
STYLE & STANDARDS GUIDE



WIREGRASS

GEORGIA TECHNICAL COLLEGE®

THE PURPOSE OF THIS STYLE & STANDARDS GUIDE

is to provide members of the Wiregrass Georgia Technical College community with guidelines on how to effectively implement the branding for the college. As the branding is established, it is of vital importance to adhere to and follow the style guidelines to establish Wiregrass Georgia Technical College's new brand.

Branding is achieved through presenting a consistent image of the institution over an extended period of time. This consistency also adds to the overall atmosphere of quality and integrity of the institution it represents. Consumers are able to more readily recall the institution and recognize it above others. Without the consistency of an organized branding campaign, consumers can become confused as to the exact identity of an organization and see it as a less desirable option than other institutions.

If you have any questions regarding the policies and procedures outlined in this publication, please contact the Director of Marketing and Public Relations.





TABLE OF CONTENTS

LOGO INFORMATION

Definition	3
File Formats	4
Fonts for the Logo	5
Fonts for Printed Pieces	5
Logo Elements	6-7
Positioning of Logo Elements	8
Color Breaks	9
One Color Logos	10-11
Reverse Logo	12
Do's & Don'ts	13-15

STATIONERY PIECES & EMAIL

Stationery Package Information	16
Letterhead	17
#10 envelopes	18
9" x 12" envelopes	19
Business Cards	20-21
Email Signature	22

STATEMENTS REQUIRED FOR PRINTED PIECES

Technical College System Statement	23
Accreditation Statement	23
Usage of Statement for Equal Opportunity	24-27

SPECIALTY ITEMS

What constitutes a specialty item and ordering information	28
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LOGO

The Wiregrass Georgia Technical College logo and the college name have been registered with the U.S. Patent and Trademark Office (USPTO). The Registration Certificate was issued on June 4, 2013 and is enforceable for a period of ten (10) years. In order to protect the Wiregrass name and logo trademark please follow the following guidelines:

1. Trademarks should be emphasized in document. Ways of emphasizing the mark include; a) CAPITALIZING the mark completely, b) using it with “initial caps” with quotes, or c) at the very least, using it with initial caps. Other alternatives for distinguishing the trademarks include use of italics, bold face, or different color types.
2. As a minimum requirement, use the generic term (®) after the trademark at least once in a written communication and, when appropriate, in broadcast matter, preferably the first time the mark (college name) appears.
3. When possible use the generic term (®) on all promotional material when the official logo is used or the full name of the college is used. This may not be possible on embroidery used on shirt pocket areas but should be used on all other items.

MEDIA AND ADVERTISING PROCEDURE

The college covers an 11 county service area and our presence is very noticeable in all of South Georgia, not just the communities we serve. In order to ensure that the media attention we receive is positive and warranted, faculty and staff should review and adhere to the Media and Advertising Procedure on the use of the logo, placing advertisements, and contacting the media. The most current and complete procedure can be found at <https://www.wiregrass.edu/pr-marketing>.



FILE FORMATS FOR LOGO USAGE

Certain file formats are best suited for specific uses. Please refer to this list when deciding what format to use for any publication or media need:

EPS

This format is best suited for use in print media. It is the preferred file format for conventional offset printing and high end output. It is infinitely scalable as a graphic file such as one saved out of Illustrator or Macromedia Freehand. As a Photoshop file it can be successfully scaled in a page layout program up to 150%.

TIF (TIFF)

This format is best suited for use in print media. It is scalable up to 150% within an editing application such as Adobe Photoshop. Yields good printed results from a desktop computer when a postscript printer (professional printer) is not available.

JPG (JPEG)

This format is best suited for use in web or presentation media. The standard for use in web applications and on screen viewing. The JPG format is not intended for use in printed materials, as it will yield blurry results.

GIF

This format is best suited for use in web or presentation media. It is meant for on screen viewing. The GIF format should never be used in printed materials, as it will yield blurry results.

BITMAP (BMP)

This format is best used in desktop printing only. If used in print it must be 100% of it's original size and not scaled up to any degree to avoid "pixilation" of images. The BMP format is not intended for use in offset/commercially printed materials, as it will yield blurry results.

