

# North Georgia Technical College Catalog Addendum 2014-2015

The table below indicates changes that have been made to the 2014-2015 catalog since August 2014

#	Date	Topic	Change	Page #
1	08/12/2014	Change to Practical Nursing Program Requirements	<p>Effective immediately, the following is no longer a program requirement and should be removed from the Program Requirements bulleted list.</p> <ul style="list-style-type: none"> <li><del>Successful completion of the Health Care Assistant FCC with concentration in Pre-Practical Nursing.</del></li> <li>Acceptance into the Practical Nursing program is a competitive process in which students are ranked based on their GPA and PSB scores. Attending a Practical Nursing Information Session is recommended as it provides much needed details about the application and entrance testing process. Dates of the information sessions are posted on the college website under Academic Programs. <del>Students are responsible for obtaining the dates if they desire to attend one of the informational sessions.</del></li> <li>Schedule and take PSB – Aptitude for Practical Nursing Exam. <del>with a minimum score of 30 percentile in each of the five areas</del></li> </ul>	147
2	8/12/2014	Change to CIST Program Titles	<p>Effective immediately, the words “Internet Specialist” has been removed from the following program titles:</p> <p>IS43 – Web Application Development Degree            IS42 – Web Application Development Diploma            IB71 – Web Application Developer TCC.</p>	111 112 113
3	8/20/2014	Changes to ASN Program Costs	<p>Estimated cost of books and supplies for full program is approximately \$2,145. Uniforms and accessories are purchased through the NGTC bookstore at approximately \$350-\$500. Students are required to wear white shoes, white socks, name tag, and have a watch with a second hand, a stethoscope, a sphygmomanometer, and bandage scissors. These items are purchased at the beginning of the first semester. Cost of professional conferences and seminars are not included in tuition or fees and must be paid by the student. Other costs include malpractice insurance - \$15 per year, criminal background check - \$65, physical exam and immunizations - \$100-\$150, licensure expenses - \$300, AHA CPR Certification - \$60, and nursing fee - \$170 per semester (this only includes the 5 terms that a student attends the ASN program courses).</p>	126
4	8/25/2014	Changes to Academic Calendar	<p><b>Under Fall Semester:</b>            Oct. 6...MMA Last Date of Attendance for Admin Withdrawal            Oct. 21...Report MNB No-Shows in BannerWeb            Dec. 3...MMB Last Date of Attendance  <del>Dec.15-16...Workday/Staff Development</del>            Dec.15...Academic Advisement/Registration for New Students            Dec.16...Workday</p> <p><b>Under Spring Semester:</b>  <del>Jan. 5...Academic Advisement/Registration for new Students</del>            Jan. 5-6...Academic Advisement/Workdays            March 11...Report MMB No-Shows in BannerWeb  <del>May 18-19...Workdays</del></p> <p><b>Under Summer Semester:</b>  <del>May 18...Academic Advisement/Registration for New Students</del>            May 18-19...Academic Advisement/Workdays  <del>Aug.3-13...Annual Leave Option Days</del>            Aug.3...Academic Advisement/Registration for New Students            Aug.4...Workday            Aug.5-13...Annual Leave Option Days</p>	13

