

# Communications Directory

## Hours of Operation

7:30 a.m.-6:00 p.m. • Monday-Thursday

Email: [info@northgatech.edu](mailto:info@northgatech.edu)

<https://www.northgatech.edu>

<b>Clarkesville Campus</b> .....	P.O. Box 65, 1500 Hwy 197 N., Clarkesville, GA 30523 706-754-7700 Fax: 706-754-7777
Academic Affairs .....	706-754-7771 Fax: 706-754-7788
Admissions .....	706-754-7722
Adult Education/GED® .....	706-754-7717
Assessment Center .....	706-754-7825
Bookstore .....	706-754-7708
Cashier’s Office .....	706-754-7706
Campus Police .....	706-754-7731
Campus Visits .....	706-754-7793
Continuing Education .....	706-754-7715
Disability Services .....	706-754-7828
Economic Development .....	706-754-7820 Fax: 706-754-7811
Career Center .....	706-754-7837
Financial Aid .....	706-754-7726
Job Placement .....	706-754-7728
Library .....	706-754-7720
President’s Office .....	706-754-7702
Public Relations Office .....	706-754-7852
Registrar .....	706-754-7768
Student Affairs .....	706-754-7803 Fax: 706-754-7777

<b>Blairsville Campus</b> .....	121 Meeks Avenue, Blairsville, GA 30512 706-439-6300 Fax: 706-439-6301
Academic Affairs.....	706-439-6328
Admissions/Student Affairs .....	706-439-6316
Bookstore .....	706-439-6310
Cashier.....	706-439-6306
Financial Aid .....	706-439-6339
Library .....	706-439-6326
<b>Currahee Campus</b> .....	9238 Hwy 17, Toccoa, GA 30577 706-779-8100 Fax: 706-779-8130
Academic Affairs.....	706-779-8105
Admissions .....	706-754-7722
Financial Aid .....	706-779-8115
Bookstore .....	706-779-8142
Cashier.....	706-779-8106
Library .....	706-779-8114
Student Affairs.....	706-779-8136
<b>Adult Learning Centers</b>	
Fannin County .....	71 Overview Drive, Blue Ridge, GA 30513 706-946-3524
Franklin County .....	84 Hartwell Road (Boyd Outz Center), Lavonia, GA 30553 706-491-3820
Habersham County .....	166 Commerce Pkwy., Unit D, Cornelia, GA 30531 706-776-7323
Rabun County .....	184 South Main Street, Ste. 100, Clayton, GA 30525 706-782-1362
Stephens County .....	Currahee Campus, 9238 Hwy. 17, Toccoa, GA 30577 706-779-8116
Toccoa Learning Center .....	Whitman Street Center, 904 West Whitman St., Toccoa, GA 30577 706-282-5171
Union County/Towns County.....	Shirley Miller Building, 32 Blalock Street, Blairsville, GA 30512 706-439-6321
White County .....	5702 Hwy 115 E., Cleveland, GA 30528 706-865-7323

# Academic Calendar

## FALL SEMESTER 2024-202512

Aug 7 ..... Admissions Application Deadline for Fall 2024  
 Aug 14 ..... Fall Semester/MMA Begins  
 Aug 14-20 ..... Report No-Shows in BannerWeb  
 Aug 19 ..... Last Day to Withdraw for Refund of Tuition  
 Aug 19 ..... eCampus Full Term/eCampus MMA Start  
 Aug 20 ..... Drop/Add Ends for Full Semester/MMA  
 Sept 2 ..... Holiday (Labor Day) – College Closed  
 Sept 10 ..... MMA Midterm  
 Sept 16 ..... MMA Last Day to Withdraw without Academic Penalty  
 Oct 7 ..... Full Semester Midterm/MMA Ends  
 Oct 7 ..... MMA Final Exams  
 Oct 9 ..... MMA Grades Due in BannerWeb  
 Oct 9 ..... MMB Classes Begin  
 Oct 9-15 ..... Report MMB No-Shows in Banner Web  
 Oct 14 ..... BannerWeb Registration Opens for Returning Students  
 Oct 14 ..... MMB Last Day to Withdraw for Refund of Tuition  
 Oct 15 ..... MMB Drop Period Ends  
 Oct 15 ..... eCampus MMB Start  
 Oct 22 ..... Full Semester Withdrawal Deadline  
 Nov 4 ..... MMB Midterm  
 Nov 5 ..... Registration for New Students  
 Nov 6 ..... MMB Last Day to Withdraw without Academic Penalty  
 Nov 25-28 ..... No Classes/Workday/Annual Leave Option Days  
 Nov 27-28 ..... Holiday (Thanksgiving) – College Closed  
 Dec 3 ..... Full Semester Ends/MMB Ends/ Last Day to Withdraw  
 Dec 4 ..... Final Exams  
 Dec 5 ..... Grades Due in BannerWeb  
 Dec 9-12 ..... Workdays  
 Dec 10 ..... Registration for New Students  
 Dec 12 ..... Commencement  
 Dec 16-23 ..... Annual Leave Option Days  
 Dec 24 ..... Holiday (Washington’s Birthday Observed) – College Closed  
 Dec 25 ..... Holiday (Christmas) – College Closed  
 Dec 26 ..... Holiday (Confederate Day Observed) – College Closed  
 Dec 30 ..... Holiday (Columbus Day Observed) – College Closed  
 Dec 31 ..... Holiday (Veteran’s Day Observed) – College Closed

