

## The Veteran Voice

News for Military Service Veterans and Veteran Family Members enrolled at Chattahoochee Technical College



### Welcome to Fall Semester 2015



#### You should know...

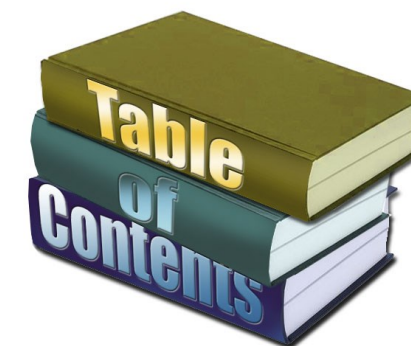
- You are not alone, there are over 730 military service veterans or veteran family members enrolled at CTC this semester.
- 
- Registration for Spring Semester 2015 begins October 26, 2015 on a priority basis determined by your number of credit hours
- The Spring Semester begins on January 11, 2016. Program changes to be effective in the Spring Semester 2016 are due no later than December 11, 2015



## The Veteran Voice

News for Military Service Veterans and Veteran Family Members enrolled at Chattahoochee Technical College.

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## What is the Green Zone?

An initiative to support student veterans by designating locations recognized as a “safe place”

Identifies faculty and staff throughout TCSG who are knowledgeable about issues faced by student veterans and the resources available to assist them.

Participants are identified by a Green Zone emblem located outside their office door and/or on their syllabus

Helps faculty and staff provide supportive services necessary to insure that veteran students are successful in their academic pursuits, adjust to the campus environment, and eventually transition to civilian employment

## What is the Green Zone goal?

To create awareness and education about military culture and service members trying to re-acclimate to civilian and college life

## Who is a Green Zone Volunteer ?

Staff and faculty who identify themselves as:

- Someone who is aware of the issues and concerns faced by student veteran/service members
- Someone who is available to assist the student
- Someone who has completed the Green Zone training

**Your Green Zone Team members are listed on the following college website link: <http://www.chattahoocheetech.edu/wp-content/uploads/2014/04/Green-Zone-Information-for-the-Website-August-2015.pptx>**

Green Zone volunteers are NOT expected to be experts who can “solve” your problem. However, they can lend a sympathetic ear and be someone who can help you find the appropriate resources for problem resolution.



## Financial Problems?

Do you have trouble with finances? Could you use financial advice or assistance with planning your budget or your financial future? There is **free** financial coaching available for veterans and veteran family members. Contact:



## Seeking employment?

Are you looking for that job while attending college? The Georgia Department of Labor posts a listing of statewide job or career fairs—some are specifically for veterans. See the following website for a complete listing: <http://www.dol.state.ga.us/Access/Service/ListCurrentJobFairs>.

Are you a military spouse having difficulty locating that job? The following website was started by military spouses struggling with the same challenge:

<http://rosiesnetwork.org/>

Another job source with several helpful information sources and links is:

<http://www.gijobs.com/>

## Career Power Hour

Do you need interview preparation or assistance with preparing that resume? Have your job searches been unsuccessful? Attend a Power Hour offered by the CTC Career Services Department.

Marietta Campus Life Suite

**October 12, 2015 11:30am – 1:00pm** : Interviewing Tips & Techniques

Guest Speaker: Roxanne Owens Verizon Wireless, Talent Acquisition

**October 13, 2015 11:30am – 1:00pm** : Résumé: You on Paper

**November 11, 2015 11:30am – 1:00pm** : Interviewing Tips & Techniques Guest Speaker: Roxanne Owens Verizon Wireless, Talent Acquisition

**November 12, 2015 11:30am – 1:00pm** : Effective Job Search

North Metro Campus, Building A, Room 108

**October 13, 2015 10:30am – 12:00pm** : Interviewing Tips & Techniques

**October 14, 2015 1:30pm – 3:00 pm** : Résumé: You on Paper

**November 4, 2015 3:00pm – 4:30pm** : Résumé: You on Paper

**November 5, 2015 3:00pm – 4:30pm** : Effective Job Search

## Veterans Job Fairs

**DAV and Recruit Military Job Fair**

**Hosted by: Disabled American Veterans (DAV) & Recruit Military**

Date: Thursday, October 8, 2015

Time: 11:00am - 3:00pm

Location: Georgia Dome, One Georgia Dome Drive, NW, Dome, GA 30313

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**Steer Your Future– Career Expo**

