

# 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, genetic information, 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. Eligible high school students enrolling in an MOWR occupational program or course may be admitted under approved provisional placement scores.

### 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 Enrollment Management or his/her designee.

## **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 as decided by the Re-admit Committee. 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 notated 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 re-admission, 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 Enrollment Management 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.

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

### Education

Completion of secondary education or the equivalent such as GED® credential is required for most 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. High school students enrolled in a dual enrollment program such as MOWR are eligible for admission during their 9th, 10th, 11th and 12th grade year. 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 allied health programs require completion of core courses (e.g. math, English, etc.) prior to enrollment in occupational courses. Certain allied 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](http://www.gacollege411.org), [gafutures.org](http://gafutures.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](http://www.wiregrass.edu). A one-time \$25 non-refundable application fee is payable at any WGTC campus. Applications received without the fee will not be processed.

Students must submit a High School Equivalency diploma such as the 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 other certificates, credentials, or documents where the student did not complete all required coursework or testing for a high school diploma in that state 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 admission to the college for most programs for transfer 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®, or ACT® 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 exam.

## **PROOF OF SECONDARY EDUCATION**

### **Public School Graduates**

Graduates of accredited public high schools must have satisfied attendance requirements, Carnegie unit requirements, and/or 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 other certificates, credentials, or documents where the student did not complete all required coursework or testing for a high school diploma in that state, 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 High School Equivalency credential such as the GED®.

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.
- 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.

NOTE: Presidents of Technical Colleges may waive the high school equivalency/high school diploma requirement for those secondary students, or those pursuing a high school equivalency credential, who are otherwise eligible to enroll in a specific program of study.

### **High School Equivalency (such as 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 high school equivalency 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. 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](http://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 \$25 nonrefundable application fee. Transient students requesting to take online classes must apply through Georgia Virtual Technical Connection, [www.gvtc.org](http://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](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 \$25 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 high school equivalency 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](mailto:info@jsilny.com)  
Website: [www.jsilny.com](http://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 508  
New York, NY 10274-5087  
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 or a score of 173 or higher on the computerized 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 \$19,279 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): \$11,278 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 \$19,279 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 **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 aforementioned 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: 229-249-4836  
Email: [nicole.west@wiregrass.edu](mailto: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 [www.realtor.com](http://www.realtor.com) to locate housing within our service area.



## 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.

## ENROLLMENT OPTIONS FOR HIGH SCHOOL STUDENTS

### Move On When Ready (MOWR)

Programs formerly known as Accel, dual enrollment, and the old Move On When Ready are being consolidated into one big program called Move On When Ready (MOWR). MOWR allows high school students to take either academic degree level core courses that will transfer to any TCSG or USG college or university, occupational courses, and diploma level core courses. Some students may choose to enroll fully into a degree, diploma or technical certificate of credit program, or they may choose to just take a few courses. All college coursework taken through MOWR will be fully covered through MOWR funding, and students will not be required to pay out of pocket for tuition, college fees, or textbooks. The only fees students may be responsible for are course-specific fees determined by the college. No hours taken through the new MOWR program will count towards a student's HOPE Grant or Scholarship Caps. Participating in the new MOWR program is a great incentive for high school students to get ahead on their college coursework!

### Eligibility

Any 9th – 12th grade students enrolled in an eligible Georgia high school or home study program, who has achieved required scores on the college placement exam, is eligible to take part in the program. There are NO residency or citizenship requirements.

### Coursework

Occupational and core courses approved for the MOWR program can be found on the GA College 411/GA Futures websites. Courses may be taught face-to-face on the college campus, the high school campus, online, hybrid, or via Tandberg distance education. Students will be allowed to take up to 15 credit hours per semester at each college they attend. Students can enroll in Wiregrass courses during Fall, Spring, or Summer Semesters.

