

**NORTH GEORGIA TECHNICAL COLLEGE
STUDENT HANDBOOK
2005-2006**

Clarkesville Campus
P. O. Box 65
Clarkesville, Georgia 30523
(706) 754-7700
(706) 754-7777 FAX

Blairsville Campus
434 Meeks Avenue
Blairsville, Georgia 30512
(706) 781-2300
(706) 781-2307 FAX

Currahee Campus
8989 Hwy 17
Toccoa, GA 30577

www.northgatech.edu



A Unit of the Department of Technical and Adult Education

**North Georgia Technical College is an equal opportunity
Institution and is accredited by the Commission of the
Council on Occupational Education (COE). The COE's address,
telephone, fax number, and website address are as follows:**

**41 Perimeter Center East, N.E.
Suite 640
Atlanta, Georgia 30346
(770) 396-3898 or (800) 917-2081
FAX (770) 396-3790
www.council.org**

MISSION STATEMENT

North Georgia Technical College is a public, residential, multi-campus, two-year technical college whose mission is to provide quality technical education, adult literacy education, continuing education, and business and industry training to individuals who can benefit from these programs and services. These efforts improve the quality of life of individuals by preparing them to succeed as literate and technically competent members of the workforce and by promoting the economic growth and development of the Northeast Georgia region. The college offers both traditional and distance learning courses that lead to the certificate, the diploma, and the associate degree.

The college encourages the development of the whole individual in a learning-centered environment while maintaining measures of cost effectiveness and fiscal soundness in program planning, implementation, and services. Instruction in work ethics is emphasized, and lifelong learning is promoted. A highly competent, professional faculty and staff are customer focused and dedicated to providing high quality, accessible education and training through continuous improvement efforts.

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COMMUNICATION DIRECTORY

HABERSHAM COUNTY

Clarksville Campus P.O. Box 65, 1500 Highway 197 N,
Clarksville, GA 30523

Hours of Operation..... 7:45 a.m. – 10:00 p.m. Monday – Thursday
..... 7:45 a.m. – 3:30 p.m. Friday
Admissions 754-7725
Adult Literacy 754-7717
Bookstore..... 754-7708
Bryant Hall Pay Phone 754-9903
Business Office..... 754-7706
Campus Visits..... 754-7725
Campus Police 754-7731
Career Discovery Center 754-7825
Collins Lodge and Conference Center..... 754-7735
Continuing Education 754-7715
Economic Development Programs 754-7737
FAX 754-7811
Emergency Services (fire, sheriff, ambulance, EMS) 9-911
FAX 706-754-7777
Financial Aid 754-7727
General Information 706-754-7700
Instructional Services 754-7773
Job Placement 754-7728
Library 754-7720
Media Services 754-7721
New Connections to Work 754-7766
Office of Student Records 754-7722
President's Office 754-7702
Public Information Office..... 754-7714
Special Services..... 754-7729
Student Center Pay Phone 754-9965
Tech Prep/School to Work 754-7713
WEB Site Address www.northgatech.edu
NGTC Adult Education Learning Center
166 Commerce Parkway, Unit D..... Cornelia, GA 30531
.....(706) 776-7323

WHITE COUNTY

Learning Center.....
20 East Kytle St., Cleveland, GA 30528.....706-865-7323

UNION COUNTY

Blairsville Campus
..... 434 Meeks Ave., Blairsville, GA 30512
Hours of Operation..... 7:45 a.m. – 10:00 p.m. Monday-Thursday
..... 7:45 a.m. – 3:30 p.m. Friday
.....706-781-2300
FAX.....706-781-2307

The Lifelong Learning Center
285 Blalock St., Blairsville, GA 30512.....706-781-6342
FAX.....706-781-6344

RABUN COUNTY

Learning Center790 North Main Street Clayton, GA 30525
.....706-782-1362

STEPHENS COUNTY

Currahee Center8989 Hwy 17, GA 30577
Hours of Operation..... 8:00 a.m. – 10:00 p.m. Monday-Thursday
.....8:00 a.m. – 3:30 p.m. Friday
.....706-282-4605
FAX.....706-282-4608

TOWNS COUNTY

Learning Center..... The Mall, 492 Main St., Hwy 76
Hiawassee, GA 30546.....706-896-6437

FRANKLIN COUNTY

Learning Center..... 737 Cook Street, Royston, GA 30662
.....706-245-9607

STATE BOARD OF TECHNICAL & ADULT EDUCATION

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*Commissioner, Department of Technical and Adult Education
..... (Michael F. Vollmer)*

INTRODUCTION

Your attendance at North Georgia Tech establishes a contract between you and the college. The faculty and administration pledge their best to help you in your educational growth. You agree to work and study conscientiously and to abide by the demands of group living. The Student Handbook should be considered a working agreement unless specifically amended by proper authority. ***You are responsible for being thoroughly familiar with these regulations and conditions.***

One benefit of your attendance is the opportunity for learning and experiencing the world in new ways. While at North Georgia Tech, you are expected to take the postsecondary experience seriously. Reading, remembering, reasoning, listening, relating, and practicing are all elements of the learning process and the technical college experience. Approach your assignments with the greatest degree of seriousness and determination. Do not hesitate to ask instructors questions about the subjects they teach, the use of learning resources, and the relationship of the subject matter to life and work.

Just as play is the work of children, learning is the work of students. There will be times when the work may seem to be tedious and unimportant, and there will be times when the work will be enjoyable and satisfying. All of this is part of the educational experience at the technical level.

Plan your daily schedule so that you can have a wholesome, systematic, and realistic plan. Your daily schedule should be a harmonious blend of classes, study, and recreation.

Do not wait until the final days of the quarter to seek help. By then you may be too far behind in your studies to bring your grades to acceptable levels. Remember, only you can determine what you learn. The responsibility is yours.

For current State Board Members, go to www.dtae.org

STUDENT GUARANTEE

The Georgia Department of Technical and Adult Education guarantees employers that graduates of state technical colleges have demonstrated proficiency in those competencies defined by the Industry Technical Committee and included in approved state curriculum standards. Should any degree, diploma, or certificate program student within two years of graduation not be able to perform one or more of the competencies contained in the industry-validated standard or program guide, including failure to pass a State of Georgia required licensing examination, the Georgia Department of Technical and Adult Education agrees to provide specific retraining at any technical college offering the program to the former student at no cost to the employer or graduate for tuition or instructional fees. Contact: Vice President for Instructional Services: (706) 754-7790).

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of Technical and Adult Education will warrant every graduate from programs offering a technical certificate of credit, diploma, or associate degree in a state governed institute according to the following stipulations:

1. This warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard of Program Guide, and any program graduate who is determined to lack such competence shall be retrained at any state governed technical college in Georgia.
2. A claim against the warranty may be filed by either an employer in conjunction with a graduate or a graduate if the graduate cannot perform one or more of the competencies contained in the industry validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination.
3. This warranty is included as a part of the original tuition cost at all state governed technical colleges in Georgia and is applicable to graduates of any technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date.
4. The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state governed technical college, which offers the same program.

5. This warranty shall be issued in writing to each graduate who entered a program on or after the mandated standards implementation date for the applicable program standard.

TUITION AND FEES

Application Fee

A non-refundable application fee of \$15 for certificate, diploma, and associate degree programs is due at the time of application for admission.

Tuition

Tuition is typically assessed at the rate of \$31 per credit hour up to a maximum of \$372 per quarter for diploma programs and associates degree programs; there are exceptions. Certificate tuition charges may vary from the above depending upon the program. For example: EMT, Paramedic, Esthetician, and Fire Fighter are charged at a different tuition rate per credit hour. Commercial Truck Driving is charged tuition at \$1829 per quarter with a Fuel Surcharge Fee of \$48.00.

Tuition for **OUT-OF-STATE** students is twice the rate of Georgia students and tuition for **FOREIGN** students is four times the Georgia resident rate. Out-of-state tuition is waived for students who are legal residents of counties bordering the Georgia counties in the North Georgia Technical College Service Delivery Area: **North Carolina – Cherokee, Clay, and Macon; and South Carolina – Oconee.**

Student Activity Fee

Students are required to pay an activity fee of \$25 per quarter. GVTC students are not required to pay this fee if they are taking online classes only. However, they must pay the activity fee if they are attending any class on campus.

Technology Support Fee

There will be a mandatory \$35 instructional and technology support fee charged to each student regardless of the number of credit hours they take. This fee is the responsibility of each individual student. However, the fee may be waived for High School Dual Enrolled Students.

Registration Fee

Students are required to pay this fee of \$26 per quarter.

Insurance Fee

Students are required to pay \$4 per quarter. Total internet students are not required to pay this fee.

Late Registration Fee

Any student who does not register by the last registration day prior to the beginning of class will be charged a non-refundable late registration fee of \$20.

Graduation Fee

A non-refundable fee of \$30 will be charged during the quarter the diploma or degree-seeking student applies for graduation.

Check Handling Fee

A check handling fee of \$20 per check will be paid for all checks returned by the bank for “insufficient funds,” “accounts closed,” or “stop payment.”

Residence Hall/Dining Hall Fees – Clarkesville Campus

Resident students will be charged \$975 per quarter for room and board for a private room. Residence Hall room charges will be reduced \$75 per quarter for students who are assigned double occupancy rooms. Therefore, double occupancy will be charged \$900 per quarter for room and board. Residence Hall/Dining Hall fees include breakfast, lunch, and dinner Monday through Friday during the quarter (excluding holidays).

A \$65 deposit is due when the Residence Hall application/contract is returned to the Director of Special Services. This deposit is fully refundable if the student follows official check-out procedures, leaves campus housing with no balance due on his/her account, leaves his/her room in good condition and free of any personal belongings, and returns the key(s) and the student ID.

The room charge in Bryant Hall for college sponsored events is \$10. Other circumstances are covered under SBTA No. 07-04-03. The previously listed charges are for the 208 days per year classes are in session. This excludes vacation, holidays, and other established periods when residence hall and dining hall facilities are closed. No overnight guests are allowed in Bryant Hall.

Dining Hall

The dining hall on the Clarkesville Campus serves breakfast, lunch, and dinner Monday through Friday during the quarter (excluding holidays). No weekend meals are served. Resident students use their ID cards as their meal ticket. Commuting students, staff, and guests pay through the line or use a meal ticket. Meal tickets are available for purchase at a reduced rate in the cashier’s office or in the dining hall. Takeout meals are available for a small additional fee. The dining hall can prepare special diets for resident students as required by a physician. The resident must obtain a written description of the diet from the physician and provide it to the Dining Hall Manager.

To comply with state health laws, all students must wear appropriate clothing including shirt and shoes in the dining hall. Each student must also conduct themselves in a proper manner and carry their tray to the designated area to be cleaned.

Meals are served during the following hours:

<u>BREAKFAST</u>	<u>LUNCH</u>	<u>DINNER</u>
7:30 am – 10:15 am	11:30 – 1:00pm	4:45 pm – 6:00 pm
		Mon-Thurs
		4:45 pm – 5:30 pm
		Friday

Bookstore

Students are expected to purchase necessary textbooks, materials for personal projects, and other items required for each course. For the convenience of the students, NGTC maintains a bookstore, “Beyond Books,” on the Clarkesville, Currahee and Blairsville Campuses where required books and other items may be purchased. Bookstore hours are posted on campus. The bookstore also carries a variety of NGT logo items and personal items. Books may also be purchased from our online bookstore at bookstore.ngtcollege.org.

Payment of Fees

All quarterly fees are due and payable at registration. Students approved for grants and scholarships are expected to apply these funds toward their account. Any remaining balances after approved financial aid has been credited must be paid at registration. Approved VISA, Discover, American Express, and MasterCard are accepted.

Fee Variations

The following policy applies to student fee charges where variations in programs or course schedules occur:

- Students enrolled only to complete IP's (In Progress grades) will pay student activity fee and other registration fees
- Internship and clinical students will pay student activity fee and other registration fees each quarter
- Students enrolled in credit courses will pay all appropriate fees if enrolling in non-credit courses.

There is no tuition fee for campus-based classes charged to Georgia residents 62 years of age or older provided space is available in the class. However, if the student is not eligible for financial aid, a charge of \$55 (fees) will be assessed. Other costs, such as textbooks, are required of senior Georgia residents. Tuition and fees are not waived for Online, Internet classes.

Credit Student Refunds

Students who withdraw **WITHIN** seven (7) consecutive calendar days, including holidays, beginning with the first day of classes of a quarter may receive 75 percent of tuition paid.

Students who withdraw **AFTER** seven (7) consecutive calendar days, including holidays, beginning with the first day of classes of a quarter will receive no refund.

Pre-registered students may receive a full refund of all tuition and fees (excluding application fee) paid if they cancel prior to the first day of classes of the quarter or if the institution cancels the course.

Non-Credit Student Refunds

Continuing Education

- Pre-registered students may receive a full refund of all course fees and supply fees for short-term courses provided they cancel prior to the scheduled date of the first class or registration/payment deadline.
- Students who withdraw prior to the beginning of the third class session following enrollment in a short-term course of 30 or more contact hours may receive a refund of 75 percent of all course fees. No refund will be made after that date.
- Students enrolling in seminars, workshops, and special short courses of less than 30 contact hours will receive no refund after the scheduled enrollment date.

- Refunds will automatically be provided when the institution cancels a course or seminar.

Economic Development Services

- Charges and refunds are negotiated with each business or industry for non-credit courses or seminars.

Malpractice Insurance

Students enrolled in the following programs are required to purchase malpractice insurance: Practical Nursing, Medical Laboratory Technology, Medical Assisting, Emergency Medical Technology (EMT), Paramedic Technology, Pharmacy Technology, Health Care Technician, and Cosmetology. This insurance can be purchased through the cashier at the appropriate campus. This fee is non-refundable once the student has attended at least one day of class.

FINANCIAL AID

Purpose

North Georgia Technical College believes that the talents, hopes, and ambitions of our people are among the most valuable resources this nation possesses. With this thought in mind, North Georgia Tech continues to promote grants, scholarships, and employment opportunities for its qualified, deserving students who must find funds in order to attend. The fundamental purpose of the financial aid programs at North Georgia Tech is, therefore, to make it possible for students who would normally be deprived of a postsecondary education, because of inadequate funds, to attend. Scholarships and grants are available for credit students (associate degree, diploma, and technical certificate programs). However, amounts of assistance are subject to change from one fiscal year to another.

To apply, a student must complete the **FREE APPLICATION FOR FEDERAL STUDENT AID OR THE HOPE ALTERNATE APPLICATION**. Copies of the form may be obtained from high schools, North Georgia Tech, other postsecondary educational institutions, and via the Internet at www.fafsa.ed.gov. It is recommended that applicants take advantage of our **ELECTRONIC PROCESSING**. This will reduce processing time. The completed Free Application for Federal Student Aid may be delivered to North Georgia Tech's Clarkesville or Blairsville Campus for processing. If a student requires assistance in completing the application or would like for the NGT staff to review the application,

he/she needs to provide the information (tax records, social security information, etc.) used in the completion of the application.