FONTS

FONTS FOR THE LOGO

In the logo, the font Trajan is used to spell out the words Wiregrass Georgia Technical College.



FONTS FOR PRINTED PIECES

The font used for all stationery information such as campus, address, phone and fax numbers, etc. is Myriad Pro. Please see specific pages for these items for information on which version of the fonts are to be used for specific information.

USE MYRIAD PRO FOR BODY COPY.

Myriad Pro regular

Myriad Pro Italic

Myriad Pro Bold

Myriad Pro Bold Italic

USE TRAJAN FOR HEADLINES & SUBHEADS. USE IT IN ALL CAPS.

TRAJAN PRO REGULAR

TRAJAN PRO BOLD

LOGO ELEMENTS

HORIZONTAL CONFIGURATION



VERTICAL CONFIGURATION



WIREGRASS ICON

The Wiregrass icon may only be used by itself if first approved by the Marketing and Public Relations Department.



LOGO TYPE

The logo type may only be used by itself if first approved by the Marketing and Public Relations Department.

WIREGRASS
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POSITIONING OF LOGO ELEMENTS

HORIZONTAL CONFIGURATION



1. In this configuration, the logo icon must be left of the text.
2. Between the icon and text of the logo there is a dividing line that is Black.
3. The text "Wiregrass" should always be Black, Trajan Pro regular, all caps.
4. The text "Georgia Technical College" should always be PMS 377, Trajan Pro regular, all caps.

CENTERED & STACKED CONFIGURATION



1. In this configuration, the logo icon must be centered above text.
2. Between the icon and text of the logo there is a dividing line that is Black.
3. The text "Wiregrass" should always be Black, Trajan Pro regular, all caps.
4. The text "Georgia Technical College" should always be PMS 377, Trajan Pro regular, all caps.

COLOR BREAKS*

The colors used in the logo are:



PMS 377

C: 45 M: 0 Y: 100 K: 24

R: 107 G: 143 B: 0

Hex Code: #688F00

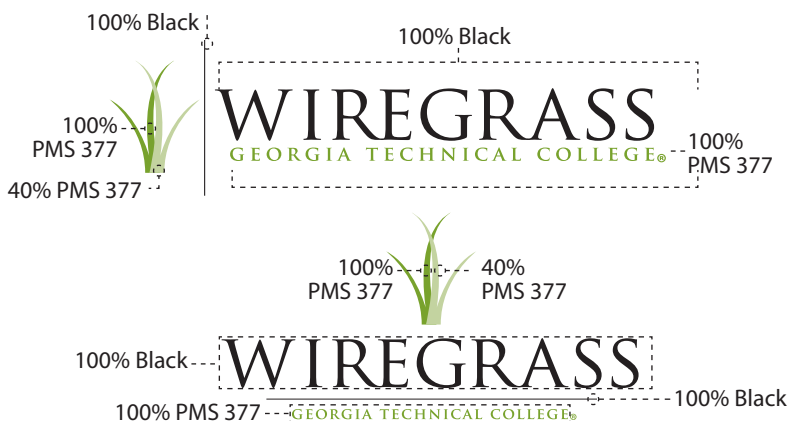


Black

C: 0 M: 0 Y: 0 K: 100

R: 0 G: 0 B: 0

Hex Code: #000000



COLOR BREAKS IN VARIOUS FORMATS:

Different printing and media applications call for different color breaks to ensure the best possible outcome. Please discuss with your printing vendor what format the colors need to be set up in ahead of time to ensure a smooth process. Questions regarding the correct logo/color usage may be directed to the Executive Director of Marketing and Public Relations.

CMYK & PANTONE MATCHING SYSTEM (PMS)*

When using traditional offset or web printing presses, use 4 color process, or CMYK colors. Usage of PMS (Pantone Matching System) colors is also acceptable for printing with offset or web presses. Many high speed digital presses also call for the use of CMYK separated colors.

RGB*

This color separation is used for applications in presentations such as PowerPoint or any other electronic media. It is not advised to supply or use an RGB based color for any type of printing as the color results will not resemble the correct colors.

