

ADMISSIONS

Admissions

The admissions policies and procedures of the Technical College System of Georgia and Wiregrass Georgia Technical College assure our citizens equal access to the opportunity to develop the knowledge, skills, and attitudes necessary to secure personally satisfying and socially productive employment. By design and implementation, the policies and procedures governing admissions to Wiregrass Georgia Technical College will:

- Be nondiscriminatory on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law);
- Increase the prospective student's opportunities;
- Complement the instructional programs of Wiregrass Georgia Technical College;
- Support the timely processing of applications and admission to the college.

ADMISSION CATEGORIES

Wiregrass Georgia Technical College admission requirements are based on the minimum standards set forth by the Technical College System of Georgia for each degree, diploma, and technical certificate of credit program. A student's admission status will fall into one of the following categories:

Regular Admission

A student will be granted regular admission status into a degree, diploma, or technical certificate program when he or she meets program and institutional admission requirements. Regular admission status is based on the credential (degree, diploma, or technical certificate of credit) being sought as declared by the student. Any status change will require the student to meet the admission requirements of the new credential.

Provisional Admission

Provisional admission is based on an evaluation of placement test scores and other criteria. Students classified in this category may be required to enroll in either short-term remediation or learning support classes that are designed to assist students in improving basic language, reading, and mathematical skills. Provisionally admitted students must satisfy learning support and/or placement testing requirements prior to enrolling in or while enrolled in occupational courses as designated in the program-specific standards.

Special Admission

Special admission status may, under certain circumstances, be granted to students who are not pursuing a diploma, degree, certificate, or other award. Students admitted under this status may take an unlimited number of courses, but can transfer only 25 quarter hours or 17 semester hours toward a specific program for award seeking purposes. Regular admission status may be obtained upon achievement of regular admission requirements. Students admitted under special admission status are not eligible for Pell Grant, HOPE Grant or HOPE Scholarship, or other traditional forms of financial aid. Special-admit students must meet course prerequisite requirements.

Auditing Courses

Students who wish to audit a course must obtain approval from the Vice President for Academic Affairs or Dean prior to registration and payment of course fees. This audit status should be clearly noted on the Admission Application at the time of registration. Students may not change from audit to credit status or vice versa. Auditing students will be required to meet any or all of the course requirements such as prerequisites, attendance, examinations, and assignments. Auditing students will receive a grade of "AU" (non-credit) upon completion of the course. Audit students will be required to pay all tuition and fees for any course(s) in which they enroll. Audit students are not eligible for Pell Grant, HOPE Grant or HOPE Scholarship, or traditional forms of financial assistance.

Admissions Appeal

Students who believe that their admission decision is unfair or has been administered in error may appeal directly to the Dean of Student Affairs. If the applicant and the Dean of Student Affairs cannot reach an agreement, the applicant may appeal to the Vice President for Student Affairs.

READMISSION

Good Standing

Students who withdraw in good standing and wish to re-enter, must re-apply to the Office of Admissions after one year of no enrollment. Students who are dismissed for academic, attendance, or disciplinary reasons, or who voluntarily withdraw while not in good standing and desire reinstatement, may be required to make their request for re-admission in writing to the Admissions Office, and in some cases may be required to provide documentation of having completed required actions. All students who wish to change programs will complete a Change of Program Request form and obtain approval from the Student Success Center, Financial Aid Office, and Admissions Office. Transfer credits will be reviewed by the Office of the Registrar and noted in Banner and DegreeWorks.

Dismissal

The Re-Admit Committee meets as needed to review all requests for re-admission. In making a determination of the student's eligibility for readmission, the committee will consider the following criteria:

- Prior enrollment data including academic record, attendance, work ethics, conduct, input from instructors and other staff, etc.
- Student must sit out one term
- Prospects for successful completion of the program
- Unusual or mitigating circumstances
- The welfare and safety of the student body and staff will be also be considered

Upon review, the student may be allowed to return on probation. As a condition to return on probation, the Re-Admit Committee may recommend no future online classes, career counseling and/or career assessment in the Student Success Center, a limit of maximum credit hours, or any other action that is deemed in the best academic interest of the student. Recommendations of the Committee and the Student Success Center, where applicable, must be met prior to re-admittance. Students allowed to attend on probation will not be allowed to register for the subsequent term until final satisfactory grades are received. Students may not be eligible for financial aid until they have successfully passed the required credits, after which financial aid eligibility will be reviewed upon request. (See Satisfactory Academic Progress.)

The student will be notified within ten (10) working days of the committee's recommendation of any conditions imposed on their re-admission. Appeal of the committee's decision must be made in writing to the Vice President for Student Affairs within ten (10) business days of notification of the committee's decision.