Student Eligibility

In order for a student to receive financial assistance from federal or state financial aid programs, he/she must:

- Be a U.S. citizen/national or an eligible non-citizen
- Be registered with the Selective Service (if required)
- Attend a participating institution
- Be working toward a degree or diploma or certificate
- Be making satisfactory academic progress
- Not owe a refund on a Federal grant or be in default on a federal education loan
- Have financial need (except for HOPE Program)
- Have a high school diploma. GED or meet the ability to benefit (ATB) requirements (if required)
- Federal student loans must be repaid or deferred
- Less than half-time students may be eligible for Federal PELL Grants and some other student aid programs
- Students attending two schools in the same enrollment period must inform both financial aid administrators (students cannot receive PELL Grants at both schools)
- Students who have received a bachelors degree are not eligible for Federal PELL Grants or Federal Supplemental Educational Opportunity Grant or state HOPE scholarship, but may be eligible for other student aid programs
- Convictions of drug distribution or possession may make a student ineligible

Satisfactory Academic Progress for Financial Aid

All students receiving financial aid must maintain satisfactory qualitative and quantitative progress in accordance with the statements listed below. Progress will be reviewed quarterly.

- Students enrolled in a degree, diploma, or technical certificate program must maintain a cumulative GPA of 2.0 or higher. If a student's GPA falls below 2.0, he/she will be placed on probation the following quarter. The student has the next quarter of attendance to bring up his/her quarterly and cumulative GPA to the required 2.0. If the quarterly and cumulative GPA is brought up to a 2.0, the student is taken off probation. If the 2.0 is not achieved,

the student will be placed on suspension. Quarterly and cumulative GPA's are calculated based on all credit courses taken each quarter at the institution.

- To maintain satisfactory progress for financial aid, a student must successfully complete at least 67% of the quarterly credit hours attempted. If a student fails to complete 67% of the credit hours attempted, he/she will be placed on financial aid probation for the following quarter. If the 67% completion rate is achieved the following quarter, the student is taken off probation. If the 67% completion rate is not achieved, the student will be placed on suspension.
- Students must complete their educational objective within a maximum time of 150% for full-time enrollment. Enrollment of less than full-time will be prorated accordingly. This means that once a student has attempted one and a half times the minimum number of credit hours necessary for completing diploma requirements, they will be ineligible for financial aid. However, factors beyond the student's control, such as conflicts in scheduling classes, are considered.
- Students may receive aid while on probation but are not eligible for state or federal aid while on suspension.
- Degree-seeking students who are eligible for the HOPE Scholarship funds must maintain a HOPE cumulative GPA of 3.0 (B) or higher.

Grade of *W* and *WP* are not used in calculating a student's GPA, but are counted as credit hours attempted. *WF* is counted as an *F*. If a course is repeated, all hours attempted will be counted for purposes of the 67% completion rate and maximum time frame requirements, and all grades except for *IP* will be used in calculating the minimum GPA of 2.0. The *IP* will be considered the next quarter when a grade is inserted.

Transfer students will be assumed to be maintaining satisfactory academic progress for the first quarter enrolled. After the first quarter, only the student's academic record at the current school will be evaluated. However, transfer records are considered when measuring the maximum time of 150%.

Financial Aid

The Financial Aid Office will notify a student in writing if he/she is in violation of the standards of satisfactory progress and of the termination of Title IV funds and/or state funds.

Financial Aid Appeal Procedures

Students have the right to appeal the denial of financial aid if they feel that they have extenuating circumstances, which prevent them from making satisfactory progress. This appeal must be made in writing to the Financial Aid Director within ten calendar days of notification of unsatisfactory progress.

The Financial Aid Director will present the appeal to the Scholarship Committee. The Scholarship Committee will provide a written decision within three weeks of receiving the written appeal.

STATE STUDENT AID PROGRAM

HOPE Grants

The State HOPE Grant is available to **qualified** Georgia residents who are enrolled in a diploma or technical certificate program. Assistance will cover all tuition, mandatory fees, and/or a book allowance. ***Room and board costs are not covered through the HOPE Grant.*** High school grades, graduation dates, and family income are not a consideration in determining eligibility for the HOPE Grant. To apply, a student must complete the Free Application for Federal Student Aid or Alternate Application and other necessary forms.

The HOPE Grant also awards a \$500 voucher to any **qualified** Georgia resident who passes the GED exam. The voucher is to be applied toward the cost of education in a technical certificate, diploma or degree program.

HOPE Scholarship

The State HOPE Scholarship is available to **qualified** Georgia residents at the time of his/her high school graduation (1993 or later HOPE Scholar) and at the time of enrollment in a DTAE institution under a degree-bound program. The HOPE Scholarship is also available to qualified Georgia residents who have attempted 45 or 90 quarter hours toward a degree with a HOPE cumulative grade point average of 3.0 or better. Assistance will cover all tuition, mandatory fees, and/or a book allowance. ***Room and board costs are not covered under the HOPE Scholarship.***

Georgia Leveraging Educational Assistance Program (LEAP)

The Georgia LEAP is awarded to Georgia residents who are enrolled full-time and have demonstrated substantial financial need based on information from the Student Aid Report (SAR).

FEDERAL STUDENT AID PROGRAMS PELL Grant

The Federal PELL Grant is a Title IV Program that provides eligible students with aid to help meet the cost of postsecondary education. Eligibility is based on need.

NOTE: Federal regulations require that any student taking more than 50% of his/her coursework online in a diploma and/or technical certificate program be placed on 50% Internet suspension and all federal aid must be terminated for the duration of his/her current program of study.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grants (FSEOG) are based on financial need. Students must be qualified undergraduates enrolled in an eligible program leading to a diploma or degree.

Federal Work-Study Program

The work-study program gives employment to eligible students to help meet the costs of postsecondary education. Work-study awards are made on a fiscal year basis. Application may be made in the Financial Aid Office.

National HOPE Scholarship

North Georgia Tech will actively participate in the National HOPE Scholarship. Tax credits are subtracted directly from the tax a family owes. Specific information about this Financial Aid program is available in the Financial Aid office.

Lifetime Learning Tax Credit

North Georgia Tech will actively participate in the Lifetime Learning Tax Credit. This is a tax credit available to individuals who file a tax return and owe taxes. Specific information about this Financial Aid program is available in the Financial Aid office.

SCHOLARSHIPS

The administration of scholarships is through a partnership between North Georgia Tech, the NGTC Alumni Association, and the NGTC Foundation. Applications for scholarships must be submitted to the Financial Aid office by Friday of the second full week of each quarter. Applications may be obtained from the Financial Aid Office. Students will be required to meet selection criteria as established by each individual scholarship. Upon receiving a completed application, the scholarship committee will meet to determine if the applicant is eligible. Applicants will be informed of the committee's decision within ten working days of the application deadline.

All awards are dependent on the availability of funds. **All scholarship applications must be received by the Financial Aid Department by the end of the second full week of school each quarter.**

A&M Perpetual Scholarship

These scholarships are provided by alumni of the Georgia Ninth District School of Agriculture and Mechanic Arts (A & M School). The school operated on the North Georgia Tech campus from 1907 to 1933. Scholarships are awarded to deserving resident students demonstrating a financial need.

Roger Berry Perpetual Scholarship

The Roger Berry Scholarship is a privately established fund provided by friends, relatives, and work associates to honor the memory of Mr. R. Roger Berry. The scholarship is awarded to a deserving Rehabilitation Services client to begin, continue, or complete a training program in any of the occupational areas of study offered at North Georgia Tech. The R. Roger Berry Scholarship Selection Committee will select the scholarship recipient. In the selection process, the recipient will be a qualified Rehabilitation client(s) as set forth in the selection criteria.

William C. Clary, Jr., Perpetual Scholarship

This scholarship honors W.C. "Bill" Clary, Jr., of Toccoa who was a key figure in the founding of North Georgia Technical College. He helped select the site for the college in 1943. The Clary scholarships are given to students who are residents of Stephens County.

Lake and Effie Copeland Scholarship

The Lake and Effie Copeland Scholarship is established by the descendants of Lake and Effie Copeland to honor two people. The scholarship is not restricted and will be used for any academically qualified North Georgia Tech student needing financial assistance.

J.C. Harris Memorial Scholarship

The purpose of the J.C. Harris Memorial Scholarship at North Georgia Tech is to honor J.C. Harris for long devotion to both family and community and for his support of technical education. This scholarship is awarded to residents of Franklin County.

Patterson Pump Scholarship

The purpose of the Patterson Pump Scholarship is to assist Stephens County graduating high school seniors in furthering their education at

NGT. Information may be obtained from the Stephens County High School Counselor.

Lenora M. Sarling Perpetual Scholarship

The Lenora M. Sarling Scholarship was designed to honor Lenora Sarling and her interest in technical education. This scholarship is awarded by the scholarship committee to deserving students.

The Mount Vernon Mills Scholarships

The Mount Vernon Mills Scholarship grants \$500 annually to one or more recipients selected by North Georgia Tech. Preference may be given to qualified students whose parents are Mount Vernon Mills employees.

A. Rogers Woodall Memorial Scholarship

The purpose of the A. Rogers Woodall Scholarship is to assist NGT students who demonstrate financial need in the process of furthering their education. This scholarship is awarded to residents of White County.

Knittel Photography Scholarship

This scholarship was established by Mr. and Mrs. William C. Knittel to encourage and assist the North Georgia Tech Photography Department and its qualified students. Photography Department instructors, in agreement, will select the recipients of the Knittel Scholarship.

Jim Higdon Scholarship

This scholarship was established in memory of Jim Higdon to assist Machine Tool Technology students. It is administered by the NGT Scholarship Committee to students who demonstrate financial need.

Martha Clarke Campbell Memorial Nursing Scholarship

This scholarship was founded by Emmett and Martha Shotts in memory of Mrs. Shotts's mother, Martha Clarke Campbell. The scholarship will first be offered in the Spring of 2005 and is set up to help Certified Nursing Assistants (CNAs) continue their education at North Georgia Technical College in the Allied Health fields. Those who receive this scholarship must have worked for at least a year in a nursing home or assisted living environment. The applicant must have performed all duties with a willing and compassionate attitude.

Marlow-Evans GOAL Scholarship

This Scholarship was established to honor former NGTC President Jim Marlowe and former State Department of Technical and Adult Education

Board Member Bob Evans. Both men were instrumental in starting the GOAL program in Georgia. The Marlowe-Evans GOAL Scholarship was created in 2004 to recognize a deserving GOAL nominee at North Georgia Technical College.

North Georgia Technical College Foundation

The NGTC Foundation and Board of Trustees administer scholarships to deserving students with an unmet need. Interested students should request an application from the Director of Institutional Advancement, and follow established procedures.

OTHER FINANCIAL AID

Vocational Rehabilitation

Benefits may be available to students with physical or emotional disabilities as defined by the Division of Rehabilitation Services. Information is available from area Georgia Vocational Rehabilitation offices.

Veteran's Benefits

Veteran's Benefits are available to veterans, widows of veterans, and children of disabled or deceased veterans. More information is available from area Veteran's Administration offices.

ADMISSION INFORMATION

Admission Policy Statement

The State Board of Technical and Adult Education's non-discriminatory admission policy is designed to provide the customers of the technical colleges of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure productive employment. By design and implementation, the policies and procedures of North Georgia Tech will:

- Be non-discriminatory to any eligible applicant regardless of race, color, national origin, gender, disability, religion, age, or marital status
- Increase students' opportunities and quality of life by preparing them to succeed in a literate and technically competent workforce
- Guide the implementation of all activities related to admission to North Georgia Tech and its program, recruitment, admission procedures, financial aid, assessment, retention, and program placement
- Complement the instructional programs of North Georgia Tech

Application Process for Associate Degree, Diploma, and Certificate Programs

To apply for admission to any location or program at North Georgia Tech, one must:

- Submit an application for admission and a \$15 non-refundable application fee. Make checks payable to North Georgia Technical College
- Request that an official transcript from high school, including graduation date or official GED scores, be mailed to the Admissions Office
- Request that official transcripts from any technical school or college attended be mailed to the Admissions Office
- Report as scheduled for placement test

North Georgia Tech uses the ASSET Placement Test and/or COMPASS to test to identify academic skills and needs. The test includes sections on reading comprehension, writing skills, and basic math. Algebra is required for some programs. Prior to taking the placement test at NGTC, prospective students must submit an application for admission and obtain an admittance ticket. The student ***must*** present admittance ticket and a picture ID to the test proctor on the testing date. Applicants without a high

school diploma or a GED Certificate are required to demonstrate an “Ability to Benefit” by making designated scores on the ASSET Placement Test in order to receive federal financial aid. In lieu of ASSET, the SAT, ACT or CPE scores may be used if less than five years old. Post-secondary level Math and/or English with a grade of C or better may be used in lieu of the ASSET. Applicants who have a disability and need special testing accommodations should contact the Director of Special Services, at (706) 754-7729 to make arrangements. Submit application to:

North Georgia Technical College
P O Box 65 Clarkesville, GA 30523
Telephone: (706) 754-7725 FAX (706) 754-7777
www.northgatech.edu

ELIGIBLE APPLICANTS

Age

Applicant must be an individual 16 years of age or older who seeks access to quality instruction designed to maximize his or her capabilities. Some program standards require a student to be 17, 18, or 21 years old to enter. See individual program entrance requirements.

Education

All diploma programs require high school graduation from an accredited high school or a GED before graduation from North Georgia Tech. However, some specific program standards require that a student be a high school graduate or have a GED before admission. An applicant, who has received a secondary school certificate of attendance, performance, or Special Education diploma rather than a general diploma or its equivalent, must successfully complete the General Educational Development (GED) test to satisfy the high school graduation requirements.

ACADEMIC POLICY

North Georgia Tech strives to provide a quality education and to assist students in making progress toward graduation and employment in their chosen profession. Every effort is made by the faculty and staff to provide the academic support and information necessary to that end. The academic policies outlined in this handbook are guidelines to keep students informed about their progress at North Georgia Tech. The

instructors are responsible for maintaining records and assigning grades reflecting a student’s quality of work. These grades are turned in to the office of the Vice President for Student Services, where they are maintained in a permanent file.

Every attempt is made to keep the student accurately and adequately informed as to his/her academic standing. If a student has a grievance, the grievance and due process procedure will be followed.

Academic Advisement and Registration

No single activity at North Georgia Tech requires more time or is given higher priority than advising and counseling. It is the responsibility of North Georgia Tech to inform students about existing academic options and assist them in making decisions about how they can best use the college to facilitate their growth and development. Students are encouraged to meet with their advisors as often as needed. Students should consult posted schedules of faculty office hours and make appointments when possible.