HEXADECIMAL (HEX) CODE*

Use the hexadecimal (hex) code for any web based applications as they are universally recognized and standard for the web, much as PMS colors are standard for the printing process.

*The CMYK, RGB and Hex Code conversions presented are based on information from the PMS Solid to Process® conversion guide, Adobe Creative Suite® and Art Director's Tool Kit® sources. for initial guidance only. Colors will vary based on the type of production process, paper selection, and/or materials that are being printed on. Carefully review all production prior to final approval/printing.

ONE COLOR LOGOS

PMS 377

You may use the PMS 377 version of the logo when your print job calls for one color. Ensure the logo will be printed off of a high-quality desktop printer or professionally printed with an outside vendor.

PMS 377 version: All elements are 100% PMS 377 except where noted.



BLACK OR GRAY

You may use the black or gray scale version when your print job calls for a one color. Do not use the gray version in applications where the screens of gray may plug or smear, such as printing from an ink jet printer or on porous paper such as lower grade newsprint. In such instances, the black version of the logo should be used.

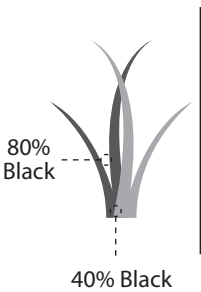
Black version: All elements are 100% Black except where noted.



White with
black outline

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Grayscale version:



80% Black

WIREGRASS
GEORGIA TECHNICAL COLLEGE®

100% Black



REVERSE LOGO

REVERSE (WHITE) LOGO

You may use the reverse version of the logo when your design involves large areas of dark color or sections of an image. The reverse logo option may be used with 4 color process, two color, or one color printing applications. This version of the logo is also preferable for use in applications where the screens of gray scale may plug or smear, such as printing from an ink jet printer or on porous paper such as lower grade newsprint.

All elements are 100% white. Allows background to show through.



*Graduation:
it's closer than
you think...*

DO'S & DON'TS

Do use the logo in the appropriate, approved, provided school colors.



Don't change the logo colors.



Don't place the logo inside a shape that floats on a page.



Do scale the logo proportionately.



Original: 100%



Scaled uniformly:
125% x 125%

Don't scale the logo disproportionately.

Scaled incorrectly: Horizontal: 100% x Vertical: 125%



Scaled incorrectly: Horizontal: 125% x Vertical: 100%



DO'S & DON'TS CONTINUED...

Do use the logo at the minimum size of 1 1/4" wide x 3/8" high or larger.



Don't use the logo at a size smaller than 1 1/4" wide x 3/8" high.



Do allow a minimum 1/8" of space between the logo and the information around it.



Don't allow less than the minimum of 3/8" of space between the logo and the information around it.



Do use the logo whole and intact. **Only the Marketing and Public Relations Department may determine if it is appropriate to use individual elements of the logo icon or the logo type separately.**



Don't pull apart the logo elements. Only the Marketing and PR Department may determine if it is appropriate to use individual elements of the logo icon or the logo type separately. **You must contact the Marketing and Public Relations Department for permission to use the logo elements separately.**



Do use the logo on white or light colored backgrounds:

White



10% PMS 377



Don't use the logo on black or dark colored backgrounds

80% Black



60% PMS 377



Do use the logo on areas of images where there is little to no cluttered imagery:



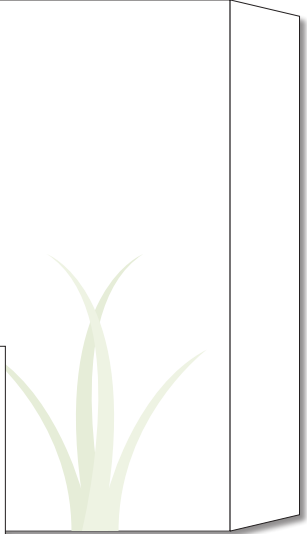
Don't use the logo on areas of images where the imagery is cluttered:



STATIONERY PIECES

STATIONERY PACKAGES INCLUDE:

- Letterhead and second page for letterhead
- #10 Business envelope
- 9" x 12" envelope
- Business card



LETTERHEAD

SPECIFICATIONS:

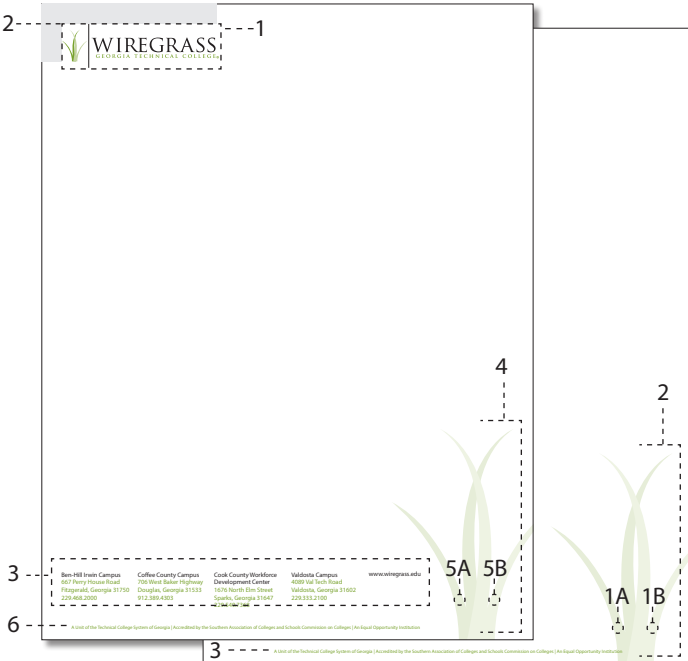
- Size:** 8 1/2" x 11"
Paper: Cougar opaque, 70# text, White
Ink: 2/0 (prints 2 colors on one side only): PMS 377, Black

LETTERHEAD ITEMS ORDER & POSITIONING:

1. Horizontal version of the logo: 2 5/8" x 3/4" in size
2. Logo position: 3/8" from left & 1/4" from top edge
3. Campus addresses in alphabetical order from left to right, followed by the URL.
Campus designation: Black, Myriad Pro bold, Address: PMS 377, Myriad Pro regular
4. Icon size: 3 1/8" in height
5. Screened icon bleeds off bottom & right edge:
A.)15% PMS 377 for the left blade of grass B.)10% PMS 377 for the right blade
6. College System Statement centered under campus addresses and URL

SECOND PAGE LETTERHEAD ITEMS & POSITIONING:

1. Screened icon bleeds off bottom & right edge:
A.)15% PMS 377 for the left blade of grass B.)10% PMS 377 for the right blade
2. Icon size: 3 1/8" in height
3. College System Statement centered at the bottom



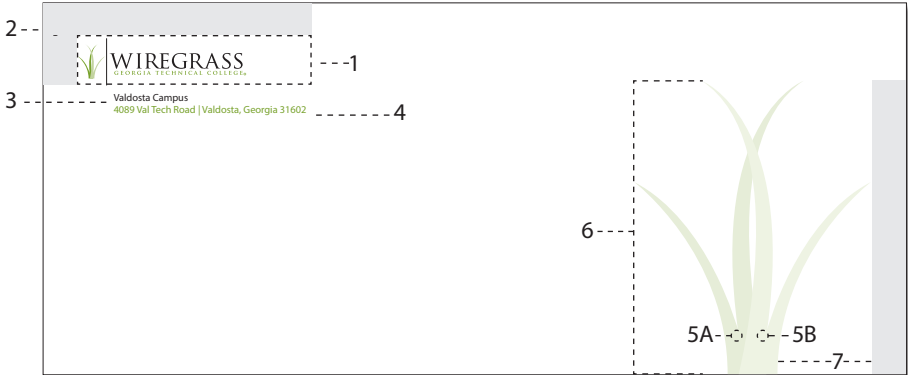
#10 ENVELOPE

SPECIFICATIONS:

Size: 9 1/4" x 4"

Paper: Cougar opaque, 24#, White

Ink: 2/0 (prints 2 colors on one side only): PMS 377, PMS 188



INFORMATION FOR THE #10 ENVELOPE:

1. Horizontal version of the logo: 2" x 1/2" in size
2. Logo position: 3/8" from left & top edge of the envelope
3. Campus designation: PMS 188, Myriad Pro bold
4. Address: PMS 377, Myriad Pro regular
5. Icon: colors should be screens of PMS 377,
A.)15% for the left blade of grass B.)10% for the right blade
6. Icon size: 3 1/8" in height
7. Icon position: 3/8" from right edge , bleeds off bottom edge of envelope

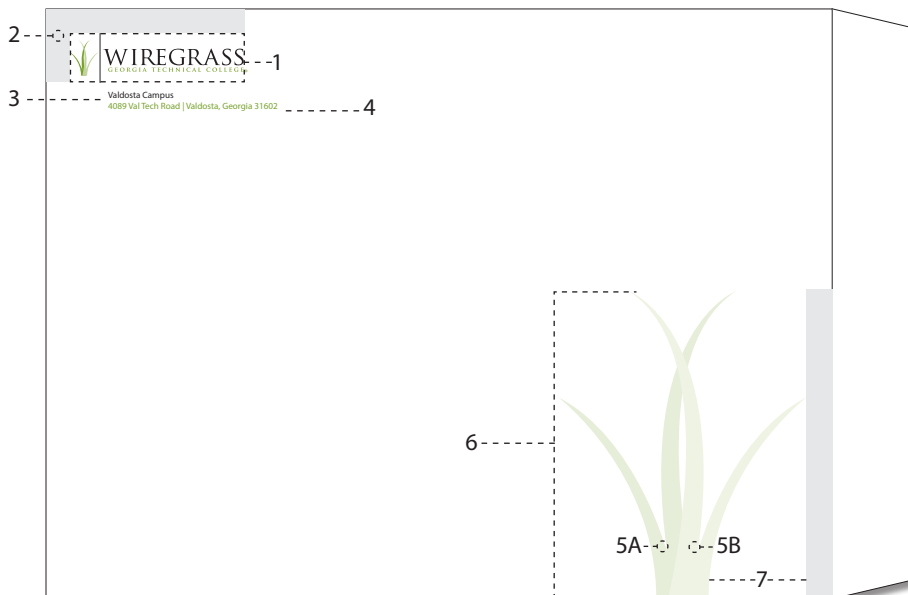
9" X 12" ENVELOPE

SPECIFICATIONS:

Size: 9" x 12"

Paper: Cougar opaque, 24#, White

Ink: 2/0 (prints 2 colors on one side only): PMS 377, PMS 188



INFORMATION FOR THE 9" X 12" ENVELOPE:

1. Horizontal version of the logo: 2 5/8" x 3/4" in size
2. Logo position: 3/8" from left & top edge of the envelope
3. Campus designation, PMS 188, Myriad Pro bold
4. Address: PMS 377, Myriad Pro regular
5. Icon: colors should be screens of PMS 377,
A.)15% for the left blade of grass B.)10% for the right blade
6. Icon size: 4 5/8" in height
7. Icon position: 3/8" from right edge , bleeds off bottom edge of envelope



BUSINESS CARDS

SPECIFICATIONS:

- Size:** 3 1/2" x 2"
Paper: Cougar opaque, 100# C, White
Ink: 2/2 (prints 2 colors on both sides): PMS 377, Black

INFORMATION FOR THE FRONT OF THE BUSINESS CARD:

1. Horizontal version of the logo: 2.15" x .60" in size
2. Logo position: .17" from left and top edge of the card
3. Name and Title position: .28" from edge of the card
4. Name: White, Myriad Pro Bold; Title: White, Myriad Pro Italic
5. Building and Room Number: Myriad Pro Regular, PMS 377
Street Address: Myriad Pro Regular, PMS 377
Phone and Fax numbers: Myriad Pro Regular, PMS 377
6. Email Address: Myriad Pro Italic, PMS 377

INFORMATION FOR THE BACK OF THE BUSINESS CARD:

1. All 4 campus locations: Myriad Pro Regular, white for campus name,
Myriad Pro Regular, PMS 377 for address and phone
2. URL: flush left, Myriad Pro Regular, white under second column of information

2-----

1-----

WIREGRASS
GEORGIA TECHNICAL COLLEGE

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Angela Hobby
Vice President for
Enrollment Management

