

# GNTC Orientation Packet

Packet Updated: 01-12-22

# GNTC students get Office 365 for free!

1. Go to the [GNTC Okta site](#).
2. Sign in to access the Okta Dashboard and click the “Microsoft Office 365 Students Office Portal” button

When you sign in, you will be given the option of accessing Microsoft Office 365 products such as Word, Excel, PowerPoint, and many others. You will have Microsoft Outlook, which will be used to access your student email account. You can use Office 365 within any browser, but also have the option to download the Office 365 apps by clicking “Install Office 365”. You can use this software for all of your courses.

## Download the MyGNTC App today!

- Add/drop classes
- Access your grades
- Easy access to GNTC calendars
- Email instructors
- Receive GNTC notifications
- Manage your financial aid

Available on Google Play or Apple App Store. Search for “MyGNTC”. Apple Watch compatibility!

GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution.

# GNTC College Terminology

**Academic Advisor** – Each GNTC program has an individual who will help you review the course requirements of your program, select the correct courses, and resolve any academic problems encountered. Academic advisement is conducted by faculty and/or program directors or deans.

**Academic Probation** – GNTC requires that students maintain a minimum 2.0 cumulative grade point average (GPA) each semester to remain in school. If a student makes below a 2.0 GPA during one semester, that student will be placed on Academic Probation.

**Academic Support Center** – (Tutoring Labs) This offers free tutoring for all enrolled students. Tutoring services are designed to provide academic support if you should need additional help outside of the classroom.

**Academic Suspension** – A student on Academic Probation will be placed on Academic Suspension if he/she fails to maintain or achieve a 2.0 GPA for two consecutive semesters. A student placed on suspension will be dismissed from the college for one semester.

**ACT and SAT** – These letters are acronyms for the American College Test and the Scholastic Aptitude Test. Both tests are designed to measure a student's level of knowledge in basic areas such as math, science, English, and social studies. GNTC uses ACT and SAT scores for admissions purposes as well as ASSET and Compass and will soon allow ACCUPLACER.

**Alumni** – Former students who have graduated from GNTC.

**Application/Acceptance/Admission** – Application is the process by which a prospective student submits the required forms and credentials to GNTC. Application criteria include previous academic records, test scores, and other information provided by the applicant. Admission is the status granted to an applicant who meets the entrance requirements of GNTC.

**Associate of Applied Science Degree** – Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs of a minimum of 60 credit hours with a cumulative GPA of 2.0 (a "C" average).

**Audit** – A GNTC student who does not want to receive credit in a course may, with the approval of the instructor, audit the course as a "visitor." Students must pay all tuition and fees for this course and are not eligible for financial aid. A grade will not be earned for auditing a class.

**Blackboard** – The online learning website used for completing coursework for web-enhanced, hybrid, and online courses.

**Bookstore** – GNTC bookstore is located at our Floyd Campus in Rome where students can purchase books, supplies, and other items related to their coursework.

**Business Office** – The GNTC Business Office is responsible for all financial transactions of the institution. GNTC students who have questions about their tuition and fees, or who need to make a school-related payment, can go to this office.

Catalog – GNTC’s college catalog provides information that includes the college’s history and philosophy, policies and procedures, accreditation status, courses of study, degrees, diplomas, and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc. Students can refer to the catalog to determine the criteria on which academic, financial, and admissions decisions are made.

Credit Hours – GNTC’s courses are measured in terms of credit hours. Classes are generally three credit hours but can be 1-6 credit hours in length.

Dean’s List – A semester GPA of 3.5 to 3.79 with a course load of at least 12 credit hours will place a student on the Dean’s List for that semester.

Drop/Add – Drop/Add is held at the beginning of a term. During this time, students can drop and add courses without penalty. After Drop/Add, students will be assigned a W if they drop the course by the drop deadline. After the drop deadline, students will earn a WF or WP depending on the grade earned in the course.

Students must complete an Official Drop/Add form to drop and/or add a class(es) or can adjust their schedule in MyGNTC.

Extra-Curricular Activities – GNTC offers non-classroom activities such as clubs, student government, recreational and social organizations. All students are encouraged to participate.