**Hosted by: Chattahoochee Technical College and Georgia Department of Labor**

When: Thursday, October 22, 2015

Times: 12:00 p.m. – 3:00 p.m. : Résumé Drive-in; 2:00 p.m. - 6:00 p.m. :

Location: Chattahoochee Technical College, North Metro Campus, Building D

5198 Ross Road, Acworth, GA 30102



## Textbook Lending Program

**Complete** your application online and include your schedule of classes. [Textbook Lending Online Application](#)

Completed applications are sent to: [CTCTextbookLending@Chattahoocheetech.edu](mailto:CTCTextbookLending@Chattahoocheetech.edu)

**Check** your email for application approval and available books to be lent. Codes are not available through the textbook lending program.

**Schedule** an appointment to pick up your books.

**Alternate Campus Pick Up:** Please indicate on your application if you wish to pick your book up at Appalachian, Canton, or Paulding campuses.

Calculators are here! If you are registered for an accounting, math, or an allied health class, you are eligible to borrow a calculator. Please indicate your desire to borrow a calculator in the "Requested Books" section of the application.

### Application Deadlines:

Term:	Application process opens:	Application process closes:
Spring 2016	December 7, 2015	January 8, 2016
Summer 2016	May 2, 2016	June 6, 2016

### Do you have questions? Contact:

Bernita Akinsipe  
Special Populations Specialist  
Marietta Campus, C1102-A  
980 South Cobb Dr.  
Marietta, Georgia 30060  
Phone: 770-528-5802  
Email: [bernita.akinsipe@chattahoocheetech.edu](mailto:bernita.akinsipe@chattahoocheetech.edu)



## College Funding Source



Generous support from our donors allows the Chattahoochee Tech Foundation to offer student scholarships each year to assist with tuition and fees. Scholarship recipients are selected after committee review and awards are distributed Fall semester. The Foundation promotes scholarships which are listed at: <http://www.chattahoocheetech.edu/scholarships-and-grants/>

Chattahoochee Tech Foundation Scholarships includes various scholarships established by our generous donors. Each scholarship has eligibility requirements based on the donor's criteria. Some scholarships have additional criteria (ex: program of study, area of residence, etc.), therefore we request candidates to carefully review all eligibility requirements prior to applying. Scholarship application acceptance will begin again in January 2016. Look for more details to be posted on the website above. Funds will be dispersed the following academic year, starting Fall Semester 2016.



## Need Help Paying for College?

**Are you laid-off from your job and receiving unemployment?**  
**Do you qualify as low income?**

The Workforce Innovation and Opportunity Act (WIOA) can provide financial help to pay for college tuition, required books and supplies, and limited support assistance.

To learn if you qualify contact:

Appalachian Campus/Lynn Long	706-253-4617
Cherokee County/Atlanta Regional Commission	706-253-4578
Cobb County/CobbWorks	770-528-4300
North Metro Campus/Lori McAllister	770-975-4026
Paulding Campus/Lori Fields	770-443-3622



The Veterans Crisis Line connects Veterans in crisis and their families and friends with qualified, caring Department of Veterans Affairs responders through a confidential toll-free hotline, online chat, or text. Veterans and their loved ones can call 1-800-273-8255 and Press 1, chat online, or send a text message to 838255 to receive confidential support 24 hours a day, 7 days a week, 365 days a year. Support for deaf and hard of hearing individuals is available.

## Mental Health Resources

Mental health is a growing concern on today's college campuses for military veterans and veteran family members. Learn about the various mental health challenges facing college students, the support and counseling resources available to them, and practical measures and coping strategies to help students overcome behavioral, emotional, and psychological obstacles. Here are some very useful websites for your use and reference:

### Anxiety and Stress

How to Prevent, Reduce and Cope with Stress:

<http://www.helpguide.org/articles/stress/stress-management.htm>

Learn to Manage Stress:

<http://www.nlm.nih.gov/medlineplus/ency/article/001942.htm>

Stress Management::

[http://www.mindtools.com/pages/main/newMN\\_TCS.htm](http://www.mindtools.com/pages/main/newMN_TCS.htm)

### Depression

Dealing with Depression- What everyone should know:

[https://www.amherst.edu/campuslife/health/education/mentalhealth/deal\\_depression](https://www.amherst.edu/campuslife/health/education/mentalhealth/deal_depression)

Depression Tool Kit:

<http://www.depressioncenter.org/health-information/depression-toolkit/>

What is Depression? :

<http://www.nimh.nih.gov/health/topics/depression/index.shtml>

National Suicide Prevention Hotline:

<http://www.suicidepreventionlifeline.org/>

Students Against Depression:

<http://studentsagainstdepression.org/>

### Alcohol and Drug Abuse and Addiction

Alcohol Screening:

<http://www.alcoholscreening.org/Home.aspx>

Rethinking Drinking: <http://rethinkingdrinking.niaaa.nih.gov/>

Student Statistics on Alcohol Consumption and Abuse: <http://www.collegeparents.org/members/resources/articles/student-statistics-alcohol-consumption-and-abuse>

### Other:

Mental Health:

<http://www.mentalhealth.gov/basics/what-is-mental-health/index.html>



## To Keep You Informed: Veterans Legislative News Links

Non-Commissioned Officer Association:

<http://ncoausa.org/index.php/ncoa-in-the-news/>

Georgia Department of Veteran Services:

<http://veterans.georgia.gov/press-releases>

The Retired Enlisted Association:

<http://trea.org/052615.html>

Department of Veteran Affairs:

<http://www.va.gov/opa/pressrel/>

Veterans of Foreign Wars (VFW):

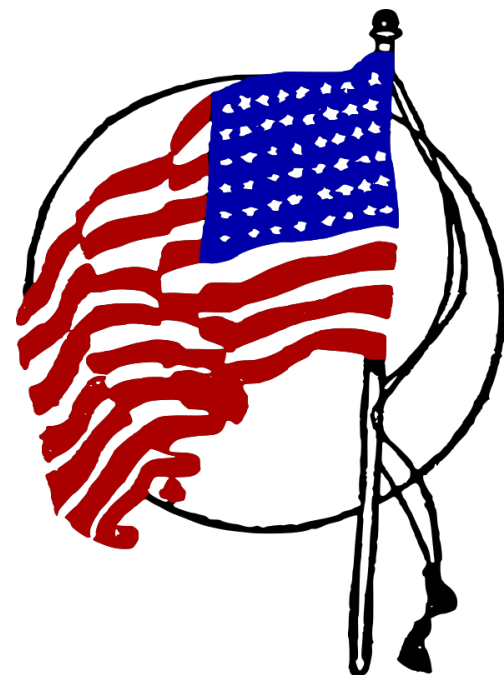
<http://www.vfw.org/News-and-Events/>

The Retired Enlisted Association:

<http://trea.org/02182015.html>

Air Force Sergeants Association:

<http://www.hqafsa.org/news.html>



## Resources

For housing: [www.vahomes.com](http://www.vahomes.com)

For medical information: [www.doctorsareus.net](http://www.doctorsareus.net)

For discount tickets: [cheapseats.org](http://cheapseats.org)

Veteran Support Returning Combat Veterans' Readjustment Counseling Center :

[Www.va.gov/rcs](http://www.va.gov/rcs) or tollfree 1-877-WAR.VETS (927-8387)

Seeking a job related to your military specialty: Check out this website for converting your former AFSC, MOS, etc., to civilian job titles:

<http://www.mynextmove.org/vets/>



## External Veteran Support Services

Community College of the Air Force - <http://www.au.af.mil/au/ccaf/transcripts.asp>

Joint Service Transcript (Army, Navy & Marines) - <https://jst.doded.mil/smart/signIn.do>

National Personnel Records Center - <http://www.archives.gov/st-louis/military-personnel/>

State of Georgia Department of Veterans Service – [www.sdvs.georgia.gov](http://www.sdvs.georgia.gov)

USA Jobs (civil service employment opportunities) - <https://www.usajobs.gov/>

Veterans Affairs Department - <http://www.gibill.va.gov/>

Georgia Department of Labor Veteran Support: [rohiff.shaffer@gdol.ga.gov](mailto:rohiff.shaffer@gdol.ga.gov)





And more! Banking, financial planning, community products and services. Come check out the community!