Upon readmission, the student must attain a minimum 2.0 GPA for the semester to return to satisfactory academic standing. Failure to meet this requirement will result in a subsequent dismissal. A second academic dismissal from the same program of study will constitute a dismissal from the program for 60 months, and the student must appeal again to the Re-Admit Committee.

ADMISSION REQUIREMENTS FOR DIPLOMA, ASSOCIATE DEGREE, AND TECHNICAL CERTIFICATE PROGRAMS

Education

Completion of secondary education or the equivalent (GED® credential) is required for all programs. The President of Wiregrass Georgia Technical College has the authority to grant a waiver of the admission requirement as it relates only to

possessing a GED credential or high school diploma for secondary school students who are otherwise eligible to enroll in a program.

Age

For most programs, applicants must be at least 16 years of age. The minimum age for designated Health and Professional Services programs may be higher. Please check specific program requirements for more information.

Health

Applicants must be physically able to attend school regularly, whether on campus or online, and be able to perform the “essential functions” of the occupation for which they plan to train. Physical examinations, lab tests, and immunizations are required for students in designated programs, after acceptance to the program and prior to participation in clinical training at an affiliated site, or before operating motor vehicles or other equipment required in training.

ADDITIONAL ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

Some health programs require completion of core courses (e.g. math, English, etc.) prior to enrollment in occupational courses. Certain health programs accept students into occupational courses once or twice per year; however, the student may enroll in core courses during any semester. Information for program specific admission requirements can be found in the program section of this catalog. Some programs require students to maintain a minimum grade point average (GPA); students whose cumulative GPA falls below the required minimum will be removed from the program list and referred to the Student Success Center.

Certain medical programs utilize a competitive admissions process. Please refer to the program section of the catalog for specific information about these programs.

APPLICATION PROCEDURES

Students may apply to the college online through www.gacollege411.org or by submitting a hard copy application to the Admissions Office. Applications are available at any campus location and may be downloaded online at www.wiregrass.edu. A one-time \$20 non-refundable application fee is payable at any WGTC campus. Applications received without the fee will not be processed.

Students must submit a General Education Diploma (GED®) or high school diploma (verified by an official transcript which includes graduation date and diploma type) from an acceptable accredited high school. High school diplomas from unaccredited institutions, Certificates of Attendance, or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. For more information regarding acceptable secondary education documentation, please see the “Proof of Secondary Education” section of this catalog.

Official transcripts from all postsecondary institutions a student has attended is required for transfer credit consideration, verification of English and/or math course completion that would allow placement test exemption, and HOPE Scholarship evaluation.

Applicants who have not taken COMPASS® or ASSET®, the college’s state-approved assessment instruments, and who have not earned acceptable SAT®, ACT®, or CPE® scores within the past 60 months, or who have not received a “C” or better in English and/or math from a regionally or nationally accredited postsecondary institution will be required to take the college’s placement test.

PROOF OF SECONDARY EDUCATION

Public School Graduates

Graduates of accredited public high schools must have satisfied attendance requirements, Carnegie unit requirements, and the state assessment requirements for graduation. An official transcript indicating that the student graduated with an acceptable diploma is required as verification that secondary requirements were met. High school awards that do not meet the minimum requirements, such as certificates of attendance or special education diplomas, are not considered as acceptable completion of secondary education for the purposes of admission.

Private School Graduates

Private schools must meet accreditation guidelines established and published by the Technical College System of Georgia.

Home School Graduates

In order to be accepted by a Georgia Technical College, the applicant must have been awarded a high school diploma from a secondary school that is on the TCSG approved agency list. Graduates of unaccredited high schools must obtain a GED® credential.

Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a Certificate of Attendance form from the local superintendent's office (if student graduated prior to 2012) or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education (if the student graduated since 2012) verifying that (1) the parent or legal guardian complied with the requirements of home study programs as referenced in notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports as required by O.C.G.A. § 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit annual progress reports or a final transcript, for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG system minimum requirements.

Presidents of technical colleges may waive the GED/high school diploma requirement for those secondary students, or those pursuing a GED credential, who are otherwise eligible to enroll in a specific program of study.

GED® Graduates

An official GED transcript verifying that the student earned the GED credential is verification of acceptable secondary education.

SECONDARY EDUCATION VERIFICATION REQUIREMENT EXCEPTIONS

Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level must submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.

TRANSFER STUDENTS

A student who has previously attended another postsecondary institution and who has completed less than 75 percent of a program of study at the previous institution is considered a “transfer student.” Students whose academic standing was probationary at the point they left the last institution will be admitted to WGTC on academic probation. In making the admissions decision on students in academic dismissal from the last college attended, WGTC admissions staff will consider the re-admission rules of the previous college. Placement testing requirements for a transfer student may vary according to the actual courses taken at the previous institution and whether or not the student left the previous institution in good academic standing. Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and/or math coursework successfully completed (C or better) will replace the requirement of placement test scores, provided the official transcripts are submitted at the same time as the admission application. For more information on transfer credit, please see the “Credits Earned Outside the College” section of the catalog.