FAFSA – GNTC students must complete a FAFSA for each academic year. The financial aid year begins July 1 and ends June 30. The FAFSA application is required for financial aid, including loans, grants, college work-study, and other federal and state programs. No financial aid will be applied until the FAFSA application requirements are met.

Fees – Fees are charges separate from tuition and used to cover the cost of materials, equipment needed in certain courses, and student events, activities, programs, and publications.

Final Exams (Finals) – In some GNTC courses, exams are given during the last week of classes each semester. The day and time can differ from regular class time. The type of exam administered in a course is determined by the course instructor.

Financial Aid – Grants, scholarships, loans, and part-time employment are available from federal, state, institutional, and private sources. Students can be eligible for multiple financial aid types which can be combined into an "award package" to meet the cost of education. The types and amounts of aid awarded are determined by financial need, available funds, student classification, the program of study, academic performance, and the timeliness of application.

Full-Time Enrollment/Part-Time Enrollment – At GNTC, a full-time student is enrolled in 12 or more credit hours in a semester. A part-time student is enrolled in less than 12 credit hours in a semester.

Hybrid – A GNTC hybrid course is offered 50% on campus and 50% online. This offers the opportunity to be in the classroom for personal communication and the flexibility of an online component.

Lecture/Laboratory Classes – GNTC offers some courses that have both lecture classes and lab requirements. Lecture classes are ones in which the instructor lectures on class material. Laboratory classes allow students to perform tasks related to their major so that they understand what is being taught in the lecture.

Letter Grades– GNTC uses letter grades to assess student achievement. Letter grades are calculated using the following method: A's (100-90); B's (80-89); C's (70-79); D's (60-69); and F's (<60).

Mid-Term Exams (Midterms) – During the middle of each semester, instructors may give mid-term exams that test students on material covered during the first half of the semester.

MyGNTC – Online portal that gives GNTC students access to their student academic, financial and personal information.

No-Shows – A “no-show” is a student who does not attend class during the first full week of the semester. For online students, a “no-show” is a student who does not complete the first required online assignment. “No-shows” will be removed from the course and will not be permitted to attend class during or after the second week of the semester without written approval from the course instructor and approval from the Vice President of Academic Affairs.

Orientation – Orientation is a fun, interactive, planned program for new students to meet other students, become familiar with campus services, and register for classes.

Prerequisite Courses – A prerequisite course is a course that must be taken in preparation for another course. For example, Accounting 1101 must be taken before Accounting 1102.

President's List – A semester GPA of 3.8 or higher with a course load of at least 12 credit hours will place a student on the President's List for that semester.

Program of Study/ Major – A student's major is his/her chosen field of study that requires the successful completion of a specified number of credit hours.

Purge – A purge is when, after the payment deadline, a student's schedule is deleted; this is usually related to a non-payment or financial aid issue.

Registrar – GNTC's Registrar is responsible for maintaining academic records including class enrollments, statistical information on student enrollment, certification of athletic eligibility, student eligibility for honor rolls, certification of the eligibility of veterans, administering probation, and retention policies, and verification of the completion of degree requirements for graduation.

Schedule of Classes – A student schedule is a list of all courses in which the student is enrolled each semester. The Class Schedule lists the course number, time and days the course meets, the room number, building name, and the instructor's name. M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday

Student Email – GNTC issues all students an official college email address. This email address is the official address for communication from GNTC. (Example: BStudent11@students.gntc.edu)

Student Identification Card (I.D.) – A GNTC student ID is issued by the college and is similar to a driver's license in that it includes a photograph of the student, a student number (ID number), the student's name, and the name of the college. Please have your student ID with you at all times.

Syllabus – All GNTC instructors will provide students with this course outline that includes important dates, assignments, expectations, and attendance and grading policies specific to that course.

**Transcript** – The GNTC transcript is a student’s permanent academic record at a college and shows courses taken, grades received, academic status, and honors received. Official transcripts are not released by the college if the student owes any money to the college.

