



Chattahoochee
TECHNICAL COLLEGE

Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college's accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.

Chattahoochee Technical College does not discriminate on the basis of race, color, national origin, gender, age or disability. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Cheri Mattox-Carroll, 5198 Ross Road, Room 132N, Acworth, GA 30102, (770) 975-4152 or (770) 528-5805, or cheri.mattox-carroll@chattahoocheetech.edu or Chattahoochee Technical College Section 504 Coordinator, Mary Frances Bernard, 980 South Cobb Drive, Building G1106, Marietta, GA 30060, (770) 528-4529, or maryfrances.bernard@chattahoocheetech.edu.



Chattahoochee
TECHNICAL COLLEGE

STUDENT SUPPORT SERVICES

Student Information and Resource Guide

www.ChattahoocheeTech.edu

Revised February 2013

Mt. View Campus

2680 Gordy Parkway
Marietta, GA 30066
770-509-6305

Security 770-509-6318

Admissions	770-509-6305
Cashier	770-509-6310
Financial Aid	770-509-6308
Student Services	770-509-6305
Bookstore	770-509-6323
Library	770-509-6320
Success Center	770-509-6346

Paulding Campus

400 Nathan Dean Blvd.
Dallas, GA 30132
770-443-3600

Security 770-443-3634

Admissions	770-443-3600
Cashier	770-443-3625
Financial Aid	770-443-3610
Student Services	770-443-3600
Bookstore	770-443-3620
Library	770-443-3630
Success Center	770-443-7948

North Metro Campus

5198 Ross Road
Acworth, GA 30102
770-975-4000

Security 770-529-2311

Admissions	770-975-4162
Cashier	770-975-4015
Financial Aid	770-975-4016
Student Services	770-975-4048
Bookstore	770-975-4033
Library	770-975-4122
Success Center	770-975-4243

Woodstock Campus

8371 Main Street
Woodstock, GA 30188
678-454-1800

Security 678-454-1813

Admissions	770-509-6305
Cashier	678-454-1822
Financial Aid	678-454-1822
Student Services	678-454-1800
Bookstore	678-454-1825
Library	678-454-1898
Success Center	678-454-1806

This **Student Resource Guide** is an internal publication designed to assist students in successfully attaining certificates, diplomas or degrees. Information is subject to change. 11/2013

Visit www.ChattahoocheeTech.edu

CTC Emergency Number - 770.529.2311

CONNECT WITH US



CTC Emergency Number - 770.529.2311

Appalachian Campus

100 Campus Drive
Jasper, GA 30143
706-253-4500

Security 404-798-2591

Admissions	706-253-4590
Cashier	706-253-4512
Financial Aid	706-253-4435
Student Services	706-253-4590
Bookstore	706-253-4546
Library	706-253-4572
Success Center	706-253-4519

Austell Campus

1578 Veterans Memorial Hwy.
Austell, GA 30168
770-732-5900

Security 770-732-5911

Admissions	+770-443-3600
Cashier	+770-443-3685
Financial Aid	770-732-5905
Student Services	770-732-5921
Bookstore	*770-528-4561
Library	770-732-5908
Success Center	770-732-5924

Canton Campus

1545 Bluffs Parkway
Canton, GA 30114
770-345-0172

Security 404-392-9836

Admissions	770-345-0172
Cashier	770-345-1351
Financial Aid	770-345-1587
Registrar's Office	770-345-0172
Bookstore	770-720-3598
Library	770-345-1390
Success Center	770-720-3596

Marietta Campus

980 South Cobb Drive
Marietta, GA 30060
770-528-4545

Security 770-528-4486

Admissions	770-528-4465
Cashier	770-528-4570
Financial Aid	770-528-4531
Registrar's Office	770-528-4527
Bookstore	770-528-4561
Library	770-528-4536
Success Center	770-528-4588

Location indicators below:

- * Marietta Campus
- ^ Mountain View Campus
- + Paulding Campus

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GENERAL STUDENT INFORMATION

Log on to www.ChattahoocheeTech.edu to find information on accessing the following online student features:

- Student resources
- Academics
- Student email account assistance
- Free online file storage
- View academic/college calendar
- Registration
- Financial Aid
- BannerWeb
- CTC OneCard
- Technical assistance

CHECK OUT ME@CTC

- Angel Learning
- BannerWeb
- Student Email
- College Calendar
- Financial Aid
- Pearson My Math Lab
- Eagle Alert
- Campus Life

HAVE A QUESTION? ASK SWOOP!