5	9/10/2014	Change to course offering for the Engineering Technology Associate Degree program.	<p>Effective immediately.</p> <p>CIST 2361 (C++ Programming) will no longer be offered. It has been replaced by CIST 2371 (JAVA Programming) in the Engineering Technology Associate Degree program (ET33).</p>	164 218																																				
6	10/6/2014	Addition of Marine Engine Technology Diploma	<p>Effective immediately.</p> <p style="text-align: center;"><b>Marine Engine Technology Diploma (ME12)</b> <i>Offered at the Clarkesville Campus</i></p> <p>Entrance Dates <span style="float: right;">Fall, Spring</span>  Length of Program <span style="float: right;">3 Terms</span>  Credit Hours Required for Graduation <span style="float: right;">40</span></p> <p><b>Purpose:</b> The Marine Engine Technology diploma program prepares students for careers in Marine Engine Technology and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Marine Engine Technology theory and practical application necessary for successful employment in the field. Program graduates receive a Marine Engine Technology certificate which qualifies them as entry-level marine engine technicians.</p> <p><b>Admission Requirements:</b></p> <ul style="list-style-type: none"> <li>• Age 16 or older</li> <li>• High school diploma or GED</li> <li>• Completion of application process including placement test; or provide SAT or ACT scores less than five years old</li> </ul> <p><b>Program Courses</b></p> <table border="0" style="width: 100%;"> <tr><td>ENGL 1010</td><td>Fundamentals of English I</td><td style="text-align: right;">3</td></tr> <tr><td>EMPL 1000</td><td>Interpersonal Relations &amp; Professional Development</td><td style="text-align: right;">2</td></tr> <tr><td>MATH 1012</td><td>Foundations of Mathematics</td><td style="text-align: right;">3</td></tr> <tr><td>COMP 1000</td><td>Introduction to Computers</td><td style="text-align: right;">3</td></tr> <tr><td>MAET 1000</td><td>Safety, Marine Fundamentals and Precise Measuring</td><td style="text-align: right;">3</td></tr> <tr><td>MAET 1025</td><td>Marine Engine Fundamentals and Servicing</td><td style="text-align: right;">4</td></tr> <tr><td>MAET 1045</td><td>Marine Engine Electrical Systems</td><td style="text-align: right;">3</td></tr> <tr><td>MAET 1070</td><td>Marine Engine Ignition Systems</td><td style="text-align: right;">3</td></tr> <tr><td>MAET 1085</td><td>Marine Engine Fuel Systems</td><td style="text-align: right;">4</td></tr> <tr><td>MAET 1100</td><td>Marine Engine Cooling Systems</td><td style="text-align: right;">4</td></tr> <tr><td>MAET 1125</td><td>Marine Drive Systems</td><td style="text-align: right;">4</td></tr> <tr><td>MAET 1150</td><td>Marine Accessories</td><td style="text-align: right;">4</td></tr> </table> <p>Estimated cost of books and supplies for full program is approximately \$500.</p>	ENGL 1010	Fundamentals of English I	3	EMPL 1000	Interpersonal Relations & Professional Development	2	MATH 1012	Foundations of Mathematics	3	COMP 1000	Introduction to Computers	3	MAET 1000	Safety, Marine Fundamentals and Precise Measuring	3	MAET 1025	Marine Engine Fundamentals and Servicing	4	MAET 1045	Marine Engine Electrical Systems	3	MAET 1070	Marine Engine Ignition Systems	3	MAET 1085	Marine Engine Fuel Systems	4	MAET 1100	Marine Engine Cooling Systems	4	MAET 1125	Marine Drive Systems	4	MAET 1150	Marine Accessories	4	189
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7	10/14/2014	Change to requirements for Out of State Tuition Exemption	<p>9. Members of a uniformed military service of the United States who, within <del>twelve (12)</del> <b>thirty-six (36)</b> months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This exemption may also be granted to their spouses and dependent children. <del>This exemption may be granted for not more than one (1) year.</del></p>	38																																				
8	10/14/2014	Change to participation eligibility regarding student organizations and campus life activities.	<p><b>Participation in Student Organizations and Campus Life Activities</b></p> <p>All students may participate in on-campus activities unless specified directly in a disciplinary action. Off-campus activities are limited to those students who are in good disciplinary standing with the College and who are not currently on any type of legal system probation or parole.</p>	73																																				

9	12/2/2014	High-Demand Course Pre-Registration Restriction	Effective Spring Semester 2015, to ensure fair access to courses that routinely fill, students currently enrolled in 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 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.	34
10	1/6/2015	Addition of Grade Point Information to Transfer Credit Minimum Grade  Grading Scale and Symbols	Effective Immediately  Official transcripts are required from all postsecondary institutions verifying a minimum grade of "C" (2.0) in all courses for which the student is seeking transfer credit to his/her program of study.  Grades which have an asterisk are learning support courses and are not included in the calculation of any academic Grade Point Average (GPA).	34  55
11	2/10/2015	Additional change to requirements for Out of State Tuition Exemption	Members of a uniformed military service of the United States who, within thirty-six(36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. <b><u>This exemption may also be granted to their spouses and dependent children or individuals eligible for GI Bill benefits.</u></b>	38
12	2/10/2015	Changes to information in the Admissions Section under the heading Education – removal and replacement of wording	<b>REMOVE</b> the entire section under the heading <b>Education</b> and replace with the following:  <b>Required Academic Criteria</b> 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. <ul style="list-style-type: none"> <li>• Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.</li> <li>• Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.</li> <li>• 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.</li> </ul> 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.	27