**Transfer of Credits** – Some students attend more than one institution during their college career. When a student moves or transfers from a college to GNTC, they can transfer in accumulated credit hours from the former institution. GNTC reviews each transcript to determine which courses will transfer and apply toward GNTC’s graduation requirements.

**Tuition** – Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books or fees. Tuition charges are dependent on such factors as a resident or out-of-state status.

**Tutor** – GNTC offers free tutoring that provides academic instruction outside of the classroom. Tutors help students better understand course material and improve course grades.

**Web-Enhanced** – These GNTC classes meet on campus each week but include an assignment in Blackboard(online).

**Withdraw** – GNTC students can withdraw from all courses up to a certain point during the semester by completing the Official Withdrawal Form. Students who withdraw on or before the third day of the semester can do so with no penalty. Withdrawal after the third day of the semester will receive a “W” in the course.

Withdrawal can impact your financial aid eligibility, your academic standing, and require that you pay back federal financial aid.

**Work Ethic Grades** – In addition to the letter grade received in a course, in some courses, students receive a grade based on the following work ethics: appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect, and teamwork. The grading scale is as follows: 3=Exceeds Expectations; 2=Meets Expectations; 1=Needs Improvement; and 0=Unacceptable.

**Notice:** The GNTC Vocabulary List does not supersede the policies and procedures listed in the GNTC Catalog and Student Handbook, which are subject to change. Always refer to these documents for the most current information. GNTC is a Unit of the Technical College System of Georgia and an Equal Opportunity Institute.

# Expecting a Refund?

Some GNTC students are eligible for a refund of their unused financial aid. To receive your refund, you must select a refund preference with BankMobile. For more information, please visit [BankMobile](#).

# Georgia Campus Carry Bill

## Student Guidance and Education

- Date of implementation July 1, 2017
- Break down elements of the statute 16-11-127.1
  - Must be 21 or over (unless an active member of the military)
  - Applies to anyone on-campus-- student, faculty, staff, contractor, or visitor
  - Applies only to handguns (revolvers and pistols)
  - Must have valid GA Weapons Carry License (WCL) or a weapons carry license or permit from reciprocal state provided that the license carrier is not a resident of GA. If they become a GA resident they must obtain a GA carry license (active military exception)
  - Locations authorized
    - In any building or on real property (buildings or land) owned or leased by the college, unless specifically prohibited below
  - Locations prohibited
    - Any buildings or property used for athletic sporting events (while the athletic event is occurring)
    - Student housing (includes fraternity and sorority houses)
    - Preschool or childcare spaces (defined as separated by electronic mechanism or human-staffed point of controlled access)
    - College and Career Academies
    - Classes with dual enrollment students (defined as the space or room being currently used for dual enrollment instruction)
    - Faculty, staff, or administrative offices
    - Rooms where disciplinary hearings are conducted
  - Must be concealed
    - Concealed defined—carried in such a fashion it does not actively solicit the attention of others... is not openly and intentionally displayed. Substantially covered by an article of clothing, or carried within a bag of nondescript nature

## Additional Points for Consideration:

- It is incumbent upon the weapons carry license holder to know the law and follow it at all times.
- It is the responsibility of the license holder/gun owner to ensure that they have received gun safety training on proper loading, use, and carry (including concealed carry) of a firearm. Colleges (including their police or security departments) will not provide firearms training to anyone other than employed sworn police officers.
- Active Shooter training is provided to all students and employees. In the event of an active shooter type occurrence, police will respond with the intent of locating and stopping the threat. It is the responsibility of the licensed carrier to clearly identify themselves and immediately obey all instructions given by law enforcement.