Your CTC Virtual Advisor
www.ChattahoocheeTech.edu

CAMPUS CLOSED? EAGLE ALERT

Emergency Notification System for student safety information. Upon registration you are automatically enrolled in **Eagle Alert**, our emergency alert system. This system will alert you in case of an emergency situation and also in the event of a campus closing due to bad weather conditions.

Access Eagle Alert : <https://chattahoochee.bbcportal.com/>



Cobb

Dept. of Family & Children Services	770-528-5000
Cobb Adult Education Center	678-594-8011
Cobb Community Transit (CCT)	770-427-4444
CobbWorks!	770-528-4300
Center for Family Resources Center	770-428-2601
MUST Inc./ Elizabeth Inn	770-427-9862
Cobb Community Health Center	678-398-6548
Disabled Veterans	678-559-7432
Feed The Hungry Foundation	770-980-1550
Latin American Association	404-638-1800
GA Dept. of Labor-Cobb County	770-528-6100
Vocational Rehabilitation	770-528-3435

Paulding

Dept. of Family & Children Services	770-443-7810
Dallas Housing Authority	770-445-3758
Helping Hands of Paulding County	770-443-1230
Paulding County Health Dept.	770-443-7881
Tallatona Human Resources Dept.	770-445-4171
Vocational Rehabilitation	770-443-3733
Family Alliance of Paulding	678-202-5777

Pickens/Gilmer

Appalachian Children's Center	706-273-2225
Community Assistance Resources (CARES)	706-253-4777
Community Resource Center	706-692-1164
Ellijay Housing Authority	706-635-4644
Gilmer Dept. of Family & Children Services	706-635-2361
Gilmer County Health Dept.	706-635-4363
Housing Authority of Jasper	706-692-5514
Mountain Area Transportation (MATS)	706-692-3252
Pickens County Health Dept.	706-253-2821
Pickens Dept. of Family & Children Services	706-692-4701

Georgia

United Way Community Resources List	211
Domestic and Family Violence Hotline	800-334-2836
Child Abuse Prevention Hotline	800-4-ACHILD
Child Care in Georgia	877-ALL-GAKIDS
Drug Help Line	800-378-4435
Georgia Legal Services	404-894-7707
Mental Health Crisis Line	800-493-1932
Peach Care for Kids	877-GA-Peach
Social Security Administration	800-772-1213
Suicide Prevention Lifeline	800-273-TALK
Traveler's Aid	404-817-7070

Bartow

Bartow Family Connection	770-713-2920
Bartow Food Bank	678-721-6468
Bartow Communication Resource Office	770-387-3708
Bartow Health Department	770-382-1920
Bartow Transit	770-387-5165
Bartow Women's Resource Center	770-382-7224
Centro Latino	770-748-6654
Dept. of Family & Children Services	770-387-3710
GA Dept. of Labor	770-387-3760
GA Work Ready	770-975-4041
New Beginnings Food Outreach	770-529-6353
Tallatoona CAP, Inc	770-382-5388
Vocational Rehabilitation	770-295-6400

Cherokee

Career Resources Center	678-454-1816
Cherokee Area Transportation System (CATS)	770-345-6238
Cherokee Dept. of Family & Children Services	770-720-3610
Cherokee MUST	770-479-5397
Cherokee Health Dept.	770-345-7371
Papa's Pantry	

CAMPUS POLICE (See pg. 18 & 19 for campus phone numbers)

Emergency Number - **770.529.2311**

CTC's Department of Public Safety is committed to providing our students, faculty, and staff with a safe environment.

Services include:

- Emergency Response
- Emergency Jump Start
- Lost and Found
- Escorts in Parking Areas
- Investigate Services
- Parking Permits
- Student ID's
- Patrols

VISIT WWW.CHATTAHOOCHEETECH.EDU/SERVICES/PUBLIC-SAFETY

- Campus Emergency Procedures
- Crime Stats and the Clery Report
- Crime Prevention and Awareness
- Eagle Alert—Crisis Communication

DISCRIMINATION/HARASSMENT

All persons who believe that they are or may have been victims of improper harassment or all student grievance alleging action of a discriminatory nature are encouraged to seek resolution by contacting:

Cheri Mattox-Carroll
 Title IX & Equity Coordinator
 Chattahoochee Technical College
 5198 Ross Road, Building A, Room 132N
 Acworth, GA 30102
 (770) 975-4152 or (770) 528-5805
Cheri.Mattox-carroll@Chattahoocheetech.edu