Berrien Hall / Room 302D
4089 Val Tech Road
Valdosta, Georgia 31602
Phone: 229.333.2100 / ext. 5365
Fax: 229.333.2153
angela.hobby@wiregrass.edu

5-----

6-----

1-----

Ben Hill-Irwin Campus
667 Perry House Road
Fitzgerald, Georgia 31750
229.468.2000

Coffee County Campus
706 West Baker Highway
Douglas, Georgia 31533
912.389.4303

Cook County Workforce
Development Center
1676 North Elm Street
Sparks, Georgia 31647
229.549.7368

Valdosta Campus
4089 Val Tech Road
Valdosta, Georgia 31602
229.333.2100

www.wiregrass.edu

2-----

EMAIL SIGNATURE

When using the logo for your email signature, please use the horizontal version of the .jpg file of the logo with your campus designation already provided beneath it in the proper location.

See page 7 for information on how to properly build the colors from RGB values.

1. Name: Black, Myriad Pro bold
2. Title: PMS 377, Myriad Pro italic
3. Horizontal version of the logo
4. Campus designation: Black, Myriad Pro bold
5. Address: PMS 377, Myriad Pro regular
6. Email, phone & fax: PMS 377, Myriad Pro regular
7. URL: Black, Myriad Pro bold
8. Space
9. Technical College System statement: PMS 377, Myriad Pro italic
10. All information flush left

10

1 **Angela Hobby**

2 *Vice President for Enrollment Management*

3  WIREGRASS
GEORGIA TECHNICAL COLLEGE[®]

4 **Valdosta Campus**

5 Berrien Hall | Room 302D
4089 Val Tech Road | Valdosta, Georgia 31602

6 Email: angela.hobby@wiregrass.edu
Phone: 229.333.5365
Fax: 229.333.2153

7 **www.wiregrass.edu**

8

9 *A Unit of the Technical College System of Georgia*



STATEMENTS REQUIRED FOR PRINTED MATERIALS

TECHNICAL COLLEGE SYSTEM STATEMENT

The Technical College System Statement, “*A Unit of the Technical College System of Georgia,*” must appear on all printed materials that represent Wiregrass Georgia Technical College, typically near the bottom of the piece in either the left or right hand corner, near the logo, or on the inside front or outside back cover of booklet publications. The font for the statement is Myriad Pro regular and it must be at least 6 point in size (so it can be read). It may be printed in black or reversed from its background, whichever works best for legibility.

ACCREDITATION STATEMENT

The SACSCOC accreditation statement must be used in all college legal documents and is recommended for use on college marketing materials as space allows. The accreditation statement when used must appear as indicated below. If there is no room for the full statement and a shortened statement is used, it should say: “WGTC is accredited by SACSCOC.” The SACSCOC Stamp of Accreditation may be used in conjunction with the full statement regarding accreditation and abbreviated references. Should you have any questions regarding accreditation statement usage, please contact the Associate Vice President for Institutional Effectiveness.

Wiregrass Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Wiregrass Georgia Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Wiregrass 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).



USAGE FOR STATEMENT OF EQUAL OPPORTUNITY

REVISED JANUARY 2024

It is imperative that all marketing material and advertising used to promote the technical college system or any individual college comply with the following guidelines for using disclaimer statements. To get the most recent version of the Equal Opportunity Statement please contact the office of Marketing and Public Relations.

A. FOR ALL COLLEGE CATALOGS THE FOLLOWING STATEMENT MUST BE INCLUDED:

Wiregrass Georgia Technical College (WGTC) abides by the Technical College System of Georgia's Policy 2.1.1. Statement of Equal Opportunity. 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, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services. To review in its entirety, please access the TCSG Policy Manual and reference the corresponding policy and subsequent procedures.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Innovation and Opportunity Act of 2014 (WIOA) and other related mandates under TCSG Policy, federal or state statutes.

TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop procedures for implementing this policy and for addressing employee and student complaints of unlawful discrimination for all work units and colleges, as mandated by federal compliance guidelines.