## Frequently Asked Questions:

1. Where can weapons be secured when not being carried on campus by permit holders? The gunowner's vehicle. Schools will not provide weapons storage facilities.
2. How will anyone know whether a class has dual enrollment students in it? It is incumbent upon the licensed carrier to determine when these conditions exist and not violate the law. Students may ask their fellow classmates if anyone is a dual enrollment or a high school student, however, fellow students are not required to identify themselves as dual enrollment or high school student.
3. What is the penalty for violation? See OGCA 16-11-127.1. If the violator has a valid carry license, on the first offense, the penalty is a misdemeanor and a \$25 fine. If the violator does not have a carry license the charge is a felony.
4. Can law enforcement ask to see a weapon carry license at any time? Law enforcement may not detain an individual for the sole purpose of asking if they have a carry license or requesting to view it.
5. Must the permit be on your person while carrying? Yes
6. Does it apply to any area where a student conduct hearing may occur or has occurred? It applies to any area where a student conduct hearing is occurring or will occur in the immediate future.
7. What happens when high school (or younger) students are in common areas? The prohibition only applies to areas in current use for the instruction of students who are dual enrollment. Common areas where these students may be present are not covered.

# What is DegreeWorks?

DegreeWorks is a computerized program and academic advising tool designed to assist students and advisors in reviewing student degree progress. DegreeWorks re-organizes the student's transcript by easily identifying courses completed and what courses are still required to fulfill degree requirements. It is a goal of Georgia Northwestern Technical College that DegreeWorks will help students move toward graduation success.

## What can DegreeWorks do for me?

- Help determine what courses a student needs to take to complete a major
- See how student coursework can be applied toward another major or concentration by running a "What If" search
- Estimate degree completion time for a student
- Determine which courses a student has taken or transferred, and which courses count as electives
- View transfer credits and exemptions applied toward major
- View current student registration
- View pre-requisites and co-requisites for courses
- See vital student information from Banner in one screenshot—cumulative grade point average, individual course grades, student academic standing, current major, high school/ GED information, and awards already earned

## Where can I find DegreeWorks?

Log in to MyGNTC, click on Student Services, and then select "DegreeWorks". Your current audit will automatically show up.

# Support Services

## GNTC Help Centers

If you don't know where to go for help, go to a GNTC Help Center. Help Centers are located on every campus, and the staff there will assist with any questions you might have. Questions can include the following:

- Change address/phone number
- Change major
- Drop classes/total withdrawal
- Email login issues
- Enrollment verification
- Financial Aid
- ID cards
- MyGNTC login issues
- Parking Passes
- Program questions
- Transcripts
- Transfer credit

## Accessibility Services

Coordinates support services for GNTC students who request accommodations and academic adjustments. We are committed to providing equal access for participation in all programs, services, and activities.

- All Campuses - Brittany Elrod, 706-295-6517

## Career Services

For help with jobs, interviewing, and resumes.

- Matt Bryant, 706-295-6751

## Clubs/Activities

- Trish Wiggins, 706-295-6343
- Josh Hickman, 706-802-5040

## Special Populations

Serves single parents, out-of-work individuals, English learners, homeless individuals, foster care students, economically disadvantaged, non-traditional program students, and individuals with disabilities. These students will also have access to the GNTC food pantry and clothing closet, the lending library program, skills workshops, student success workshops, student support workshops, peer meetings, and resource center referrals.

- Daizha Staples, 706-291-3362

## Need a Success Coach?

Luckily, Georgia Northwestern Technical College has Student Success Coaches available just for you! College can be a struggle sometimes; let us help you through it. We want you to achieve all the goals that you set for yourself. Please feel free to reach out to one of our Coaches whenever you need to talk to someone.

- CCC – Amanda Caito, 706-712-0718
- FCC – Mary Ann Russell, 706-295-6964, or Lacie Self, 706-295-6932
- GCC – Tori Townsend, 706-378-1730
- PCC – Lacie Self, 706-295-6932
- WCC – Lisa Pearson, 706-764-3512
- WMC – Amanda Caito, 706-712-0718
- Email the [Student Success Coaches](#)

## Tutoring Schedule/Academic Support Center (Tutoring Labs)

Visit GNTC's Schedules & Calendars page under My Resources for information on times and days for Tutoring.

## WIOA

Workforce Innovation and Opportunity Act Program (WIOA) is a federally funded program that may assist eligible students with tuition, fees, books, transportation, childcare, and other program-required expenses.

- For further information please call 706-295-6935.