At registration, advisors will assist students in the selection of courses. It is the responsibility of the student, however, to follow the correct course of study to ensure qualification for the diploma or other achievements sought. All currently enrolled students are encouraged to pre-register. However, all students may register in the general registration period immediately before the beginning of each quarter. Students who have not pre-registered may find specific sections of courses filled and unavailable. Payment must be made before general registration ends or the registration will be cancelled.

Grades and Symbols

The following grades are used to specify levels of performance in course work. The following symbols are to be used in the cases indicated:

A	4.0	90-100	Exceptional
B	3.0	80-89	Above Average
C	2.0	70-79	Average
D	1.0	60-69	Below Average

AC – Articulated Credit. Course credit awarded for courses completed in high school Tech Prep program.

AU – Audit. By registering as an auditor, a student is permitted to audit a course and attend classes without meeting all admission requirements for the course and without receiving credit. Students are not permitted to change from audit to credit or from credit to audit after the drop/add period at the beginning of each quarter. An auditor may enroll as a special admissions student for the purpose of auditing a course.

EX – Exemption Credit. Credit awarded a student for a course based on evidence of demonstrated skill and knowledge of the subject matter from an approved evaluation. Students should apply to the Admissions Office for Exemption Credit before registering for the course. The fee for Exemption Credit is \$5 per credit hour, the fee is non-refundable, and the test may be taken only once. Courses receiving an EX will be counted to satisfy requirements for graduation, but will not be used to determine academic standing or to calculate grade point average (GPA).

IP – In Progress. Used to indicate that the student is doing satisfactory work but has not completed all requirements for the course by the end of the quarter. Any course receiving an IP designation must be completed the following quarter or the IP will convert to a grade of F. Exceptions to extension of time will be made only in the case of extreme extenuating circumstances and upon the agreement of the instructor and Vice President for Instructional Services.

S – Satisfactory Completion. Used for satisfactory completion of developmental and modified courses.

TR – Transfer Credit. Course credit may be awarded for courses completed with a “C” or better from a regionally or nationally accredited technical college, college, or university. *Transfer credit is not allowed for developmental courses.*

U – Unsatisfactory. Used for unsatisfactory completion of developmental and modified courses.

W – Withdrawal. Indicates official withdrawal from a course before mid-quarter.

WF – Withdrawal Failing. Indicates official withdrawal from a course after mid-quarter while failing.

WP – Withdrawal Passing. Indicates official withdrawal from a course after mid-quarter while passing. Students who do not complete the official withdrawal process will be given a grade of F.

Quarterly Grade Point Average

Determination of scholastic standing is generally based upon a quarterly grade point average (GPA) that appears in the student’s academic history record. The quarterly grade point average is that average calculated based on all credit courses taken each quarter. This average is computed by (1) multiplying the credits for each course by the quality points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted. The quarterly grade point average is calculated using the following quality points:

<u>GRADE</u>	<u>POINT</u>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
WF	0.0

Graduation Grade Point Average

Graduation Grade Point Average is the average grade of courses required for graduation. When a course is taken more than once, the final grade will be used in calculating the grade point average for graduation. A 2.0 graduation grade point average is required for graduation

Cumulative Grade Point Average

The cumulative grade point average is not affected by program of study, changes in program of study, or student classification. The cumulative grade point average is that grade point average calculated on all attempts at all credit courses taken at this institution.

Grade Reports

A report of grades will be available to the student at the end of each quarter by accessing the Internet. Any discrepancy or question concerning the course grade should be presented to the instructor in writing, within the first two weeks of the following quarter.

Full-Time Status

Students must register for 12 or more credit hours to be considered full-time.

Work Ethics

All students enrolled in credit programs receive a work ethics grade each quarter. In each course they take, the student is given a grade for work ethics which appears on the student's transcript. The work ethics evaluation is based on: attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect. The work ethics grade is not computed in the academic GPA.

Satisfactory Progress

Students are responsible for maintaining an acceptable level of progress regarding both quality and quantity of work. The minimum level of performance is to maintain a Grade Point Average of 2.0 and complete the program of study within 150 percent of the expected time for completion. Financial Aid is not available for students whose cumulative GPA falls below 2.0. (The Financial Aid Section has more detailed information.)

Good Standing

A student not on Academic Probation is in Good Standing.

Academic Warning

A student will be placed on Academic Warning for a period of one quarter if he/she fails to earn a quarterly Grade Point Average of 2.0.

Academic Probation

While on Academic Warning, a student who does not earn a quarterly Grade Point Average of 2.0 will be placed on Academic Probation. While on Academic Probation, a student who does not earn a quarterly Grade Point Average of 2.0 will be dismissed for one quarter unless a request to remain enrolled is approved by the Vice President for Student Services. A student will be on Academic Warning for the quarter following Academic Probation.

Repeated Courses

Any course in which a student enrolls more than once is considered a repeated course. To improve his or her background in a subject matter area, a student may repeat a course in which he or she has previously been enrolled. Both the original course grade and all repeated grades are entered in the student's academic history. In addition, the grade points

earned from each repeated grade are included in the cumulative GPA. In providing credit toward graduation, the credit hours assigned to the course will be counted only once, and the final grade will be used in calculating the GPA for graduation. Students who make a grade of F or WF twice in the same course must make a request in writing to the Vice President for Instructional Services for consideration of taking the course a third time.

Academic Achievement Recognition

Students who maintain a high grade point average are recognized by being named to either the President's List or the Honor Roll. The President's List recognizes full-time students with A's (4.0 average) in all areas, including work ethics. The Honor Roll recognizes any full-time student with a 3.5 GPA. Students listed on the President's List and the Honor Roll are recognized annually at the Honors Day celebration. Diploma students who maintain a 3.5 or better GPA for the entire program will be considered Honor Graduates and will receive special recognition at graduation services.

Requirements for Graduation

Students who satisfactorily complete all courses of study of a prescribed program are eligible for graduation. **ALL STUDENTS WHO ENROLL IN DIPLOMA OR DEGREE PROGRAMS MUST HAVE A HIGH SCHOOL DIPLOMA OR GED: THE TESTS OF GENERAL EDUCATIONAL DEVELOPMENT TO BE ELIGIBLE FOR GRADUATION.** Students who satisfactorily complete all courses of study of a prescribed program are eligible for graduation. Students must be admitted to the program of study reflected on their graduation application. A commencement ceremony is held twice each year; diplomas are awarded at the end of each quarter. NGTC will present the highest level of completed awards at the commencement.

Diplomas

Students should apply for graduation during pre-registration for their last quarter. A commencement ceremony is held once a year. The graduation fee is \$11. An additional fee of \$19 is charged for students who plan to participate in the commencement ceremonies, caps and gowns should be ordered in the bookstore during the student's last quarter. The student is eligible to receive a diploma if the diploma or degree program of study has been completed satisfactorily and all financial obligations have been met. This diploma indicates that the student has satisfactorily met all the requirements in a regular program curriculum with a minimum GPA of 2.0* and has met the requirements for regular admission to the program.

Certificates

Technical Certificates of Credit are awarded at the satisfactory completion of each certificate program and recipients may participate in formal commencement exercises.

**A minimum grade of "C" in all fundamental and specific courses required for graduation. This requirement is in keeping with licensure and/or industry requirements. The "certified" certificates (CCSS, CMS, and CCW) require a grade of "B" or better for state certification.*

STUDENT SERVICES

Mail Services

Resident students may pick up mail at the receptionist's desk located in the Mobley Administrative Building on the Clarkesville Campus.

Other Student Activities

The Department of Campus Life sponsors other student activities throughout the academic year on the Clarkesville, Currahee and Blairsville Campuses. These activities include: the Wellness Fair, the Springfest, health seminars, the Mr. & Ms. North Georgia Tech Pageant, Lunch & Learn, Snacks & Facts, Campus Cup competitions, and Intramural Sports.

Leadership NGTC

Leadership NGTC is a program designed to develop the talents of students at North Georgia Tech. A faculty or staff member nominates students who exemplify leadership traits. A selection committee makes the final decision on participants. The program consists of a training program that encourages good character, honesty, responsibility, and other leadership qualities.

Health Services

The purpose of Student Health Services is to provide information to the students to enable them to maintain a healthy lifestyle. Health and Wellness seminars are provided throughout the year by the Campus Life staff on topics such as smoking cessation, proper nutrition, weight loss, alcohol and drug awareness, and others.

During the school day, minor first aid is provided by the department instructor. Resident assistants provide minor first aid during the evening hours for the resident hall students on the Clarkesville Campus. Students who need medical treatment for illness or injury should contact the local health care provider of their choice. Students are responsible for any charges incurred for medical services. It is the practice of physicians and health care clinics in the area to require full payment at the time services

are rendered. It is recommended that students and parents plan ahead for medical needs.

Counseling Services

A professional staff works together to provide career-counseling services that meet the needs, desires, and abilities of students. These services include:

- Pre-enrollment counseling to discuss programs of study, diploma, degree, or TCC.
- Assistance in helping students to develop career plans and personal goals.
- Counseling with students who need assistance with college-related problems.
- Academic counseling including a review of test scores and assistance in course scheduling.
- Identification of appropriate community agencies and services for student needs such as personal and/or mental health counseling.

Services for Students with Disabilities

Support services are offered to students with disabilities including, but not limited to, classroom and testing accommodations, adaptive equipment, assistance with the admissions process, career guidance and counseling, and referral to community service agencies. To request accommodations and/or modifications; on the Clarkesville Campus contact Director of Special Services at (706) 754-7729. In Blairsville, the student should contact the Director of Student Services at (706) 781-2315. Currahee students should contact Sammy Howe for contact information for the Director of Special Services. Appropriate documentation of disability is required.

Library Services

Library facilities are provided on all three campuses. Resources and services at each library are available to all NGTC students. An online catalog (WebCat) provides electronic access to records for all items located at the three campus libraries. The NGTC student identification card is used as a library card and is valid at each campus. Resources can be shared between campuses if requested by a user.

Access to resources in libraries in Georgia and throughout the Southeastern states is available using Interlibrary Loan. Request forms are available from the library staff. There is no charge for this service.

Cooperative agreements with the libraries at Emmanuel College, Piedmont College, Toccoa Falls College and Young Harris College permit limited use by NGTC students. It is expected that users of these libraries will respect the individual policies of these colleges.

GALILEO (Georgia Library Learning Online) and netLibrary are accessible 24/7 to provide access to thousands of periodical articles and electronic books in full-text. Remote use is provided by password and free personal account.

Computers at each facility provide access to the Internet and the Microsoft Office products. Provisions are made for copying, scanning, printing, and audio-visual use in each library.

Instruction in the use of the library and its resources is available to classes and individuals. Requests for peer tutoring may also be made at the library.

Please see the NGTC Library web page for detailed information (www.northgatech.edu/library) including telephone numbers and e-mail addresses for the NGTC libraries.

The Clarkesville Campus Library is located on the upper level of the Carlton Center, and the Blairsville Campus Library is adjacent to the Technology Hub Room. Students at the Currahee campus can locate the Library across from the Conference Center Registration Desk.

Hours of Operation:

Monday through Thursday	7:45 am – 9:00 pm
Friday	7:45 am – 4:00 pm
Saturday	8:00 am – 12:00 noon (Blairsville) 12:00 noon – 4:00 pm (Clarkesville)

***NOTE: Hours may vary when classes are not in session.**

A library card is required to checkout library materials and may be obtained at either site. Print materials are checked out for two weeks. Non-print materials are circulated for a one-week period. No overdue fines are charged on print materials, but lost or damaged materials may require compensation. Any overdue laptop computers will be assessed a \$10 per day overdue fine. Materials may be returned in the book return just outside the door to the Clarkesville Library entrance, the return outside the Library entrance at the Blairsville Campus, or at the circulation desks.

An on-line catalog provides access to a listing of holdings at all three campus library locations. A limited number of laptop computers may be checked out for two-day periods. Ask the Library staff for detailed policies.

Desktop computers, a scanner, and a printer are available for student use. Various CD-ROMS and software programs are available for research and word processing. Internet access is available as is access to GALILEO. An acceptable use policy is posted by each computer and users are responsible for knowing and abiding by this policy.

A Hispanic Resource Center has been established in the Clarkesville Campus Library. Spanish resources are available for checkout or use in the library.

Photocopying is available on coin-operated copiers for 10 cents per copy. Peer tutoring is available at no cost to the student, and quarterly study skills workshops are offered. For further information see the NGTC website at www.northgatech.edu/libserv/.

Career Placement Service

A career placement service is provided to assist students as they complete training. The primary purpose of this service is to assist in the placement of graduates on jobs for which they have been trained. Continuous communication is maintained with employers and with the Georgia State Employment Service to provide a wide range of employment opportunities for the students. Employers send representatives to the school for personal interviews with graduating students. NGTC is an Internet “access zone” to America’s Job Bank through the U.S. Department of Labor, which provides information on job openings both locally and nationally.

Career Discovery Center

The Career Discovery Center was developed to assist prospective NGTC students in career exploration, assessment, and interest & aptitude inventories in order to make a valid and informed career choice. The Center was also designed with NGTC’s current students in mind to assist those who are preparing to graduate with their job search, resume preparation, and electronic resume posting. Students may investigate the facts about companies for which they are considering employment, such as wages, benefits, stability, and opportunities for advancement.

Features of the Career Discovery Center include:

- Job Search Software
- Resume Building Software
- Compass-Placement Testing Software
- On-Line Application process for North Georgia Tech
- Links to Newspapers
- Career Scope Software-Interest & Aptitude Testing
- Enhanced Job Analyzer for Career Exploration
- Over 100 Links to Career Sites
- The Georgia DOL website
- Internet Searches
- LASSI-designed to gather information about learning & study practices and attitudes.

Hours of Operation: 2:00 pm – 9:00 pm Monday-Thursday
12:00 pm – 4:00 pm Friday

Other times by appointment-please call the Career Center. For more information about the Career Discovery Center, please contact Daniel Gregg at 754-7728. Career Discovery Center phone number: (706) 754-7825.

New Connections to Work (services for single parents/displaced homemakers)

Single parents with custody of children or former homemakers in transition following separation, divorce, or loss of family income will find special services available from the New Connections to Work Coordinator. Services include assessment workshops, support groups, career exploration, and financial aid information.

Students who are seeking training due to lay-offs or unemployment may also receive services through the New Connections to Work Program. Services include information about financial assistance, career exploration, and support groups. For more information, contact New Connections to Work at (706) 754-7766.

Non-Traditional Students

Students enrolled in a program in which they are of a minority gender are considered non-traditional students. North Georgia Tech encourages and promotes open enrollment in all programs. Student is encouraged to participate in their program of choice regardless of traditional patterns of enrollment. Students may contact the NGT Equity Coordinator at (706) 754-7766 for additional information.