SECTION 504 OF ADA

Inquiries concerning the application of the Americans with Disabilities Act to the policies and practices of Chattahoochee Technical College may be addressed to the Section 504 Coordinator:

Mary Frances Bernard
 Chattahoochee Technical College
 980 South Cobb Drive, Building G1106
 Marietta, GA 30060
 (770) 528-4529
MaryFrances.Bernard@Chattahoocheetech.edu

COUNSELING AND SUPPORT SERVICES

Marietta, Paulding, Mt. View, Austell 770-528-5805
 North Metro, Appalachian, Woodstock, Canton 770-975-4152

Services include:

- Counseling
- Educational Plan for Success
- Student Probation & Suspension Concerns
- Student Advocacy
- Student Conduct Violations

VISIT: WWW.CHATTACHHCHEE TECH.EDU/SERVICES/COUNSELING-AND-SUPPORT-SERVICES

SAP—SATISFACTORY ACADEMIC PROGRESS

To retain all financial aid awards, you must be aware of the following:

- Earn a 2.0 GPA each term and a 2.0 overall to maintain PELL and HOPE Grant and a 3.0 overall to maintain HOPE Scholarship.
- Complete 67% or more of your courses with an A, B or C grade (no withdrawals *after* the first 3 days of the term).
- Complete the program within a 150% maximum time frame. You must complete a certificate within 59 credit hours; a diploma in 89 credit hours, and an associates in 110 credit hours.
- Financial Aid is reinstated one time only. If you lose your aid a second time it is permanent.
- Only courses paid by PELL funds can be repeated once.

Students have one warning period followed by suspension if the terms are not met. There is an appeal process, although in some cases students may be expected to pay for some courses before financial aid is reinstated. Reinstatement appeals will not be considered if student's GPA is below 1.5 or completion rate is below 50%.

STUDENT SUCCESS CENTER LOCATIONS

Free tutoring in English, math, and reading are available in the Success Centers on all campuses except Austell. Tutoring in other subjects may be arranged, depending upon availability of tutors. The college also provides an on-line learning center where all students may access tutorials and many other resources to assist with learning.

- Appalachian Campus, Room 215
- Austell Campus, Room A1117
- Canton Campus, Room A106
- Marietta Campus, Building D, Room 2203
- Mt. View Campus, Room 233
- North Metro Campus, Building A, Room A133
- Paulding Campus, Building C
- Woodstock Campus, Room 100

COMPUTER LABS

Marietta :

Room F1141: 770-528-4546

Mon - Thur 8:00 am - 8:00 pm

Friday 9:00 am - 1:00 pm

Saturday CLOSED

Paulding :

Building C

Mon - Thur 9:00 am - 8:00 pm

Friday 9:00 am - 1:00 pm

Saturday CLOSED

Appalachian:

Room 219: 706-253-4572

Mon - Thur 8:00 am - 7:00 pm

Friday 9:00 am - 1:00 pm

Saturday 10:00 am - 2:00 pm

All Labs are closed on
Sundays & Holidays

Services: MS Office, black & white printing, most course-specific software

ACADEMIC ADVISEMENT

- **Newly Admitted students:** Meet with a Student Affairs Specialist to prepare for your first semester. Student Affairs Specialists are located in the Admissions Office at every campus.
- **Special Admit and Transient Students:** Meet with a General Academic Advisor.
- **Students Enrolled in Health Programs:** Meet with an Health Sciences Advisor.
- **Students Enrolled in Business Sciences, Computer Sciences, Engineer Technology, Personal and Public Services, Technical Studies Programs and Technical Specialist:** Meet with a faculty advisor in your program of study or General Academic Advisor.

For more information on Advisement visit the Chattahoochee Tech website at WWW.CHATTAHOOCHEETECH.EDU

GENERAL ACADEMIC ADVISEMENT LOCATIONS

- Appalachian Campus, Room 215
- Canton Campus, Room A106
- Marietta Campus, Room E1115
- Mt. View Campus, Room 233
- North Metro Campus, Room A133
- Paulding Campus, Building C
- Woodstock Campus, Room 100

College Tips, Survival Guide, & Study Skills

WWW.COLLEGETIPS.COM AND WWW.STUDYGS.NET

CAREER SERVICES

Marietta, Paulding, Mt. View, Austell 770-528-4430
 North Metro, Appalachian, Woodstock, Canton 770-975-4063

WWW.CHATTAHOOCHEETECH.EDU/SERVICES/CAREER-SERVICES

Services include:

- **Career Planning Career Fairs & Recruiting Resume Critique**
- Assessing your personal needs, skills, abilities, interests, values and goals related to a career choice.
- Exploring occupations and opportunities in the world of work to ensure you choose a rewarding educational and vocational path that will lead to a career, not just a job.
- Assisting you in implementing a career decision and developing a plan of action for you to acquire the job skills and training needed to be competitive in the work force.



