

Academic Advisement Frequently Asked Questions

May I have a copy of the college catalog? The college did not print the 2009-2010 college catalogs. You may find it on the website www.chattahoocheetech.edu. Click the “academics” tap on the top menu bar, and then click on college catalog in the list of items on the left hand side of the page. CD’s are available in the student affairs offices on all campuses, as supply lasts.

How will the college contact me if something of major importance happens with my program? The college’s official means of communication is your CTC student email address.

Which classes should I take if I want to transfer to Kennesaw State University or another college? It is always up to the receiving institution to decide what will transfer. KSU has a list of classes listed on their website that will transfer from CTC to KSU. Other colleges often do the same. Students should contact the college to which they wish to transfer to make sure they are taking the correct courses. CTC advisors cannot tell you with certainty that any particular class will transfer.

How can I see my transcript, grades, or test scores without coming up to one of the campuses? This information is accessible through your student Banner Web account. Click on Banner Account at the college’s website www.chattahoocheetech.edu. Banner Account is a big blue box at the bottom of the webpage on the left hand side. To access your account you will need your identification number (900+six additional numbers) and your birth date MMDDYY. If you changed your password, you will need to remember it. Otherwise you will need to present a picture i.d. at a student affairs office on any campus to have them reset your password. They will reset it to your birth date.

How do I calculate my GPA? This information and much more, is available through the college catalog which can be accessed on the website www.chattahoocheetech.edu. Click the “academics” tab on the top menu bar, and then click on “college catalog” in the list of items on the left hand side of the page. A student’s GPA is computed by dividing the number of credit hours in the courses attempted for the quarter (in which a grade a A, B, C, D, F, or WF was received) into the number of quality pointed earned on those hours scheduled for the quarter. Neither transfer, articulated, nor exemption credit are calculated in the GPA. Work ethics grades are not used in calculating GPA. An example of the formula is shown in the catalog.

Who is my advisor? New students are advised their very first semester by student affairs/admissions advisors. Students in programs of study may seek advisement from the program faculty. Arts & Sciences faculty advise students in the Technical Communications (Tech Com) certificate program. General advisors are available for any current or returning student. Health programs advisors can advise students planning to enter any of the health science programs. At the website www.chattahoocheetech.edu, click on the “academics” tab on the top menu bar, then on “academic advisement” in the list of items on the left hand side of the page. Advisor lists are linked at the bottom of the page.

Will my advisor register me for classes? No, you must register yourself through your Banner Web account. Training sessions are available each quarter. See the website www.chattahoocheetech.edu;

click the “academics” tap on the top menu bar, then “register” in the list of items on the left hand side of the page. In the middle of the next page, click on “training sessions.”

How do I change my major/program of study? Program change forms are available at the registrar’s or student affairs offices on all campuses. The quarterly calendar posts the deadline for changing your program of study for the next quarter.

What does a “hold” or “flag” on my Banner Web account mean? How do I get it removed? It depends on the kind of hold it is. A hold might be placed on your account for a variety of reasons: you owe money to the college, you have a late library book, you need to return textbooks you borrowed from the textbook lending program, you haven’t passed an Exit exam in one or more learning support classes, you have an outstanding parking ticket, etc. If you cannot determine the nature of the hold, an advisor can help you. Then you will need to report to/contact the office that put the hold on your account.

What determines whether I am a full-time student? Do I need to be? Enrollment in 12 credit hours makes you a full-time student at CTC. Whether you need to be a full-time student depends on a variety of things.

- Students on an international student VISA must carry 12 credits per quarter;
- Many students need to be full-time to stay on a parent’s health insurance plan;
- Students getting HOPE may be full-time or part-time; the amount of book voucher money a student receives is based on full- v. part-time enrollment;
- Veteran’s Affairs benefits and Pell Grant reimbursements to students are based on the number of credit hours a student is enrolled in. It does not require full-time enrollment, but if a student is enrolled part-time their reimbursement will be reduced.

Can I get financial aid advice from my academic advisor? No, you really need to see the financial aid office or their web page for that information.

Why do I have to fill out the FAFSA if I already filled it out last quarter? The Free Application for Federal Student Aid must be filled out on an annual basis, beginning with summer quarter. So, you may have filled it out for spring quarter, but spring was the last quarter in that fiscal year. Good rule of thumb: When you do your tax return it’s time to renew your FAFSA for the upcoming aid year.

Can I have a “double major?” No, a student may be enrolled in only one program at a time.

May I take courses outside my program of study if I need them to transfer? No, a student may be enrolled in one program at a time, and must take only courses within that program of study.

May I take courses outside my program of study if I pay for them myself (not using financial aid)? No, students may take courses only within their program of study.

May I take the COMPASS placement test again if I am unhappy with my score? Prospective students may take the COMPASS twice prior to beginning courses at CTC. Once students begin classes at the college, they may not retake the COMPASS. They will need to follow the progression of courses as they

were placed (for example, if placed in MAT 0098 and in a degree program, the student must take MAT 0098, 0099, then progress into college level math).

May I take the EXIT exam again if I am unhappy with my score? When students reach the highest level of learning support classes (ENG 0098, MAT 0099, and/or RDG 0098) they must retake the COMPASS as an EXIT exam. Each student is allowed two opportunities to take the exam at the end of the quarter. If the student does not pass, then he fails the course and must retake the learning support class for which he did not pass the EXIT exam.

Do I have to take SCT 100? I already learned all that in high school. The college offers exemption exams in a variety of courses. See the main website www.chattahoocheetech.edu, click on Academics tab on the top menu bar, then click on “exemption testing” in the list of items on the left hand side of the page. The list of exams and information regarding who is eligible is available on that webpage.

Can I take CLEP tests? The college accepts CLEP credit, but does not offer the tests. See the College Board website for information. www.collegeboard.com

I tried to register on the first day of registration so I could get the “perfect schedule,” but it wouldn’t let me. Why? One reason might be that you do not have enough earned credits. The college has instituted a graduated registration schedule. Students with 90+ earned credits may register on the first day of current/returning students’ registration; students with 45+ earned credits may register on the second day; students with 1+ earned credits may register on the third day; and current students with no earned credit may register on the fourth day of registration. New students begin registering the following week. This allow students who are getting closer to graduation first opportunity to get the classes they need.

Why did my classes get dropped? I am on financial aid! Some forms of financial aid (HOPE, for example) do not cover a student’s technology fee or facility fee. Unless the student authorizes the non-HOPE fees to be taken from his or her HOPE book voucher, then the non-HOPE fees (usually \$45) go unpaid. The Technical College System of Georgia enrollment policy mandates the college drop/purge the schedules of students who have any balance owed for tuition and/or fees. Deadlines for tuition and fee payments are posted each quarter.

I am a former student, but have not attended in over a year. What do I need to do so that I can register? A student who has been out of the college for four quarters or more needs to complete a “readmit” form. It can be accessed on-line or in the registrar’s office at Marietta or the student affairs offices on all other campuses. Go to www.chattahoocheetech.edu, click on “admissions & aids” on the top menu bar, then click on “forms” in the list of items on the left hand side of the page. Look for the “admissions update form” in the list of forms.

When I went to Appalachian Tech, North Metro Tech, or Chattahoochee Tech, they told me one thing. But now the rules seem to have changed. Why? When the three colleges merged on July 1, 2009, a new college was formed. Some policies and procedures did change. After July 1, 2009, students must follow the policies and procedures of the new Chattahoochee Technical College.

