Admissions

Application Process for Associate Degree, Diploma, and Certificate Programs

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

- Submit an application for admission and a $20 non-refundable application fee. Pay online or 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. (All degree and diploma programs require a high school diploma or GED® before admission.)
- Request that official transcripts from ALL technical colleges or universities attended be mailed to the Admissions Office.
- Take a placement test or submit valid SAT, ACT, COMPASS, or ASSET scores.

North Georgia Technical College uses the ASSET and COMPASS placement tests to identify academic skills and needs. These tests include sections on reading comprehension, writing skills and basic math. Algebra is required for some programs. In lieu of ASSET or COMPASS, the SAT or ACT scores may be used if the scores meet the college programs required minimums and are less than five years old. Postsecondary level math and/or English with a grade of C or better may be used in lieu of the placement test. Applicants who have a disability and need special testing accommodations should contact Ms. Kay Morgan, Special Populations and Retention Coordinator at 706-754-7828.

Definition of “Official” Documents

“Official” transcripts, GED® test scores, or other required documents must be sent directly from the issuing school or agency to the Admissions Office. If brought by the applicant in person, documents must be in an unopened envelope that has been officially sealed by the issuing school or agency.

Submit applications, transcripts, and other admission documents to:

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<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Clarkeville or Currahee Campus</td>
<td>Attn: Admissions Office, P.O. Box 65, 30523, GA</td>
<td>706-754-7700</td>
<td>706-754-7777</td>
</tr>
<tr>
<td>Blairsville Campus</td>
<td>Attn: Admissions Office, 121 Meeks Avenue, 30512, GA</td>
<td>706-439-6300</td>
<td>706-439-6301</td>
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Eligible Applicants

Age

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admissions. Some program standards require a student to be 17, 18, or 21 years of age to enter. See individual program requirements.

The President may waive the 16 years of age requirement for secondary students who are participating in an articulated program of study.
Education

Required Academic Criteria
To be admitted by a Technical College, applicants must satisfy one of the four academic readiness paths below:

1. A high school diploma (verified by an official transcript, including graduation date) which has met the attendance, academic, and/or assessment requirements for the state’s board of education, or equivalent agency, or a state-authorized examination the state recognizes as the equivalent of a high school diploma will be required for admission to the Technical College unless otherwise specified by the program’s standards.
   - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
   - Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
   - High school diplomas from unaccredited institutions, Certificates of Attendance or other certificates, credentials or other documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.

2. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a high school diploma or a state-authorized examination the state recognizes as the equivalent of a high school diploma as described above.

3. Applicants of home schools located in Georgia who did not attend a recognized accredited program:
   - Submit a Certificate of Attendance form from the local superintendent’s office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
   - Submit annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years. The final progress report should include the graduation date.

4. Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program:
   - Submit annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years. The final progress report should include the graduation date.
   - Submit SAT or ACT scores that meet the TCSG system minimum requirements.

Presidents of Technical Colleges may waive the high school diploma/high school equivalency, as described above, requirement for those secondary students or those pursuing a high school equivalency, as described above, who are otherwise eligible to enroll in a specific program of study.
Residency
The State Board of the Technical College System of Georgia recognizes three student residency categories: in-state, out-of-state, and international.

A student’s legal residence shall determine the tuition rate paid by the student.

1. Students who are residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state students.
2. Students who are residents of the United States but do not otherwise qualify as Georgia residents shall pay tuition and fees at a rate two times that charged in-state students. These students are recognized as out-of-state students.
3. Students who are residents of a country other than the United States and are studying at a technical college shall pay tuition and fees at a rate four times that charged in-state students. These students are recognized as international students.

Dependent Students – A Dependent Student meets the Georgia Residency Requirements if his or her parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, and the student graduated from an eligible high school located in the State of Georgia; or the parent claimed the student as a dependent on the parent’s most recent federal income tax return; or if a United States court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of out-of-state tuition.

Independent Students – An Independent Student meets the Georgia Residency requirements if he or she has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. It is presumed that no independent student shall have gained or acquired Georgia residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a domicile in the state of Georgia for purposes other than attending a TCSG college.

Retaining Georgia Residency
Dependent Students – If the parent or United States court-appointed legal guardian of a dependent student who was correctly determined to meet Georgia Residency requirements for the purposes of this procedure and the related policies, establishes domicile outside the state of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains continuously enrolled in a TCSG college.

Independent Students – If an Independent Student who was correctly determined to meet Georgia Residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of in-state tuition.
**Verification of Lawful Presence in the United States**

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver’s License issued by the State of Georgia (must be issued after January 1, 2008 and indicate residency in Georgia for twelve consecutive months prior to the first day of term).
- A current ID issued by the State of Georgia (must be issued after January 1, 2008 and indicate residency in Georgia for twelve consecutive months prior to the first day of term).
- A current Driver’s License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States.