### Application Process

High school students wishing to enroll in the new MOWR program must:

- First meet with their high school guidance counselor to gain approval to participate in the MOWR program.
- After gaining approval from their high school to participate in the program, MOWR students will be asked to complete a Wiregrass MOWR Application packet which will include all of the required forms needed to participate in the program and meet with Wiregrass' High School Coordinator.
- The application fee for all MOWR students is waived.
- Take the required placement test or submit valid ACT or SAT scores.
  - Students enrolled in technical certificate or diploma level occupational programs will be allowed to begin taking classes at WGTC with provisional test scores but will be required to meet the minimum regular admissions test requirements prior to a credential being awarded.
  - Students enrolled in degree level courses/programs will be required to make regular admissions test scores, SAT, or ACT scores for the area they wish to enroll.
- Students will be asked to go onto the GA College 411/GAFutures website to apply for their financial aid. Once a student has done this, his/her high school counselor will then add the approved classes in Stars, and the Wiregrass Financial Aid office will approve the courses. New MOWR students must complete the online MOWR funding

application each semester they are enrolled at the college and failure to do so will result in them being billed for their Wiregrass classes.

### **Tuition, Fees, and Books**

Tuition and most fees are covered by MOWR for every eligible student in the program. Books will also be provided to new MOWR students at no charge to the students. Because students are eligible to participate in almost all Wiregrass programs, they may be responsible for course-specific fees in some program areas; however, most Wiregrass programs do not require such fees. Students should speak to the High School Coordinators to find out specifics about course-related fees.

### **Joint Enrollment**

Another enrollment option for high school students is called Joint Enrollment. Joint Enrollment provides high school students the opportunity to take courses at Wiregrass Georgia Technical College and receive college credit ONLY for the courses that they take at the college. Joint Enrollment students usually attend college classes in the afternoon or evening after they have attended high school an entire school day. Joint Enrollment students are allowed to take academic core and occupational program courses for any technical certificate or diploma program in which they are eligible. Eighty percent (80%) of the tuition will be paid by the HOPE Grant for Georgia residents. Wiregrass will exempt other tuition and fees. Hours taken through Joint Enrollment DO count against a student's HOPE Grant and Scholarship caps.

### **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 that were taken while they were in high school, taught by a high school teacher. 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 an official 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 and may not transfer to other colleges/universities should the student decide to later transfer from Wiregrass.

## **GRADUATION INFORMATION**

Upon graduating from high school, all *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 most program areas.

## **CHANGE OF PROGRAMS**

Students changing their programs for the first time may do so by completing a "Change of Program" form in the Office of Admissions. 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 Office of Financial Aid. 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/compas\\_practice.htm](http://testprepreview.com/compas_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 Office of Admissions. 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 modules in the Learning Support sequence and must earn at least a grade of "C" in order to progress to the next level.

### **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 the 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, documenting 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.

## **HESI Admission Assessment Exam (HESI A2)**

Completion of the HESI Admission Assessment Exam (HESI A2), an assessment tool used to evaluate prospective students and their potential for successful program completion, is required for consideration of acceptance into most of the Allied Health programs (Registered Nursing, Practical Nursing, Radiologic Technology, Dental Assisting, and Surgical Technology).

All applicants must complete these designated sections: Math, Reading Comprehension, Vocabulary and General Knowledge and Grammar, Anatomy & Physiology, Learning Profile & Personality Style, and Critical Thinking. Applicants are encouraged to complete an Anatomy and Physiology (or equivalent) course prior to taking the examination. Also, a study guide is available through Elsevier.

Each program utilizes the results of the HESI A2 exam in a way which best meets the needs of the specific program. Please consult with your Academic Advisor, Program Faculty, or the Allied Health Advising Packet for program specific information.

Applicants have three (3) attempts to complete the HESI A2 Exam within a 2 year (24-month) time frame, with the highest score used for program selections. The scores are valid for two (2) year post examination date. HESI exam scores must meet the prior guidelines by application deadline.

## **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.ncctinc.com](http://www.ncctinc.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.