## SPRING SEMESTER 2025 – 202514

Jan 1 ..... Holiday (New Year’s Day) – College Closed  
 Jan 2 ..... Admissions Application Deadline for Spring 2025  
 Jan 2-7 ..... Workdays  
 Jan 8 ..... Spring Semester/MMA Begins  
 Jan 8-14 ..... Report No-Shows in BannerWeb  
 Jan 13 ..... Last Day to Withdraw for Refund of Tuition  
 Jan 13 ..... eCampus Full term/MMA Start  
 Jan 14 ..... Drop/Add Ends for Full Semester/MMA  
 Jan 20 ..... Holiday (Martin Luther King Day) – College Closed  
 Feb 4 ..... MMA Midterm  
 Feb 10 ..... MMA Last Day to Withdraw w/o Academic Penalty  
 Mar 3 ..... Full Semester Midterm/MMA Ends  
 Mar 3 ..... MMA Final Exams  
 Mar 5 ..... MMA Grades Due in BannerWeb  
 Mar 5 ..... MMB Classes Begin  
 Mar 5-11 ..... Report MMB No-Shows in BannerWeb  
 Mar 10 ..... MMB Last Day to Withdraw for Refund of Tuition  
 Mar 10 ..... eCampus MMB Start  
 Mar 11 ..... MMB Drop Period Ends  
 Mar 17 ..... BannerWeb Registration Opens for Returning Students  
 Mar 18 ..... Full Semester Withdrawal Deadline  
 Mar 25 ..... Registration for New Students  
 Mar 27 ..... MMB Midterm  
 Mar 31-Apr 3 ..... Annual Leave Option Days/Spring Break  
 Apr 7 ..... Classes Resume  
 Apr 9 ..... MMB Last day to Withdraw w/out Academic Penalty  
 Apr 29 ..... Full Semester/MMB Ends/Last Day to Withdraw  
 Apr 30 ..... Final Exams  
 May 1 ..... Grades Due in BannerWeb  
 May 5 ..... Registration for New Students  
 May 6 ..... Commencement  
 May 5-7 ..... Workdays  
 May 8-15 ..... Annual Leave Option Days  
 May 14 ..... Admissions Application Deadline for Summer 2025

## SUMMER SEMESTER 2025 – 202516

May 19-20 ..... Workdays  
 May 21 ..... Summer Semester Begins  
 May 21-28 ..... Report No-Shows in BannerWeb  
 May 26 ..... Holiday (Memorial Day) – College Closed  
 May 27 ..... eCampus Full Term Start  
 May 27 ..... Last Day to Withdraw for Refund of Tuition  
 May 28 ..... Drop/Add Ends  
 Jun 19 ..... Holiday (Juneteenth Day) – College Closed  
 Jun 23 ..... Midterm  
 Jun 24 ..... Registration for New Students  
 Jun 30-Jul 3 ..... Annual Leave Option Days/Summer Break  
 Jul 3 ..... Holiday (Independence Day) – College Closed  
 Jul 7 ..... Classes Resume  
 Jul 7 ..... Last Day to Withdraw w/out Academic Penalty  
 Jul 29 ..... Summer Semester Ends  
 Jul 30 ..... Final Exams  
 Jul 31 ..... Grades Due in BannerWeb  
 Aug 4 ..... Registration for New Students  
 Aug 5 ..... Commencement (Blairsville)  
 Aug 4-6 ..... Workdays  
 Aug 7-14 ..... Annual Leave Option Days  
 Aug 18-19 ..... Workdays