TRANSIENT STUDENTS

A student in good standing may be permitted to enroll as a transient student on a space-available basis at another accredited postsecondary institution in order to complete work to be transferred back to the student’s home institution. The home and host postsecondary institutions should sign a Transient Student Agreement. A new transient agreement must be completed for each semester of attendance. A transient student should be advised in writing by the home institution concerning recommended courses.

Procedures for Transient Students with Wiregrass Georgia Technical College as the Home School

Students wishing to take a course at another accredited postsecondary institution to be applied toward their program of study should obtain permission through a transient agreement form for each semester in which the student plans to enroll. The student must also obtain verification of financial aid from the other college each term.

Students desiring to attend another college as a transient student must be in good academic standing. Wiregrass Georgia Technical College Office of the Registrar, in coordination with the Office of Financial Aid, will initiate a transient agreement form to the host college. The same above rules apply to a transient student who designates Wiregrass Georgia Technical College as his or her home college. Transient students requesting to take online classes must apply through Georgia Virtual Technical Connection at www.gvtc.org.

Procedures for Transient Students with Wiregrass Georgia Technical College as the Host School

- Submit an application for admission to Wiregrass Georgia Technical College with a one time \$20 nonrefundable application fee. Transient students requesting to take online classes must apply through Georgia Virtual Technical Connection, www.gvtc.org.
- The Office of Admissions or Office of the Registrar at the home or previous college must submit a transient agreement each term stating that the student is in good academic standing and is allowed to take courses at Wiregrass Georgia Technical College that will count toward graduation.

RESIDENCY REQUIREMENT

A student’s legal residence shall determine the tuition rate paid by the student. Residency also affects financial aid eligibility. There are three residency categories: in-state, out-of-state, and non-citizen.

In-State: Students who are lawfully documented residents of the United States, and otherwise qualify as Georgia residents, shall pay tuition and fees prescribed by the Technical College State Board for in-state residents.

Out-of-State: Students who are lawfully documented residents of the United States but do not qualify as Georgia residents, shall pay tuition (at a rate of twice that charged to in-state students) and fees as prescribed by the Technical College State Board.

Non-Citizen: Students who are lawfully documented residents of a country other than the United States and wish to study at Wiregrass Georgia Technical College shall pay tuition (at a rate four times that charged to in-state students) and fees as prescribed by the Technical College State Board.

VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before becoming eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008
- A current ID issued by the State of Georgia after January 1, 2008
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. See list of compliant states at http://law.ga.gov/vgn/images/portal/cit_1210/50/35/173461453Lists_of_states_that_verify_immigration_status_7_26_11.pdf
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable
- An approved completed FAFSA for the current financial aid year
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551)
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport
- U.S. Certificate of Citizenship (USCIS form N-560 or N-561)
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570)

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

INTERNATIONAL STUDENT ADMISSION REQUIREMENTS

WGTC is approved to accept international students entering, or already residing in, the United States under F visas for associate degree programs of study. Program offerings and approved campus locations are subject to change. Please check with the Admissions Office for updated information.

General Requirements:

- Submit a completed Application for Admission and non-refundable \$20 application fee in U.S. currency by credit card, money order, or check drawn on a U.S. bank payable to Wiregrass Georgia Technical College.
- Submit official transcripts from your high school (or GED®) and all colleges attended. All transcripts must be received in envelopes sealed by the sending institution. Applicants with a college degree are not required to submit a high school or GED transcript. All international transcripts must be evaluated by an approved evaluation service and sent directly to WGTC. We recommend the following evaluation agencies:

Josef Silny & Associates, Inc.

7101 SW 102 Avenue

Miami, FL 33173

Telephone: (305) 273-1616

Fax: (305) 273-1338

E-mail: info@jsilny.com

Website: www.jsilny.com

Lisano International
P.O. Box 407
Auburn, AL 36831-0407
Telephone: (334) 745-0425
E-mail: LisanoINTL@AOL.com
Website: www.Lisano-INTL.com

World Education Services (WES)
P.O. Box 745, Old Chestnut Station
New York, NY 10113-0745
Telephone:
New York: 1-800-937-3895
Chicago: 1-800-937-3898
Miami: 1-800-937-3899
Washington DC: 1-800-937-3897
San Francisco: 1-800-414-0147
Website: www.wes.org

- High school transcripts or diplomas should be evaluated by the *document by document evaluation method*.
- Students with college credit or a degree from a college or university outside the United States must submit a *course by course* evaluation of the transcript.
- Documents not in English need to be translated.
- Submit official scores from one of the following placement tests taken within the last 60 months: SAT, ACT, ASSET, or COMPASS.

