NORTH GEORGIA TECHNICAL COLLEGE

TCSG Connect Course Request

Print clearly or type.

Read, complete, print, and sign this form. Submit to the registrar's office by:

- Email: registrar@northgatech.edu
- Fax: 706-754-7777
- Mail: NGTC Registrar's Office, PO Box 65 Clarkesville, GA 30523
- Hand: Deliver to the receptionist on any NGTC campus

Terms and Conditions:

- To enroll in a shared resources course with a different HOST college, the course must be approved as required for the completion of your current NGTC program of study. You must have fulfilled any prerequisites. You may not receive permission if you are suspended.
- Any HOST college course related fees may be applied to the student's account. Submit financial aid questions to: finaid@northgatech.edu
- Your grade from the HOST college will automatically roll over to our college once the semester has ended.
- All fields are required.
- By signing and completing this form you agree to these terms and conditions.

Student Information

Name: _____ NGTC Student ID #: _____

Mailing Address: _____ Date of Birth: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Email Address: _____ NGTC Advisor: _____

Program of Study: _____ Level: ☐ Certificate ☐ Diploma ☐ Associates Degree

Term You Wish to enroll in a Connect course: ☐ Fall ☐ Spring ☐ Summer Year: _____

Name of College You Wish to Attend: (Host Institution): _____

❑ **I agree to attend any required in-person or virtual sessions as required by the HOST college.**

List Host Institution Course Number(s) below: *Example: HIS 1111*	List NGTC Equivalent Course Number(s) below: *Example: HIS 1111*
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Student Signature: _____ Date: _____

As set forth in its student catalog, North Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following persons have been designated to manage inquiries regarding the non-discrimination policies: Dr. Fran Chastain, Dean of Student Support and Engagement, Title VI, IX, II Coordinator, Clegg Center 212, (706)754-7855, fran.chastain@northgatech.edu and Joanna Velazquez, Student Support & Accessibility Services Coordinator (Section 504), Clegg Center 214, (706) 754-7828, joanna.velazquez@northgatech.edu at 1500 Hwy 197 N, Clarkesville, GA 30523.

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.