Fatherhood Program

North Georgia Tech is a partner in the State of Georgia Fatherhood Program. The program provides comprehensive vocational and educational training to non-custodial parents. The Fatherhood Program is a collaborative between Georgia's Department of Human Resources and the state's Department of Technical and Adult Education. Child Support Enforcement refers non-custodial parents to the program. Referrals complete an orientation session, a 60-hour workshop, and are assisted with job placement. GED preparation is available as well as remedial or adult education for participants who desire these services.

Student Leadership Council

The North Georgia Tech Student Leadership Council represents the student body and consists of students recommended by their instructors from each diploma or degree program. Each year the Student Leadership Council members elect to sponsor various events. Any student interested in holding office should contact his/her program advisor or department head.

SKILLS USA-VICA (Vocational Industrial Clubs of America)

VICA is a national organization for students in trade, industrial, technical, and health occupations programs. VICA clubs are found in public high schools, technical colleges, junior colleges, and universities. VICA was chartered at North Georgia Technical College in the 1991-92 school year. Since its first year of existence the club has won numerous awards at sub-region, region, state, and national competitions.

Phi Beta Lambda

Phi Beta Lambda is a non-profit national educational association of student members preparing for careers in business. The association has three divisions: FBLA (grades 7-12), PBL (postsecondary), and a professional division for individuals who continue to support the goals after graduation. PBL was originally chartered at North Georgia Technical College in 1983 and was rechartered in 1993. North Georgia Tech's PBL club has an active, highly competitive membership with state and national winners.

National Technical Honor Society

NTHS is a non-profit, honor organization established to recognize excellence in workforce education programs and majors. Candidates are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty, and responsibility. Members must be approved by the local school administration and meet local and national standards.

ROTARACT

Rotaract is a non-profit, international organization centered on community service, professional development, and leadership development. Rotaract is the college version of the professional organization Rotary and NGTC Rotaract is sponsored by the Habersham Sunrise Rotary Club and supported by the Habersham Rotary Club. Working in cooperation with their sponsoring Rotary club, NGTC Rotaract members develop rewarding contacts with professionals in their area and become part of a global effort to bring peace and international understanding to the world.

HEROES

The HEROES Club (Having Equity Resources & Opportunities Equals Success) is an organization for non-traditional students. Non-traditional students are persons who meet one of the following criteria: must be 27 years of age or older, a single parent, a single pregnant woman, or displaced homemaker, or is enrolled in a program in which they are of a minority gender. The purpose of the HEROES Club is to develop leadership, teamwork, and technology skills of the members.

HOSA

HOSA is a national organization that provides health occupations students with opportunities to attain the knowledge, skills, and leadership capacity necessary to satisfy the entry-level job requirements and career advancement opportunities of the health care community. Also, HOSA integrates the organizational experiences into the healthcare occupations classroom and allows students to use their classroom skills to participate in leadership competition at a local, state, and national level. This organization was chartered at North Georgia Technical College in October 2002.

NGT Alumni Association

Former students of credit programs are encouraged to join the North Georgia Tech Alumni Association. The association gives graduates an opportunity to provide needed input to the college on ways in which it can effectively promote technical education. The Alumni Association holds a reunion once a year at which time it gives Career Achievement Awards to those graduates who have excelled in the field studied at NGT and one graduate is inducted into the Alumni Hall of Fame. The only requirement is for membership and notification of the annual reunion is to keep the alumni director informed of your correct address.

Social Activities

The office of Campus Life sponsors student activities at the Clarkesville, Currahee and Blairsville Campuses throughout the academic year. These activities may include a Wellness Fair, Spring Fling, Receptions, health seminars, and the Mr. & Ms. North Georgia Tech pageant. Also available at the Clarkesville Campus for students are a game room, a weight room, a swimming pool, and tennis courts.

Intramural Activities

Athletic facilities on the Clarkesville Campus include a gymnasium with outdoor courts for basketball and other games. A weight room is provided along with ping-pong and billiard tables. Outdoor facilities include a swimming pool, a softball field, tennis courts, badminton court, horseshoe pit, sand volleyball court, and a multi-purpose field. A program of intramural sports is provided for all students wishing to participate. Each of the departments in the institution may provide a team for flag football, softball and volleyball games, and campus cup competitions making competition keen as each team seeks to capture the institution championship.

Student Centers

The Carlton Center on the Clarkesville Campus offers a meeting room for students, a television room, movies, and vending machines for food and drinks. Many activities are available such as video games, pool tables, ping-pong, foosball air hockey, and a fitness center.

Student Centers, *The Bear's Den*, in Blairsville and *The Eagle's Nest* at Currahee offers a similar leisurely setting for the enjoyment of students and staff.

Vending Services

Vending services are available in convenient locations around the campuses and include coin-operated drink and snack machines.

Mountain Recreation Opportunities

Because the North Georgia Tech campuses are located in the mountains, students have ample opportunity to enjoy the benefits of the area recreation facilities, including rivers, lakes, the Chattahoochee National Forest, the Appalachian Trail, and more.

STUDENT REGULATIONS

Conduct

Students are expected to conduct themselves properly at all times. Intoxicating liquors, all forms of illegal drugs, profane language, gambling, and hazing are prohibited. Residence hall rules and regulations are provided to all students as part of the housing contract and serve as guidelines for resident students.

Automobiles

Students who wish to have a vehicle on campus must register with the Campus Safety Department. Regulations regarding the operation and parking of vehicles may be obtained in the Campus Safety Department. For a partial listing of regulations, see page 52. Warnings and/or citations may be issued if these regulations are not followed.

Drug Free Workplace

North Georgia Tech is a responsible segment of the society in which it exists, and as an educational institution, neither permits nor condones illegal drugs and narcotics. The college stands behind the laws of federal, state and local governments concerning drugs and narcotics.

Firearms/Weapons

It is unlawful for any individual to bring to, possess, or have under such person's control, any explosive compound, firearm, weapon, or knife designed for the purpose of offense or defense while at a public gathering.

Campus Security Act

Title II of Public Law 101-542 requires this college to keep statistics on campus crime beginning in September 1992. These statistics are posted on classroom bulletin boards. In compliance with this law: All students, staff, and instructors are requested to notify campus police immediately to report any of the following offenses occurring on campus: murder, rape, robbery, aggravated assault, burglary, theft, liquor law violations, drug abuse violations, and weapons possessions. These files are maintained in the Campus Safety Department on the Clarkesville Campus. Local Law Enforcement offers information concerning registered sex offenders in the area. For more information contact: Habersham County Sheriff's Department at (706) 754-6666. Additional information can be obtained from the Georgia Bureau of Investigation by accessing the following website: www.ganet.org/gbi/sorsch.cgi.

Student Right to Know

Every postsecondary education institution is required bylaw to disclose its graduation rate annually. The 2005 graduation rate is 44%, which is based on a 2000 cohort. This graduation rate is inclusive of only those students who are full-time postsecondary students. The students at North Georgia Tech who are part-time students and those who are not first-time postsecondary students are not included in the calculation.

Students attend technical colleges for a variety of reasons. While many attend with the intention of completing a program of study, others may desire only to upgrade their skills to a point sufficient for initial employment or promotion. Georgia's strong economy and the demand for qualified employees place high premium on the skills possessed by technical college students. This demand results in an increasingly high number of students being hired prior to graduation from a program of study.

Privacy

Privacy of Student Records required by the Family Educational Rights and Privacy Act of 1974 (FERPA) – North Georgia Technical College encourages students to exercise all rights under the Family Education Rights and Privacy Act. Because a student's educational record is used repeatedly by college officials and others to make important decisions affecting the student's program and future career, the student should assume a personal responsibility to make certain that records are complete and accurate. Every student at North Georgia Tech has the right to:

- Inspect and review his/her educational records; students who wish to inspect, review, or amend their records should complete a Request to Inspect or Review Educational Records form and submit it to the FERPA Coordinator.
- Exercise control (with some limitations) over disclosure of information contained in his/her educational records
- Seek to correct his/her educational records (including a hearing if necessary) when records are believed to be inaccurate or violation of privacy
- Report violation of FERPA to the Family Policy Compliance Office
- Be informed about FERPA rights

North Georgia Tech has placed overall responsibility for administration of all student records with the Vice President for Student Services, or his/her designee, who is designated the FERPA coordinator. Separate records/files may be maintained by the following categories: admissions,

academic, medical, psychiatric and counseling, financial aid, disciplinary, and financial. Only faculty and staff with a legitimate educational interest in the students' records will be permitted access. Certain third party governmental agencies have access to a student's records without prior consent. These records are located in the Mobley Administration Building on the Clarkesville Campus, in the Student Services Offices at the Blairsville Campus, and in the Records Office of the Currahee Campus.

Directory Information

The personally identifiable information contained in the student's educational record is listed below as directory information in order that the institution may at its discretion disclose such information without the student's further prior written consent.

- Name, address, telephone number
- Major field of study
- Award sought
- Expected date of completion of degree requirements and graduation
- Awards received
- Dates of attendance
- Full or part-time enrollment status

Student Handbooks are available each quarter. Also, a copy listing the items of directory information will be posted on institution bulletin boards. The student then has two weeks to notify the FERPA coordinator in writing on any items he or she does not wish designated as directory information.

Policy of Nondisclosure

All North Georgia Tech officials will follow a strict policy that information contained in a student's record is confidential and may not be disclosed to a third party without the student's prior written consent except as otherwise provided in the master policy manual located in the office of the Vice President for Student Services.

Fees for Copies

The institution will furnish each student three transcripts at no cost. Additional transcripts will be issued at a fee of \$3 each. The fee for copying any other records is the actual copying cost of 25 cents per page. The institution reserves the right to deny transcripts or copies of records not required by the FERPA in any of the following situations:

- The student has unpaid financial obligations to the institution

- There is an unresolved disciplinary action against the student
- There is an unresolved litigation between the student and the institution

Nondiscriminatory Policy

North Georgia Technical College does not discriminate on the basis of gender, race, color, age, natural origin, or disability in any of its programs or services.

Contact person for Student and General Public Complaints

VP for Student Services, Title VI, IX, II
North Georgia Technical College
P. O. Box 65
Clarkesville, GA 30523
Telephone: (706) 754-7711

Director of Special Services/Sec. 504/Title I/ADA
North Georgia Technical College
P. O. Box 65
Clarkesville, GA 30523
Telephone: (706) 754-7729

Residence Life – Clarkesville Campus

Residence life is a laboratory in growth toward maturity. It allows students to become independent while maintaining community responsibility and identity. It is one of the most rewarding and important facets of the postsecondary educational experience. North Georgia Tech offers residential living on the Clarkesville Campus to (1) provide an environment in which the learning experience may be enhanced and developed in accordance with traditional values and objectives of the college, and (2) meet the demand of physical living accommodations.

Resident students must accept the responsibility of community living. The resident student is expected to be fair and just in all his/her dealings with the college, and particularly in caring for the facilities provided. He/she will be required to exercise patience and kindness with his/her roommate and other students. Resident students should respect the rights of others at all times. Excessive noise, profane language, or offensive acts are prohibited.

Students' appearance should be neat and in good taste at all times. Students are expected to be clean and practice good habits of hygiene.

Students will be treated as responsible individuals and will be expected to honor and abide by the rules, or forfeit residency. Should a student forfeit his/her privileges to live in the residence hall because of unsatisfactory citizenship, he/she may also forfeit his/her privilege to be a member of the institution's student body. The suspension of student's privileges, including campus housing, is a serious action, which may be imposed for violation of housing regulations or other institutional policies.

When a student is no longer enrolled or when violation of resident or general campus policies results in cancellation of the right to occupancy, all personal belongings must be removed immediately from the campus. Each resident student is subject to the terms of any and all stated regulations in this handbook, and regulations issued by the Vice President for Student Services. Any new regulation that affects the student body and/or the residents of the residence halls becomes effective 24 hours after it is posted. Legal action may be taken against persons destroying, stealing, or defacing college property. Students at the Blairsville Campus may contact the Student Services Department for information on boarding opportunities.

Residence Hall Operations

NGT maintains campus housing for men and women on the Clarkesville Campus. The residence hall, Bryant Hall, is a co-ed facility. Selected students serve as resident assistants. The primary responsibilities of the resident assistants are to assist residents and act as liaison to the residents and the Director of Special Services. Resident assistants also ensure that the rules and regulations of NGT are followed by the residents and report any violations to the Director of Special Services/Vice President for Student Services. They check residents in and out of the residence hall and report any residence hall maintenance needs to the Director of Special Services/Vice President for Student Services.

Coin operated washers and dryers, a kitchen, computer lab and vending machines are located in the common areas of the residence hall. Cable television is provided in each room and telephones are permitted in rooms through a contract agreement between the student and the telephone company. NGT does not accept responsibility for a student's private telephone contracts.

To live in the residence hall, a student must complete a residence hall application and contract. These forms should be returned with the \$65 room deposit, to the cashier. Room and Board fees must be paid in full before receiving room keys.

Residents' belongings are their personal responsibility. NGT is not responsible for any damage or theft of personal belongings.

All residents should bring single sheets, pillowcases, blankets, spreads, pillows, towels, alarm clock, toiletries, dishes, and cleaning supplies. A television, small refrigerator, and an air conditioner (no more than 5000 BTU) are optional.

Guidelines for Residence Privileges

In order to qualify for and maintain residence in Bryant Hall, the student must:

- Be currently enrolled in credit classes at any North Georgia Tech campus with an occupational major in a diploma, degree or certificate program.
- Be enrolled in a minimum of 20 contact hours per week. Any variation from this policy must have approval from the Vice President for Student Services.
- Have an acceptable attendance record as determined by the North Georgia Tech attendance policy.
- Be in acceptable standing with North Georgia Tech in the area of discipline. Probationary status may cause residence privileges to be revoked. Eviction from Bryant Hall is mandatory upon disciplinary suspension from the college.
- Continue to make satisfactory progress toward completion of diploma, degree, or certificate program.
- Be in good standing with the NGT Business Office with regard to payment of all required fees.
- Failure to maintain any of the above guidelines during the quarter may result in the loss of residence privileges.
- Any variation from these guidelines must be requested in writing to the Vice President for Student Services for consideration on a quarter-by-quarter basis.