If you are applying for or have an F1 student visa, supply the following additional documentation:

If English is NOT your first language, and you are abroad, submit official score of the Test of English as a Foreign Language (TOEFL): A score of 500 or higher on the written test, 173 or higher on the computerized version, or a score of 61 on the Internet version of TOEFL is required. The school institutional code for TOEFL is 6358. A valid SAT critical reading score of 460 or higher will be accepted in lieu of a TOEFL score.

Submit **original financial documentation** as required by the U.S. government. The school estimates it will cost \$27,367 USD to study at WGTC for one academic year. One academic year equals two 16-week semesters and one 10-week semester.

For one academic year:

- Tuition and Fees (estimated cost): \$11,178 USD
- Books and Supplies (estimated cost): \$1,276 USD
- Room and Board (estimated cost): \$4,659 USD
- Transportation (estimated cost): \$1,760 USD
- Miscellaneous (estimated cost): 306 USD

The student or sponsor must provide a bank letter verifying a minimum of \$19,179 USD is available to finance the first year of education. All bank correspondence should be written on official bank stationery, and certified or notarized by an officer of the bank, with the bank address and telephone number printed clearly. Financial documentation must be dated within the last three months, and funds must be stated in the U.S. currency equivalent. U.S. sponsors must complete the **Form I-134 Affidavit of Support** and have it properly notarized. Sponsors abroad are required to submit a **Certificate of Finances Form**.

Transfer Students: If you are currently attending a college or university in the United States and wish to transfer to WGTC, notify your school's International Office of your desire to transfer. Ask them to fill out and sign the **WGTC Transfer Clearance Form** and send it to WGTC's Admissions Office, International Department. The **Transfer Clearance Form** is a notification procedure important to the process of transferring your Student and Exchange Visitor Information System (SEVIS) records to WGTC and the maintenance of your student status. Follow all admission procedures previously listed.

All of the above mentioned forms may be downloaded from the WGTC webpage at <http://www.wiregrass.edu/admissions/international-students/php>

Change of Status: Students who need change of status or adjustment of immigration status to comply with government regulations should contact the Admissions Office, International Department, for advisement. The office can assist the eligible student with the change-of-status process and/or issue documents that enable the student to apply for a student visa.

Obtaining a Student Visa

When all general and visa requirements are met, follow these steps to obtain a student visa:

- Obtain Form I-20 and a letter of acceptance from the school.
- Pay SEVIS I-901 Fee. Fee must be paid prior to the visa appointment with the U.S. Embassy. For payment options and further information, visit <http://www.fmjfee.com/i901fee/index.jsp>. Student is required to bring a copy of the SEVIS fee payment receipt (showing proof of payment) to the visa interview.
- Find the U.S. Embassy closest to your home at <http://www.usembassy.gov/>. Check the consular site to see if there are any special instructions for the consulate you will be visiting.
- Make an appointment with the embassy for the visa interview.

Arrival Information

At the port-of-entry to the U.S., the student will be interviewed again and the Arrival/Departure **Form I-94** will be issued. The earliest date of entry into the U.S. that is allowed is typically 30 days prior to the start date indicated on your Form I-20. The student will not be allowed entry into the U.S. beyond the start date. The student is required to notify the International Center of arrival and make an appointment to complete U.S. Citizenship and Immigration Service requirements. An international student orientation will be provided before the term begins.

Important Information: Wiregrass Georgia Technical College will not accept faxed or photocopied documents as “official” documents.

The Admissions Office, International Department is the resource center for international students to obtain information and student services that are specific to international students. Questions concerning international admissions, visa advisement and documents, orientation, and any other issue related to the international student can be addressed to:

Admissions Office, International Department
4089 Val Tech Road
Valdosta, GA 31602 USA
Telephone: 229-293-6163
Email: nicole.west@wiregrass.edu

All admission documents should be sent to the address above.

Admission status of an applicant cannot be determined until the Admissions Office, International Department, has received all official documentation and has approved all documents for admission.

HOUSING INFORMATION FOR STUDENTS

WGTC does not maintain student housing. Please visit the Georgia Chamber of Commerce website (www.gachamber.com or www.valdostachamber.com) to locate housing within our service area.

SUMMARY OF INTERNATIONAL STUDENT ADMISSION STEPS

General Admission Requirements

- Submit a complete admissions packet to the Admissions Office. Packets include a completed application, \$20 non-refundable application fee, sealed copies of official international and domestic transcripts or diplomas, and official copies of SAT[®], ACT[®], ASSET[®] or COMPASS[®] scores.
- Documents sent to the college prior to submitting the application and required application fee should be re-sent. WGTC is not responsible for documents mailed for non-applicants.
- Sealed evaluation of international high school transcripts/diplomas (document-by-document evaluation method).
- Sealed evaluation of international college transcripts/diplomas (course-by-course evaluation method).