Visit our online job board. Jobs are posted daily by employers. Current students login with your student email ID and your 6 digit birthdate. Alumni are always welcome to set up an account when job hunting. [Set up an account](#) and start connecting today.

Resources:

- Career Spots <http://www.careerspots.com/>
- Resume Writing <http://ctc.optimalresume.com>
- Interview Practice www.perfectinterview.com/chattcollege
- Job Posting <http://ctc.experience.com>
- Job Market <http://online.onetcenter.org>
- Job Information <http://explorer.dol.state.ga.us>

All services are free to current students and graduates of CTC.

DISABILITY SERVICES

Marietta, Paulding, Mt. View, Austell 770-528-4529
 Appalachian, North Metro, Woodstock, Canton 770-975-4099

Students with disabilities must often overcome a variety of obstacles to achieve their educational and career goals. Chattahoochee Technical College believes that all students should have equal access to higher education. Disability Services provide accommodations and services that are individualized and appropriate for students with documented disabilities.

A student must self-disclose and provide documentation of the disability and requested accommodation, as disabled under Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and Americans with Disabilities Amendments Act of 2008. Accommodation requests should be made prior to the beginning of the term.

Services include, but are not limited to:

- Testing Accommodations
- Reader, Note Taker, Scribe
- Assistive FM Listening Device
- Captioning Services (remote and in class)
- Interpreter Services for the deaf and hearing impaired
- Assistive technology and software
- Assistance in obtaining books in alternative formats
- Referrals to college and community support services
- Quiet disability labs at North Metro and Marietta

Visit the website for more resources and information:

WWW.CHATTAHOOCHEETECH.EDU/SERVICES/DISABILITY-SERVICES

CHATTAHOOCHEE TECH FOUNDATION 770-528-4461

For more information on scholarships visit:

WWW.CHATTAHOOCHEETECH.EDU/ENROLLMENT/FINANCIAL-SERVICES/FINANCIAL-AID-GENERAL-INFORMATION/CHATTAHOOCHEE-TECH-FOUNDATION-SCHOLARSHIPS

The Chattahoochee Tech Foundation provides student scholarships based on both need and academic achievement, supports student programs, and funds academic and athletic initiatives. *See website for deadlines.*

The Chattahoochee Tech Foundation is a private, non-profit organization to advance the mission and vision of the Chattahoochee Technical College.

The Foundation plays a vital role in supporting the college in helping procure special equipment, upgrading physical facilities, improving programs while ultimately expanding recognition for Chattahoochee Technical College.

INTERNATIONAL SERVICES 770-528-4528

All Campuses 770-528-5804

Provides support services to non-immigrant, international, permanent residents, exchange, and foreign-born students.

Services Include:

- International Admission Procedures and Documents
- Visa Advisement
- Visa Documents & Reporting
- Work Permission Applications
- International Student Orientation & Cross-Cultural Adjustment
- Assistance with obtaining insurance, social security numbers, Driver's licenses, and tax information for non-residents
- Student Advocacy

For more information visit:

WWW.CHATTAHOOCHEETECH.EDU/SERVICES/INTERNATIONAL-SERVICES

FINANCIAL AID

Federal Student Aid Info	www.studentaid.ed.gov	800-433-3243
FAFSA on the Web	www.fafsa.ed.gov	800-4FED-AID
Georgia Student Finance	www.gacollege411.org	800-505-GSFC
Veterans Benefits	www.gibill.gov	888-442-4551
The College Board	www.collegeboard.com	
FastWeb (scholarships)	www.fastweb.com	

NOTE: FOR POSSIBLE PELL AND OTHER FUNDS, YOU MUST RE-APPLY THROUGH FAFSA EVERY YEAR AFTER YOU COMPLETE YOUR TAXES.

VETERANS BENEFITS & SERVICES

It is our pleasure to serve students who have served our country through military service.

Students who are eligible for and desire use of Veterans Education Benefits may use them at Chattahoochee Technical College in accordance with prescribed guidelines established by the Department of Veterans Affairs.