**TUITION & FEE SCHEDULE**  
EFFECTIVE FALL SEMESTER 2015

| CREDIT HOURS | TUITION* | REGISTRATION | ACCIDENT INSURANCE | ACTIVITY | TECHNOLOGY | FACILITIES | INSTRUCTIONAL | PRINTING | TOTAL TUITION & FEES |
|--------------|----------|--------------|--------------------|----------|------------|------------|---------------|----------|----------------------|
| 01           | \$ 89.00 | \$ 50.00     | \$ 4.00            | \$ 45.00 | \$ 105.00  | \$ 25.00   | \$ 50.00      | \$ 20.00 | \$ 388.00            |
| 02           | 178.00   | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 477.00               |
| 03           | 267.00   | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 566.00               |
| 04           | 356.00   | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 655.00               |
| 05           | 445.00   | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 744.00               |
| 06           | 534.00   | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 833.00               |
| 07           | 623.00   | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 922.00               |
| 08           | 712.00   | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 1,011.00             |
| 09           | 801.00   | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 1,100.00             |
| 10           | 890.00   | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 1,189.00             |
| 11           | 979.00   | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 1,278.00             |
| 12           | 1,068.00 | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 1,367.00             |
| 13           | 1,157.00 | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 1,456.00             |
| 14           | 1,246.00 | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 1,545.00             |
| 15+          | 1,335.00 | 50.00        | \$ 4.00            | \$ 45.00 | 105.00     | \$ 25.00   | 50.00         | 20.00    | 1,634.00             |

**COMMERCIAL TRUCK DRIVING PROGRAM**

WIREGRASS TUITION AND FEES\*\* - \$1,762 (Does not include books, supplies, or fees due to outside parties, i.e. MVR, licenses, etc.)  
 \$1,762 includes --- (Tuition \$1,188, Application \$25, Registration \$50, Accident Insurance \$4, Activity \$45, Technology \$105, Facilities \$25, Instructional \$50, Printing \$20, Fuel Surcharge \$185, Drug Screen \$15, and Testing \$50).

- \* Out-of-state students pay double tuition.
- \* International students pay four times tuition.
- \* State residents age 62 or older are responsible for fees but not required to pay tuition (on a space available basis)

**ADDITIONAL FEES:**

|                              |          |  |
|------------------------------|----------|--|
| Late Registration            | \$ 45.00 |  |
| Application                  | \$ 25.00 | (one-time fee)   |
| Returned Check               | \$ 30.00 | minimum (or 5% face value if greater)  |
| Commencement Participation   | \$ 35.00 |  |
| Retest Fee                   | \$ 5.00  | per section  |
| Drop/Add Fee                 | \$ 15.00 |  |
| Student Liability Insurance  | \$ 4.00  | (clinical portions of allied health, cosmetology, & child care)  |
| Replacement ID Card          | \$ 5.00  |  |
| Transcript Fee               | \$ 5.00  | No charge for 1st official copy. \$5 for each additional. Unofficial copies at no charge on Banweb.  |
| Change of Program            | \$ 10.00 | (for 2nd and all subsequent changes)   |
| Exemption Test               |          | 25% of tuition for course being exempted   |
| POST Exam                    | \$ 25.00 | Test fee for Peace Officer Standards Training (law enforcement officers)   |
| Compass Remote Testing       | \$ 20.00 | For students attending colleges outside TCSG.  |
| Proctoring Fee               | \$ 25.00 | Proctored exams from outside entities  |
| Proctoring - Online Students | \$ -     | (No charge if proctored for WGTC or other TCSG colleges. Students are directly responsible for any costs associated with securing outside proctors.) |

**PROGRAM SPECIFIC FEES:**

Please note that in some courses of study, specific program fees apply in addition to the standard fees listed above and vary based on program of study.

REVISED 7/22/15

FOR ADVISEMENT ONLY - OFFICIAL TUITION & FEES ASSESSED THROUGH BANNER

A SACS ACCREDITED AND EQUAL OPPORTUNITY INSTITUTION

## **Commercial Truck Driving Program Tuition and Fees**

Total of \$1,762 (Tuition \$1,188, Application \$25, Fuel Surcharge \$185, Registration \$50, Accident Insurance \$4, Technology \$105, Instructional \$50, Facilities \$25, Activity \$45, Printing \$20, Drug Screen \$15, Testing \$50). Students will be responsible for fees associated with obtaining the motor vehicle report, physical/drug screening, and licensure.

In addition, students may pay the surcharge fee by the 6th day to continue into CTDL 1020/1030. Beginning with the third attempt, students will be assessed a testing fee of \$50 for the CDL licensure exam.

## **Payment Deadlines**

All tuition and fees are due by the stated deadlines and may be paid by cash, check, credit/debit card, money order, or approved financial aid. See the "Other Financial Assistance" section of this catalog for additional aid options, including payment plans via Nelnet.

## ***Financial Obligations***

A student with a balance due to the college for any reason is subject to being dropped from classes or having a hold placed on his/her student account. The hold will prevent the student from obtaining grades, transcripts, or registering for future classes until all financial obligations have been cleared.