			<p>3. Applicants of home schools located in Georgia who did not attend a recognized accredited program:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p>4. Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Submit SAT or ACT scores that meet the TCSG system minimum requirements.</li> </ul> <p>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.</p>	
13	2/19/2015	Addition of “email address” to definition of directory information	<p>North Georgia Technical College defines "directory information" as follows:</p> <ul style="list-style-type: none"> <li>• Full name of student</li> <li>• Address</li> <li>• County of residence</li> <li>• <b>Email address</b></li> <li>• Major and field(s) of study</li> <li>• Degrees and awards including nature and date received</li> <li>• Dates of attendance</li> <li>• Enrollment status (i.e., full or part-time, undergraduate, graduate)</li> <li>• Participation in official sports and activities</li> <li>• Height and weight of athletic team members</li> <li>• Photograph(s)</li> </ul>	75
14	3/11/2015	Addition of wording to High-Demand Course Pre-Registration Restriction	<p>Effective Spring Semester 2015, to ensure fair access to courses that routinely fill, students enrolled in a high-demand course <b>or who withdraw from a high-demand course during a term</b> 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. <b>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.</b> High-demand courses include but are not limited to BIOL 2113/L, BIOL 2114/L, and BIOL 2117/L.</p> <p>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.</p>	34

15	5/13/2015	Change in contact information for Sec.504/Title 1/ADA.	<p><b>Nondiscrimination Policy</b></p> <p>The following contacts have been designated to handle inquiries regarding the nondiscrimination policies:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>Dr. Michael King</b> VP of Student Affairs, Title VI, IX, II North Georgia Technical College P.O. Box 65 Clarkesville, GA 30523 Telephone: 706-754-7711</p> </td> <td style="vertical-align: top; padding-left: 20px;"> <p><b>Ms. Kay Morgan</b> Special Populations &amp; Retention Coordinator Disability Services Sec. 504/Title I/ADA North Georgia Technical College P.O. Box 65 Clarkesville, GA 30523 Telephone: 706-754-7728</p> </td> </tr> </table> <p><b>Services for Students with Disabilities</b></p> <p>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 planning, and referral to community service agencies. To request accommodations and/or modifications, contact the <b>Special Populations &amp; Retention Coordinator</b>, who provides services to all campuses, at 706-754-7728. Appropriate documentation of disability is required.</p>	<p><b>Dr. Michael King</b> VP of Student Affairs, Title VI, IX, II North Georgia Technical College P.O. Box 65 Clarkesville, GA 30523 Telephone: 706-754-7711</p>	<p><b>Ms. Kay Morgan</b> Special Populations &amp; Retention Coordinator Disability Services Sec. 504/Title I/ADA North Georgia Technical College P.O. Box 65 Clarkesville, GA 30523 Telephone: 706-754-7728</p>	<p>Page 19</p> <p>Page 64</p>
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16	5/18/2015	Addition to requirements for repeated courses.	<p><b>Repeated Courses</b></p> <p>Any course in which a student enrolls more than once is considered a repeated course. To improve his/her background in a subject matter area, a student may repeat a course in which he/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 highest unexpired grade will be used in calculating the GPA for graduation. A student who makes a grade of F or WF twice in the same course must make a request in writing to his/her instructor or advisor for consideration in taking the course again. If the instructor/advisor recommends that the student take the course again, the instructor/advisor will complete the Request to Repeat Course form and submit the form to the Office of Academic Affairs to be reviewed by the appropriate Dean for Academic Affairs. <b>Students who do not successfully complete an online course in the subject areas of Math or English will be required to complete the course in a traditional classroom setting for all future attempts.</b></p>	59		