Immigration F1 Visa Applicants

- TOEFL scores (if English is not your native or official language) or SAT Critical Reading Score of 460 or higher.
- Certified or notarized bank letter on official bank stationery in the amount of \$23,716 USD (must be dated within the last three months).
- Affidavit of Support or **Certificate of Finances Form**.
- Completion of I-901 and payment of SEVIS fee.

Transfer Students

- All of the above
- Current visa documentation
- Passport
- I-94
- I-20 or other paperwork related to current status
- Transfer Clearance Form

Change of Status

- All of the above (except Transfer Clearance Form)
- **Form I-539**
- Check or money order in the amount of \$290 for **Form I-539** fees

PROGRAMS FOR HIGH SCHOOL STUDENTS

High school students are offered the opportunity to enroll in Wiregrass Georgia Technical College courses. Enrolling in college early provides Georgia high school students with the ability to take college-level courses and earn concurrent credit toward a high school diploma and a college degree. Participation in dual enrollment eases the transition from high school to college, provides students an early start on their college careers, and offers meaningful and challenging academic experiences to qualified students, including those who might not otherwise have access to early college opportunities. Early college enrollment can help increase the number of high school graduates who are both college and career ready.

Any eligible high school student may enroll full-time or part-time in approved credit-bearing college-level courses approved by the State Board of Education. Courses may be taken before, during or after regular school hours, on the college campus, on-line or at the high school during their regular school calendar year. High school students must be 16 years of age to enroll at WGTC, but younger students may be eligible to enroll in certain programs and situations. Determination of eligibility of younger students will be done on a case by case basis with input from the student's high school, college administration, and parents.

ENROLLMENT OPTIONS FOR HIGH SCHOOL STUDENTS

Accel

The Accel Program is designed for students who are simultaneously attending an eligible high school in Georgia and taking college academic coursework leading to an Associate or Baccalaureate Degree as a dual credit student. Accel students will receive both college degree level credit and high school Carnegie unit credit required for high school graduation. Academic core classes taken through the Accel program must be approved by the Georgia Department of Education and the Georgia Student Finance Commission. Accel students may receive an Accel Award for tuition. Fees for Accel students are exempted by the WGTC President. Textbooks and other supplies are generally the responsibility of the student. Accel hours will not count in the HOPE Grant/Scholarship cap. High school students who are interested in the Accel program must be approved by the high school and must meet all admissions requirements of Wiregrass Georgia Technical College.

Dual Enrollment

Dual Enrollment is a program through which high school students may enroll in classes under the direction of Wiregrass Georgia Technical College. The student will receive Carnegie unit credit from the high school (usually elective credit) while simultaneously obtaining college credit toward the completion of a technical certificate or diploma program. Dual Enrollment students may receive the HOPE Grant toward tuition. Fees and tuition not covered by the HOPE Grant are exempted by the WGTC President. Textbooks and other supplies are generally the responsibility of the student. Dual Enrollment hours will not count in the HOPE Grant/Scholarship cap. High school students who are interested in the Dual Enrollment program must be approved by the high school and must meet all admission requirements for a program at Wiregrass Georgia Technical College.

Joint Enrollment

Joint Enrollment students earn college credit only for the courses taken through Wiregrass Georgia Technical College. Joint Enrollment students may enroll in any technical college semester in diploma or technical certificate program. Joint Enrollment students may receive the HOPE Grant toward tuition. Fees and tuition not covered by the HOPE Grant are exempted by the WGTC President. Textbooks and other supplies are the responsibility of the student. High school students who are interested in the Joint Enrollment program must meet the minimum regular admission requirements for programs at Wiregrass Georgia Technical College. These students cannot be admitted on a provisional or learning support basis.

Move On When Ready (MOWR)

House Bill 149 (Move On When Ready) is an arrangement whereby an eligible student entering 11th or 12th grade, who is on track to graduate, and who spent the prior school year in attendance at a public high school in Georgia may take all of his or her courses at or through an eligible institution (college, university, or public technical college) or a virtual course approved by the State Board of Education and receive secondary credit from his or her high school with the goal of completing graduation and high school diploma requirements. Move On When Ready students take all their coursework at or through Wiregrass Georgia Technical College, not the high school. Move On When Ready is a dual enrollment program that uses FTE funding from the local school system to pay for the student's college coursework. Coursework taken through Move On When Ready does not count against HOPE Scholarship or HOPE Grant hours. A student must be enrolled full-time in an eligible institution as long as they are attending the school. A full-time student is defined as one that is enrolled in a minimum of 12 semester hours (maximum of 15), or the equivalent quarter hours, after the drop/add period of the eligible institution. Students who drop below full-time status for any reason during the term forfeit their eligibility to continue in Move On When Ready and will return to their local high school. Eligible students should work with their high school and college counselors to select the appropriate coursework that can be used to meet both secondary and postsecondary program requirements.