**Program Specific and Other Fees  
Effective Spring 2016**

| Fee                                     | Amount          | Description   | Applicable Programs   |
|---|-----------------|---|---|
| Allied Health Lab Fee                   | \$ 80.00        | Covers various costs associated with administering Allied Health programs (i.e. online testing software fees, radiation dosimeters, equipment usage, expendable supplies, and costs for additional clinical instructors required for classes that are limited by the instructor to student ratio)   | ALHS ; CLBT; DENA; DHYG*; EMSP; MAST; NAST; OPHD; PHAR; PHLT; PNSG; RADT; RNSG; SURG                        |
| Clinical Fee                            | \$ 100.00       | Includes costs associated with drug screens and/or background checks required for participation in clinical rotations   | CLBT; DENA; DHYG*; EMSP; HIMT; MAST; NAST; PHAR; PHLT; PNSG; RADT; RNSG; SURG                               |
| HESI Exam - LPN                         | \$ 142.00       | Covers standardized exams used to evaluate student learning and assess student readiness for licensure examination  | PNSG  |
| HESI Exam - RN                          | \$ 92.00        | Covers standardized exams used to evaluate student learning and assess student readiness for licensure examination  | RNSG  |
| HESI Admission Assessment Exam          | \$ 47.00        | Fee for admissions test used to evaluate prospective students and their potential for successful program completion.  | All competitive admissions programs   |
| Graduation Pin                          | \$ 50.00        | Includes costs of graduation pins and pinning ceremony  | DENA; DHYG*; NAST; PNSG; RADT; RNSG   |
| Nursing Review                          | \$ 350.00       | Covers cost of mandatory 3-day live review provided by Elsevier/Evolve to prepare students for the NCLEX exam   | RNSG  |
| Patient Simulation                      | \$ 100.00       | Covers cost of providing students with a clinical scenario in the form of a digital standardized patient simulation   | PNSG  |
| Surgical Tech Gold                      | \$ 250.00       | Covers cost of Association of Surgical Technologists (AST) Student Membership, Study Guide, and CST National Certifying Exam  | SURG  |
| Student Liability/Malpractice Insurance | \$ 4.00         | Cover costs of providing liability insurance to protect students who participate in clinicals, live work, or other lab related programs that involve services provided to patients, clients, customers, etc   | BARB; COSM; DENA; DHYG*; ECCE; EMSP; ESTH; HECT; HIMT; MAST; NAST; OPHD; PHAR; PHLT; PNSG; RADT; RNSG; SURG |
| Professional Services Lab Fee           | \$ 20.00        | Covers costs of consumable supplies and materials provided for classes  | BARB; COSM; CRJU; ECCE; ESTH; FRSC; HORT  |
| Culinary Arts Lab Fee                   | \$ 100.00       | Covers costs of food and consumable supplies and materials provided for classes   | CUUL  |
| Esthetics Fee                           | \$ 65.00        | Covers cost of makeup brush and professional training seminar   | ESTH  |
| CTDL Test/Exam Fee                      | \$ 50.00        | Testing fee for the CDL licensure exam  | CTDL  |
| CTDL Drug Test                          | \$ 15.00        | Covers cost of mandatory drug test  | CTDL  |
| CTDL Fuel Surcharge                     | \$ 185.00       | Covers cost of fuel needed for the driving portion of the program   | CTDL  |
| Accounting Lab Fee                      | \$ 20.00        | Online access to program materials (cybertext)  | ACCT  |
| BUSN Virtual Lab                        | \$ 65.00        | Online access to internet based work environment with multiple software applications and lab lessons  | BUSN  |
| HIMT Virtual Lab                        | \$ 110.00       | Online access to internet based work environment with multiple software applications and lab lessons  | HIMT  |
| Business Ed Lab Fee                     | \$ 20.00        | Covers the cost of consumable supplies and materials for classes  | CIST, DIMT, MKTG  |
| Biology, Chemistry, Physics Lab Fee     | \$ 40.00        | Covers the cost of consumable supplies and materials for classes  | BIOL, CHEM, & PHYS labs   |
| T&I Lab Fee                             | \$ 20.00        | Covers the cost of consumable supplies and materials for classes  | AIRC; ACRP; AUTT; ELCR; ELTR; IDFC; MCHT; TELE; WELD  |
| NOCTI                                   | \$10-\$30       | Fee for standardized test (National Occupational Competency Testing Institute)  | Various   |
| Math Lab                                | \$ 105.00       | Online Access to My Math Lab.   | All Math courses  |
| Parking Decals                          | \$ -            | Cost of the parking decal is covered by the Facilities Fee. Parking decals are required for all vehicles. In order to obtain a decal, students must present identification along with current registration information. On the Valdosta campus, decals are available in the security office located in the Student Center. Decals may be obtained on the other campuses at the Welcome Center desk. |   |
| Uniforms                                | varies          | Students in some programs must purchase college-approved uniforms according to program specifications.  | BARB; COSM; CUUL; ESTH; Allied Health   |
| Auditing Fees                           | same as regular | Students who wish to take a class without receiving credit may audit the course and pay the normal tuition and fees. Audited classes are not eligible for financial aid.  | All   |