The Technical College System of Georgia (TCSG) will accept the following:

- **Alabama**: Issued after August 1, 2000.
- **Florida**: Issued after January 1, 2010 AND have a gold star in the upper right hand corner.
- **South Carolina**: Issued after November 1, 2008.
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in the TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out of state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

**International Students**

A student who has been granted resident alien status is considered a permanent resident of the United States, and he/she may apply for financial aid. Students with diplomas from secondary and postsecondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Students who are not citizens or permanent residents will pay international tuition which is four times the in-state tuition. Note: North Georgia Technical College does not issue the I-20 Certificate of Eligibility.
Admission Categories and Requirements

Regular Admission
Regular admission of students to a technical certificate, diploma, or degree program is contingent upon their meeting statewide and institutional admission requirements established for that specific program and proper completion of application, assessment, and program placement procedures.

Regular admission of transfer students to a diploma or degree program is contingent upon the following requirements:

- Regular admission and good standing at a regionally or nationally-accredited diploma or degree-granting institution.
- Completion of the North Georgia Technical College admission process and related procedures.

Provisional Admission
Applicants who do not meet regular admission requirements may be admitted to a program on a provisional basis. The applicant must complete the admission process and related procedures. Provisionally admitted students must take required learning support courses and may be allowed to take specific program courses.

Provisional admission of students to a technical certificate, diploma, or degree program for which assessment is required is based on an evaluation of assessment scores and completion of the application, assessment, and placement procedures.

Special Admission
The special admission category is for non-credential seeking students who desire credit for a specific program course.

The parameters for Special Admission are:

- The student must be classified as non-credential seeking at the time of entry by the Admissions Director.
- The student must adhere to the specific institutional prerequisite requirements when selecting courses.
- The student may receive credit for regular program course work that is satisfactorily completed.
- The student may apply for regular student status by completing the regular admission process including taking the placement test.
- The student may transfer only 25 quarter or 17 semester credit hours to a regular program while in this admission status.
- The student may not take courses requiring occupationally-based instruction while in this admit status, i.e., internships and clinical rotations.
- Special admitted students are not eligible for financial aid.
- Special admitted students are enrolled in classes on a space-available basis.

Note: A student admitted under Special Admission Status is not eligible to graduate from a certificate, diploma, or degree program.
Transient Student Admission
A student in good standing at another postsecondary institution may be permitted to enroll as a transient student on a space-available basis at a technical college in order to complete work to be transferred back to the home institution. The transient student must:

- Submit an application to the host institution (NGTC), pay the non-refundable application fee, and be designated as a transient student by North Georgia Technical College for reporting purposes.
- Present a Transient Agreement Letter from the Registrar or Academic Dean of the home institution. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.
- Pay scheduled fees of the host institution.

Transfer Admission – from previously attended postsecondary institution

- The applicant must complete the application process and related procedures.
- Students with a bachelor’s degree or higher are not required to submit high school transcripts.
- Official transcripts are required from all postsecondary institutions verifying a minimum grade of “C” in all courses for which the student is seeking transfer credit to his/her program of study. Programs with competitive admissions may require a specific grade in defined courses.
- The applicant in good standing may be accepted in good standing.
- The applicant on academic warning may be accepted only on academic warning.
- The applicant on academic probation may be accepted only on academic probation.
- The applicant on academic suspension may be accepted on academic probation after a waiting period of one semester.
- In order to obtain a degree, diploma, or technical certificate of credit from North Georgia Technical College, a student must complete at least 25% of the curriculum requirements in regular credit course work while enrolled at the institution.
- See the “Credits Earned Outside the College” section under the Registrar heading in this catalog.

AAS-Level General Education Coursework for Diploma-Level Program Majors

Students in diploma programs who meet the test score requirements for AAS programs may choose to satisfy the diploma’s general education course requirements with the corresponding AAS-level general education courses. For example, if ENGL 1010 is required for the diploma program, and the student meets the test score requirements for ENGL 1101, ENGL 1101 may be taken and will satisfy the ENGL 1010 requirement.

Dual / Joint Enrollment Programs for High School Students

High school students may attend North Georgia Technical College while also attending high school. The student may receive Carnegie unit credit from a high school and postsecondary credit hours from North Georgia Technical College for the same course. North Georgia Technical College offers two different programs for high school students.
ADMISSIONS

- **Dual Enrollment - Move on When Ready** – High school students in grades 9-12 can enroll up to 15 hours at the college and receive both college and high school credit for academic and occupational courses taken through the college. Hours do not count against future HOPE Grant or Scholarship maximum hours.

- **Joint Enrollment** – The Joint Enrollment program is designed for secondary and adult education students who want to begin their college career but do not need or want additional high school Carnegie units. **Joint Enrollment students receive college credit only, and hours count against future HOPE maximum hours.**

**MOWR and Joint Enrollment Process**

- Complete application for admission – MOWR (for Dual) or regular application (for Joint).
- Meet with high school counselor (MOWR) or adult education instructor (GED/Joint) to obtain signed approval on the application form.
- Provide an official copy of high school transcript.
- Take the placement test or submit valid SAT, ACT, COMPASS, or ASSET scores and meet or exceed state recommended scores for regular program admission.
- Submit applicable financial aid documents – MOWR (Dual) or HOPE Grant (Joint).