## Student Resource Fair

Monday, October 26, 2015,  
11 am—2 pm

Marietta Campus Atrium

Wednesday, October 28, 2015,  
11 am—2 pm

North Metro Campus, Building D (400)



## Chattahoochee Technical College Libraries Salute Veterans

### With 7 Campus Book Displays Beginning in November

Beginning in November, all campus libraries will be honoring our student, staff, and faculty veterans and their families with a display of books for loan. *Please come and browse our collections! Here is a small sampling of what we have:*

**Orientation & study skills for college**

**Education of soldiers and veterans**

**Job hunting, career changes & employment**

**Vocational guidance for veterans**

**Military history & biographies**

**Psychology & mental health issues of soldiers or veterans**

**Reintegration of veterans into society**

**Family relationships of soldiers**

**Women veterans**

*The library is the temple of learning, and learning has liberated more people than all the wars in history.*

**-Carl T. Rowan**

Carl Thomas Rowan (1925—2000) was an American government official, journalist and author. Rowan was one of the most honored reporters in the United States.

## In the Spotlight...

The Chattahoochee Technical College campus libraries are dedicated to providing excellent services to our student, staff, and faculty veterans and their families.

Additionally, select library staff members are Green Zone volunteers that are here to help veterans and their families navigate through the college experience and its challenges. Currently, you can find a Green Zone volunteer staff member at the Marietta, North Metro, and Appalachian campus libraries. Along with providing advice and support, we also want to facilitate a welcome and inspiring environment for our veterans and their family members. Each campus library is the perfect place to go for a quiet place to study, read, or unwind. The North Metro, Appalachian, and Canton campus libraries also have small rooms available for groups of two or more, which could be used for studying or conversing with a friend or Green Zone volunteer staff member. Please visit your campus library for more information and let us be your guides to a successful semester.



Some examples of the materials we have in our collection include:

- Coming back together : a guide to successful reintegration after your partner returns from military deployment
- Finding success as a returning veteran or military student
- Life after the military : a handbook for transitioning veterans
- Military finances : personal money management for service members, veterans, and their families
- Military mental health care : a guide for service members, veterans, families, and community
- 150 best jobs for the military-to-civilian transition
- Soldier girls : the battles of three women at home and at war
- The veteran's money book : a step-by-step program to help military veterans build a personal financial action plan and map their futures

## Japan Surrenders – The War is Over



On September 3, 1945, World War II ended with the surrender of Japan. Headlines similar to the one above were printed in newspapers in our country and literally around the world. There was mass hysteria and excitement in America over the end of this bitter conflict which literally stretched around the globe. Although the victory in Europe was realized some 3 months earlier, VJ (Victory in Japan) Day was the final chapter of this world war.

The service members, both men and women, who participated in this war were truly members of the Greatest Generation. These proud Americans made the sacrifices to guarantee the freedoms we have today! Many made the ultimate sacrifice by giving their lives in defense of our country. Similarly, and unfortunately unlike other conflicts since, the support on the home front by the families of these soldiers, sailors and marines, was truly a national effort, shared by all.

This link to USA Today (<http://www.usatoday.com/search/wwii/>) contains many interesting stories and photos about those who fought as well as those millions who supported the war effort here at home which in and of itself is an incredible part of our heritage and our history.

Please take a few moments to reflect upon this historical event and to remember those who gave so much and allowed us to enjoy what we have today! If you have a WWII survivor in your family or your community, please take the time today to make contact with this person, thank them for their service, and just listen to what they have to say! Their stories are well worth your time for their experiences are our history!







## Snap Shot of World War II

I have a special interest in the Manhattan Project conducted by the United States during World War II. My father graduated from West Point Military Academy in June of 1945. He was put on a ship sailing toward Japan as part of potentially the largest invasion military force in world history. While on the ship, my dad's superior assigned him the task to land on a specific beach and radio back the coordinates of a Japanese gun emplacement. In addition to giving my dad his assignment for the upcoming invasion, he informed my dad that he had to work on his assignment rapidly because he had a life expectancy of only 90 seconds after landing on the beach. Unknown to my dad, his first cousin, Robert Shumard, was assigned to a B29 squadron as a flight engineer. The name of the plane he was assigned to was the Enola Gay.

Most of you know the rest of the story. The Enola Gay was one of two bombers to drop the bombs developed by the Manhattan Project which led to the end of World War II in Japan. Later as part of the occupational force, my dad sent for my mother (living in Oklahoma) to join him in Japan (1946). I was made in Japan and born, August 22, 1947. I celebrated my 68th birthday August 22, 2015. Without the success of the Manhattan Project and the work of my dad's first cousin and team, I would not exist today.

