# **Spring Student Information**

January 5, 2021



New applicants to CTC should visit the <u>Office of Admissions</u> web page for assistance in beginning the application process. Priority application deadline for Summer Semester is May 14<sup>th</sup>. Classes start June 5<sup>th</sup>. Fall Semester priority deadline is July 24<sup>th</sup> with classes starting on August 16<sup>th</sup>.

Chattahoochee Technical College strives to provide a safe and healthy educational environment for our students, faculty and staff. For that reason, spring semester course offerings will continue to take place primarily online. As we did in the fall semester, we have added specific measures on our campuses to meet approved guidelines and to encourage a safe environment for those on campus.

- Masks are required in all campus buildings unless an individual is alone in a room/office.
- Individuals are encouraged to socially distance when on campus.
- Many of our campus services are now being offered online.
- Students are asked to do their part in keeping our campuses safe.
- Students may be assigned seats in classrooms to assist with contact tracing.
- CTC has a COVID Response Team made up of primarily health science faculty, who evaluate situations as they arise on campus.
- Students, faculty and staff who are affected by the Coronavirus (COVID-19) are asked to complete the <u>COVID-19 Self Reporting</u>
  <u>Form</u>. The submission of this information allows the College to take appropriate preventative measures and offer available resources.
- Students, faculty and staff who are affected by the virus may be required to quarantine.

# **Spring Semester Office Hours:**

#### Appalachian Campus

# **Hours of Operation**

Mon – Thur: 7:30 a.m. – 8:30 p.m.

Fri: 7:30 a.m. – 4:00 p.m.

#### Student Affairs / Financial Aid Office Hours

Mon - Thurs: 8:00 a.m. - 4:00 p.m.

Fri: 8:00 a.m. -1:00 p.m.

Closed for lunch: 12:30 p.m. - 1:30 p.m.

# **Marietta Campus**

# Hours of Operation

Mon - Thur: 7:30 a.m. - 8:30 p.m.

Fri: 7:30 a.m. - 4:00 p.m.

#### Student Affairs / Financial Aid Office Hours

Mon - Thurs: 8:00 a.m. - 4:00 p.m.

Fri: 8:00 a.m. -1:00 p.m.

#### **North Metro Campus**

# **Hours of Operation**

Mon – Thur: 7:30 a.m. – 8:30 p.m.

Fri: 7:30 a.m. – 4:00 p.m.

## Student Affairs / Financial Aid Office Hours

Mon - Thurs: 8:00 a.m. - 4:00 p.m.

Fri: 8:00 a.m. -1:00 p.m.

#### **Paulding Campus**

# **Hours of Operation**

Mon-Thur: 7:30 a.m. - 8:30 p.m.

Fri: 7:30 a.m. - 4:00 p.m.

#### Student Affairs / Financial Aid Office Hours

Mon - Thurs: 8:00 a.m. - 4:00 p.m.

Fri: 8:00 a.m.-1:00 p.m.

Closed for lunch: 12:30 p.m. - 1:30 p.m.

Austell, Canton, Mountain View, and Woodstock Campuses are classroom only locations—no office hours.

# Other helpful links:

Spring Semester Schedule

Academic Advisement

**Counseling Services** 

Georgia Department of Public Health