnecessarily is failing to contact someone and seek alternatives to withdrawal. If you feel you need to withdraw, talk to your instructor, advisor and/or the Retention Coordinator in Student Affairs, BEFORE you quit going to class.**
- ❑ **The Withdrawal Process is the same for on-campus and online classes!!**

Library Services

- ❑ **Free Internet Access and E-Mail.**
- ❑ **Keyboarding tutorial for the novice.**
- ❑ **Multiple computer stations to assist with school assignments.**
- ❑ **Large reference collection.**
- ❑ **Get your Student ID**

For more information on Library services for online students, please view the

Library Orientation here: <http://www.swgtc.net/other/library.php>



Library Services

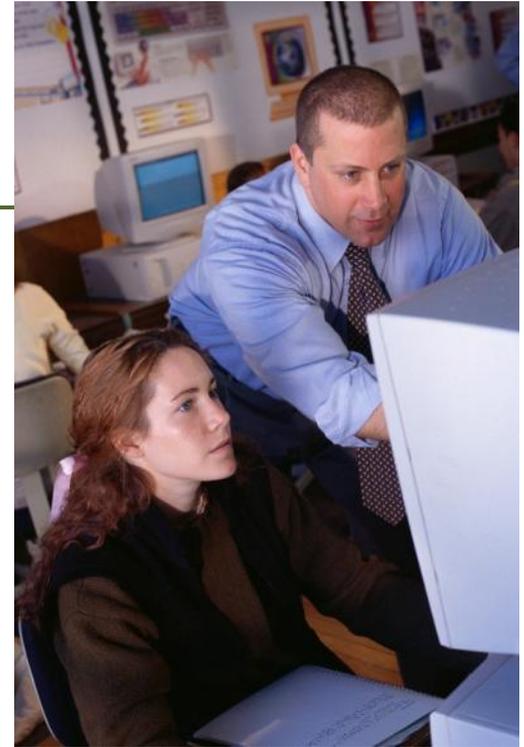
□ PLATO Learning System

- Math
- Algebra
- Reading
- Writing
- Chemistry
- Physics
- Life and Job Skills
- Parenting Skills
- Successful Work Skills



Tutoring Center

- ❑ **Building A, Room 239**
- ❑ **Mr. Rick Horton
and Mr. Daniel Cooper**
- ❑ **Phone: 225-5003 or 227-3176**
- ❑ **Hours: Mon.–Thurs. 8am–8pm
Fri. 8am–12pm**
- ❑ **Free tutoring available for all students!**



Student Success Center

- ❑ **Building A, Room 240**
- ❑ **Across from the Tutoring Center**
- ❑ **Visit College Counselor – Alison Welch
or Retention Coordinator – Gloria Lowe**
- ❑ **Attend workshops**
- ❑ **Meet your study group here**
- ❑ **We want You...to be successful!**



Financial Aid

To apply for Financial Aid, You must submit the FAFSA (Free Application for Federal Student Aid) once a year. You will need your tax return information to complete the form.



- ❑ **Forms of Aid available at SWGTC:**
 - Pell Grant
 - Hope Scholarship
 - Hope Grant
 - Work Study – applications available in Financial Aid office

- ❑ **Financial Aid Office: (229)225-5036**

Financial Aid

- **Important Information regarding Financial Aid:**
 - **You must maintain a 67% cumulative completion rate for your courses in order to maintain your Financial Aid.**
 - **Example: if you register for 3 classes, and withdraw from one class after Drop/Add Period, you are already at 66% completion rate. This will result in you being placed on Financial Aid Probation.**
 - **You must maintain a 2.0 Grade Point Average (GPA) to maintain your Financial Aid.**

STUDENT RESOURCES

- **WIA (Workforce Investment Act)**
- **For Information on Services Available contact:**
 - **Larry Russell, WIA Representative on campus**
 - **(229)225-5065**

STUDENT ORGANIZATIONS

- ❑ **Student Council**
- ❑ **National Vocational Technical Honor Society (NVTHS)**
- ❑ **Phi Beta Lambda (PBL)**
- ❑ **Skills USA - Vocational Industrial Clubs of America (VICA)**