Robert Shumard was interviewed sometime after the end of the war regarding his opinions and observations from the window of the B29 after dropping the "Bomb". You can read the interview transcript by clicking on <http://www.beserfoundation.org/New%20Folder/Enola%20Gay%20Crew%20Interviews/Shumard.pdf>. Another good link is <http://mentalfloss.com/article/24269/crew-enola-gay-dropping-atomic-bomb>. Also, see the photo of the Enola Gay crew!

*Contributed by Gordon H. Shumard, Jr., a mathematics instructor at Chattahoochee Technical College.*

## The History Of Veterans Day (Source: <http://www.va.gov/opa/vetsday/vetdayhistory.asp>)

### November 11

In November 1919, President Wilson proclaimed November 11 as the first commemoration of Armistice Day with the following words: "To us in America, the reflections of Armistice Day will be filled with solemn pride in the heroism of those who died in the country's service and with gratitude for the victory, both because of the thing from which it has freed us and because of the opportunity it has given America to show her sympathy with peace and justice in the councils of the nations..."

The original concept for the celebration was for a day observed with parades and public meetings and a brief suspension of business beginning at 11:00 a.m.

The United States Congress officially recognized the end of World War I when it passed a concurrent resolution on June 4, 1926.

An Act (52 Stat. 351; 5 U. S. Code, Sec. 87a) approved May 13, 1938, made the 11th of November in each year a legal holiday—a day to be dedicated to the cause of world peace and to be thereafter celebrated and known as "Armistice Day." Armistice Day was primarily a day set aside to honor veterans of World War I, but in 1954, after World War II had required the greatest mobilization of soldiers, sailors, Marines and airmen in the Nation's history; after American forces had fought aggression in Korea, the 83rd Congress, at the urging of the veterans service organizations, amended the Act of 1938 by striking out the word "Armistice" and inserting in its place the word "Veterans." With the approval of this legislation (Public Law 380) on June 1, 1954, November 11th became a day to honor American veterans of all wars.

Later that same year, on October 8th, President Dwight D. Eisenhower issued the first "Veterans Day Proclamation" which stated: "In order to insure proper and widespread observance of this anniversary, all veterans, all veterans' organizations, and the entire citizenry will wish to join hands in the common purpose. Toward this end, I am designating the Administrator of Veterans' Affairs as Chairman of a Veterans Day National Committee, which shall include such other persons as the Chairman may select, and which will coordinate at the national level necessary planning for the observance. I am also requesting the heads of all departments and agencies of the Executive branch of the Government to assist the National Committee in every way possible."





## Veterans Employed at CTC

You will see certain CTC staff and faculty wearing this pin. There are 40 CTC employees who are military service veterans and have a combined 390 years of service in the military. Each one has been asked to wear this pin each day at the college in appreciation for their military service but also to self-identify to you as a fellow veteran who shares a common bond. You may find a veteran is teaching your course or is a Campus Police Officer. Each one could be a source of advice, support and encouragement for you.

Here is that list of our American heroes (by campus):

### Appalachian

Paul Avery	US Marine Corps
Gary Bitzer	US Navy
Dave Taylor	US Marine Corps

### Austell

George Austin	US Navy
Stephanie Belim	US Navy

### Canton

Michael Conley	US Marine Corps/US Army
Rocky Rokovitz	US Navy

### Marietta

Bernita Akinsipe	US Navy
Arden Cumberbatch	US Army
Victor Dees	US Marine Corps

### Marietta (continued)

Curtis Hartig	US Navy
Ron McWaters	US Army
Dennis Missavage	US Navy
Sharmon Monagan	US Army
Fred Nutter	US Army
Ron Price	US Air Force
David Twining	US Army
Travis Ware	US Air Force

### North Metro

Jim Boan	US Marine Corps
Malcolm Boon	US Marine Corps
Randy Brown	US Army
Daniel Davis	US Marine Corps
Barry DiMaria	US Army
Henry Dryden	US Army
Scott Estes	US Marine Corps
Charles McDonald	US Army
Michael O'Rear	US Navy/US Army
Scott Proctor	US Army
Jack Reece	US Army
Charles Spann	US Air Force
Joe Wilson	US Air Force