Articulated Course Credit

Locally signed articulation agreements are in place between Wiregrass Georgia Technical College and local service area high schools for the purpose of allowing high school graduates to receive advanced technical college course credit for certain high school classes completed. Articulated course credit creates a "seamless" transition for high school students to bridge over to technical college programs of study while reducing duplication of work. Within 18 months of the student's high

school graduation date, the student must meet all the college admissions requirements, including submission of a high school transcript for articulated course evaluation. Students will also have to pass a subject test or assessment to receive technical college course credit. The type of subject test and passing score is determined through agreements between the WGTC faculty and high school teachers. Credit by articulation will appear on a student’s college transcript as a grade of “AC.” It will count toward college graduation requirements, but will not be calculated into the student’s institutional GPA.

ADMISSION REQUIREMENTS

High school students wishing to enroll at Wiregrass Georgia Technical College must do the following:

- Submit an Application for Admission.
- The application fee is waived for all Accel, Dual Enrollment, Joint Enrollment, and MOWR students.
- Take the Compass placement exam or submit valid ACT or SAT scores.
 - Dual Enrollment students will be allowed to begin taking classes at WGTC with provisional test scores but will be required to meet the required minimum regular admissions test requirements prior to a credential being awarded.
 - Accel students will be required to make regular admission Compass/SAT/or ACT scores for the area in which they wish to enroll.
 - Joint Enrollment and Move On When Ready students must meet the required minimum regular admissions test requirements.
- Dual Enrollment and Joint Enrollment students must complete the HOPE Scholarship/Grant application. Accel students must complete the Accel Application available through www.gacollege411.
- Provide proof of lawful presence in the United States (i.e., copy of birth certificate, permanent resident card, valid GA driver’s license or state issued ID card, etc.). See Residency Requirement section of the catalog.
- Submit any additional paperwork required by the High School Services Coordinators.

GRADUATION INFORMATION

Upon graduating from high school, all Accel, Dual Enrollment, Joint Enrollment, and Move on When Ready Students must present official sealed high school transcripts in order to continue enrollment through Wiregrass Georgia Technical College and in order to graduate from any program area.

CHANGE OF PROGRAMS

Students changing their programs for the first time may do so by completing a “Change of Program” form in the Admissions Office. Students will be required to get the “Change of Program” form signed by a Financial Aid staff member and a designated Admissions officer (or his/her designee) before the program change will be approved.

Students changing their programs for the second time or beyond will be required to complete Career Scope, available through the Student Success Center, or the Student Success class, and charged a fee of \$10, in addition to going through the approval process outlined above. Career Scope results must be attached to the “Change of Program Form” before the Admissions Office will review the form for final approval. Students must submit a change of program before returning to register.

Change from Diploma Program to Degree Program

Students wishing to change from a diploma-level program to a degree-level program may obtain the required forms in the Admissions Office. The admissions office staff will discuss this change with the student and check the student’s

placement test scores and academic history. If the change is approved, the student will be referred to the Financial Aid Office. Financial aid staff will explain the financial aid implications of the change, check the student's potential eligibility for HOPE Scholarship, and have the student complete a HOPE Scholarship Evaluation Form. All appropriate paperwork is sent to the Office of the Registrar for completion of the eligibility determination for HOPE Scholarship. Students may be required to retake placement exam(s) to ensure degree requirements are met. In addition, degree-level general education core classes will be required.

DUAL MAJORS

Students will be allowed to enroll in DUAL MAJORS if the following requirements are met:

- The student is enrolled in the last semester of their current program
- Both programs are equivalent regarding financial aid eligibility
- The student is in good academic standing
- The student is regular admit in both programs

The student will be responsible for completing a "Request for Dual Major" form available in the Admissions Office and will be required to get the form signed by a Financial Aid representative and a designated Admissions officer, before being approved for the dual major.

Note: Aside from a few exceptions, dual programs can only be attempted at the same award level (degree, diploma, or technical certificate).

ASSESSMENT

The ability of a student to succeed in an occupational program at a technical college is greatly determined by the math and language skills possessed by that student. Wiregrass Georgia Technical College is committed to ensuring that students possess the academic skills necessary to reach their career goals. All students applying for diploma, degree or technical certificate programs will be assessed prior to acceptance to the college unless otherwise exempt. Students will then be admitted in accordance with the academic standards applicable to their chosen program of study and may, based on their test scores, be placed into remedial coursework that must be mastered before advancing to other courses.