Veterans Certifying Official - Ms. Leroysha Kemp-Carmichael
 Building G, Marietta Campus
 980 South Cobb Drive, Marietta GA 30060
Leroysha.Kemp-Carmichael@ChattahoocheeTech.edu
 (770)528-5801

For veterans requiring assistance with Admission process and policy, please contact:

Dr. Barry Munday
 Paulding Campus
 Room 207
Barry.Munday@ChattahoocheeTech.edu
 (770)443-3612.

SPECIAL POPULATIONS SERVICES

Marietta, Paulding, Mt. View, Austell 770-528-3972
 Special Populations Specialist, Marietta Campus, Bld. C-1101E
 North Metro, Appalachian, Woodstock, Canton 770-975-4152
 Special Populations Coordinator, North Metro Campus, Bld. A-132P

Services are available to students who are

- Enrolled in Non-Trad Programs
- Single Parents
- Single Pregnant Women
- Displaced Homemakers
- Economically Disadvantaged
- Limited English Speaking
- Students with Disabilities

Email: SpecialPops@ChattahoocheeTech.edu

Services Include:

- Referrals to college & community services
- Workshops and events focusing on related topics and life skills
- Resource and Volunteer Fair

Textbook Lending Assistance

Students must meet the above qualifications and be enrolled in a minimum of 6 credit hours. Applications will be on the website for those students requesting assistance. All applications must include an official copy of the student's class schedule. Books picked up by appointment only.

Application and schedule should be emailed to:

SpecialPops@ChattahoocheeTech.edu.

Visit the website for more resources and information:

WWW.CHATTAHOOCHEETECH.EDU/SERVICES/SPECIAL-POPULATIONS-SERVICES

CAMPUS LIFE

770-528-4426

WWW.CHATTAHOOCHEETECH.EDU/SERVICES/CAMPUS-LIFE

The Office of Campus Life provides opportunities for student growth and a great way to meet other students. Campus Life sponsors many entertaining and educational events such as:

- Swoop Fest
- International Festival
- Musical Concerts
- Ice Cream Socials
- Holiday Events
- GA Occupational Award Of Leadership (GOAL)
- Motivational Speakers
- Comedians
- Cultural Heritage Events
- Blood Drives
- Movies
- Leadership Programs

Campus Life Clubs & Organizations

- | | |
|--|--------------------------------------|
| Automotive Club (M) | PLANET (NM) |
| Association of Information Technology Professionals --AITP (M) | Public Safety Club (M/NM) |
| Biological Sciences Club (C) | Rho Tau Alpha – PTA (NM) |
| Car Club (NM) | Student Government Association (All) |
| Chess & Board Games Club (NM) | SKILLS-USA (All) |
| Christian Fellowship Club (M) | Science and Math Club (M) |
| Clinical Laboratory Technology (CLT) Club (C/M) | Sci-fi/Anime Club (M) |
| Entertainment Technology Council (MV) | Student Nurses' Association (AU) |
| Humanities Club (C) | Surgical Technology Club (NM) |
| International Club (M) | Toon Boom Club (MV) |
| Institute of Electrical and Electronics Engineers -IEEE (NM) | White Hat Brigade (MV) |
| Interiors Club (MV) | Campus designation: |
| Lambda Nu (NM) | M — Marietta |
| National Society of Leadership & Success (All) | C — Canton |
| National Technical Honor Society -NTHS (All) | NM — North Metro |
| Phi Beta Lambda (M) | MV — Mt. View |
| | AU — Austell |

"Studies show the more students are engaged or involved in campus life activities, the more likely they are to graduate!"

- Jalynn Roberts, Research in Higher Education Journal

SPORTS

770-528-5815

- National Junior College Athletic Men's & Women's Basketball Association (NJCAA)
- Georgia Junior College Athletic Association (GJCAA)
- Men's & Women's Cross Country & Track and Field (NJCAA)

TCSGAA Club Level 1

- Men's Varsity Basketball
- Women's Basketball



For more information about athletics visit our website at WWW.CHATTAHOOCHEETECH.EDU/SERVICES/SPORTS

CAMPUS BOOK STORES

At Chattahoochee Technical College Book Stores you will find new and used textbooks, textbook rentals, software, gifts and supplies. Visit the website to find out which textbooks you will need for your classes:

- Marietta, Austell, Mt. View, Paulding, Woodstock - www.chattahoocheetechbookstore.com
- Appalachian Campus www.appalachiantechbookstore.com
- Canton Campus www.appalachiantechbookstore.com
- North Metro Campus www.cbamatthews.com/nmetro