General Information

Mission

North Georgia Technical College, a unit of the Technical College System of Georgia, is a residential, public, multi-campus institution of higher education serving the workforce development needs of Northeast Georgia. The college provides access to student-focused occupational programs at the associate degree, diploma, and certificate levels; Adult Education; and customized business and industry training through traditional and distance education methodologies and college-wide services.

History

North Georgia Technical College's Clarkesville Campus originally was the home of the Georgia Ninth District School of Agriculture and Mechanical Arts (A&M), which was active from 1907 until 1933. From 1938 to 1943, the campus was home of "Habersham College" and the National Youth Administration, one of President Franklin Delano Roosevelt's programs during the Great Depression.

Recognizing the need for occupational training for Georgians, the State Legislature created a vocational division in the State Board of Education, which approved a plan creating a system of state vocational schools in October 1943. Clarkesville was the initial location for the school which opened in 1943, and North Georgia Trade and Vocational School accepted its first student in February 1944.

In 1962, the volume and variety of training programs offered had grown and the name of the school was changed to North Georgia Technical and Vocational School. On July 1, 1985, the Institution was placed under the governance of the new state board, which today is called the Technical College System of Georgia. In 1987, the school name was changed to North Georgia Technical Institute.

As the demand for technical training grew, new locations and facilities were also needed. Former Governor Zell Miller pledged to bring a postsecondary institution within 40 miles of every Georgian. Over the next decade, state funds would be appropriated to build new facilities for North Georgia Tech creating a collection of three campuses: Clarkesville, Blairsville, and Currahee.

In 1995, the legislative session appropriated 5.5 million dollars to build a state-of-the-art facility to be located on 25 acres along the Zell Miller Parkway just outside the town of Blairsville. Union County graciously donated the land on which the Blairsville Campus is located. The 45,000+ square foot facility was built on a knoll with a dramatic view of the beautiful Blue Ridge Mountains. Classes began September 30, 1998, at the Blairsville Campus of North Georgia Technical Institute.

Shortly after the Blairsville Campus was completed, plans were finalized for the creation of the Currahee Campus to be located just outside of Toccoa in Stephens County in the Hayestone-Brady Industrial Park. This 45,000+ square foot state-of-the-art facility was completed in 2005, and the exquisite conference facilities have become a popular site for community events.

The Clarkesville Campus of North Georgia Technical College is located in a mountain setting off Georgia Highway 197 one and one-half miles north of Clarkesville, the county seat of Habersham County. It is situated on 339 acres with the campus covering approximately 40 acres. It is 30 miles northeast of Gainesville, 50 miles north of Athens, and 90 miles northeast of Atlanta off Interstates 85/985 and 365. With an established presence of nearly 18 buildings, renovations and new structures are constantly in the works. In the summer of 2007, as the college celebrated its 100th birthday, the new Transportation Center and Visual Technology Center opened. In the fall of 2011, the new Welding Building opened.
The progress of technology programs and expanding facilities has been recognized throughout the legislative and academic communities. On July 1, 2000, House Bill 1187 was made into law which paved the way for Georgia’s technical institutes to become technical colleges. North Georgia Technical Institute became North Georgia Technical College on October 10, 2000. In January 2008, NGTC was awarded SACSCOC Accreditation, opening new doors for students who may want to consider a combination of postsecondary training.

Improvements to campus facilities are continuing with the most recent accomplishments being the new Welding Building which opened in 2011, and the major renovation to the Hoyt Coe building in June, 2012, and the renovation of the Parker-Nellis Building, completed in 2014. A new Health Sciences wing opened on the Currahee Campus in 2014, and the construction of a similar expansion to the Blairsville Campus began in 2014 with a targeted completion date of 2016.

The first cohort of a new Associate of Science in Nursing program began classes on the Clarkesville Campus August, 2013. This new program became fully accredited when the first graduates received their credentials May 2015. North Georgia Technical College continues to aggressively pursue additional opportunities that will expand the skills of the workforce in Northeast Georgia including the addition of new programs such as Early Childhood Care and Education Technology as well as college-to-college and system-to-system articulation agreements throughout the state of Georgia.

The College Catalog

While this catalog’s provisions will ordinarily be applied, North Georgia Technical College reserves the right to change any of the catalog’s provisions without actual notice to individual students. Every effort will be made to keep students advised of changes and to minimize the inconvenience such changes might create for students. Information on changes will be added as an addendum and will be available in the Admissions Office and on the web.

It is especially important that students know that it is their responsibility to be thoroughly familiar with the regulations and conditions listed in the catalog and to keep informed of all changes, including academic requirements for graduation.