### Paulding

Julie Fletcher	US Air Force
Bobby Grier	US Marine Corps/US Army/US Air Force
Tim Hilley	US Air Force
Chris Morgan	US Marine Corps
Barry Munday	US Air Force

If You Don't Stand  
with Our Troops,



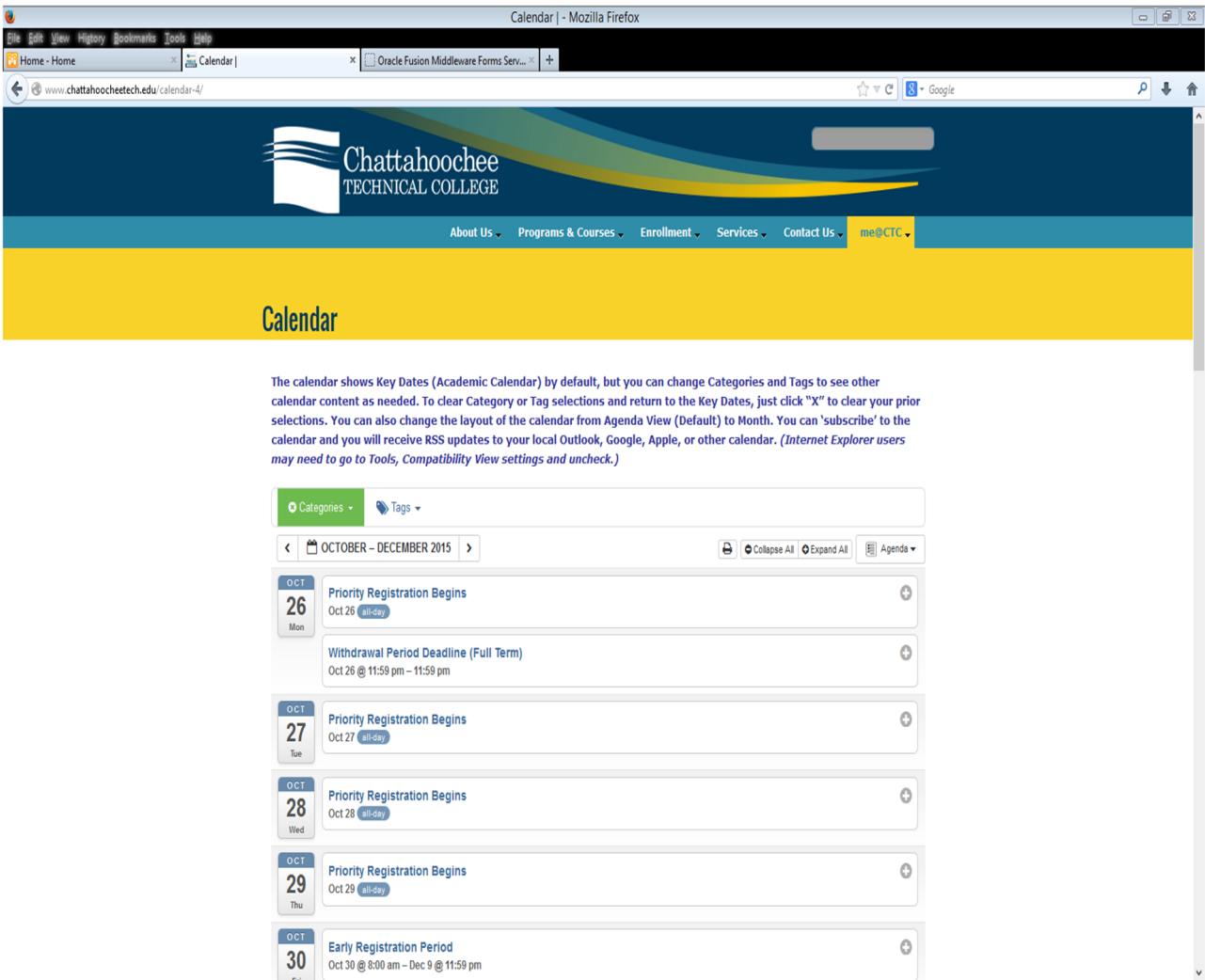
Stand in Front of Them!