Any violation or questions may be directed to any member of the Campus Equity & Compliance Team as listed below:

Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Brooks Hall, Human Resources Suite, or call (229) 333-5356, or email shalonda.sanders@wiregrass.edu;

Katrina Royal, Student ADA & Section 504 Coordinator (all campuses), Director of Special Populations and Tutoring, Valdosta Campus, Berrien Hall, Room 107, or call (229) 333-2100 ext. 1236, or email katrina.royal@wiregrass.edu (student ADA & student disability claims only);

April McDuffie, Title IX Designee/Investigator, Executive Vice President for Academic Affairs, Ben Hill-Irwin Campus, Dorminy-Mixon Hall, Room 8102B, or call (229) 468-2103 ext 4103, or email april.mcduffie@wiregrass.edu;

Meredith Moon, Title IX Designee/Investigator, Director of Human Resources and Employer Services, Valdosta Campus, Brooks Hall, Human Resources Suite, or call (229) 333-5356, or email meredith.moon@wiregrass.edu;

Yolanda Woodall, Title IX Designee/Investigator, Assistant Director for Human Resources & Career Services Coordinator, Ben Hill-Irwin Campus, Charles Harris Learning Center, Room 630C, (229) 333-5356, or email yolanda.woodall@wiregrass.edu;

Keren Wynn, Title IX Designee/Investigator, Vice President for Administrative Services, Valdosta Campus, Berrien Hall, Room 325, or call (229) 333-2103, or email keren.wynn@wiregrass.edu;

Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD. You may also email the entire team at campusequityandcompliance@wiregrass.edu, or you may visit our webpage at [Wiregrass Campus Equity and Compliance.amended](http://WiregrassCampusEquityandCompliance.amended), the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

Any violation or questions may be directed to any member of the Campus Equity & Compliance Team: *Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President of Human Resources, Valdosta Campus, Brooks Hall, Room 547, or call (229) 333-5356, or email shalonda.sanders@wiregrass.edu; Sabrina Cox, Title IX Designee/Investigator, Director of Distance Education, Coffee Campus, Room 145, or call (229) 468-2022, or email sabrina.cox@wiregrass.edu; Amanda Walker, Student ADA & Section 504 Investigator, Special Populations Coordinator, Ben Hill-Irwin Campus, Charles Harris Learning Center, Room 632, or call (229) 468-2242, or email amanda.walker@wiregrass.edu (student ADA & student disability claims only); Keren Wynn, Title IX Designee/Investigator, Vice President for Administrative Services, Valdosta Campus, Room 325, or call (229) 333-2103, or email keren.wynn@wiregrass.edu; Katrina Royal, Student ADA & Section 504 Coordinator (all campuses), Director of Testing and Special Populations, Valdosta Campus, Berrien Hall, Room 107, or call (229) 333-2100 ext. 1236, or email katrina.royal@wiregrass.edu (student ADA & student disability claims only); April McDuffie, Title IX Designee/Investigator, Associate Vice President for Adult Education, Ben Hill-Irwin Campus, Charles Harris Learning Center, Room 400A, or call (229) 468-2103 ext 4103, or email april.mcduffie@wiregrass.edu; Yolanda Woodall, Title IX Designee/Investigator, Human Resources & Career Services Coordinator, Ben Hill-Irwin Campus, Charles Harris Learning Center, Room 630C (229) 333-5356, or email yolanda.woodall@wiregrass.edu; or email campusequityandcompliance@wiregrass.edu.*

Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 800-255-0056 from a TTY/TDD.

B. FOR ALL OTHER PRINTED COLLATERAL THIS ABBREVIATED STATEMENT SHOULD BE USED:

As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses) Associate Vice President of Human Resources Valdosta Campus, Berrien Hall, Room 114 (229) 333-5356 opt. 4 or shalonda.sanders@wiregrass.edu Katrina Royal, Student ADA & Section 504 Coordinator (all campuses), Director of Testing and Special Populations, Valdosta Campus, Berrien Hall, Room 107, or call (229) 333-2100 ext. 1236, or email katrina.royal@wiregrass.edu (student ADA & student disability claims only). Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or (800) 255-0056 from a TTY/TDD.