- ❑ **All “Clubs” meet once a month in Bldg. A, Room 132 from 12-1pm. Lunch is available.**

STUDENT COUNCIL

The Student Council membership is a broad representation of students from all programs of study

□ Purpose:

- **Contribute to and promote the ideals, objectives, and goals of SWGTC**
- **Promote school pride, community awareness and citizenship**
- **Improve student morale**
- **Provide a forum for students' expression**
- **Develop leadership skills**

NATIONAL VOCATIONAL- TECHNICAL HONOR SOCIETY

(NVTHS)

□ Purpose:

- **To reward meritorious achievement to vocational-technical education**
- **To encourage and assist vocational-technical students in their pursuit of educational and career goals**

Phi Beta Lambda (PBL)

A non-profit educational association made up of students pursuing careers in business and business education.

□ Purpose

- Develop competent, aggressive business leadership.**
- Strengthen the confidence of students in themselves and their work**
- Create more interest in and understanding of American Business Enterprise**
- Encourage members in the development of individual projects which contribute to the improvement of home, business and community**

Skills USA - VICA

□ Purpose:

- **To unite in a common bond all students enrolled in trade, industrial, technical, and health education.**
- **To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities**
- **To promote high standards in trade ethics, workmanship, scholarship, and safety**

Student Ambassadors



- ❑ **Student Leaders chosen to represent SWGTC at on and off-campus events.**
- ❑ **Your resource for information.**

Student Activity Day!

Held in May

Free Lunch!

Games!

Music!



Find a Mentor

- ❑ **Faculty Advisor**
- ❑ **Instructor**
- ❑ **Staff Member**
- ❑ **Club Advisor**
- ❑ **Student Ambassador**
- ❑ **Employer**
- ❑ **Supervisor**
- ❑ **Co-worker**





Virtual Tour

Building A



- **President's Office**
- **Student Affairs**
- **Business Office/Bookstore**
- **Academic Affairs**
- **Economic Development**
- **Business & Computer Technology Programs**
- **Core Classes**
- **Tutoring Center**
- **Student Success Center**

Building B

- “Old Toyota Building”
- Criminal Justice
 - Firearm Training Simulator
- Automotive Technology



Elsie P. Hand Building – Bldg. C



- ❑ **Health Care Assistant**
- ❑ **Associate Degree Nursing**
- ❑ **Practical Nursing**
- ❑ **Gerontology**
- ❑ **Medical Assisting**
- ❑ **EMT / Paramedic**
- ❑ **Surgical Tech.**
- ❑ **Respiratory Tech.**
- ❑ **Radiologic Tech.**
- ❑ **Pharmacy Tech.**
- ❑ **Medical Lab Tech.**
- ❑ **Clinical Assisting / Phlebotomy**

Sewell Building – Bldg. D



- ❑ **Library**
- ❑ **John Deere Tech.**
- ❑ **Learning Support Classes**

- ❑ **Early Childhood**
- ❑ **Drafting**
- ❑ **Cosmetology**
- ❑ **Management**

Highway 19 Building – Bldg. E



- **Air Conditioning**
- **Industrial Electrical**
- **Welding & Joining**
- **Adult Literacy/GED**

****Building E on your schedule****

Southwest Georgia Technical College

Mitchell County Center



Hours of Operation:

Day:

Monday thru Thursday

8:00 a.m. to 5:00 p.m.

Evening:

Depending Upon Scheduled Classes

- **Learning Support Classes**
- **General Core**
- **Classes for:**
 - **Early Childhood Care & Education**
 - **Business Office Technology**
 - **Patient Care Assistant**
 - **Cosmetology**

What Should You Do Now?

- ❑ **Buy your books.**
- ❑ **Get your free parking pass (Bus. Office)**
- ❑ **Get your free Student ID – Library**
- ❑ **For online classes, Email your instructor by the first day of class!**
- ❑ **Go to Class!**

Welcome to



Please take a moment to complete our
New Student Orientation Survey.

Your input will help us improve our registration
and orientation processes.