Institutional Goals

- **Goal 1:** Advance student success in areas of retention and graduation rates, job placement, enrollment, and degree production.
- **Goal 2:** Facilitate educational and training programs that insure graduates have the knowledge and skills to succeed in a competitive environment.
- **Goal 3:** Provide customized and contract training programs that align with workforce needs of business and industry and impact economic development.
- **Goal 4:** Improve and maintain facilities and infrastructure to provide excellence in instruction and student support.
- **Goal 5:** Create a culture in support of teaching and learning and promote greater transparency, efficiency, and accountability in college processes and systems.

State Technical College

North Georgia Technical College is a unit of the Technical College System of Georgia.
**Student Warranty**

The State Board of the Technical College System of Georgia 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 State Board of the Technical College System of Georgia 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: Office of Academic Affairs at 706-754-7773.

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 the Technical College System of Georgia will warrant every program graduate completing a technical certificate of credit, diploma, or associate degree in a state-governed technical college 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 or 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.
Accreditation

- North Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of North Georgia Technical College. (Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to North Georgia Technical College and not to the Commission’s office. Please direct all questions to: North Georgia Technical College, 1500 Highway 197N, Clarkesville, GA 30523, 706-754-7700, Fax 706-754-7777)

- The Air Conditioning Technology program is accredited by Heating, Ventilation, Air Conditioning (HVAC) Excellence. (P.O. Box 491, Mt. Prospect, IL 60056-0521; 800-394-5268)

- The Automotive Collision Repair program is Master accredited and ASE (Automotive Service Excellence) certified by the National Automotive Technician Education Foundation (NATEF). (101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175; 703-669-6650)

- The Automotive Technology program is Master accredited and ASE (Automotive Service Excellence) certified by the National Automotive Technician Education Foundation (NATEF). (101 Blue Seal Drive, SE, Suite 101, Leesburg, VA 20175; 703-669-6650)

- The Medical Assisting program on the Blairsville and Clarkesville Campuses is accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). (Commission on Accreditation for Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; 727-210-2350)

- The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). (5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; 773-714-8880)

- The Culinary Arts program is accredited by the Accrediting Commission of the American Culinary Federation Education Foundation. (American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095; 904-824-4468)

- The Welding Technology program is accredited by the National Center for Construction Education and Research (NCCER).
Nondiscriminatory Policy

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following contacts have been designated to handle inquiries regarding the nondiscrimination policies:

**Dr. Michael King**
VP of Student Affairs, Title VI, IX, II
North Georgia Technical College
1500 Highway 197 N.
P.O. Box 65
Clarkesville, GA 30523
Telephone: 706-754-7711

**Ms. Kay Morgan**
Special Populations and Retention Coordinator
Sec. 504/Title I/ADA
North Georgia Technical College
1500 Highway 197 N.
P.O. Box 65
Clarkesville, GA 30523
Telephone: 706-754-7828

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Administration

Administration supports all departments of all campuses through the functions of the Business Office, Clarkesville Campus Dining Hall, Beyond Books bookstores, and facilities and maintenance. The Business Office provides all departments of the college with the services of Accounting, Cashier, Purchasing, Payroll, Accounts Receivable, Accounts Payable, Personnel, Property Control, and Vending. Students should contact their campus Cashier for assistance from the Business Office.

Academic Affairs

Academic Affairs is responsible for associate degree, diploma, and certificate programs; information technology; institutional effectiveness; distance education; and library services.

Associate Degree, Diploma, and Certificate Programs

NGTC offers an associate of science degree program, associate of applied science degree programs, diploma programs, and technical certificate programs on the Blairsville, Clarkesville, and Currahee campuses. Information on these programs is available in the “Programs of Study” section.
Online Course Offerings
North Georgia Technical College offers its students credit courses online using the Angel Learning Management System. Transient students may apply via the centralized portal site of the Georgia Virtual Technical Connection (GVTC) at www.gvtc.org. North Georgia Technical College online courses follow the same state competencies and provide the same high-quality instruction as traditional classes but remove the barriers of time and place that prevent so many students from pursuing educational opportunities. The course offerings vary each term and are listed in the college’s course schedules and on the GVTC portal website. Online students are required to attend at least one proctored on-campus activity during a semester. Course syllabi will provide students with proctoring requirements, and instructors will provide additional proctoring details at the beginning of each online course. If an online course should require additional student charges associated with verification of student identity, students will be notified at the time of registration or enrollment.