Residence Hall Policies

The residence hall program at the Clarkesville Campus of North Georgia Tech is responsible for providing an environment that will be conducive to

academic achievement and maximum intellectual stimulation. Therefore, NGT established the following regulations:

- Quiet hours are from 10:00 pm to 7:00 am, Sunday through Thursday. During these hours distractions and noise should be contained within the residents' rooms.
- After being assigned to a room, no student is permitted to move to another room without permission from the Director of Special Services/Vice President for Student Services. If a change is made, the resident must go through proper check out procedures.
- Rooms should be kept clean and free of any remnants of food or drink.
- Students must be properly dressed when outside their rooms. Adequate clothing must be worn in the lobby, halls and recreation rooms.
- Students are expected to attend all residence hall meetings. Resident Assistants will advise students of designated times.
- Students must turn off lights and all electrical equipment when they leave the room.
- Visitors under 16 years of age are not allowed in the residence hall without expressed, written permission from the Vice President for Student Services or designee.
- No overnight guests are allowed in Bryant Hall. All guests must leave by 10:00 pm. Guests must follow the same residence hall guidelines as students. Hosts and hostesses are responsible for the conduct of their guests.
- Resident students must be out of other resident's rooms by the following schedule:

Sunday-Thursday	Midnight
Friday-Saturday	1a.m.
- Cooking and heating appliances are not permitted in the residence hall; however, students are allowed to have an air conditioner and compact refrigerator in their residence hall room.
- Air conditioners of the window unit type must not exceed 5,000 BTU capacity and must be of adequate size to fit windows without change or damage to any part of the window or room.
- Resident Assistants will inspect appliances during installation and determine safety and conformance to the building policies.
- Any student having such appliances will be responsible to the college for any abuse of the privilege or damage to college property.

- Incense burners of all types, candles, fireworks, aerosol spray paint cans and solvents and other similar objects are strictly prohibited in the residence halls. Any such items found in rooms will be confiscated. Violation of this regulation may result in severe penalties not only from the institution, but also from the state Fire Marshall's office.
- Pets are not allowed in the residence hall under any circumstances.
- Damage to the room or any common areas will result in charges to all residents unless the responsible party is discovered. The minimum damage charge is \$5.
- No weapons of any kind are allowed in Bryant Residence Hall.
- No items, other than those issued or approved by NGTC are to be displayed from the window.
- Herbal (non-tobacco) cigarettes are not permitted on campus or any school sponsored event or activity.
- Beverages identified as non-alcoholic beer are prohibited on any campus of NGTC or any school-sponsored event.
- Bicycles are not allowed in Bryant Residence Hall. Bicycle racks are provided for use.
- Motorized vehicles are not permitted in Bryant Hall.

Disregard for the rules and regulations of this institution can result in disciplinary action.

Students who do not plan to return the following quarter must schedule a check out time with a Resident Assistant. The RA will complete a checkout form that reports the room's condition. The resident assistant must bring the form to the Director of Special Services or designee; return the residence hall keys, and student identification card. This process will activate the refund process for the deposit. Failure to check out properly will result in forfeiture of the deposit.

Policy for a Drug Free Workplace

North Georgia Tech is a responsible segment of the society, and as an educational institution, neither permits nor condones illegal drugs and narcotics. The college stands behind the laws of federal, state, and local governments concerning drugs and narcotics. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances represents a danger to the welfare of the individual as well as to the welfare of the North Georgia Tech community. Any student found manufacturing; distributing, dispensing, possessing or using controlled

substances will be subject to immediate expulsion from North Georgia Tech and may be turned over to campus police for legal action. Any student who is convicted of a violation of controlled substances must, as required by the Drug-Free Work Place Act of 1988, report such a conviction to the Vice President for Student Services no later than five (5) days after such a conviction. Compliance with the Drug Free Work Place Act further requires the college to notify the United States Department of Education of such conviction within ten (10) days after receiving notice of the conviction.

Any student who voluntarily seeks counseling for abuse of controlled substances, or who may be deemed by college officials to need treatment may secure information regarding approved drug assistance or rehabilitation programs from the Director of Special Services, Vice President for Student Services, or the Director of Operations at the Blairsville Campus.

If a student is dismissed for violation of an institutional regulation of controlled substances, he or she must have a professional evaluation. If the evaluation indicates a treatment or counseling program is necessary, the student must complete such a program before there can be any consideration for re-admission. After completion of a treatment or counseling program, the student may appeal for re-admission upon the recommendation of his or her counselor. Such an appeal must be directed to the Vice President for Student Services.

Drug and Alcohol Policy

The use, possession, or distribution of alcoholic beverages by North Georgia Tech students is strictly forbidden on campus and at any off-campus activity that is sponsored by or in the name of any institutional organization, department, or group. Beverages identified as non-alcoholic beer are prohibited. Any student who returns to either campus under the influence of alcohol and/or drugs shall be subject to full disciplinary action. All students are subject to a breathalyzer test. Failure to cooperate will result in full disciplinary action. NOTE: All city, state and federal laws will be enforced.

Federal law permits North Georgia Tech to disclose to parents/guardians violations of not only local, state, and federal laws but also school policies and rules governing the use of possession of alcohol or controlled substances. (Section 952, Alcohol or Drug Possession Disclosure, of the Higher Education Act 10/99)

Campus Dress Code

One of the major objectives of North Georgia Technical College is to provide realistic occupational training for all students. Working conditions common to those found in business and industry are simulated as closely as possible. Statistics have shown that an individual's success in finding employment depends as much on personal qualities as on job skills. For this reason, students will be required to meet standards of dress determined by faculty, the campus safety officer, and the Vice President for Student Services.

Standards of personal grooming for students are established in accordance with those generally accepted by business and industry.

The following regulations shall be observed for dress and grooming by all students:

- Cleanliness of person and clothing is required.
- Shoes are to be worn at all times. Beach wear type flip-flop shoes are not allowed.
- Use of offensive, obscene, or abusive words or symbols on clothing is not permitted.
- Longer, knee-length type of shorts such as dress shorts, bermudas, and culottes are acceptable. Short shorts and running/gym shorts are not permitted.
- Tank tops, halter tops, tube tops or other garments defined as skimpy, scooped out at the neck and shoulder, or showing excessive amounts of skin area are considered inappropriate dress.
- Excessively long hair and beards may be deemed safety hazards in certain occupational programs.

In addition to these general standards, each department sets its own standards to comply with safety and occupationally required dress. Failure to comply with those standards by students enrolled in the particular department will result in termination from class.

Inspection, Search, and Seizure

Although students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable search and seizure, the courts have recognized the rights of institutions to conduct reasonable inspections, search and seizure in order to enforce college regulations. North Georgia Tech reserves the right to conduct such inspections, searches, and seizures within the limits of the law.

Inspection

- The college reserves the right to conduct searches of individual rooms and lockers in a residence hall or other facility on campus if there is reason to believe an institutional regulation has been violated.
- Law enforcement officials may search facilities with or without authorization from the college by means of a search warrant.
- Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant has been issued authorizing the search. However, such evidence can be used in disciplinary procedures concerning the violation of institutional regulations.

Seizure

Property confiscated during a search will be returned to the owner unless it is an illegal item such as drugs or drug paraphernalia or illegal weapon.

Campus Loitering

Loitering will not be permitted in any campus parking lot at any time. Loitering will not be permitted anywhere on any of the North Georgia Tech campuses after 10:30 pm.

Personal Belongings

When a student graduates or terminates training at North Georgia Tech, all personal belongings must be removed from campus at time of checkout. College personnel will not be responsible for any personal item left in the classroom, the residence hall, or any other campus location. Any unclaimed item, including motor vehicles or major appliances, will be removed from the campus after two weeks and the student will be charged for the removal.

Checkout

Whenever any student leaves North Georgia Tech through graduation, termination for any reason, or dismissal, in order to clear his/her record and receive any refunds due, he/she is required to complete a withdrawal form and return completed form to the office of Student Records.

Sexual Harassment

It is the policy of North Georgia Tech that all employees and students should be able to enjoy a work and educational environment that is free from all forms of discrimination, including sexual harassment.

The U.S. Department of Education defines sexual harassment as: verbal or physical conduct of a sexual nature imposed on the basis of sex, by an employee or student that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protected under Title IX. Prohibited conduct is that which:

- Is sexually motivated or of a sexual nature when that conduct creates an intimidating, hostile, or offensive environment;
- Is used as a factor in employment or academic decision;
- Unreasonably interferes with an individual's work or academic performance.

Sexual harassment is an unlawful practice under Federal Law and is a form of discrimination that is specifically prohibited at North Georgia Tech. Any student or employee who violates this policy will be subject to disciplinary action.

Anyone believing they have been harassed sexually should report it immediately to the Equity Coordinator at (706) 754-7766. Any complaint of sexual harassment will be reviewed under the College's grievance procedure for handling complaints of discrimination. Information regarding the grievance procedure may be obtained from the Vice President for Student Services' Office.

Identification Cards

North Georgia Tech ID cards are issued to all students enrolled for credit. The cards are to be used for identification in the dining hall, library, at activities and athletic events, and as identification when needed. Many activities sponsored off campus require an ID card for identification and reduced rates. The ID card is an official document of North Georgia Tech. The use of a student identification card as a meal ticket or for other function by other than its original holder is prohibited.

Campus Safety Department

Campus Safety Department is responsible for the safety and security of campus facilities and personnel. It is also responsible for emergency response. Campus Safety Department on the Clarkesville Campus has two offices: one located in the Carlton Student Center and one located in Bryant Hall for evening hours. The department is staffed throughout the year and is comprised of full-time certified officers and part-time non-certified officers. It is part of the Administrative Services department of the college and officers report to the Vice President for Administrative Services.

Campus Safety Department components on the Clarkesville, Currahee and Blairsville Campuses maintain cooperative working relationships with the local police and sheriff's departments. Crime related information and reports are routinely exchanged on a formal and informal basis with these offices. North Georgia Tech encourages reporting of all crimes and depends on employees and students alike to contribute to the safety and security of the campus. During regular office hours, you may contact the Campus Safety Department on the Clarkesville Campus at (706) 754-7731 or (706) 754-7868.

Attendance Policies

All students are expected to punctually attend all classes, labs, and exams as scheduled. The student is responsible for all material cover in classes missed. Class work or exams missed may be made up at the discretion of the instructor and/or the Vice President of Instructional Services. Instructors will review these attendance policies with all students at the beginning of each quarter.

The days absent for a warning and termination are as follows:

CLASS MEETING PER WEEK	ABSENCES BEFORE WARNING	ABSENCES BEFORE TERMINATION
5	3	5
4	2	4
3	2	3
2	1	2
1	1	2

The instructor will issue a warning before termination for nonattendance by completing a form to document the absences, discuss them with the student, and send a copy to the Vice President for Student Services or to the Director of Blairsville Operations. A student with attendance problems may be referred to a career planner, the Vice President for Student Services, or other appropriate staff before or after a warning. Three tardies may be counted as one absence. Requests for early leave will be handled in the same fashion as tardies. The instructor may request termination of a student from a course(s) after reaching the required absences according to the schedule above by completing a referral form and sending it to the office of the Vice President for Student Services. Official warning will be issued if possible before a termination is requested. If a student is absent for 3 consecutive days without notification to the college he/she may be dropped. Students who have maintained a satisfactory rate of progress and

who have made up all assignments and tests missed may, at the instructor's discretion, be allowed additional absences. A student who is going on an approved field trip or plans any other authorized absence from classes is responsible for advance notification of all instructors to whom he/she would normally have reported.

Drop/Add

The official drop/add period will be 7 days. This is seven (7) consecutive calendar days including holidays beginning with the first day of class.

Internships

The following reflect the minimum requirements, stipulations, and procedures for each program to follow for establishing student internships:

- Credit toward a certificate, diploma, or degree for completion of internships will be provided.
- The student must be in good standing with no academic or unresolved disciplinary action pending and must complete proper paperwork. The student may stay in the residence hall with permission of the Vice President for Student Services.
- The student must meet the college's requirements of satisfactory progress and must have completed all academic requirements necessary to participate in the internship or receive special approval from the office of the Vice President for Instruction.
- The instructor must give his/her approval before a student is eligible to participate in the internship training. The instructor will insure that the student completes all the necessary forms on file in his/her department.
- The student will pay quarterly registration, i.e. (tuition, student activity) fees for the quarter he/she is on the internship.
- The student must be employed/trained in the occupational field in which he/she is enrolled.
- Students must register for the internship and complete hours according to the stated standards.

Acceptable Computer Use Policy

North Georgia Technical College owns and operates a variety of instructional computer systems which are provided for the use of North Georgia Technical College students, faculty, and staff in support of the educational programs of the school and which are to be used for such related activities only. All students, faculty, and staff are responsible for seeing that these computer facilities are used in an effective, efficient, ethical, and lawful manner. The complete policy is available in the online

policy manual on the NGTC website, and is available in all computer labs. It defines acceptable use of these instructional computer systems. Unacceptable use is prohibited, and is grounds for loss of computer privileges, as well as prosecution under Federal, State, and local law. System administrators may develop additional, more detailed guidelines as needed, for any of the college's instructional computer systems. These guidelines will cover such issues as allowable connect time and disk space, handling of irretrievable mail, responsibility for account approval, copyright issues, actions for inappropriate use, and other items related to administering the system.

CAMPUS RULES AND REGULATIONS

Students admitted to North Georgia Technical College are expected to have acceptable personal standards of conduct and ethics. Also, students are expected to have a responsible attitude toward regulations and standards of the college and the laws of the community, state and nation and to respect their fellow students. These regulations are effective at the time of entrance and continue until graduation or withdrawal. By the act of registration, students imply acceptance of the standards and regulations stated in this handbook and other publications and official memoranda of this college. Any behavior reflecting adversely upon the students or the college will result in disciplinary action, whether the incident occurs on or off campus.

Tobacco Use

Smoking is permitted in designated areas only. All designated smoking areas are posted.

Academic Irregularity

No student shall receive or give assistance in the preparation of any class assignment unless authorized by the instructor. No student shall take or attempt to take, in an unauthorized manner, any class material. Students found cheating will face disciplinary action and will receive a zero for the assignment, project, or exam. Any action of cheating which reaches beyond the individual may face expulsion.

Alcoholic Beverages

Intoxication on campus is not permitted. Drinking or possession of alcoholic beverages on any NGT facility or any approved field trips is

prohibited. Drinking, possession or transportation of alcoholic beverages at any time is discouraged. Beverages identified as non-alcoholic beer are prohibited.

Disorderly Assembly

No student or group of students shall assemble on campus for the purpose of creating a riot or disturbance or disorderly diversion that interferes with the normal operation of the college. Students do have the right to peaceful, non-disruptive assembly.

No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of the college facilities or materially interfere with the normal operation of the college with authorized events being held on campus.

Disorderly Conduct

Disorderly or obscene conduct or breach of the peace on college property or at any function sponsored or supervised by the college or any recognized institutional organization is prohibited.

No student shall push, strike, or physically assault any member of the college staff or student body or any visitor to the campus.

Conduct on college property that materially interferes with the normal operation of the college or the requirements of appropriate discipline is prohibited.

No student shall interfere with, give false name to, or fail to cooperate with, any properly identified members of the faculty, administration or other staff personnel while these persons are performing their duties.

