

# Student Affairs

## Coronavirus (COVID 19) FAQ

---



July 14, 2020

### ADMISSIONS

#### **Are the admissions offices open? At what campuses and for what hours?**

The admissions offices at the Appalachian, Marietta, North Metro, and Paulding campuses are open with reduced staff from 10am – 4pm Monday – Friday. (Note: The Appalachian and Paulding campuses will close each day for lunch from 12:30 pm – 1:30 pm.) If you would rather not come visit us in person, you can reach us at 770-528-4545 (press option 2, then option 2) or email [Enroll@ChattahoocheeTech.edu](mailto:Enroll@ChattahoocheeTech.edu). Or, you can contact your [Admissions Counselor](#) directly.

#### **How can I complete placement testing?**

Due to the uncertain availability of ACCUPLACER, Chattahoochee Tech will not require placement testing for Fall semester applicants. Fall applicants will not be required to test in order to gain admittance to CTC. (Admissions requirements for Spring Semester 2021 and beyond are to be determined.)

If you have already tested for Fall semester or have any other testing-related questions, please contact your [Admissions Counselor](#). If you are a dual enrollment applicant and have questions regarding testing, please email [Dual.Enroll@ChattahoocheeTech.edu](mailto:Dual.Enroll@ChattahoocheeTech.edu).

#### **Are campus tours still offered?**

Campus tours are canceled until further notice. Check our [Campus Tours webpage](#) for updated information.

#### **Will admissions deadlines be changed?**

The final admissions deadline for Fall Semester is July 24. (The Dual Enrollment Fall Semester deadline has already passed.)

#### **What is the processing time for my application and documents?**

Please allow up to 7-10 business days for the processing of submitted items. To check the status of your application or an admissions document, use our [Check My Application Status](#) tool.

#### **Will my New Student Orientation session be canceled?**

New students will complete a New Student Orientation via Blackboard or WebEx. Information will be provided in the student acceptance letters and on the [New Student Orientation website](#). For questions, please email [Orientation@ChattahoocheeTech.edu](mailto:Orientation@ChattahoocheeTech.edu)

### **Should I still apply for Fall Semester?**

Yes. At this time, CTC is intending to offer a full schedule Fall Semester courses. If you want to enroll for Fall Semester, you should apply as soon as possible to give yourself enough time to complete the admission process.

### **I have not yet applied to CTC but I have some questions about programs of study or the application process. Who can I talk to?**

Please contact your [Admissions Counselor](#). (If you want to enroll for Fall Semester, you need to do so as soon as possible to give yourself enough time to complete the admission process.)

### **I have applied to CTC and I have some questions about my application or admissions documents. Who can I talk to?**

Please contact your [Admissions Counselor](#). (If your question is for Fall Semester, you need to reach out as soon as possible to give yourself enough time to complete the admission process.)

## **RECORDS**

### **When is the last day I can withdraw from my summer semester courses?**

Per the academic calendar, July 14th is the last day to use the BannerWeb self-service withdrawal.

### **Will fall registration open as stated on calendar?**

Fall registration is open as stated on the academic calendar. Contact an advisor at [www.ChattahoocheeTech.edu/AcademicAdvisement](http://www.ChattahoocheeTech.edu/AcademicAdvisement)

### **Can I request an official transcript?**

To request an official transcript, please visit [www.ChattahoocheeTech.edu/Official-Transcript-Request](http://www.ChattahoocheeTech.edu/Official-Transcript-Request) and submit the online request form through TranscriptsPlus.

### **Are we having a fall commencement ceremony?**

At this time, the December 2020 ceremony is on the academic calendar. The college will be monitoring all guidelines and recommendations from the Centers for Disease Control (CDC) and Georgia Department of Public Health. Please note, students will still be able to graduate, consistent with academic standards, but the actual ceremony is still pending. If we open commencement registration and aren't able to hold the ceremony, all students will be refunded.

## **FINANCIAL AID**

### **How will my financial aid be impacted?**

Please contact the Chattahoochee Technical College Office of Financial Aid if you have questions about your financial aid. Email us at [financialaid@chattahoocheetech.edu](mailto:financialaid@chattahoocheetech.edu) or call 770-528-4545 between the hours of 8:00 a.m. and 5:00 p.m. We anticipate guidance from the U.S. Department of Education providing guidance for minimal disruption to financial aid in the spring semester.

## DUAL ENROLLMENT

**What if I am a current DE student and need help registering for my Fall classes how do I contact my DE advisor?**

You can always contact a DE advisor via email at [Dual.Enroll@ChattahoocheeTech.edu](mailto:Dual.Enroll@ChattahoocheeTech.edu) or you can request a virtual appointment or phone call through the “DE contact us page” for current DE students at [www.ChattahoocheeTech.edu/DeContactUs](http://www.ChattahoocheeTech.edu/DeContactUs)

**What if I am a prospective DE student and have questions about applying how do I contact someone within the DE department?**

You can always contact the DE department via email at [Dual.Enroll@ChattahoocheeTech.edu](mailto:Dual.Enroll@ChattahoocheeTech.edu) or you can request a virtual appointment or phone call through the “DE contact us page” at [www.ChattahoocheeTech.edu/DeContactUs](http://www.ChattahoocheeTech.edu/DeContactUs). The Dual Enrollment department has updated the admissions steps and document requirements to accommodate online services. All steps in the admission process can be done remotely. Please visit the Dual Enrollment webpages on the college website to view Dual Enrollment admission steps to apply and deadlines. Dual Enrollment steps and deadlines differ than that for traditional college students applying: [www.ChattahoocheeTech.edu/DEAdmissions](http://www.ChattahoocheeTech.edu/DEAdmissions)

## STUDENT SUCCESS

### **New Student Orientation:**

New students will complete a New Student Orientation via Blackboard or WebEx. Information will be provided in the student acceptance letters and on the [New Student Orientation website](#). For questions, please email [Orientation@ChattahoocheeTech.edu](mailto:Orientation@ChattahoocheeTech.edu)

### **Student Resources and the Golden Eagle Food Pantry:**

Staff is available to assist students. Please email [Special.pops@ChattahoocheeTech.edu](mailto:Special.pops@ChattahoocheeTech.edu) for more information.

### **Disability Support Services:**

Staff is available to assist students. Please email [Disability@ChattahoocheeTech.edu](mailto:Disability@ChattahoocheeTech.edu) for more information.

### **Counseling Services:**

Staff is available to assist students. Please email [Counseling@ChattahoocheeTech.edu](mailto:Counseling@ChattahoocheeTech.edu) for more information.

### **Veteran Services:**

Staff is available to assist students. Please email [Veteranservices@ChattahoocheeTech.edu](mailto:Veteranservices@ChattahoocheeTech.edu) for more information.

### **Office of Career Development:**

Staff is available to assist students. Please email [Career.Services@ChattahoocheeTech.edu](mailto:Career.Services@ChattahoocheeTech.edu) for more information.

**Are student events being held on campus?**

There are no student events being held on campus during the summer term.

A limited number of student events are currently scheduled to be held on campus during fall semester. During these events, all students must wear a face covering and practice social distancing.

**Recreation Center:**

The Recreation Center at Marietta will remain closed. For any questions, please email [Rec.Wellness@ChattahoocheeTech.edu](mailto:Rec.Wellness@ChattahoocheeTech.edu)