Important CTC Dates



Keep abreast of all important dates and deadlines by referring to the academic calendar located at the following college website link:  
<http://www.chattahoocheetech.edu/calendar-4/>



2015 Holidays  
College Closures



- November 25, 2015: No classes (college open)
- November 26—28, 2015: Thanksgiving (college closed)
- December 14—24, 2015 No classes (college open)
- December 25, 2014—January 3, 2016 (college closed)

Attention all Veterans and Family Members

Do you miss the camaraderie of other military and military family members? Are you searching for a student organization which fits you and includes other students with whom you have common background or experiences? Would you like to be a part of a veteran/family member student organization while here at CTC? If the answer to any of these questions is Yes, please let me know! Send an email to:  
Barry.Munday@chattahoocheetech.edu. As a veteran, I will work with you to establish a student veteran and family member organization that meets your needs.

We need your feedback

Your input is very important. This survey is designed to provide you an opportunity to let us know about the quality of our services and to provide the services you would like to see at the college. Please take the time to complete the survey. We want to provide/ improve the services for you but those need to be known. Please help us serve you better. The survey link and passkey are:  
[https://chattahoocheetech.tk20.com/campustoolshighered/k12\\_public\\_kiosk\\_menu.do?id=6301a8cod4865d614boc5b684f-786d](https://chattahoocheetech.tk20.com/campustoolshighered/k12_public_kiosk_menu.do?id=6301a8cod4865d614boc5b684f-786d)  
Passkey: **veteran2015**

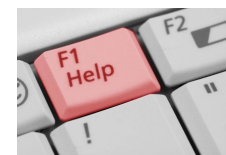




You can tell your story in a future *Veteran Voice* newsletter. If you have a story to tell as a veteran or veteran family member. How did you decide to join the military? Tell us about the veteran you have in your family. What was your role in supporting your veteran? What were interesting events during your military service? How did you transition from the military to Chattahoochee Technical College?

Please send your “news” to Barry Munday at [barry.munday@chattahoocheetech.edu](mailto:barry.munday@chattahoocheetech.edu). You may send suggestions for future article topics about issues of interest to you. This newsletter is for you!

Writing is an excellent way to express your thoughts and feelings. Some consider it great therapy. You could be the next one “in our spotlight” in a future edition of the newsletter.



## Academic Success Centers

### 2015 Fall Semester

Tutoring is available at seven (7) of the centers and is a *FREE* service to all CTC current students. Please check each center for specific subjects of study and the availability of the tutor assigned.

#### Appalachian Campus

Building 200, Room 215

Sandra Hughes Wooldridge [Sandra.Wooldridge@chattahoocheetech.edu](mailto:Sandra.Wooldridge@chattahoocheetech.edu) 706-253-4519

Monday-Thursday: 8:00am-5:00pm Friday: CLOSED

#### Austell Campus

Building A, Room A1117

NO TUTORING AVAILABLE at this location. 770-732-5924

Monday-Thursday: 9:00am-4:00pm (Closed for lunch 12:30-1:30pm) Friday: CLOSED

#### Canton Campus

Building A, Room A106

Sabrina Nation [Sabrina.Nation@chattahoocheetech.edu](mailto:Sabrina.Nation@chattahoocheetech.edu) 770-720-3596

Monday-Thursday: 9:00am-6:00pm Friday: CLOSED

#### Marietta Campus

Building D, Room D2203

Paula Gronemeyer, [paula.gronemeyer@chattahoocheetech.edu](mailto:paula.gronemeyer@chattahoocheetech.edu) , 770-528-4588

Monday-Thursday: 9:00am-7:00pm Friday: 9:00am-2:00pm Center open, NO Tutors available  
Saturday: 9:00am-2:00pm

#### Mountain View Campus

Room 233

R. Diane Busse [RDiane.Busse@chattahoocheetech.edu](mailto:RDiane.Busse@chattahoocheetech.edu) 770-509-6346

Monday-Thursday: 7:30am-6:00pm Friday: CLOSED

#### North Metro Campus

Building 100 (A), Room A133

Gregory Matthews [Gregory.Matthews@chattahoocheetech.edu](mailto:Gregory.Matthews@chattahoocheetech.edu) 770-975-4243

Monday-Thursday: 9:00am-7:00pm Friday: 9:00am-2:00pm

#### Paulding Campus

Building C

Steven Spurgeon [Steven.Spurgeon@chattahoocheetech.edu](mailto:Steven.Spurgeon@chattahoocheetech.edu) 770-443-7948