North Georgia Technical College acknowledges that not all students are candidates for online instruction. As a result, students are strongly encouraged to meet with an advisor prior to enrolling in an online course for the first time to determine if online education is compatible with his/her learning style. North Georgia Technical College recommends that all students considering an online option perform the self-assessment on the GVTC website at: http://lor.gvtc.org/studentorientation/READI.html. Additionally, prior to registering for an online course, all students are required to take an online ready survey which addresses technical and learning style issues associated with online learning. Students who are not online ready are required to participate in tutoring for online readiness, which is available on each North Georgia Technical College campus. Online readiness tutoring includes introduction to the Angel learning environment, locating course content, using the Angel drop box, using the Angel discussion forum, viewing course grades, and sending emails. During the online readiness tutoring session, students practice performing these basic skills within online courses. Students demonstrating these skills are considered online ready. Students who do not successfully demonstrate these skills must repeat the online readiness training before registering for online classes.

Before taking an online course at North Georgia Technical College, the student is required to have prior experience in browsing the Internet, sending emails, and performing related functions such as sending email attachments and communicating electronically. It is also the student’s responsibility to ensure he or she has access to a computer meeting the minimum hardware and software requirements to participate in online courses. Please note, North Georgia Technical College uses the Angel Learning Management System for facilitating online coursework. At this time Angel is NOT compatible with Mac devices. North Georgia Technical College’s suggested requirements are:

- **Minimum Hardware Requirements:**
  - PC with 300 megahertz (MHz) or higher processor clock speed recommended; 233 MHz minimum required (single or dual processor system); Intel Pentium/Celeron family, or AMD K6/Athlon/Duron family, or compatible processor recommended.
  - 128 megabytes (MB) of RAM or higher recommended (64 MB minimum supported but may limit performance and some features).
  - 1.5 gigabytes (GB) of available hard disk space.
- **Internet Access:** 56K dial-up connection or better. DSL or cable recommended.
- **Browser Settings:** Java version 1.4 or higher; JavaScript enabled; cookies enabled; pop-up blockers disabled.
- **Current e-mail account.**
- **Supplemental Software:** Some courses may require specific software. It is the student’s responsibility to contact the advisor or instructor to determine all course requirements prior to registration.
The Angel Learning Management System is currently not compatible with Mac operating systems such as those found on Mac Notebooks and iPad and iphone mobile devices.

For more information regarding online course offerings, contact the Distance Education Specialist at 706-439-6314.

Please Note: The online learning management system will change effective Spring term (January 2016). The most current information regarding the new Blackboard learning management system can be found online. Please visit www.northgatech.edu for more information.

**Library Services**

The purpose of the North Georgia Technical College Library is to provide a wide range of quality resources and customer-focused services that support and enhance the educational goals of the college. Goals of the library include assistance in workforce development and lifelong learning skills in serving the college community as well as the wider community of which North Georgia Technical College is a part.

Library facilities are provided on all three campuses, and many resources are accessible online. Resources and services at each library are available to all North Georgia Technical College staff and students as well as the local community. An online catalog provides electronic access to records for all print and electronic resources. The North Georgia Technical College student identification card is used as a library card and is valid at each campus. Resources from one North Georgia Technical College campus can be delivered promptly to another North Georgia Technical College campus if requested by a user. If a resource is not available at North Georgia Technical College, interlibrary loan services are available to staff and students at no charge through membership in OCLC (Online Computer Library Center).

Cooperative agreements with the libraries at Emmanuel College, Piedmont College, Toccoa Falls College, Young Harris College, and each technical college in the state of Georgia permit use by NGTC staff and students. It is expected that users of these libraries will respect the individual policies of the colleges. Check with a library staff member for details of these agreements; GALILEO (Georgia Library Learning Online), eBooks on EBSCOhost, Gale Virtual Reference Library, and several other reputable online resources available from the North Georgia Technical College library web page provide an extensive collection of journals and books in addition to the in-house collections. For students accessing materials off campus, any necessary passwords can be located via a link on the library web page.

For all students enrolled in hybrid or online courses, an Online Library Resources 101 page is available from the North Georgia Technical College library web page. Multiple links provide students with video tutorials, step-by-step instructions, and North Georgia Technical College library resources.

Computers at each facility provide access to the Internet and Microsoft Office products. Each campus also provides wireless Internet access, copying, and printing services. Audio-visual materials and equipment are also available.

Instruction in the use of the library and its resources is available to classes and individuals. The librarians are available by appointment for orientation during evening hours on all campuses.

Please refer to the library web page for hours of operation and contact information.
Expected Student/Program Outcomes
The faculty at North Georgia Technical College identified the following student/program outcomes determined to be of importance for all programs.