Expressly Prohibited Are:

- Obstruction or disruption of, or interference with any institutional activity or with an authorized program conducted on college premises by non-members of the college community.
- Unauthorized obstruction or disruption of, or interference with, vehicular or pedestrian traffic on college roadways or walkways or on public street adjoining or in the vicinity of college property.
- Behavior that jeopardizes the safety or well being of other members of the college community or persons coming onto college property.
- Harassment of, or interference with, security officers, police officers, fire fighters or other persons engaged in the performance of their official duties.

- Small children present on the training site or in the residence hall at any time for visiting or babysitting purposes. (Safety and insurance considerations make this policy mandatory).

Drugs

The possession or use (without valid medical prescription), manufacture, distribution or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited.

Falsification of Records

No student shall alter, counterfeit, forge or cause to be altered, counterfeited or forged any record, name, form or document used by the college.

Explosives

No student shall possess, furnish, sell or use explosives of any kind on college property.

Fire Safety

No student shall tamper with fire safety equipment. The unauthorized possession, sale, distribution or use of any incendiary device is prohibited. No student shall set or cause to be set any unauthorized fire in or on college property. The possession or use of fireworks on college property is prohibited. No student shall make, or cause to be made, a false fire alarm. Doing so will be considered a serious incident. Fines may be assessed and/or other disciplinary actions may be taken with anyone known to make a false fire alarm. Similar actions may be taken with all resident students if it is not known who caused the false alarm.

North Georgia Tech is subject to fire and tornado drills without prior notice. Students are expected to comply with official practices and procedures regarding established fire drills and severe weather alerts. Students who do not comply will be subject to disciplinary action.

Firearms/Weapons

Students are prohibited from possession of firearms on institution property. The possession or use of any other offensive weapon is prohibited.

Hazing

Hazing in any form is prohibited.

Theft

No student shall take, attempt to take, or keep in his or her possession North Georgia Tech property, or items belonging to students, faculty, staff, or student groups. A person found guilty of theft is subject to automatic dismissal.

Unauthorized Entry of College Facilities

No student shall make unauthorized entry into a college building, office or facility, nor shall any person remain without authorization in any building after normal closing hours. No student shall make unauthorized use of any institutional facility. Unauthorized possession or use of college keys is prohibited.

Instructors are directed to insure that students or unauthorized persons do not remain in their department during breaks, lunchtime, or after college hours. If the instructor is present and wishes to allow students to remain, this is permissible; however, all classrooms and departments will be locked when an instructor is not present. An exception may be made for work-study students assigned to the department and with the instructor's knowledge and approval. After hours any student wishing to enter instructional departments must have a note signed by the instructor to present to the campus police or other college officials.

Also, administrative areas, warehouse and barn areas are off limits to all students except during regular class hours.

Misuse of College Name

Use of the college name for soliciting funds or other activity without approval of proper college authorities or any misuse of the college's name is prohibited.

Violation of Outside Law

Violation of local, state or federal law, on or off campus, which constitutes a clear and present danger or material interference with the normal, orderly operation of the college or with appropriate discipline, is prohibited.

Housing Regulations

Violation of college housing regulations is prohibited.

Moral Behavior

Any behavior on campus which is obscene or which is clearly beyond the acceptable standards of the community is prohibited.

Campus Traffic Violations

Violation of campus traffic rules and regulations is prohibited.

Motor Vehicles

Students are permitted to have motor vehicles on campus. Boarding and non-boarding students must follow rules regarding the operation and parking of vehicles. All motor vehicles must be registered with the campus police, or administration, and the parking permit must be displayed in a prominent position on the back windshield. The initial parking permit is free; replacements are \$1.00 each. Specific regulations include the following:

- The speed limit in all campus areas is 15 mph.
- Boarding students in Clarkeville are not permitted to drive cars to classes.
- Students are not permitted to park in the dining hall area of the Clarkesville Campus.
- No parking is permitted on the street in front of Bryant Hall at any time.
- No parking is permitted on yellow curbs.
- Reckless driving, racing of motors and loud mufflers are not permitted on campus.
- Motorcycles and similar vehicles are subject to the same regulations as automobiles on campus. Motorcycle parking for commuting students is provided in a designated area at the Purcell Metal Trades Building, on the Clarkesville Campus.
- Blairsville parking lots are designated for student use.
- Students who do not abide by these rules will be subject to penalties including fines, having the vehicles impounded or withdrawal of permit to have motor vehicles on campus.
- One parking space per vehicle.

Failure to display the parking permit at the designated position on the motor vehicle or obey traffic regulations will result in fines or impounding/removal of vehicle.

Student must park in the prescribed areas as follows:

- Bryant Hall – residents will park in the lot behind Bryant Hall.
- Commuting Students – may park in any legal parking space on the Clarkesville Campus excluding the Bryant Hall parking lot, Ramsey-Hunter parking lot, Mobley Administration parking, reserved or handicapped parking, or loading zones.

- Students at the Blairsville Campus may park in designated student parking lots.

Disciplinary Procedures

Disciplinary action may be taken to correct disciplinary problems on campus. Any student may be removed from the campus who presents a hazardous situation to the institutional community or who disrupts the good order of the community.

The Vice President for Student Services, or designee, is responsible for interpreting violations of rules, regulations and policies of the institution and may assemble a Disciplinary Committee if the offense is of a serious nature. In disciplinary actions, the student will be given notification, oral or written, of the violations and action taken regarding each violation.

Disciplinary Measures

The following are possible disciplinary measures that may be imposed upon a student for infraction of college rules and regulations. The list is not exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

REPRIMAND – An oral or written statement of disapproval will be transmitted to the student.

COMMUNITY SERVICE – A student may be assigned community service for violation of campus regulations and for damage to campus or personal property.

RESTRICTION – The student may be denied the privilege of participating in certain college or social activities.

RESTITUTION – Reimbursement for damage or misuse of property may be required.

DISCIPLINARY PROBATION – A serious infraction of the rules and regulations can result in a student being placed on disciplinary probation. Once placed in this status, further infraction of the rules and regulations means a student is subject to immediate expulsion. The length of the probation will be determined at the time of infraction.

DISCIPLINARY SUSPENSION – At anytime a student is forced to withdraw from the institution for a specific period of time for disciplinary reasons, a statement of suspension is recorded on the student's transcript.

Suspension is for a period of not less than one quarter. Application must be made for re-admission.

EXPULSION – Permanent forced withdrawal from the institution may be imposed on the first offense, but it usually is administered after other methods of discipline have been exhausted. Expulsion is indicated on the student's transcript.

Grievance and Due Process Procedure

Any person can make a verbal or written complaint to any faculty or staff member concerning decisions or alleged violation(s) of the standards of conduct of students and/or college employees. Immediate resolution of the matter at the lowest level is the goal of the institution. Therefore, when appropriate, violations of a minor nature will be resolved through informal procedures.

If the person is not satisfied with the response of the faculty or staff, he/she should submit his/her complaint in writing to the Office of the Vice President for Student Services or his/her designee. The Vice President for Student Services and/or his/her designee shall review the complaint upon receipt and initiate an investigation. A determination of the action to be taken shall be made and provided in writing to the person(s) involved.

The decision may be appealed by written petition to the President within five (5) working days of the decision. Following receipt of the appeal, the President may refer the appeal request to a Disciplinary Review Committee within five (5) working days. The Committee will convene to consider the appeal within ten (10) working days. The members of this Committee are appointed by the President with representation from the faculty and/or staff and the student body. The Committee will present their recommendations(s) to the President no later than the next working day following the last meeting. The President shall have five (5) working days to issue a written statement of the Committee's decision.

The Disciplinary Review Committee's decision may be appealed by written petition to the President within five (5) working days of the decision. The President and/or his/her designee will issue a decision in writing within ten (10) working days.

The President's decision may be appealed to the Chairperson of the Board of Directors within five (5) working days of the President's decision. The appeal should be in writing and indicate why the decision of the President is unsatisfactory. The decision made by the Local Board of Directors may

be appealed to the Chairperson of the State Board of Directors of the Georgia Department of Technical and Adult Education within ten (10) working days of the decision given by the Local Board. The appeal should be in writing and indicate why the decision of the Local Board is unsatisfactory. The State Board of Directors address is: 1800 Century Place: Atlanta, GA 30345. The State Board's due process regulations shall then take effect.

The decision by the State Board of Directors may be appealed to the Council on Occupational Education (COE). The appeal should be made in writing and indicate why the decision of the State Board of Directors is unsatisfactory. The COE's address is: 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346.

CLARKESVILLE CAMPUS

The date in parenthesis after the name indicates the year of appointment to the North Georgia Technical College faculty.

AARON, Leigh Anne (2001), ADULT EDUCATION, 6 years occupational experience; 3 years teaching experience; B.S. in Family and Consumer Sciences; Georgia Southern University.

ANDERSON, Tabatha (2003), PRACTICAL NURSING; 5 years occupational experience; 2 years teaching experience; B.S. in Nursing, Georgia Baptist College of Nursing.

AYERS, Ronnie (1996), WELDING and JOINING TECHNOLOGY, 12 years occupational experience, 9 years teaching experience; Diploma Machine Tool Technology/Welding & Joining Technology, North Georgia Tech; A.S. in Machine Tool Technology/Welding & Joining Technology, Truett-McConnell College.

BAILEY, Charles B. (2005), ELECTRICAL CONSTRUCTION AND MAINTENANCE; 12 years occupational experience; 1 year teaching experience; AAT in Industrial Systems Technology; North Georgia Technical College; National Electric Code with NFPA-April 2005.

BEALL, Brent (2001), ENVIRONMENTAL SCIENCES, 8 years occupational experience; 5 years teaching experience; B.S. in Chemistry, Piedmont College; PhD in Biochemistry, East Carolina University School of Medicine.

BENNETT, Timothy (2000), APPLIED MANUFACTURING TECHNOLOGY, 8 years occupational experience, 12 years teaching experience; equivalency of an Associate Degree, Georgia Southern and Truett McConnell College; T-2 Teaching Certificate.

CHASTAIN, Fran (2001) ENTREPRENEURIAL EDUCATION 15 years occupational experience; 5 years teaching experience Certified Quality Engineer (CE); BS in Industrial Engineering Technology, Southern College of Technology; MBA in Business Administration, Brenau University; Certified Quality Engineer (CQE).

CHASTAIN, Sheryl S. (1983), DEPARTMENT CHAIR, BUSINESS & COMPUTER TECHNOLOGIES; BUSINESS & OFFICE TECHNOLOGY, 4 years occupational experience; 25 years teaching experience; A.S. in Business Administration, Young Harris College; B.S. in Business Education, UGA.; M.Ed. in Business Education, UGA; Ed. S. in Business Education UGA.

CORNELIUS, Diana M. (1977), DEVELOPMENTAL STUDIES; 41 years teaching experience; B.S. in Biology, Stetson University; M.Ed. in Junior High Teaching, Georgia Southern College, E.S. in Adult Education, University of Georgia.

CULLIFER, Carol (1998), BUSINESS TECHNOLOGIES, 7 years occupational experience; 10 years teaching experience; B.S. in Business Education, Valdosta State University; M.Ed. Business Education, Valdosta State University; Certifications: MS Word and MS Excel.

DeWITT, Nancy H. (1982), BUSINESS TECHNOLOGIES, 7 years occupational experience; 23 years teaching experience; B.B.A. in Office Administration, West Georgia College; M.Ed. in Business Education, UGA.

DUNDORE, Walter (2003), COMPUTER INFORMATION SYSTEMS TECHNOLOGY; 7 years occupational experience; 3 years teaching experience; B.A. in English with a concentration in Computer Science, Piedmont College; Certifications: MCSE, Windows 2000 Professional, MCP.

FARMER, Stony (2001), AUTOMOTIVE TECHNOLOGY, 32 years occupational experience; 4 years teaching experience; Diploma in Automotive Technology, NGT; GM Certified Master Technician; NAPA Training; Pro Auto Tech Automotive Training; National Certification in Engine Repair and Engine Performance; ASE Master Technician.

FREE, Holly (2000), ALLIED HEALTH, 7 years occupational experience; 5 years teaching experience; Licensed Registered Nurse, State of Georgia; B. S. Nursing, Brenau University; CPR Certified.

GREEN, Tim (1998), BUSINESS OFFICE TECHNOLOGY, 4 years occupational experience; 7 years teaching experience; B.B.A. in Accounting, Piedmont College; M.B.A., Accounting, Brenau University; Certifications: MS Word and MS Excel.

HARRISON, Morris (1985), MARINE ENGINE TECHNOLOGY, 7 years occupational experience; 20 years teaching experience; Diploma in Small Engines, North Georgia Tech; OMC Service Training; Yamaha Service Training; Mercury Marine Service Training.

HENDERSON, Janet (2002), MEDICAL ASSISTING; 9 years occupational experience; 7 years teaching experience; Diplomas in Medical Assisting and Information and Office Technology, Gwinnett Technical College; A.A. in Health, Gwinnett Technical College; Certified Medical Assistant; Certified Medical Billing Specialist: CPR Certified.

HENDERSON, Teresa (2000), 23 occupational experience; 5 years teaching experience; Licensed Master Cosmetologist; State of Georgia; Diploma in Cosmetology; South Georgia Tech

HIRST, Allyson (2004) PHARMACY TECHNOLOGY; 1 year teaching experience; 9 years occupational experience; Certified CPhT; BA. in English; Hood College.

IVESTER, Katherine C. (1997), MEDICAL ASSISTING, 32 years occupational experience; 11 years teaching experience; CMA (AAMA), CLS (NCA); A.A.S. in Medical Laboratory Technology, Truett-McConnell College; BBA in Health Management; Piedmont College; M. A. in Public Administration, Piedmont College; HHS Certification; CPR certified.

JACKSON, Joshua D. (1997), TURF & GOLF COURSE MANAGEMENT; 2 years occupational experience; 8 years teaching experience; B.S. in Agronomy and Turf Management, UGA; Licensed GPCA.

JENKINS, Laura P. (1995), GENERAL STUDIES-MATH, 4 years occupational experience; 10 years teaching experience; A.A.S. in Data Procession, Truett-McConnell College; B.B.A. in Business Administration, UGA; Teaching Certification North Georgia College; M.Ed. in Mathematics Education.

KENNEDY, Amanda (2004) COSMETOLOGY; 5 years occupational experience; 1 year teaching experience; 2 years cosmetology education; Licensed Master Cosmetologist, State of Georgia.

KING, Dan (1996), DEPARTMENT CHAIR, GENERAL and LEARNING SUPPORT; GENERAL STUDIES-PSYCHOLOGY; 24

years occupational experience; 9 years teaching experience; B.S. in Junior High Education, Georgia Southern College; M.A. in Psychology; Ball State University; M.S. in Logistics, Air Force Institute of Technology.