**High School Articulation**

Georgia students at the secondary school level may be able to articulate credits to North Georgia Technical College within 24 months of high school graduation. Secondary articulated credit will be awarded according to written agreements with secondary schools. Courses in programs which are articulated will require validation by testing at North Georgia Technical College before credit is awarded. Secondary credits from schools where there is no written agreement will be evaluated in terms of the specific curriculum. No fee will be charged for validation tests of articulated credit.

**Change of Program**

A current student who is changing his/her program for the upcoming semester will be eligible to register for classes through BannerWeb during his/her designated registration period. Students are strongly advised to discuss a change of program plan with a financial aid advisor prior to submitting the application as financial aid awards may be severely impacted. The deadline for submitting a Change of Program form is the same date as the admissions application deadline.

**Audit**

Students who wish to audit a course must complete an application and pay the $20 non-refundable application fee. Students are admitted as special admissions students if not already enrolled. Students are permitted to audit a course and attend class without completing the admission process and do not receive credit for the course. Students are not permitted to change from audit to credit or credit to audit after the drop/add period at the beginning of each term. Audit students pay regular tuition and fees. Note: The student must adhere to the specific institution prerequisite requirements when selecting courses.
Learning Support
Learning support instruction is available to students of credit programs at North Georgia Technical College in the areas of reading, mathematics, and language skills. The instruction is designed to help students who need to improve skills in one or more of these areas. These courses earn institutional credit only. There are additional options for students scoring within the learning support level. If the student scores within five points of the required score in reading, writing and/or math, the student may enter the program required math or English course with mandatory tutoring. These students must sign a contract to choose this option. Additionally, all students accepted before the application deadline may take the COMPASS Review Workshop and retest at no charge. For more information on these options, call 706-754-7828.

Course Numbering
Learning support courses are numbered 0090 or 0988. Basic skills courses numbered 1000 through 1099 are certificate and diploma courses. General education courses numbered 1100 through 2999 are associate degree courses.

Assessment and Testing
North Georgia Technical College must utilize COMPASS or ASSET, the TCSG-approved assessment instruments, when evaluating students for program readiness. However, in the place of COMPASS or ASSET, North Georgia Technical College may accept a student’s official SAT or ACT if the scores meet the college program’s required minimums. If a student’s SAT or ACT scores do not meet the college’s program minimums for regular admission, a student must be assessed using the ASSET or COMPASS. Assessment results will be valid for placement purposes for a period of 60 months. Postsecondary level math and/or English with a grade of “C” or better may be used in lieu of the placement test.

Prior to taking the placement test at North Georgia Technical College, prospective students must submit an application for admission and obtain an admittance ticket. The student must present an admittance ticket and a picture ID to the test proctor on the testing date. Students who do not meet minimum program entrance scores will be scheduled for the necessary learning support courses.

Upon presentation of appropriate documentation of disability, provisions will be made for the assessment of a student with disabilities who needs special assistance and consideration.

Students who were admitted with a Provisional Admission status or those students changing programs where higher level entrance scores are required will be allowed the opportunity to retest on the COMPASS placement test. A student eligible to sit for a retest on the COMPASS placement test can sit for the retest one time. If a student plans to retest in more than one area, the student must take all sections needed in one testing session. A non-refundable retest fee will be assessed.

If the student is scheduled to take a learning support class because his/her placement test score was significantly below the minimum required score, the student may choose to attend a COMPASS Review Workshop before retesting. Students may contact Student Affairs at 706-754-7828 for preparing to retest on COMPASS.
Appeal Procedure for Admission Decision
To appeal an admission decision, the prospective or current student must put his/her request in writing to the Vice President for Student Affairs (VPSA). The VPSA or his/her designee will make a decision after reviewing the request and relevant documentation that was submitted during the application process. The VPSA or his/her designee will send written notification of the decision to the student within ten (10) business days. The decision from the Vice President for Student Affairs or his/her designee is final.

Readmission Procedure
Students who withdraw voluntarily or take two semesters off must complete a returning student application. Students may return on a space-available basis in the program desired. Students who are dismissed for academic or disciplinary reasons or who voluntarily withdraw while not in good standing must make a request for reinstatement in writing to the Vice President for Student Affairs.

High-Demand Course Pre-Registration Restriction
To ensure fair access to courses that routinely fill, students currently enrolled in a high-demand course or who withdraw from a high-demand course shall not pre-register to repeat the course. If a student disregards this procedure, the pre-registration for the high-demand course will be removed. Once the term in which the student attempted the course has ended, the student may then register to repeat the course if space is available. Once the course has been completed and a final grade has been recorded, the student may then register to repeat the course if space is available. High-demand courses include but are not limited to BIOL 2113/L, BIOL 2114/L, and BIOL 2117/L.

Example: If a student takes BIOL 2113/L Spring Semester 2015, s/he shall not preregister to retake BIOL 2113/L in a later term until after Spring Semester 2015 ends. Additionally, if a student withdraws from BIOL 2113/L during Spring Semester 2015, s/he shall not preregister to retake BIOL 2113/L in a later term until after Spring Semester 2015 ends.