## Youth Success

Assists with the GED (ages 16-24); with Work Experience (ages 18-24) Academy and with ITA – Assist with college expenses (age 19-24)

- FCC - Lindsay Hardin, 706-295-6940
- WCC - Carrie Allmon, 706-764-3783

# GNTC Student Life

## Campus Life

Games, Entertainment, Giveaways, Meals, Online Contests

## Student Clubs and Organizations

- Phi Beta Lambda
- Skills USA
- Student Government Association

## Intramural Competitions

- Flag football
- Softball
- Bowling
- Golf
- Basketball
- Golf
- Gaming

## For More Information Contact

- Trish Wiggins, 706-295-6343
- Josh Hickman, 706-802-5040

# Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act Program (WIOA) is a federally funded work training program that assists students who are currently laid off or students who have very low family income. The eligible student will be learning new skills for tomorrow's workforce. WIOA may pay a small travel stipend or assist with childcare expenses to those who qualify. It may also pay for program-required tuition, fees, books, supplies, and/or other related materials that fall within program limits.

To be eligible, an applicant must have been either laid off, due to no fault of their own, live in a household where the family income falls within federal WIOA income guidelines, or be listed as a food stamp recipient.

All applicants who are deemed eligible may not be accepted into the WIOA program for the semester for which they have applied. In that situation, an applicant's file will be placed on hold until the next semester. All applicants will be notified as to whether they are accepted, placed in holding, or denied.

WIOA cannot assist students who are training in certain medical programs until all pre-requisite classes have been completed, and the student has been accepted into the program of study. WIOA may assist as most other programs of study begin. A WIOA application can be obtained by visiting your local campus's WIOA department.

Applicants are expected to be enrolled full-time (at least 12 hours of credit classes) and must maintain a GPA of 2.0 or higher, have good work ethics grades, good attendance, and maintain a positive attitude.

New participants are required to attend a meeting at which all policies and procedures and other information regarding the requirements of the WIOA program will be discussed.

WIOA participants must complete their program of study within two years and be ready to go to work. Generally, an applicant will be deemed ineligible if he or she has a previously earned credential and the skills that would effectively assist him or her with attaining a job in the current job market.

Failure to return all of the application pages and required documentation may result in receiving no assistance from WIOA.

- Please call 706-295-6935 for information regarding WIOA

# Library Services

## What do Library Services offer for students?

- Fiction and non-fiction books
- Popular and academic DVDs
- Computers with internet access
- Wireless internet
- Printing, copying, and faxing
- Online Services
- Non-fiction eBooks
- Online journals through GALILEO (password needed off-campus)
- Image, document, and encyclopedia databases
- Library guides for accessing resources
- Check out the "A-Z Database List" page for databases.
- Finding Items

## Searching the Catalog

Search the online catalog called Surpass from anywhere to look at what library books and DVDs we have! To access visit the Library Homepage, Click the Surpass link, simply type a keyword and see if it pulls anything up.

## Material Locations

GNTC Library Services materials are organized by the Library of Congress Classification System. If you have the call number for the item you want, locate it on the spine or front of the item.

## Using Computers

Login is required using your GNTC username and password. Remember to read GNTC's Computer Use and Internet Policy for information on what is allowed.

## Printing and Faxing

- Black and white printing and copying: \$0.05/page
- Color printing: \$0.50/page
- Faxing: \$0.50/page

We use a self-service print release station, so ask a librarian if you need help!

## Checking Out Items

Your GNTC student ID is your library card, so be prepared to use it to check out items. You are responsible for anything checked out on your card. Check Out Periods:

- Books: 28 days
- DVDs and CDs: 14 days
- Reference books and DVDs: Library use only.
- Reserve books: Library use only.
- It is your responsibility to make sure the books are back by their due date. Circulating items can be "renewed" for additional time if you call or talk to library staff.

## Overdue Fines

There are no daily overdue fines, but if an item is declared lost you will not be able to check out other items and a hold will be placed on your Banner account.

## Replacements

If a book is lost, stolen, or badly damaged, a replacement cost will be charged.

## Orientations and Help

The library staff offer library instruction to introduce students to the library and library resources. Your instructors can arrange for the entire class to have library instruction by calling the library or emailing a librarian. Students can always ask library staff for individual instruction as well.