KING, Ruth (1999), DEPARTMENT CHAIR ECONOMIC DEVELOPMENT/ WORKBASED PROGRAMS; APPLIED BUSINESS TECHNOLOGY; 21 years occupational experience; 6 years teaching experience; B. A. in Psychology, Piedmont College; M.Ed. in Adult Education, Central Michigan University; Certified Lead Instructor for Certified Customer Service Specialist and Certified Manufacturing Specialist,

LEDFORD, Kenneth L. (1977), DEPARTMENT CHAIR, TRANSPORTATION; AUTOMOTIVE TECHNOLOGY; 4 years occupational experience; 28 years teaching experience; Diploma in Auto Mechanics, North Georgia Tech; A.A. in Business Administration, Gainesville College; ASE Master Technician.

LI, Wei (2001), COMPUTER INFORMATION SYSTEMS TECHNOLOGY, 11 years occupational experience; 12 years teaching experience; B.S. in Medicine, Huzhong Institute of Technology, Tongji School of Medicine; M.S. in Pathology, Wuhan University School of Medicine; M.S. in Computer Science, East Carolina University; CIW Certified Instructor, Blackboard Certified.

LONG, Paul (1999), COMPUTER INFORMATION SYSTEMS TECHNOLOGY; 10 years occupational experience; 4 years teaching experience; A.A.S. in Management, Camden College; B.S. in Management, Rutgers University; M.A. in Business Education, UGA: Certifications: A+, Lucent, Network+, MCP Windows NT.

MITCHELL, Amanda (1999), ADULT EDUCATION, 6 years occupational experience; 6 years teaching experience; B.A. in Psychology, UGA.

PARKER, Rebecca (2001), GENERAL STUDIES, 15 years occupational experience; 14 years teaching experience; B.A. in Communications, Winthrop University; M.A. in English, Winthrop University.

RANALLI, Ken (2000), PARAMEDIC TECHNOLOGY, 17 years occupational experience; 12 years teaching experience; Licensed Paramedic-State of Georgia and State of Florida and National Registry;

Licensed Emergency Medical Technician-State of Georgia; Licensed Fire Fighter-State of Rhode Island; A.S. in Emergency Medical Service, Valencia Community College; Certified instructor in ACLS, BLS, PALS, BTLS, P-TLS, EMT-P, Critical Care.

RED, Owen (2004), COMMERCIAL TRUCK DRIVING; 25 years occupational experience; 3 years of teaching experience; Diesel Technician Degree, south Georgia Technical School; Class A Commercial Endorsement; Tanker and Hazardous; Safety Training Course on Defensive Driving; ASE Certified Master Truck Technician.

REEDER, Jacalyn B. (1998), ADULT EDUCATION, 12 years occupational experience; 7 years teaching experience; B.A. in Elementary Education, Florida

RICH, Kathy (2001), ADULT EDUCATION, 28 years occupational experience; 5 years teaching experience; B.S. Middle Grade Education, Brenau University.

ROACH, Greg (1997), DEPARTMENT CHAIR, ENVIRONMENTAL SCIENCES; ENVIRONMENTAL HORTICULTURE, 17 years teaching experience; B.S. in Agriculture Education, UGA.

SANDERS, Carolyn (1973), BUSINESS TECHNOLOGIES, 7 years occupational experience; 32 years teaching experience; B.A. in Accounting, Piedmont College; M.Ed. in Trade and Industrial Education, University of Georgia; Ed. S. in Trade and Industrial Education, UGA; Ed.D. in Adult Education, UGA; Certifications: MS Excel.

SHIFLET, Melinda (1988), PRACTICAL NURSING, 13 years occupational experience; 17 years teaching experience; Licensed Registered Nurse, State of Georgia; Diploma in Nursing, Hall School of Nursing; B.S. in Nursing, Medical College of Georgia; CPR Certified.

SIMMONS, Kenneth (1995), COMMERCIAL PHOTOGRAPHY, 9 years occupational experience; 10 years teaching experience; Diploma in Photography, North Georgia Tech, GPPA Fellowship Degree.

SMITH, Doyle (1976), DEPARTMENT CHAIR, INDUSTRIAL/TECHNICAL PROGRAMS; MACHINE TOOL TECHNOLOGY, 10 years occupational experience; 28 years teaching

experience; Diploma in Mechanical Technology, A.A.S. in Mechanical Technology, Truett-McConnell College.

SMITH, Mary (1995), ADULT EDUCATION, 13 years occupational experience; 9 years teaching experience; B.A. in English, State University of New York.

SMITH, Richard P. (1984), COMMERCIAL PHOTOGRAPHY, 14 years occupational experience; 21 years teaching experience; Photographic Craftsman Degree, Professional Photographers of America; Master of Photography, Professional Photographers of America.

SMITH, Samuel (2002), INDUSTRIAL SYSTEMS TECHNOLOGY, 15 years occupational experience; 5 years teaching experience; Diploma in Welding and Industrial Maintenance Technology, Tri-County Technical College; Associate Degree in Welding, Tri-County Technical College; Type III Certified Technician.

STOVER, David (1978), AIR CONDITIONING/ADVANCED AIR CONDITIONING TECHNOLOGY, 11 years occupational experience; 27 years teaching experience; Diploma in Refrigeration and Air Conditioning, North Georgia Tech; Refrigeration License: Conditioned Air Contractor Class II.

STRADER, Lauren I. (1981), DEPARTMENT CHAIR, ALLIED HEALTH & HUMAN SERVICES; MEDICAL LABORATORY TECHNOLOGY, 7 years occupational experience; 24 years teaching experience; Licensed MT (ASCP); B.S. in Biology, University of Virginia; M.Ed. in Health Occupations, University of Georgia.

TAYLOR, Thomas (2000), AIR CONDITIONING TECHNOLOGY, 24 years occupational experience; 5 years teaching experience; A.A.S. in General Studies,, Georgia Military College; EPA Certified; ASE Certified.

UMBEHANT, Eddie (2003), BASIC AUTO MAINTENANCE DETAILING, 40 years occupational experience; 9 year teaching experience; B.S.in Education; University of Georgia

WARD, Shelby (1995), ADULT EDUCATION, 2 years occupational experience; 10 years teaching experience; B.S. in Math, Piedmont College.

WHITENER, Larry (1976), AUTO COLLISION REPAIR, 7 years occupational experience; 29 years teaching experience; G.M. Training Center, Dupont Refinishing School; P.P.G. Refinishing School; Chief Training School; Lincoln Welding School; MACS Certified; ASE Certified in Master Collision Repair and Refinish Technician.

WUNCH, Mary (1998), PRACTICAL NURSING, 21 years occupational experience; 7 years teaching experience; Licensed Registered Nurse, State of Georgia; B.S. in Nursing, University of Southwestern Louisiana; MAS Diploma, Carnegie Institute; CPR Certified.

STAFF DIRECTORY – CLARKESVILLE CAMPUS

President's Office

Dr. Ruth Nichols	President
Sara Moore	Executive Assistant to the President
Billy Chism	Institutional Advancement Director
Michele Shirley	Marketing Specialist

Instructional Services

Dr. Tom Sommer	Vice President for Instructional Services
Gale Watkins	Institutional Effectiveness Coordinator
Sheila Hughes	Secretary, Instructional Services
Victoria Watson	Secretary, Instructional Services
Ron Barker	Tech Prep Coordinator
Dan King	Instruction Director
Larry Bond	Evening Services Director

Adult Education/GED

Dr. Barbara Melichar	Literacy Director
Christy Gosnell	Secretary
Terry Edwards	Chief GED Examiner
Beverly Wade	Part-Time Secretary

Student Services

Dr. Michael King	Vice President for Student Services
Debbie Brown	Administrative Assistant to Vice President
Brenda Speed	Director of Student Services
Kim Kelley	Registrar
Jane Burris	Director of Special Events and Recruitment
Grace Duvall	Assessment Specialist
Rhonda Smith	Special Services Director
Sherry Seal	Campus Life Director
Keyla Stephens	New Connections to Work Coordinator
Daniel Gregg	Evening Coordinator/Job Placement Specialist
Trudy Ayers	Fatherhood Program Coordinator
Cheryl Velazquez	New Connections to Work Lab Specialist

Enrollment Management

Gail Taylor	Admissions Director
Cindy Collins	Admissions Assistant
Carol Green	Student Services Assistant
Mary Lou Ivester	Receptionist

Financial Aid

Erica Pickens
 Shannon Hill
 Charlene Thomas
 Larry Parham

Director of Financial Aid
 Financial Aid Specialist
 Financial Aid Assistant
 Financial Aid Assistant

Administrative Services

Mark Ivester
 Darline Church
 Paige Burton
 Marcia Peyton
 Tammy Keyes
 Tony Fulbright
 Carol Carson
 Teresa Dean
 Michael Strader
 Charles F. Elder, III
 Buddy Raper
 Savonda Sheppard

Vice President of Administration
 Procurement Officer
 Director of Accounting
 Human Resources Coordinator
 Accounting Technician
 Accountant
 Accountant
 Cashier
 Systems Administrator
 Technical Support Specialist
 Technical Support Specialist
 Technical Support Specialist

Technology

Dr. Jim Watkins

 Dawn Adams
 Kelly Jones
 Gwen Brown

Vice President of Technology/
 Institutional Support Services
 Librarian
 Library Assistant
 Library Assistant

Bookstore

Leslie Hyde

Bookstore Manager

Economic Development

Dr. Judy Taylor
 Joy Smith
 Ernie Garrett
 Denise Williams
 Tiffany Scroggs
 Fran Chastain
 Brad Cagle
 Chris Stephens

Vice President of Economic Development
 Administrative Assistant to Vice President
 Director of Continuing Education
 Secretary
 Conference Coordinator
 Entrepreneurial Education Project Director
 Safety/Technology Instructor
 American Heart Association Training Coordinator

Campus Police/Safety

Curtis Wade
 Joel Gragg
 Tim Vaughan
 Rick Bartmas
 Rick Gunther

Institution Safety Manager
 Security Officer
 Security Officer
 Security Officer
 Security Officer

Food Service

Fred Stewart
 Kathryn Wrenn
 Geraldine Ledford
 Kay Loudermilk
 Faye Lowe
 Judy Cowart

Food Service Manager
 Food Service Supervisor
 Food Service Supervisor
 Food Service Employee
 Food Service Employee
 Food Service Employee

Campus Maintenance

Jerry Ivester
 Terry Eller
 Clifford Wheeler
 Anthony Adams
 Claude Roberts
 Kack Sithisaiya
 Chris Eller
 Pat Pardue
 Joyce Adams
 Vacant
 Frank Raper

Director of Facilities Management
 Craftsman
 Craftsman
 Craftsman
 Maintenance
 Custodian
 Custodian
 Custodian
 Custodian
 Shipping and Receiving

CREDIT PROGRAM FACULTY – BLAIRSVILLE CAMPUS

The date in parenthesis after the name indicates the year of appointment to the North Georgia Technical College Faculty.

DEIBERT, Renee (2003), BUSINESS OFFICE TECHNOLOGY; 5 years occupational experience; 11 years teaching experience; B.A. in Sociology, Valdosta State University; M.Ed. in Instructional Technology-Technology Coordination, Georgia College and State University.

DRAKE, David (2001), CULINARY ARTS, 32 years occupational experience; 4 years teaching experience; A.S. Degree in Culinary Arts, Culinary Institute of America.

FLOYD, David (2002) CERTIFIED CONSTRUCTION WORKER, 25 years occupational experience; 3 years teaching experience; Diploma, Associated General contractors, 1-year Apprenticeship Program, Indian River Community College, Superintendent Training Program, Indian River Community College.

HAAG, Jim (2001), INDUSTRIAL SYSTEMS TECHNOLOGY, 28 years occupational experience; 4 years teaching experience; A.A. in Electronics Engineering Technology, Devry Institute of Technology.

HAMILTON, Charles B. (1999), APPLIED BUSINESS TECHNOLOGY, 30 years occupational experience; 6 years teaching experience; A.S. in Electrical Engineering, University of Cincinnati; B.S. in Technical Management, Regis University.

HANSEN, Dorothy (2002), GENERAL STUDIES-ENGLISH; 18 years occupational experience; 7 years teaching experience; B.A. in English, University of South Florida; M.A. in English, University of Florida.

KELLY, Brian (2004), GENERAL STUDIES – MATHEMATICS; 35 Occupational experience; 1 year teaching experience; B.B.A. in Accounting and Finance, Georgia State University; M.A. in Secondary Mathematics, Piedmont College.

KING, Abigail (2000), PRACTICAL NURSING, 17 years occupational experience; 5 years teaching experience; License: Registered Nurse, Georgia; A.S. in Nursing, North Georgia College & State University; A.A. in Liberal Arts, Saint Leo University; B.S.N., Jacksonville University.

McCONNELL, Richard (2002), COMPUTER INFORMATION SYSTEMS; 10 years occupational experience; 3 years teaching experience; A.S., Young Harris College; B.S. in Computer Science, UGA; Certificates: MS Windows NT 3.1; MS Windows 3.1; Networking with WFW 3.11; International TCP/IP with Windows NT 3.5; MS Windows 95.

PASEUR, Henry (1998), ACCOUNTING/BUSINESS & OFFICE TECHNOLOGY, 30 years occupational experience; 7 years teaching experience; B.A. in Accounting, University of North Alabama; Juris Doctorate Degree, Woodrow Wilson College of Law; Certified Public Accountant, Licensed Attorney; Licensed Realtor.

RICE, Michael (1998), GENERAL STUDIES-ENGLISH, 21 years teaching experience; B.A. in English, Berea College; M.A. in English, University of Kentucky.

THOLEN, Al (1998), DEPARTMENT CHAIR, TRAVEL AND TOURISM/ CULINARY ARTS / HOTEL / RESTAURANT / TRAVEL /MANAGEMENT, 20 years occupational experience; 7 years teaching experience; A.S. in Culinary Arts, Culinary Institute of America; B.S. in Hotel & Restaurant Management, Florida State University.

THOMAS, Frances (2003) BUSINESS & OFFICE TECHNOLOGY, 14 years occupational experience; 9 years teaching experience; B.A. in Accounting; Brenau University.

TUTEN, Joe (2002), CULINARY ARTS; 25 years occupational experience; 3 years teaching experience; M.B.A., Tulane University; Certified Food and Beverage Executive, The Educational Institute of the American Hotel and Lodging Association.

Administrative

Larry Culpepper
 Beverly Orr
 Vacant
 Linda Chambers
 Denise Dover

Satellite Operations Director
 Administrative Secretary
 Receptionist
 Receptionist
 Cashier/Bookstore Manager

Sammy Howe
 Jeannie Barrett
 Carolyn Adams
 Thurston Estes
 Sheila Adams

Satellite Operations Director

 Receptionist
 Night Receptionist
 Payroll Technician/Cashier

Instructional Services

Dorothy Mayfield

Faculty Secretary

Student Services

Katherine Hyatt
 Belinda Lucas
 Nioka McClure
 Kristie Gibbs

Student Services Director
 Student Services Assistant
 Student Services Assistant
 Director of Evening Services

Financial Aid

Ida-Lynn Wallace

Financial Aid Technician

Campus Maintenance

J.R. Cornett

Custodian

Library

Linda Johnston
 Shane Darby
 Patti Hughes
 Frances Foster

Librarian
 Library Assistant
 Library Assistant
 Library Assistant

Conference Center

Jessica Randolph
 Craig Shreiner

Conference Center Host
 Conference Center Host

ATWOOD, Elizabeth (2005), ALLIED HEALTH CORE; 10 years occupational experience; B.S.N., Brenau University; Registered Nurse, State of Georgia.