1. Graduates will be employed in field of study or in a related field.
2. Graduates will pass required certification or licensure exams.
3. Graduates will be technically/occupationally proficient in their areas of study.
4. Students who complete learning support courses will be able to demonstrate proficiency in basic academic skills that prepare them for diploma/degree courses.
5. Students who complete general education courses will be able to demonstrate proficiency in academic skills that prepare them to perform successfully in their programs of study as well as on the job.
6. Graduates will have knowledge of and demonstrate value in work ethics as an integral part of the workplace environment as it relates to their program of study.
7. Graduates will be satisfied with the education that they have received.

Program Advisory Committees
Representatives of area business and industry are invited to serve on advisory committees to ensure that occupational programs meet the needs of employers. These committees, which meet a minimum of twice a year, review training components of each specific program and make recommendations for improvement.

Economic Development
The Department of Economic Development provides a number of programs and services to support businesses, industries, and the lifelong learning needs of the community. Training programs and services include customized/contract training, Continuing Education, Georgia Quick Start, Georgia Retraining Tax Credits, and more. This department is also responsible for the Adult Education program.

Adult Education
The Adult Education Department provides instruction in basic skills, GED® preparation and testing, English as a Second Language (ESL), and English Literacy/Civics (EL/C) for non-native speakers of English. Adults may learn to read and become literate in writing, spelling, vocabulary, and basic math by attending free classes.

- GED® – North Georgia Technical College is an official Pearson Vue Testing Center for administration of the General Educational Development Test (GED®), approved by the American Council on Education (ACE). The policy of ACE is to utilize the GED® tests to enable persons who have not graduated from high school to demonstrate the attainment of developed abilities normally acquired through completion of a high school program of study.
  - North Georgia Technical College also offers free GED® preparation and basic skills courses. In Fannin, Franklin, Habersham, Rabun, Stephens, Union, and White counties, day and evening basic skills and GED® classes are offered. In Habersham County, ESL, basic skills and GED® classes are offered at two locations during the day and at one location during evening hours.
  - Qualified Georgia residents passing the GED® are eligible to receive a State HOPE Grant voucher of $500 to be applied toward the cost of education in a credit program at North Georgia Technical College or other state technical colleges.

English Literacy/Civics (EL/C) – Free classes are provided for non-native speakers of English. A real-life English language approach is used to help persons become more functional in this country.
Customized/Contract Training

Customized/contract training, is industry specific training for a fee. Customized training is very flexible and can be delivered any time of day or night, at any location, and using various methods of delivery based upon the request from an existing industry.

This service includes such activities as consulting, assessments, and training in specific skill-sets. The training can take place in a company’s facilities, at one of NGTC’s three campuses, or in the new advanced Economic Development Industrial Center located at the Clarkesville Campus. The costs of the courses vary according to the length and complexity of the training.


Certified Production Technician (CPT)

The CPT program is a nationally recognized industry certified program delivered by North Georgia Technical College Department of Economic Development beginning Fall, 2014. The course prepares participants to take four Manufacturing Skills Standards Council (MSSC) CPT examinations. Each participant who successfully passes all four examinations will receive an OSHA 10 card, Six Sigma Yellow Belt, and CPT national certification in the areas of General Safety, Quality and Measurement, Manufacturing Processes and Production, and Maintenance Awareness. For more information, call the Director of Contract Training at 706-754-7737.

Specialized Workshops/Seminars

Specialized workshops and seminars are conducted on a regular basis to bring innovative and cutting-edge information to the companies in the area. The informational workshops/seminars are designed to promote the profitability and competitiveness of Georgia’s existing industry.

Georgia Tax Credit for Retraining of Employees

The Georgia Tax Credit for Retraining of Employees provides tax credits according to the “Georgia Business Expansion Support Act of 1994” as amended. The objective of the retraining tax credit is to foster the profitability and competitiveness of Georgia’s existing industry by encouraging workforce development through retraining tax incentives. The Vice President for Economic Development can provide assistance and direction to a company interested in claiming the Retraining Tax Credit. The Vice President for Economic Development is responsible for determining if programs are eligible for a tax credit and has the authority to approve required forms.

American Heart Association Training Center

North Georgia Technical College is an official training center for the American Heart Association. Training includes both provider and instructor courses in Basic Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Heartsaver First Aid. All training through the Center will conform to the requirements, guidelines, and the curriculum of the American Heart Association. For information, call 706-754-7716.

Continuing Education

The Continuing Education Department offers non-credit classes and seminars at all North Georgia Technical College locations and at community sites within the North Georgia Technical College service area. Offerings include a variety of opportunities for adults to upgrade, certify, or enhance
skills through short-term training. Broad categories include computer skills, personal/family enrichment, and professional/career development. Professional licensing courses are offered in the traditional classroom as well as through distance learning avenues such as online instruction.

