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.

The 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 cheri.mattox-carroll@chattahoocheetech.edu or Chattahoochee Technical College Section 504 Coordinator, Mary Frances Bernard, 980 South Cobb Drive, Building G106, Marietta, GA 30060, (770) 528-4529, or maryfrances.bernard@chattahoocheetech.edu.

A Unit of the Technical College System of Georgia.
This **Student Resource Guide** is an internal publication designed to assist students in successfully attaining certificates, diplomas or degrees. Information is subject to change. 09-01-14

Visit [www.ChattahoocheeTech.edu](http://www.ChattahoocheeTech.edu)

CTC Emergency Number - 770.529.2311

### Connect with us

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**Mt. View Campus**  
2680 Gordy Parkway  
Marietta, GA 30066  
770-509-6305  
Security 770-509-6318

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<tr>
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**Paulding Campus**  
400 Nathan Dean Blvd.  
Dallas, GA 30132  
770-443-3600  
Security 770-443-3634

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**North Metro Campus**  
5198 Ross Road  
Acworth, GA 30102  
770-975-4000  
Security 770-529-2311

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**Woodstock Campus**  
8371 Main Street  
Woodstock, GA 30188  
678-454-1800  
Security 678-454-1813

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CTC Emergency Number - 770.529.2311
CTC QUICK REFERENCE GUIDE

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

Me@CTC
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Austell Campus
1578 Veterans Memorial Hwy.
Austell, GA 30168
770-732-5900
Security 770-732-5911

- Admissions: 770-732-4430
- Cashier: 770-732-4385
- Financial Aid: 770-732-5905
- Student Services: 770-732-5921
- Bookstore: 770-528-4561
- Library: 770-732-5908
- Success Center: 770-732-5924

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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

Me@CTC
Ask Swoop! and Eagle Alert

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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

Me@CTC
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Location indicators below:
* Marietta Campus
^ Mountain View Campus
+ Paulding Campus

Me@CTC
Ask Swoop! and Eagle Alert
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 college calendar
- Registration
- Financial Aid
- BannerWeb
- CTC OneCard
- Technical assistance

Check out Me@CTC

- Angel Learning
- BannerWeb
- Student Email
- College Calendar
- Discover Me Career Guide
- Chit Chat Newsletter
- Student Organizations
- Financial Aid
- Pearson My Math Lab
- Eagle Alert
- Campus Life
- Sports at CTC
- Student Help Desk
- Career Guide

Have a question? Ask Swoop!
Your CTC Virtual Answer Center
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 in the event of a campus closing due to bad weather conditions.

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

Community Resources

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

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

Consult the Chattahoochee Technical College website under Special Populations to find comprehensive guides to area resources
**Community Resources**

**Georgia**
- United Way Community Resources List: 211
- Domestic and Family Violence Hotline: 800-334-2836
- Child Abuse Prevention Hotline: 1-800-4-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

**CTC Information**

**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  
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 Office North Metro 132N
North Metro, Appalachian, Woodstock, Canton 770-975-4152

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

Visit: WWW. ChattahhcheeTech.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 SAP is 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 may not be considered if student’s GPA is below 1.5 or completion rate is below 50% or if a student has

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 - Thurs 8:00 am - 8:00 pm
Friday 9:00 am - 1:00 pm
Saturday CLOSED

Paulding:
Building C
Mon - Thurs 9:00 am - 8:00 pm
Friday 9:00 am - 1:00 pm
Saturday CLOSED

Appalachian:
Room 219: 706-253-4572
Mon - Thurs 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 a Health Sciences Advisor.

- Students Enrolled in Business Sciences, Computer Sciences, Engineering 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 http://www.chattahoocheetech.edu/services/academic-advisement/

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: Marietta G1106  770-528-4529  
Appalachian, North Metro, Canton: North Metro 132O  770-975-4099  

Students with disabilities must often overcome a variety of obstacles to achieve their educational and career goals. Chattahoochee 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 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.  

**Accommodations and Services may include:**  
- Testing Accommodations for extra time/quiet environment  
- Reader, Note Taker, Scribe  
- Captioning Services (remote and in class)  
- Interpreter Services for the deaf and hearing impaired  
- Assistive technology and software  
- Books in alternative formats  
- Referrals to college and community support services  
- Workshops and materials on effective study/test taking skills  
- Enlarged print and copy services  
- Quiet disability labs at North Metro and Marietta  

Visit the website for more resources and information:  
[www.chattahoochee.edu/services/Disability-Services](http://www.chattahoochee.edu/services/Disability-Services)

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**Chattahoochee Tech Foundation**  
770-528-4461  

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.  

**For more information on scholarships visit:**  

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**International Services**  
770-528-4528  
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.chattahoochee.edu/services/international-services](http://www.chattahoochee.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 support services, please contact:
Dr. Barry Munday
Paulding Campus
Room 207
Barry.Munday@ChattahoocheeTech.edu
(770)443-3612.

Special Populations Services
Special Populations Coordinator, Marietta C1101H 770-528-4484
Special Populations Specialist, North Metro 132P 770-975-4023

Special Populations Services are available to meet the needs of qualifying students. It is the mission of our program to provide student centered comprehensive programs, services, and events that promote equality, enhance the educational experience, foster success, and contribute to the self-sufficiency of students.

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

Services are available to students who are:
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 and deadline information is available on the website. All applications are to be submitted electronically and include an official copy of the student’s class schedule. Books picked up by appointment only on select campuses. Application and schedule are emailed to:
SpecialPops@ChattahoocheeTech.edu.

Visit the website for more resources and information:
WWW.CHATTAAHOOCHEETECH.EDU/SERVICES/SPECIAL-POPULATIONS-SERVICES
The Office of Campus Life provides opportunities for college engagement 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)
Association of Information Technology Professionals ~AITP (M)
Biological Sciences Club (C)
Car Club (NM)
Chess & Board Games Club (NM)
Christian Fellowship Club (M)
Clinical Laboratory Technology (CLT) Club (C/M)
Entertainment Technology Council (MV)
Humanities Club (C)
International Club (M)
Institute of Electrical and Electronics Engineers -IEEE (NM)
Interiors Club (MV)
Lambda Nu (NM)
National Society of Leadership & Success (All)
National Technical Honor Society -NTHS (All)
Phi Beta Lambda (M)

PLANE (NM)
Public Safety Club (M/NM)
Rh Torch Alpha – PTA (NM)
Student Government Association (All)
SKILLS-USA (All)
Science and Math Club (M)
Sci-fi/Anime Club (M)
Student Nurses’ Association (AU)
Surgical Technology Club (NM)
White Hat Brigade (MV)

Campus designation:
M — Marietta
C — Canton
NM — North Metro
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

- 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)
- Intermural Sports and Activities

TCSGAA Club Level 1

- Men’s Varsity Basketball
- Women’s Basketball

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