# List of Programs

## Associate of Applied Science Degree

AS General Studies  
 AS Nursing  
 AS Nursing (Bridge Option)  
 Accounting  
 Advanced Manufacturing Systems Technology  
 Agribusiness  
 Air Conditioning Technology  
 Applied Technical Management  
 Automotive Technology  
 Business Management  
 Business Technology  
 Criminal Justice Technology  
 Culinary Arts  
 Cybersecurity  
 Early Childhood Care and Education  
 Environmental Technology  
 Horticulture  
 Interdisciplinary Studies  
 Medical Assisting  
 Medical Laboratory Technology  
 Modern Agriculture  
 Networking Specialist  
 Paramedicine  
 Photography  
 Precision Machining and Manufacturing  
 Social Work

## Diploma

Accounting  
 Advanced Manufacturing Systems Technology  
 Agribusiness  
 Air Conditioning Technology  
 Auto Collision Repair  
 Automotive Technology  
 Business Management  
 Business Technology  
 Criminal Justice Technology  
 Culinary Arts  
 Cybersecurity  
 Early Childhood Care and Education  
 Electrical Systems Technology  
 EMS Professions  
 Horticulture  
 Medical Assisting  
 Modern Agriculture  
 Networking Specialist  
 Paramedicine  
 Photography  
 Practical Nursing  
 Precision Machining and Manufacturing  
 Social Work  
 Welding Technology

## Technical Certificate of Credit

Accelerated Phlebotomy Technician  
 Administrative Support Assistant  
 Advanced Commercial Refrigeration  
 Advanced Emergency Medical Technician  
 Air Conditioning Electrical Technician  
 Air Conditioning Technician Assistant  
 Assistant Office Manager  
 Automotive Chassis Technician Specialist  
 Automotive Climate Control Technician  
 Automotive Collision Mechanical/Electrical Helper  
 Automotive Collision Repair Assistant I  
 Automotive Collision Repair Assistant II  
 Automotive Electrical/Electronic Systems Technician  
 Automotive Engine Performance Technician  
 Automotive Engine Repair Technician  
 Automotive Light Duty Diesel Engine Technician  
 Automotive Refinishing Assistant I  
 Automotive Refinishing Assistant II  
 Automotive Transmission/Transaxle Tech Specialist  
 Baking and Pastry Specialist  
 Basic Electrical Technician  
 Basic Machining Operator  
 Catering Specialist  
 Child Development Specialist  
 CNC Specialist  
 Commercial Truck Driving  
 Commercial Wiring  
 CompTIA A+ Certified Preparation

CompTIA A+ Certified Technician Preparation  
 Cosmetology for Licensure  
 Crime Scene Fundamentals  
 Criminal Justice Fundamentals  
 Criminal Justice Specialist  
 Culinary Professional Assistant  
 Digital Photographer  
 Early Childhood Care and Education Basics  
 Early Childhood Program Administration  
 Early College Essentials  
 Electrical Lineworker with Pintle Hook Restriction  
 Electrical Technician  
 Emergency Medical Technician  
 Executive Administrative Assistant  
 Food Production Worker  
 Garden Center Technician  
 Gas Metal Arc Welding  
 Gas Tungsten Arc Welding  
 Hair Designer  
 Health Care Assistant  
 Heating and Air Condition Installation Technician  
 Human Resource Administrative Assistant  
 Human Resource Management Specialist  
 Introduction to Criminal Justice  
 iOS App Development in Swift  
 Lathe Operator  
 Management and Leadership Specialist  
 Manufacturing Maintenance Mechanic  
 Manufacturing Motor Control Technician

Manufacturing Programmable Controls Technician  
 Marketing Specialist  
 Medical Coding  
 Microsoft Office Applications  
 Professional Mill Operator  
 Network Support Specialist  
 Network Technicians  
 Nurse Aide  
 Nurse Aide Accelerated  
 Nurse Aide Fast Track  
 Office Accounting Specialist  
 Organizational Leadership Specialist  
 Payroll Accounting Specialist  
 PC Repair and Network Technician  
 Phlebotomy Technician  
 Phlebotomy Technology Specialist  
 Photovoltaic Systems Installation and Repair Technician  
 Pre-Hospital EMS Operations  
 Prep Cook  
 Residential Wiring Technician  
 Salon and Spa Support Specialist  
 Shielded Metal Arc Welding  
 Small Business Management Specialist  
 Small Business Marketing Manager  
 Social Media Marketing  
 Social Media Specialist  
 Sustainable Urban Agriculture Technician  
 Supervisor/Management Technical Specialist  
 Tool and Die Specialist

# General Information

## Mission

North Georgia Technical College, a unit of the Technical College System of Georgia, provides affordable, relevant education and technical training to support community workforce development.