Monday -Thursday: 9:00am-7:00pm Friday: 8:00am-Noon Center open, NO Tutors available

#### Woodstock Campus Room A100

Kim Proulx [Kim.Proulx@ChattahoocheeTech.edu](mailto:Kim.Proulx@ChattahoocheeTech.edu) 770-720-6685

Monday-Thursday: 9:00am-6:00pm Friday: 9:00am-Noon Center open, NO Tutors available



## Do you have other questions?

General questions: <http://www.chattahoocheetech.edu/ask-swoop/>

### Campus Life and Student Clubs or Organizations

<http://www.chattahoocheetech.edu/services/student-clubs-and-organizations>

### Campus Police

Call 770-529-2311 (any campus)

### Career Services

<http://www.chattahoocheetech.edu/services/career-services>

### Counseling

<http://www.chattahoocheetech.edu/services/counseling-and-support-services>

### Disability Services

<http://www.chattahoocheetech.edu/services/disability-services/>

### Financial Aid

<http://www.chattahoocheetech.edu/enrollment/student-financial-services/financial-aid-office>

### Special Populations

<http://www.chattahoocheetech.edu/services/special-populations-services/>

### Veterans Education Benefits -Veterans Certifying Official

Leroysha.Kemp-Carmichael@chattahoocheetech.edu

### Veterans Service Coordinator

Barry Munday, barry.munday@chattahoocheetech.edu



## Degree Works Will Work For You!!!

Does this sound familiar?

*Registration for the next semester begins the last week of October. What courses do I need? I know some courses transferred from my last college but I don't know which courses apply to my program. I have to work and cannot get to the college to meet with an advisor and register for courses for next semester.*

Chattahoochee Technical College has an option for you for advisement, registration and planning your college career. It is known as Degree Works

DegreeWorks is a computerized degree audit program and academic advising tool designed to assist you and advisors in reviewing your program progress. A Web-based program, DegreeWorks re-organizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your program requirements.

Students can access DegreeWorks by logging into their BannerWeb accounts, selecting Student Records, and clicking on the DegreeWorks Link. This program has the capability for "What If" exploration if you are considering a program change.

If you have any questions about your audit and the courses being applied, please contact your academic advisor.

If you are having difficulty accessing your audit, please contact [Degree.Works@Chattahoocheetech.edu](mailto:Degree.Works@Chattahoocheetech.edu).

## How to Register for Courses

**After determining which courses you need each semester, here is how to register for those courses:**

1. Visit the CTC website: [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu)
2. On the home page, select *me at CTC* at the top right hand side of the screen.
3. Click *Banner Web* on the drop-down menu.
4. Type your Student ID number or your Social Security number in the User ID field (without dashes).
5. Type your personal identification number (PIN) in the PIN field. Your default PIN is your birth date (example: March 26, 1987 is 032687)
6. Click the Login button.
7. Click on *Continue* if you're asked to take a survey.
8. Click *Student Services and Financial Aid* at top of page.
9. Click *Registration*.
10. Click *Add/Drop Classes*.
11. Select the correct future term and then *Submit Term*.
12. Choose *Class Search*. Click on the subject of the course desired and choose one of the following options:  
 Click *Course Search*. Next choose the course number and click *View Sessions*  
**Or**  
 Click *Advanced Search*. Choose the subject, course number and campus and then select *Class Search*.
13. Click the checkbox on the left side of the screen to indicate your chosen course section.
14. At the bottom of the display, click *Register*.
15. Scroll down the page to confirm your selected courses are displayed with the words *Registered Web* by each selection (on the right side of the screen).
16. Print a copy of your schedule and if desired, fee assessment using the tabs at the bottom of the screen.
17. Visit the Business Office to pay tuition and fees or contact the Financial Aid Office to confirm financial aid with pay the balance due.



***"A veteran - whether active duty, retired, national guard, or reserve - is someone who, at one point in his or her life, wrote a blank check made payable to the 'United States of America', for an amount of 'up to and including my life.'"***

***- Author unknown***



**Any questions about this newsletter, please contact Dr. Barry Munday,  
 Veteran Service Coordinator, [barry.munday@chattahoocheetech.edu](mailto:barry.munday@chattahoocheetech.edu) or  
 770-443-3612**



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