Continuing Education provides lifelong learning opportunities and strives to meet the needs of the community. Seminars and workshops which relate to timely topics of interest to the business and industrial community are provided both day and evening. A listing of course offerings and registration is available online.

**Pearson VUE Testing Center**
North Georgia Technical College provides academic, professional licensure, and information technology standard certification testing as provided through the Pearson VUE Testing Programs. Test takers should register with Pearson Vue at least seven days in advance of the test date. Students should report to the Continuing Education Office for payment. All tests are administered through the Career Center on the Clarkesville Campus.

**Computer Center**
This center provides a wide variety of short, hands-on, non-credit training sessions on the most currently-used software packages. Training sessions are offered at all North Georgia Technical College locations and at company sites. Portable laboratories using laptop computers are available for training at company sites.

**Georgia Quick Start**
The Georgia Quick Start program is nationally recognized for providing high-quality training services at no cost to new and expanding businesses in Georgia. Quick Start training services are available for both manufacturing and service companies that qualify. Manufacturing training includes company orientation, core skills, job-specific skills, productivity enhancement, employee involvement, and human resource development. Service training includes company orientation, customer service, interaction skills, product information training, job procedures, and professional development. For more information, call the NGTC Economic Development Department at 706-754-7736.

**Student Affairs**
The Student Affairs Department is responsible for providing services that facilitate the development of the “whole person” which will better enable students to achieve their educational goals. Personnel coordinate with faculty and staff to promote academic excellence through career exploration, program advisement, financial aid assistance, and job placement services. Services which promote a high quality of student life for both resident and commuting students are also provided. These include student activities, recreation, health and wellness, and transition and retention services for special populations.

**Admissions**
The admissions team begins the process of collecting a portfolio of scholastic information for each student. Applications received are considered complete when all official transcripts, test scores, and eligibility information are provided. Letters of acceptance or denial are sent to each student. The Admissions team also handles Change of Program and Change of Term requests. See the Admissions section for details on eligibility and the Admissions process.
Campus Life
The office of Campus Life sponsors a variety of activities available to all students throughout the year. These activities may include excursions such as trips to Six Flags, sporting events, snow skiing, and more. Recreational equipment is available in the student centers for ping pong, video games, horseshoes, and more. Intramural sports including flag football, softball and basketball.

Career Center
The Career Center is available to assist prospective and current students in career exploration, assessment, and interest and aptitude inventories in order to make a valid and informed career choice. Student Affairs staff are available to assist prospective students with one-on-one complete career planning. Student Affairs staff are available to assist those current students who are preparing to graduate with their job search, resume preparation, and electronic resume posting.

Financial Aid
Financial Aid advisors are located on the Clarkesville and Blairsville Campuses. Financial Aid eligibility is determined after students have been accepted into the college and after the Free Application for Federal Student Aid (FAFSA) has been completed. Financial Aid may be available from a variety of sources including the Georgia HOPE Grant and Scholarship, the federal Pell Grant, student loans, and referrals for scholarships. See the Financial Aid section for details on eligibility and the Financial Aid process.

Registrar
The Registrar, located on the Clarkesville Campus, handles requests for transcripts from North Georgia Technical College to other institutions. The Registrar receives transcripts from other institutions and evaluates eligibility for transfer of credit into North Georgia Technical College. The Registrar also receives graduation applications from North Georgia Technical College students, verifies that all course work has been completed, and sends diplomas to graduates.

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 admission process, career guidance and counseling, and referral to community service agencies. To request accommodations and/or modifications, contact Kay Morgan, Special Populations and Retention Coordinator, who provides services to all campuses, at 706-754-7828. Appropriate documentation of disability is required.

North Georgia Technical College Foundation
The North Georgia Technical College Foundation, Inc., a 501(c)(3) non-profit organization, was created in 2000 to enhance educational opportunities at North Georgia Technical College. The Foundation is governed by a volunteer board of trustees made up of representatives from NGTC’s eight-county service area. Membership includes college alumni as well as local business and community leaders. The mission of the NGTC Foundation is to create awareness of the financial needs of the College and encourage donations of resources to assure quality education for its students.

NGTC Alumni Association
Graduates of credit programs are encouraged to join the North Georgia Technical College Alumni Association. The association gives graduates an opportunity to provide needed input to the college on ways 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 their field of study at North Georgia Technical College, and one graduate is inducted into the Alumni Hall of Fame.