## Vision

Our vision is to elevate the quality of life for the individuals and communities we serve.

## Values

We value collaboration, integrity, respect, and success.

## 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. In 1934, the facilities were used by Columbia University as a laboratory for the study of rural education. 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 Haystone-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

## GENERAL INFORMATION

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 paving 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.

Major renovations were made to buildings on the Clarkesville Campus in 2012 (the Hoyt Coe Building), and in 2014 (the Parker-Nellis Building). New Health Science wings opened on the Currahee Campus in 2014, and on the Blairsville Campus in 2016.

A new milestone was celebrated in June 2017, as Engineering Technology Program students became the first group in the history of NGTC to participate in a study abroad program. The group traveled to Ireland to study at the Waterford Institute of Technology. This is just another example of how the college continues to expand its horizons to prepare students for their future careers.

Improvements to campus facilities are continuing with the most recent accomplishment being the construction of a new state of the art Industrial Technology Center that opened on the Clarkesville Campus in 2019.

### 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:** Provide quality, industry-driven education and training with a focus on enrollment, degree production and job placement.
- **Goal 2:** Create an environment of expectation for Adult Education to increase the adult literacy rate, the number of high school equivalency credentials, transition to college, and continuous integrated education training.
- **Goal 3:** Offer systematic, relevant, and responsive non-credit educational programming driven by community demographics and market needs to sustain and grow the communities we serve.
- **Goal 4:** Increase engagement and enrich campus life through student activities, program outreach, and community involvement.
- **Goal 5:** Sustain a culture of service to our customers by promoting effectiveness and accountability of departmental programs and services.

### State Technical College

North Georgia Technical College is a unit of the Technical College System of Georgia.

**GENERAL INFORMATION****Student Warranty**

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 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 706-754-7771.

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 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 that 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 (SACSCOC) to award associate degrees. North Georgia Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of North Georgia Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

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 197 N., Clarkesville, GA 30523, 706-754-7700, Fax 706-754-7777.

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Individual program accreditations include:

**Air Conditioning**

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) <http://www.hvacexcellence.org>

**Associate of Science in Nursing**

The Associate of Science in Nursing Degree program at North Georgia Technical College at the Clarkesville, Blairsville, and Currahee campuses located in Clarkesville, Blairsville, and Toccoa, GA is accredited by the: Accreditation Commission for Education in Nursing (ACEN).  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326; (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in nursing program is Initial Accreditation. View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs>

**Auto Collision Repair**

The Auto 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) [www.aceeducationfoundation.org/](http://www.aceeducationfoundation.org/)

**Automotive Technology**

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) [www.aceeducationfoundation.org/](http://www.aceeducationfoundation.org/)

**Medical Laboratory Technology**

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

**Culinary Arts**

The Culinary Arts program on the Currahee campus 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) <https://www.acfchefs.org>

**Medical Assisting**

The Medical Assisting program is accredited by the Commission on Accreditation for Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). (CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; 727-210-2350).

**Paramedicine**

The North Georgia Technical College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). (To Contact CAAHEP Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 - [www.caahep.org](http://www.caahep.org) -- To Contact CoAEMSP 8301 Lakeview Parkway, Suite 111-312, Rowlett TX 75088, (214) 703-8445, FAX (214) 703-8992 - [www.coaemsp.org](http://www.coaemsp.org))



## GENERAL INFORMATION

**Equal Opportunity Statement**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, 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 Innovation and Opportunity Act (WIOA) 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 people have been designated to handle inquiries regarding the nondiscrimination policies:

**Dr. S. Vinson Burdette**

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  
vinson.burdette@northgatech.edu

**Ms. Kay Carroll**

Student Support & Accessibility Services 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  
kay.carroll@northgatech.edu

This institution is an equal opportunity provider and employer.

**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; institutional effectiveness; distance education; and library services.

**Associate Degree, Diploma, and Certificate Programs**

NGTC offers two associate of science degree programs, 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.

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Online Course Offerings

North Georgia Technical College offers students the opportunity to take credit courses online using the Blackboard Learning Management System. North Georgia Technical College adheres to state competencies and provides the same high-quality instruction as traditional classes; however, online courses remove time and place barriers that prevent many students from pursuing educational opportunities. The course offerings vary each semester and are listed on the North Georgia Technical College website under Course Listings. Online courses may require an on-campus or online proctored event. The instructor will present additional proctoring details at the beginning of each online course and list these requirements in the course's syllabus. If an online course should require additional student charges associated with verification of student identity, students will be notified at the time of registration.