## For More Information

You can also visit our [How to Guide](#) for step-by-step instructions on using library resources.

- CCC: 706-965-1137
- FCC: 706-295-6845
- GCC: 706-378-1718
- PCC: 706-378-1781
- WCC: 706-764-3533
- WMC: 706-272-2941



# ESPYR- Student Assistant Program

Helping You Succeed in College and Life

Free Confidential Personal Counseling and Help Line

Get help with:

- Stress
- Crisis Management
- Emotional Issues
- Family Issues
- Navigating change
- Relationship issues
- School problems
- Financial issues
- Substance abuse
- Legal issues

Free 24/7/365 access to licensed counselors and professionals. Paid for by your Student Activities fees so no additional cost. Contact ESPYR at 866-734-5890.

# Online Learning

## Course Classifications

- **Online** - the course is entirely online and communication with your instructor is done via email and course software.
- **Hybrid** - the course is taught partially on campus and partially online.
- **Web-enhanced** - all meetings are on campus, but many components of the course like the syllabus, assignments, etc. can be found online.

## Blackboard

Blackboard is the name of the courseware technology used to deliver online classes. You can see it at the demo course on our website. Communication with your instructor and classmates will take place in this environment. Be sure to save the Blackboard URL address under your favorites or bookmarks in case the GNTC website is down.

You can find assistance for sending assignments, adding discussion posts, and sending emails in Blackboard by clicking on the Blackboard FAQs page.

To change your password, you can click on personal information under tools and click change password.

## Login to Blackboard

To log in to your course you can click on Blackboard at GNTC and use the same information you use for MyGNTC as username AND password. If you are unable to log in at that time please check MyGNTC to be certain your schedule was not dropped. If no schedule appears for this term, please contact Student Assistance at 866-983-4682.

For all other login issues please email Online Help from your GNTC student email (when possible) and include your name and ID number.

Students are welcome to complete work for classes using Blackboard on campus if they do not have the recommended software. The lab schedule can be found on the GNTC website under Resources, Schedules & Calendars.

GNTC is not responsible for software on personal computers.

## Class Expectations

Communication with the instructor is via email, not by phone or face-to-face. You will find a list of email addresses for full-time instructors on the college website. Our part-time (adjunct) instructor's contact information will be in the course syllabus.

Courses are not totally self-paced. Students have to meet deadlines within the time frame for the course term.

Please keep your instructor informed. If you have not received any communications by the first day of classes please contact the registrar or your instructor.

## Frequently Asked Questions

What if my computer crashes?

Have a plan "B" such as a friend's computer or transportation to campus. Public libraries usually have computers.

Are online classes easier than classes on campus?

Online courses are not easier; it is just a different format. State standards are met in both formats.

How much time do I have to spend on an online class?

That varies, but you should spend time each day in your online courses. They are not entirely self-paced and many require 1-3 hours per day.

I need to have face-to-face interaction with the instructor, will I have that online?

Communication with your instructor is seldom face-to-face or even by phone. If you're learning style requires this type of attention, you might consider a campus class.

# NetTutor

## Free Online Tutoring is Available

For access to free online tutoring, log in to your Blackboard account or visit our tutoring centers. In Blackboard under My courses, select the NetTutor option on the left navigation pane.

Click on the NetTutor link provided on the following page. Please disable your pop-up blocker before clicking the link.

## Online tutoring is available for:

- Accounting
- Allied Health
- Business Law
- Chemistry
- Computer Science
- History
- Humanities
- Literature
- Management
- Math
- Paper Help (all subjects)
- Psychology
- Reading
- Sociology
- Statistics

All NetTutor tutors are qualified professional tutors available any time of day.

# Bookstore

[Available Online](#)

Our bookstore has limited in-store hours that may vary per semester, however, our online bookstore is available 24/7.

## Set the textbook free!

These courses do not require textbooks. Your book is loaded into Blackboard.

- Chem 1211
- Econ 1101
- Empl 1000
- Engl 1010
- Engl 1101
- Engl 2130
- Hist 2111
- Pols 1101
- Psyc 1101
- Soc 1101