Preparing for the Placement Test

Many students taking the Placement Exam score lower than required on one or more sections of the exam by only a few points. Often, these students do not need a full semester of remediation through Learning Support; they simply need to be refreshed in academic areas with which they were familiar in the past, but have forgotten over time. WGTC offers free web-based test preparation through its Student Success Centers on each campus. Applicants are strongly encouraged to take advantage of this service to brush up on skills that may have been forgotten over time and to become familiar with the placement test format. Performing well on the placement test can save students time and money by giving them the skills needed to pass the test and avoid any requirement to take Learning Support classes.

Taking the Placement Test

Wiregrass Georgia Technical College utilizes COMPASS®, published by ACT, as its primary state-approved assessment instrument for evaluating applicants for program readiness. For applicants who are unable to test using computer-based exams, and in certain other situations, the college offers ASSET, another state-approved instrument published by ACT. COMPASS consists of a series of four tests: Writing, Reading, Numerical Skills, and Algebra. This test is an un-timed multiple choice examination given by computer. Algebra scores are required only for associate degrees and specific diplomas or technical certificates, as identified in the program section of this catalog. All other programs require a numerical score. Sample test questions may be viewed online at <http://www.act.org/compass/sample/index.html>. Students may also view sample test questions and answers for any or all sections of the test at http://testprepreview.com/compass_practice.htm.

ASSET consists of a series of four tests: Writing, Reading, Numerical Skills, and Elementary Algebra. These tests are paper and pencil multiple choice exams, with each section timed at 25 minutes. Elementary Algebra scores are required only for associate degrees and specific diplomas or technical certificates as identified in the program section of this catalog. All other programs require a numerical skills score.

Applicants approved for testing will receive a testing permission slip from the Admissions Office. This slip, along with valid photo ID, must be presented to the Testing Center to gain entrance to testing. Applicants who do not possess a photo ID may notify the Testing Center in advance of the testing date and prove identification through a combination of birth certificate, social security card, and other forms of identification.

Students who earn the required placement test scores on all sections of the placement test, and who meet other admissions requirements, are classified as regular admit students. Those who do not earn the required placement test scores on one or more sections of the test are offered various forms of remediation through the Student Success Center or Adult Education Program, based on their test scores, to help ensure success when they begin college coursework. Staff members in all departments are eager to assist students in achieving their academic goals.

Students who do not achieve regular-admit scores are assigned a provisional-admit type if their test scores are at a 0090 level in any subject area. Students scoring in the 0090 placement score range are given the opportunity for free short-term remediation through the Student Success Center, if time permits prior to the beginning of the subsequent semester. When remediation is complete, usually within one month, these students may retest on the applicable section or sections (a \$5 retest fee per section will apply). If, after remediation, regular-admit scores are earned, students may register per guidelines for regular-admit students. Those whose scores still fall below regular-admit status will register for the appropriate learning support class(es) during their first semester of enrollment.

Individuals enrolled in Learning Support coursework must complete all required courses in the Learning Support sequence and must earn at least a grade of “C” in order to progress to the next level. Effective summer, placement retests are no longer administered to students at the end of degree-level learning support courses.

Following the Placement Test

Applicants are notified immediately after the testing session of their scores and admission status. Each student is given a copy of his or her score report and then next steps of the admission process are discussed.

Exemption from Placement Testing

In place of COMPASS® or ASSET®, Wiregrass Georgia Technical College will accept a student’s official entrance scores on a validated assessment instrument such as SAT®, ACT®, or the Georgia High School Graduation Test in English/Language Arts if the scores meet the colleges required minimum for the intended program. If a student’s SAT, ACT, or Georgia High School Graduation Test in English/Language Arts scores do not meet their selected program minimums for regular admission, a student must be assessed using COMPASS or ASSET. Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any TCSG college. If a student’s scores are over 60 months (five years) old, they are considered to be invalid and the student will be required to retest. Students will not be required to pay the \$5 per section retest fee if their test scores are invalid due to age.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education which document equivalent program-level English and math coursework, successfully completed with a “C” or better, will exempt a student from the placement test requirement. Students exempted from the placement test because of prior coursework will be required to take an English or math course if said coursework is not accepted as transfer credit.

OTHER TESTING

A number of other exams are offered at Wiregrass Georgia Technical College. Some are required for acceptance into allied health programs while others are professional or certification exams. Students scheduled to take these exams should arrive 15 minutes before the scheduled start time to allow time to check in and be set up for the exam. Students arriving late

will forfeit their testing reservation and fee and will be required to reschedule (if slots are available). Students who wish to cancel testing reservations must contact the Testing Specialist at least 24 hours before the scheduled test date in order to be refunded the testing fee.

Health Occupation Aptitude Exam (HOAE)

The competitive admission process for several allied health programs includes the HOAE. Programs requiring HOAE include Dental Assisting, Medical Assisting, Pharmacy Technology, and Surgical Technology. Students should schedule to take this test prior to the semester in which they hope to enter their program of choice. Deadlines for testing and score requirements may vary; students may consult their program advisors for specific information.