North Georgia Technical College acknowledges that not all students are candidates for online instruction. All students are required to complete the "Online Readiness Survey," located on the North Georgia Technical College website. This survey addresses technical skills and learning preferences associated with online learning. Students who do not successfully demonstrate the necessary skills to participate in an online class 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 their learning preference. Students taking online courses at North Georgia Technical College are required to have prior experience in browsing the Internet, sending emails, sending email attachments, communicating electronically, and performing related functions.

To ensure a student's success in online courses, North Georgia Technical College also requires students to have access to a computer that meets the minimum hardware and software requirements. North Georgia Technical College's suggested requirements are:

Minimum Computer Requirements:

- A processor of 2 GHz or faster
- 8 GB RAM or greater
- Monitor and video card with a resolution of 1280 X 1024 or greater
- A keyboard and mouse are recommended
- Speakers, noise-canceling headphones/earbuds, and a microphone are recommended
- A web camera capable of video and audio web conferencing

Software Requirements:

- Internet Browsers
  - **Chrome** is recommended for viewing all online courses in Blackboard.
  - Other internet browsers, Firefox and Safari, may be used.
  - Internet Explorer and Edge are not recommended.
- Microsoft Office is required and is available for free to North Georgia Technical College students.
- Microsoft Office is available for download through the OKTA portal.
- Supplemental Software: Some courses may require specific software. It is the student's responsibility to contact the instructor to determine course requirements prior to registration
- A current North Georgia Technical College student email account is required.
- A high-speed internet connection with a connection speed of 11 MB/s or better:
  - An internet connection is critical for viewing MediaSite videos and supplemental videos in Blackboard
  - When accessing the classroom and course materials, satellite and cellular connections may result in slowness or errors (timeouts, access problems).

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- Using public computers and the Internet (for example, restaurants, public hot spots, etc.) may result in timeouts and errors when accessing online courses and course materials due to security limitations.

For more information regarding online course offerings, please consult the North Georgia Technical College listings course catalog or call Samantha Marchant, Educational Technology Coordinator at 706-439-6327.

**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.

## GENERAL 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® and HiSET preparation and testing, English as a Second Language (ESL), and soft skills training. Adults have an opportunity to become literate in reading, writing, spelling, vocabulary, and basic math by attending free classes.

- **GED®/ HiSET** – North Georgia Technical College is an official Pearson VUE Testing Center for administration of the General Educational Development Test (GED®) and the HiSET (High School Equivalency Test) Exam, 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/HiSET preparation and basic skills courses in Fannin, Franklin, Habersham, Rabun, Stephens, Towns, Union, and White counties, day and evening basic skills and GED®/HiSET classes are offered. For class times and more information call 706-754-7717.*
  - *You can now earn your GED for FREE through the Georgia HOPE HSE Grant Program. Eligible Georgia residents can now apply for an award not to exceed \$200 to cover the cost of a high school equivalency examination. The HOPE HSE Grant is available once per subject area exam to those who qualify. For more information visit the TCSG website to apply.*

**GENERAL INFORMATION****Customized/Contract Training**

Customized/contract training is industry specific training facilitated by the college 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.

Customized training is available in the areas of High-Performance Leadership, General Industrial and Construction Safety, Lean/Six Sigma, ISO, Computer/Technology, Customer Service, Precision Measuring, and Industrial Maintenance including PLC Training. Some training may be available online for your convenience.

**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 a variety of Heartsaver courses including 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 that 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.

**GENERAL INFORMATION****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 706-754-7820.

**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 to Six Flags, sporting events, snow skiing, and more.

Recreational equipment is available in the student centers for ping-pong, video games, and more. There are also Intramural sports including: flag football, softball and basketball.

**Career Center**

The Career Center is available to assist prospective and current students in career exploration, interest, and aptitude inventories in order to make an informed career choice. Student Affairs staff are available to assist prospective students with one-on-one career planning. Staff are available to assist

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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 Blairsville, Clarkesville and Currahee 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/Scholarship, HOPE Career Grant, Zell Miller Grant/Scholarship, Federal Pell Grant, Federal Supplemental Education Opportunity Grant, private student loans, Veterans Benefits, referrals for scholarships, and other various state aid programs. 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 evaluates eligibility for transfer of credit from other institutions 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 Carroll, Student Support and Accessibility Services 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 an annual meeting to elect officers and recognize outstanding graduates with the Young Alumni Award, Career Achievement Awards, Alumni Hall of Fame Award and the Bridge Builder Award. They have also established an Alumni Scholarship with monies raised through a silent auction held the day of the event and other donations given directly to the scholarship fund.