C. IF THERE IS NOT ENOUGH SPACE IN THE AD RESULTING IN A VERY SMALL FONT, PLEASE USE THIS ABBREVIATED STATEMENT WHICH WILL KEEP US IN COMPLIANCE WITH OCR REGULATIONS:

Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses) Executive Director for Human Resources Valdosta Campus, Berrien Hall, Room 114 (229) 333-5356 opt. 4 or shalonda.sanders@wiregrass.edu Katrina Royal, Student ADA & Section 504 Coordinator (all campuses), Director of Testing and Special Populations, Valdosta Campus, Berrien Hall, Room 107, or call (229) 333-2100 ext. 1236, or email katrina.royal@wiregrass.edu (student ADA & student disability claims only). Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or (800) 255-0056 from a TTY/TDD.

D. ADVERTISING (OUTDOOR, PRINT, RADIO AND TV):

Small Format Advertising (outdoor, radio and TV): If the size or length of the advertising medium does not allow room for either of the above statements without accruing substantial additional cost, the following statement can be used. However, this shortened statement should be used sparingly:

Equal Opportunity Institution

For all statements use a font and font size that are easily readable.

Please contact your *Title IX coordinator, Section 504 coordinator*, Kim Ellis (kellis@tcsg.edu) or Romy Smith (rsmith@tcsg.edu) if you have questions or need clarification.

E. ANNUAL EXTERNAL NOTIFICATION

Wiregrass Georgia Technical College is an equal opportunity, employer and offers the following career and technical education programs for all regardless 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).

Programs the college offers include; Accounting, Air Conditioning, Automotive, Barbering, Business, Commercial Truck Driving, Computer Sciences, Cosmetology, Criminal Justice, Culinary Arts, Dental, Early Childhood Education, Electrical, Emergency Services, Engineering, Esthetician, Fire Science, Mechatronics, Medical Assisting, Neuromuscular Massage Therapy, Nursing, Pharmacy, Precision Machining, Radiology, Surgical Technology, Telecommunications, and Welding

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria for admission to these programs should contact: One-Stop Enrollment and Success Center at 229-333-2105

Wiregrass Georgia Technical College offers additional services to students with limited English language skills or with disabilities so that they may benefit from these programs. Lack of English language skills will not be a barrier to admissions in any CTE Program. For additional information regarding these services, your rights, grievance procedures, or the College's nondiscrimination policies please contact: Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Cox Hall, Human Resources Suite, 229-333-5356 or shalonda.sanders@wiregrass.edu; Katrina Royal, Student ADA & Section 504 Coordinator (all campuses) Director of Special Populations, Valdosta Campus, Berrien Hall, Room 100, 229-333-2100 or katrina.royal@wiregrass.edu (student ADA & student disability claims only); April McDuffie, Title IX Designee/Investigator, Executive Vice President for Academic Affairs, Ben Hill-Irwin Campus, Dorminy-Mixon Hall, Room 8102B, 229-468-2103 or april.mcduffie@wiregrass.edu; Meredith Moon, Title IX Designee/Investigator, Director for Human Resources and Employer Services, Valdosta Campus, Cox Hall, Human Resources Suite, 229-333-5356 or meredith.moon@wiregrass.edu; Keren Wynn, Title IX Designee/Investigator, Vice President for Administrative Services, Valdosta Campus, Berrien Hall, Room 335, 229-333-2103, or keren.wynn@wiregrass.edu; Yolanda Woodall, Title IX Designee/Investigator, Assistant Director for Human Resources & Career Services, Ben Hill-Irwin Campus, Charles Harris Learning Center, Room 630C, 229-333-5356 or yolanda.woodall@wiregrass.edu

SPECIALTY ITEMS

Use of the college logo on specialty items is encouraged. Approval of the college name must be sought prior to production. Contact the Executive Director for Marketing and Public Relations for approval.

Specialty items or marketing pieces may include, but are not limited to, the following custom items:

- Advertising in magazines or newspapers, trade publications, etc.
- Coffee mugs, key chains, etc.
- Shirts, hats, any wearable items
- Campus signage, trade show booths, etc.

Contact the Marketing and Public Relations Department for information on designing and procuring specialty items.







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