The student must pay for the exam at the Bookstore and schedule through the Testing Center or Student Success Center. The registration fee is \$25, but is subject to change. The student must have a receipt to schedule the test and must present both a receipt and a valid picture ID in order to be admitted to the test. Students will be notified about their status by the college after testing is complete. This test is offered at regular intervals on most campuses of Wiregrass Georgia Technical College. Retests are offered at the Program Coordinator's discretion. For more information about this test, students using the Google Chrome browser may visit www.psbtests.com or contact the Testing Specialist.

HESI Admission Assessment Exam (HESI A2)

Effective Fall 2014, the admissions test for the Practical Nursing program will be the HESI Admissions Assessment (HESI A2). This is an assessment tool used to evaluate prospective students and their potential for successful program completion, and all applicants must take the HESI in addition to achieving regular admission scores on the placement test. Students will be scheduled for the HESI only after achieving the minimum placement test scores for the program. The student must meet the score requirement in place at the time of testing to be considered for entry into the program.

The student must have a minimum cumulative score of 70% in order to be considered for entry. The top scores will be selected for entry. The exam content areas that will be tested are Math, Reading Comprehension, Vocabulary and General Knowledge, Grammar, and Anatomy and Physiology. Applicants are encouraged to complete Anatomy and Physiology prior to taking the examination. Although not used as admission criteria, applicants will also complete the Learning and Personality Styles to provide them insight into their study habits, learning preferences, and dispositions as they relate to academic achievement. This exam has two versions. Students have the option to retake the test one time within a 12-month time frame. Students will retest with a different version of the exam— no student will have the same exam items twice. The highest score will be used for entry. The scores are valid for 1 year only. The student is responsible for scheduling and for taking the HESI A2 exam prior to the posted deadline. Students may review the HESI Preparation tools at: Elsevier Evolve.

The student must pay for the exam at the Bookstore and schedule the exam through the Testing Center or Student Success Center. The registration fee is \$40.00, but is subject to change. The student must present the receipt in order to schedule the test and will need both the receipt and picture ID to be admitted to the test. Any student appearing without a valid picture ID will not be allowed to test. For additional information about the test, students can contact the Testing Specialist.

Applicants will be notified of conditional acceptance by the Office of Admissions. Official acceptance will be determined after the last day of the semester when all grades are entered. Applicants who are not selected for admission may elect to resubmit an application for the following entry date and are considered with the next applicant pool.

The HESI exam will also be used to evaluate all applicants to the Associate of Science in Nursing (ASN) program. Students preparing to enter the ASN program must score a 75 percent on each section English (including Vocabulary, Grammar and Comprehension), Math and Anatomy and Physiology). Applicants are encouraged to take Anatomy & Physiology I and II prior to testing. If applicant does not score 75 percent on a section, the applicant may register for that specific section. Retest fees are \$40.00. Applicants are allowed two attempts to score the required 75 percent. Any student who does not score the required 75 percent after two attempts is not eligible for admission into the ASN program.

Professional and Certification Exams

Professional exams for a number of IT certifications are offered in the Testing Center on the Valdosta campus through Pearson VUE, ACT, and AMP. The Dental Assisting National Boards (DANB) and the National Boards for Surgical Technology are also given. Scheduling of these tests is done through the test providers, and test dates are limited. Test policies are determined by the certifying agency. National certification exams offered through NCCT are also available for Medical Assisting. These tests must be scheduled and paid for on the company's website (www.nctinc.com). In addition, the college offers the NOCTI exams for several programs offered at WGTC. Contact the Testing Specialist for further information.

ACADEMIC ADVISEMENT INFORMATION

Advisement for students at the college is a process that assists them in making informed, reasonable decisions that affect their academic career. All degree/diploma/certificate-seeking students are assigned academic advisors upon admission into the College. Students may contact the Student Affairs department, or login to their BanWeb account, to determine advisor assignment. All new and returning students should schedule an advisement appointment each term before attempting to register. For more specific information regarding advisement appointments, please see the "Student Registration and Academic Information" portion of this student catalog.

ORIENTATION FOR NEW STUDENTS

New students, and students who are returning to Wiregrass Georgia Technical College after an absence of at least two years, are required to complete an orientation for new students. The orientation is organized by the Department of Student Affairs. Orientations for students enrolled in classes at satellite campuses are conducted by Student Affairs personnel, or qualified staff or faculty, on those campuses. The purpose of the orientation is to familiarize new students with the college, its policies and procedures, state and federal rules and regulations, safety, work ethics, and other issues of importance to the students' general welfare while attending classes at Wiregrass Georgia Technical College. Students are given information on ways to access the Student Handbook and other documents that contain all the rules, regulations, and general information with which students should become familiar.