

## Registrar

The Registrar's Office provides assistance with:

- Change of name or address
- Course registration
- Course registration outside a program of study
- DegreeWorks audits
- Exemption examination registration
- Good student discount forms
- Graduation applications
- Loan deferment requests
- Requests for official NGTC transcripts at <https://northgatech.edu/registrar/>
- Requests for transient status at another institution
- Transfer of credit from other institutions
- Verification of enrollment

It is the student's final responsibility to ensure requirements for a chosen program of study are met. A student must carefully review the Programs of Study section of this catalog and discuss with his or her Academic Advisor. Each student's assigned Academic Advisor's name and contact information is listed in the student's original acceptance letter and is available in BannerWeb.

For further information, please visit the North Georgia Technical College website, email [registrar@northgatech.edu](mailto:registrar@northgatech.edu) or call 706-754-7798.

### Credits Earned Outside the College

Students must complete at least 25 percent of coursework towards a particular program of study at North Georgia Technical College in order to be eligible for graduation from the college.

### Transfer Credit

- 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.
- Programs with competitive admissions may require a specific grade in defined courses.
- Credit is awarded only in areas offered within the current curriculum of North Georgia Technical College.
- A course accepted for credit has essentially the same content and is taught at a comparable or higher level as the course at North Georgia Technical College.
- Transfer credit is not awarded for PSNG, RNSG, or WELD courses.
- Transfer credit may be awarded for Learning Support coursework taken at other Technical College System of Georgia institutions. Credit granted for this coursework will not count toward completion or GPA hours, but may allow the student to enter the college with "program ready" status or reduce the number of Learning Support courses required.
- All transferred courses must have the equivalent or higher number of credit hours.
- All transferred courses will be transferred in at the highest level regardless of the level of the student's chosen course of study. There are time limits on validity of some coursework. (See below.)
- The Registrar is responsible for final transfer credit approval.
- The Office of the Registrar will normally award transfer credit for coursework taken at regionally accredited institutions, provided the above conditions are met and the student's previous institution is in good standing with its accrediting body.
- For coursework meeting the above conditions but taken at non-regionally accredited institutions, the student should complete the Request for Transfer Credit From a Non-Regionally Accredited

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Institution Form on the North Georgia Technical College website or in the Registrar's Office. The Office of the Registrar and the Academic Affairs division determine on a case-by-case basis the transferability of courses based on the course curriculum standards and the qualifications of the faculty members who taught those courses. In cases where course equivalency is questioned, credit must be validated by examination.

- If a course cannot be evaluated on course prefix and title, students have the right to submit course descriptions from the transferring institution's college catalog from the year the course was taken to the North Georgia Technical College Registrar.
- A student who presents credit for evaluation and transfer must be aware that the awarding of credit by North Georgia Technical College does not guarantee that institutions subsequently attended by the student will also accept those credits.
- The applicant may be awarded credit for courses previously earned within the institution as applicable.
- North Georgia Technical College reserves the right to rescind previously awarded transfer and exemption credit as warranted.

**Time Limits on Transferability of Courses**

- 2 years – all COSM courses and Learning Support courses from TCSG institutions only.
- 4 years – all ACCT, ALHS, CIST, CLBT, COMP, NAST, EMSP, MAST, and PHAR courses.
- 7 years – all BUSN courses.
- 10 years – BIOL courses and all occupational courses not listed above. However, if course content and competencies have changed significantly within the 10-year period, faculty may request that students validate skills or repeat a course.
- No expiration – all general education/basic skills courses (ARTS, CHEM, COLL, ECON, EMPL, ENGL, HIST, MATH, MUSC, PHYS, POLS, PSYC, SOCI, SPCH); and courses used to satisfy elective credit requirements.

These rules apply for transfer students and returning North Georgia Technical College students who have had a break in enrollment greater than one term. Exceptions to the established time limits will be determined at the program level. The student must contact the advisor to request the exception. The student will be required to complete an assessment of skills and competencies to validate proficiency in the defined area. Approval for courses must be sent in writing from the advisor to the Registrar before the end of the student's first term of admittance/re-admittance.

**Advanced Placement Examinations**

Students who receive a score of three (3) or higher on the College Board Advanced Placement (AP) test will be awarded credit for the corresponding NGTC course. Official test scores must be mailed directly from the College Board to the Office of the Registrar at NGTC. Score reports are ordered from <https://apstudent.collegeboard.org/home>.