\*DHYG - Included in fees paid to VSU. Students are not charged additional fees by Wiregrass.



## REFUND POLICY

**Individual Payment:** Students who are no-shows or withdraw from a course by the end of the third instructional day of the semester shall receive a 100 percent refund, excluding the application fee. Students who withdraw after the third instructional day of the semester shall receive no refund.

**Federal Title IV Financial Aid:** The Department of Education regulations require that unearned portions of Title IV funds (Pell grant, FSEOG) be returned if a student withdraws from classes prior to the 60 percent attendance point in the term. When a student withdraws prior to completion of 60 percent of the term, the financial aid award must be reduced. The amount of the student's Title IV aid earned is calculated as follows:

Number of days student completed ÷ number of days in term = percent of Title IV aid earned

100 percent of Title IV aid is earned if the student completes more than 60 percent of the term. No Title IV funds are earned if number of class days completed is three or less.

If funds are remaining after tuition and fees are deducted from earned Title IV funds, the business office will issue payment to the student for the remaining balance after the fourth week of the term. Any student who is issued a Title IV refund and then found to have dropped or withdrawn from classes prior to completion of the 60 percent attendance point in the term must return the unearned funds back to the college. Students who have amounts due will not be allowed to receive grades, transcripts, or register for classes until the amount owed is paid in full.

**Disbursement of Refunds:** WGTC offers three options for students to receive a refund: 1) Deposit to an existing bank account or prepaid card of their choice, 2) Deposit to a OneAccount with Higher One, Inc., or 3) paper check by mail. Students will receive a welcome package in a bright green envelope from Higher One, Inc. and will choose a refund method by going online at MyOneMoney.com and following the instructions provided in the welcome package. In accordance with Title IV regulations, a paper check will eventually be mailed to the address in Banner if no refund preference is selected.

Students who receive Title IV financial aid funds (i.e. PELL Grant) are eligible to use their excess funds, after tuition and fees are paid, for purchases in the campus bookstores via the Automated Book Voucher Program. Excess funds, after tuition and fees are paid, are available for book and supply purchases in the campus bookstores unless students choose to Opt Out of the program in advance. Students may opt out of having their funds available for use in the campus bookstores by signing the Request to Opt Out form.

**Refunds of Books and Supplies:** The bookstore issues refunds for previously purchased books and supplies under certain conditions. Bookstore refund policies are outlined below:

- Original receipt required for all refunds or returns. Students are responsible for keeping the original receipt provided at time of purchase.
- Valid student ID required for refunds, returns, and purchases to financial aid.
- Textbooks may be returned within 10 days of purchase. Returns in excess of 10 days may be allowed with valid drop form or if class is canceled due to low enrollment. Books must be in original condition, with no writing, and shrink wrapping that has not been removed.
- No returns on general merchandise, supplies, or equipment unless defective. Must be returned within 10 days of purchase.
- Defective used books may be exchanged for another used book if available. Otherwise, student must pay the difference for a new book.
- Refunds issued per the method of payment indicated on the original receipt (subject to cash availability).
- Cash, check, or credit/debit card purchases will not be reversed to Pell after purchase. Students receive refunds for any unused Pell balances.

**Continuing Education Classes:** Refunds are given if a student cancels at least 48 hours prior to the beginning of the program. No refunds will be given with less than 48 hours notice, but fees may be transferred to a colleague or tuition credit may be granted for another continuing education course within the current academic year. Full refunds are given if the college cancels a course.