BURROWS, David (2004), GENREAL STUDIES-PHYSICS; 33 years occupational experience; M.S. in Electrical Engineering, Michigan State University.

CAGLE, John (2003), CRIMINAL JUSTICE TECHNOLOGY; 26 years occupational experience; 1 year teaching experience; M.P.A. in Criminal Administration, Columbus State University; B.S. in Health, Physical Education & Recreation, Georgia College; Special Agent, GBI-26 years.

COWART, Angie (2003), BUSINESS TECHNOLOGIES; 19 years occupational experience; 2 years teaching experience; B.A. in Psychology/Business Administration, Piedmont College.

CULPEPPER, Marcie (2002), ECONOMIC DEVELOPMENT; 25 years occupational experience; 7 years teaching experience; B.S. in Elementary Education, Jacksonville State University.

DEVEREAUX, Jan (2004), FIRE FIGHTER I; 26 years occupational experience; 18 years teaching experience; B.A. in History, LaGrange College; Certifications: National Board on Fire Service Professional Qualifications-Certified Firefighter II (1993)-NFPA 1001, Fire Instructor II NFPA-1041; Certified Apparatus Operator (1993)-NFPA 1002; Leadership and Administration, Crash Victim Extrication, Communication Officer.

DINGLER, Nancy (1997), LEARNING SUPPORT; 19 years teaching experience; B.A. in Psychology, West Georgia College; M.Ed. in Special Education, University of Georgia.

DRISKELL, Bill (1998) COMPUTER INFORMATION SYSTEMS; 22 years occupational experience; 8 years teaching experience; B.S. in Computer Information Systems, Jacksonville State University; MCP, CCNA.

DURHAM, Tim (2005), ENVIRONMENTAL SCIENCE; 15 years occupational experience; 1 year teaching experience; Water/Wastewater

Laboratory Analyst Certification, State of Georgia; Water Operator Class I Certification; Wastewater Operator Class I Certification.

FERGUSON, Laura (2003), GENERAL STUDIES-PSYCHOLOGY; 2 years teaching experience; M.Ed. in Education Psychology, University of Georgia.

FLEMING, Richard (2004), GENERAL STUDIES; 13 years occupational experience; 8 years teaching experience; B.A. in Psychology with minor in Political Science, Piedmont College.

FRANKLIN, Jacqueline (1997), ALLIED HEALTH CORE; 40 years occupational experience; 20 years teaching experience; M.N., Emory University; B.S.N., Medical College; Nursing Diploma, Georgia Baptist Hospital; Certified CPR Instructor; Licensed Registered Nurse, State of Georgia and Tennessee; Special training in Epidemiology, Gerontology & Hospice.

FRIAR, Trudy (1999), CHILDHOOD DEVELOPMENT; 32 years occupational experience; 27 years teaching experience; B. A. in Speech with a minor in English; University of Montevallo-Alabama College.

GARRETT, Regina (2005), ESTHETICIAN; 21 years occupational experience; Diploma in Cosmetology, North Georgia Technical College; Master Cosmetologist, State of Georgia.

GARY, Ken Shannon (2003), MACHINE TOOL TECHNOLOGY; 10 years occupational experience; 2 years teaching experience.

GOTTLIEBSEN, Tommy (2003), EMERGENCY MEDICAL TECHNOLOGY; 25 years occupational experience; 18 years teaching experience; Licensed Emergency Medical Technician, North Carolina Licensed Paramedic, National Registry; Licensed Instructor in First Aid/CPR/AED, North Carolina; Certified Instructor in ACLS, BLS, PALS, BTLS.

HOLBROOK, Melissa (2003), CRIMINAL JUSTICE TECHNOLOGY; 17 years occupational experience; 2 years teaching experience; M.A. in Adult Education, Central Michigan University; B.S. in Criminal Justice, Brenau University; Certified Customer Service Specialist TCC, NGTC.

HILL, Charles (2001), EMERGENCY MEDICAL TECHNOLOGY; 7

years occupational experience; 6 years teaching experience; NREMET-T; CCEMT-P; Certified Instructor: EMT, First Responder, BLS, First Aid, PALS, ACLS, PHTLS, AMLS, HazMat Awareness, GEMS, and MEND; Certified NRP and Module I Firefighter.

HUGHES, Duncan (2004), ENVIRONMENTAL SCIENCE; 9 years occupational experience; 1 year teaching experience; B.S. in Environmental Health, University of Georgia.

HUNT, Tom Edward (2003), GENERAL STUDIES; 33 years occupational experience; 2 years teaching experience; B.S. in Mathematics, Georgia Southern College.

IVESTER, Kristie (2002), GENERAL STUDIES; 4 years occupational experience; 3 years teaching experience; B.A. in Business, concentration in Marketing/Advertising, piedmont College.

JONES, Mary (2003), CHILD DEVELOPMENT; 32 occupational experience; 22 years teaching experience; 10 years in Administration; Ed. D. in Educational Leadership, Nova Southeastern University; Ed.S. in Administration and Supervision, University of Georgia; M.Ed. in Home Economics Education, University of Georgia; B.S. in Home Economics Education, University of Tennessee; National Association of Early and Young Children (NAEYC), Advisor 2004-2005; Georgia Association for Young Children: Board Member 2003-2005.

JORDAN, Karen (2004), BUSINESS OFFICE TECHNOLOGY; 23 years occupational experience; 1 year teaching experience; M.B.A., Wester University; B.B.A. with concentration in Management, University of Central Florida.

MAGGIO, Paul (2005), ACCOUNTING; 19 years of occupation experience, 1 year of teaching experience; B.S. in Accounting, DePaul University College of Commerce; Juris Doctorate Degree, DePaul University College of Law; CPA; Licensed Attorney.

MARCHANT, Samantha (1998), COMPUTER INFORMATION SYSTEMS/SYSTEMS SUPPORT; 20 years teaching experience; A.A.T. in Computer Information Systems/Networking specialist, NGTC; M.Ed. in Elementary Education, University of South Carolina; B.S. in Home Economics, Georgia College.

MEDLOCK, Gerald (2004), GENERAL STUDIES-MATH; 35 years occupational experience; 1 year teaching experience; M.B.A., General Business with concentration in Finance and Accounting, University of South Florida; B.S. in Industrial Engineering, University of Chattanooga.

MILES, Thomas (2002), GENERAL STUDIES-PYSCHOLOGY; 10 years occupational experience; 3 years teaching experience; B.S. in psychology, East Tennessee University; M.Ed. in Special Education-Behavioral Disorders, Armstrong State College.

MINISH, John (1998), COMPUTER INFORMATION SYSTEMS; 11 years occupational experience; 8 years teaching experience; Diploma in Computer Information Systems, NGTC; A.A.S. in Business Administration, Truett-McConnell College.

NORMAN, David (2003), MOTORCYCLE SERVICE TECHNOLOGY; 30 years occupational experience; 1 year teaching experience; B.S. in Human Resources Administration, Mercer University.

O'MARY, Tony (2004), APPLIED MANUFACTURING TECHNOLOGY-QUALITY; 25 years occupational experience; 7 years teaching experience; A.A.S. in Electronics, Shelton State Junior College; Certified Quality Engineer (CQE); Certified Quality Auditor (CQA); Certified TS16949 Lead Auditor.

PATRICK, Steven (2004), ENVIRONMENTAL SCIENE; 9 years occupational experience; M.S. in forest Resources, University of Georgia; B.S.F.R. with concentration in fisheries Management and Aquaculture, University of Georgia; biological Sciences Major, Piedmont College.

PEYTON, Kevin (2004), ENVIRONMENTAL SCIENCE; 4 years occupational experience; 1 year teaching experience; B.S. in Forest Resources (wildlife), University of Georgia.

PRESSLEY, Dan (2004), CRIMINAL JUSTICE TECHNOLOGY; 19 years occupational experience; 15 years teaching experience' B.S. in Criminal Justice, Georgia Southern University; Certified P.O.S.T. (Peace Officer's Standards and Training) Instructor; Department of Corrections; Probation Officer III.

RAMPULA, Paul (2004), CULINARY ARTS; 12 years occupational experience; 1 year teaching experience; A.A.S. in Culinary Arts, Pennsylvania College of Technology.

RICHARDSON, India (2000), GENERAL STUDIES-ENGLISH; 30 years teaching experience; B.A. in English, Georgia State University; M.Ed. in English, Georgia State University.

ROSE, Jerry (1998), general studies-math; 28 years occupational experience; 10 years teaching experience; B.E.E., Georgia Institute of Technology.

ROUSEY, Sheila (2002), GENERAL STUDIES-ENGLISH; 13 years occupational experience; 10 years teaching experience; M.Ed. in special Education, Clemson University; B.S. in Special Education, Brenau University; A.A.S., Truett-McConnell; A.A.T. in Computer Information Systems, North Georgia Technical College.

RUBENSTIEN, AI (2003), CULINARY ARTS; 52 years occupational experience; 2 years teaching experience; Certification in Dimensional Management in Hospitality Industries.

SCHICK, Barbara (2001), MLT CLINICAL COORDINATOR; 29 years occupational experience; 4 years teaching experience; B.S. in Med Tech. Lycoming College; MT (ASCP); CLS (NCA); Certified Lab Supervisor with State of Georgia.

SCHLARB, Alexis (2001), CULINARY ARTS; 5 years occupational experience; 4 years teaching experience; A.A.T. in Culinary Arts, North Georgia Technical College.

SCOTT, Russell (2001), GENERAL STUDIES-MATH; 41 years occupational experience; 4 years teaching experience; B.S. in Mechanical Engineering, Illinois Institute of Technology.

SEGARS, Eric (2004), FIRE FIGHTER; 9 years occupational experience; 1 year teaching experience.

SHUBERT, Golda (2002), MEDICAL ASSISTING; 26 years occupational experience; 3 years teaching experience.

SPIVEY, Julie (2004), ESTHETICIAN PROGRAM COORDINATOR; 3 years occupational experience; 1 year teaching experience; Esthetician Diploma, International School of Skin & Nail Care; Licensed Clinical Esthetician, State of Georgia; Licensed Advanced Certification in clinical Esthetics; Certifications in Microdermabrasion, Advanced Skin Analysis, and Chemical Peels; Member of: Society of Plastic Surgical Skin Care Specialists.

STANCIL, Trampes (1999), EMERGENCY MEDICAL TECHNOLOGY; 14 years occupational experience; 6 years teaching experience; Diploma in Paramedic Technology, Lanier Technical College; Certified Georgia Level II EMT Instructor.

TAYLOR, Gail (2000), BUSINESS OFFICE TECHNOLOGY/ COMPUTER INFORMATION SYSTEMS; 10 years occupational experience; 5 years teaching experience; A.A.S. in Accounting, Truett-McConnell College; B.A. in Business Administration, Piedmont college; M.B.A. in Managerial Leadership, Piedmont College.

THISTLE, Paul (2004), MOTORCYCLE SERVICE TECHNOLOGY; 28 years occupational experience; 1 year teaching experience; Yearly updates from Motorcycle Manufacturing since 1978; Honda, Yamaha, Kawasaki, Polaris, Honda Step Program, Honda Electric, Yamaha

THOMPSON, Lori (2000), FIRE FIGHTER I; 10 years occupational experience; 5 years teaching experience; NREMT-P/Firefighter, Instructor Certifications: CPR, PALS, PHTLS, NPQ-I, TBI, and BTLS; NPQ HazMat Technician.

WADE, Curtis (2002), CRIMINAL JUSTICE TECHNOLOGY; 17 years occupational experience; 2 years teaching experience; B.A. in Criminal Justice, Rochville University.

WEAVER, Malynde (1999), ALLIED HEALTH; 10 years occupational experience; 7 years teaching experience; Licensed Registered Nurse, State of Georgia; A.S. in Biology, Gainesville College; B.S. in Biology, North Georgia College and State University; M.Ed., Georgia State University.

WILLIAMS, Paul (2001), GENERAL STUDIES-ECONOMICS; 39 years occupational experience; 5 years teaching experience; M.S. in Economics, Texas A & M University.

WILLIAMS, Doris Jackie (2004), HEALTH CARE TECHNOLOGY; 6 years occupational experience; 1 year teaching experience; Diploma in Medical Laboratory Technology, North Georgia Technical College; MLT certification with NCA>

YEARWOOD, Kathryn (2005), ESTHETICIAN; 4 years occupational experience; B.B.A., Georgia State University; Cosmetology Diploma, Reta's School of Cosmetology; Master Cosmetologist, State of Georgia.

Spring Quarter 2005

March 31.....	New Student Registration
April 1.....	Orientation
April 4.....	Classes Begin
April 11.....	Drop/Add Ends
April 25-29.....	Pre-Registration
April 28.....	Currahee Registration
May 20.....	No Classes
May 30.....	Holiday (School Closed)
June 14.....	Classes End
June 15.....	Final Exams

Summer Quarter 2005

July 4.....	Holiday (School Closed)
July 5.....	New Student Registration
July 6.....	Orientation
July 7.....	Classes Begin
July 13.....	Drop/Add Ends
August 18.....	New Student Advisement Day "Getting to Know Us"
August 22-26.....	Pre-Registration
August 30.....	New Student Registration
September 5-Labor Day (School Closed).....	Holiday
September 16.....	Classes End
September 19.....	Final Exams
September 20.....	Commencement

Fall Quarter 2005

October 3.....	New Student Registration
October 4.....	Orientation
October 5.....	Classes Begin
October 11.....	Drop/Add Ends
November 9.....	Mid-term
November 14-18.....	Pre-Registration
November 23 (Community Christmas Workday).....	No Classes
November 24-25.....	Holiday (School Closed)
December 14.....	New Student Advisement "Getting to Know us"
December 16.....	Classes End
December 19.....	Final Exams
December 22-28.....	School Closed for Holidays

Winter Quarter 2006

January 2.....	Holiday – School Closed
January 3.....	New Student Registration
January 4.....	Orientation
January 5.....	Classes Begin
January 11.....	Drop/Add Ends
January 15.....	No Classes
February 3.....	(School Closed)
February 13.....	Midterm
February 20-24.....	Pre-Registration
March 15.....	New Student Advisement "Getting to Know Us"
March 17.....	Classes End
March 20.....	Final Exams
March 21.....	Commencement