**College-Level Examination Program (CLEP)**

College-Level Examination Program (CLEP) credit will be awarded to students in subject areas with an equivalent NGTC course who meet the College Board's and American Council on Education's current Credit-Granting Recommendations. Official test scores must be mailed directly from the College Board to the Office of the Registrar at NGTC. Scores are ordered from <http://clep.collegeboard.org/> and must be at the 50th percentile or greater. Credit will not be granted for the general exam.

## Exemption Credit

Credit awarded to a student for a course based on successful performance by examination to demonstrate prior achievement of course competencies in occupational or diploma- or certificate-level general core courses. Email notification of the schedule for exemption tests is sent each term or is scheduled by the instructor. A student may not take an exemption test if he or she is enrolled in the course, if he or she has previously been enrolled in the course, or if he or she has previously attempted the exemption test. The application for exemption credit is available on the North Georgia Technical College website and in the Registrar's Office. The fee for exemption credit is 25% of the course tuition, is non-refundable, and the test may be taken only once. Successfully exempted courses will be counted to satisfy requirements for graduation but will not be used to determine academic standing or to calculate grade point average (GPA) and are not generally transferable to other institutions.

## International Baccalaureate (IB) Credit

Credit will be awarded to students who have taken appropriate high school courses determined equivalent to courses offered at NGTC and achieved a score of three or higher on the International Baccalaureate Examination. Official transcripts of grades must be mailed directly from the College Board to the Office of the Registrar at NGTC. Students may order IB transcripts from <http://www.ibo.org/>.

## Prior Learning Assessment

Exemption credit may be granted upon approval by a Dean for Academic Affairs. A student may not apply for PLA credit if he or she is currently enrolled in the course, if he or she has previously received a failing grade or grade of D in the course, or if he or she has previously attempted the prior learning assessment or the exemption test. The application for PLA credit is available on the NGTC website and in the Registrar's Office. The fee for PLA credit is 25% of the course tuition and is non-refundable.

PLA courses will be counted to satisfy requirements for graduation but will not be used to determine academic standing or to calculate grade point average (GPA) and are not generally transferable to other institutions.

## Military Credit

Transfer credit for military service schools is awarded based on American Council of Education (ACE) recommendations as listed in the Guide to the Evaluation of Educational Experiences in the Armed Services and approval by the Registrar upon review of an official ACE transcript.

## Transcript Notation of Transfer Credit

Transfer credit is noted by TR, TRA, TRB, or TRC\* on the NGTC transcript and is not included in semester, cumulative, or graduation grade point averages. Students may access their Unofficial Transcript in BannerWeb to view transfer credit awarded.

\*See Grading Scales and Symbols in the Academic Affairs Section for definitions.

## High Demand Course Pre-Registration Restriction

To ensure fair access to courses that routinely fill, students enrolled in a high-demand course or who withdraw from a high-demand course during a term shall not pre-register to repeat the course. If a student disregards this procedure, the pre-registration for the high-demand course may be removed. Once the term in which the student attempted the course has ended, the student may then register to repeat the course if space is available. High demand courses include but are not limited to BIOL 2113/L,

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BIOL 2114/L, and BIOL 2117/L.

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

**Holds Preventing Release of Student Records**

Holds on student accounts for financial or administrative obligations to NGTC may prevent the Registrar's Office from providing some records by mail or electronic means, including but not limited to transcripts, enrollment verifications, graduation awards, and grades. In order to ensure accurate information is submitted to the National Student Clearinghouse, as required by federal regulation, the Registrar's Office may require a student to submit proof of name and Social Security Number. If the student fails to submit this information, a hold may be placed on the student's record.

**Courses Outside Major**

Federal regulations mandate that federal aid cannot be awarded for classes that do not count toward a student's academic program. If a student is enrolled in courses that are outside major requirements or are not required for graduation, the Registrar will code the courses as such and federal aid will not be awarded for the courses. If a student and the academic advisor determine that the student should be enrolled in a Learning Support class despite the student testing out of the class, the academic advisor shall submit a course substitution in order for the student to remain enrolled and receive any federal financial aid for the course.

**Repeated Coursework**

Students who repeat coursework for which they previously earned a passing grade will be subject to review by the Registrar's Office. If the repeated coursework does not fulfill a graduation requirement for the student's current program of study, the course may be coded as outside major and deemed ineligible for Financial Aid. See the Financial Aid section of this document for more information.