



OGEECHEE TECHNICAL COLLEGE NEW STUDENT  
**ORIENTATION GUIDE**

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# NEW STUDENT CHECKLIST



## Before the FIRST DAY of class:

### NEW STUDENT ORIENTATION

- Complete the mandatory online orientation ([www.ogeecheetech.edu/orientation](http://www.ogeecheetech.edu/orientation)) *before* you register for classes.
- Attend **Meet Your Campus** orientation sessions to gain valuable information that will help you start your first semester at OTC on the right track. Refer to [www.ogeecheetech.edu/orientation](http://www.ogeecheetech.edu/orientation) for Meet Your Campus dates.

### GET STUDENT ID BADGE

- Visit Enrollment Services in the Joseph E. Kennedy Building to get your student ID made.
- This ID must be worn above the waist at all times while you are on campus. *Tip: your student ID# is on the back of your badge.*

### LOG INTO YOUR STUDENT ACCOUNTS

- Log into your BANNER WEB, STUDENT EMAIL, and BLACKBOARD accounts before the semester begins.

*Refer to the STUDENT ACCOUNTS section of this guide for detailed login information.*

### MEET WITH YOUR ADVISOR FOR ADVISEMENT AND REGISTRATION

- To make an appointment with your advisor, visit [www.ogeecheetech.edu/advisor](http://www.ogeecheetech.edu/advisor).
- Refer to your acceptance letter to find the name of your advisor, in addition to detailed instructions on how to make an appointment.

*Refer to the ADVISEMENT section of this guide for further information.*

### CHECK YOUR FINANCIAL AID STATUS

- Complete the FAFSA (Free Application for Federal Student Aid) by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - Enter your NAME as it appears on your Social Security Card.
  - Enter your Tax Return information.
  - Enter Ogeechee Technical College as your college of choice (SCHOOL CODE = 030300). Check your financial aid status and award information by logging into your Banner Web account or by talking to a financial aid advisor.

*To avoid being dropped from your courses, pay your outstanding balance by the tuition deadline.*

### REGISTER FOR PARKING DECAL

- Register for your parking decal at [www.ogeecheetech.edu/parking](http://www.ogeecheetech.edu/parking).
- Your parking permit can be picked up at the Business Office, located in the Joseph E. Kennedy Annex.
- Decal must be placed in the bottom left corner of your rear window to avoid receiving parking citations.

### REVIEW CLASS SCHEDULE

- Review your course schedule in Banner Web. *Refer to Student Account section for login information.*
- Pick up a copy of the campus map in Enrollment Services to familiarize yourself with classroom locations, or view the map online: [www.ogeecheetech.edu/map](http://www.ogeecheetech.edu/map).
- Establish an efficient time management system to balance class time, homework, family, friends, work, etc.

### PURCHASE TEXTBOOKS

- Review your course schedule to help determine required textbook/s.
- Visit the bookstore on campus or online ([www.bookstore.ogeecheetech.edu](http://www.bookstore.ogeecheetech.edu)) to purchase your textbooks.

*Tip: You will not be able to use your Financial Aid to purchase textbooks until the 1st day of class.*

*DO NOT SKIP CLASS IN ORDER TO PURCHASE YOUR BOOKS.*

### REVIEW CAMPUS CALENDAR

- Visit the campus calendar [www.ogeecheetech.edu/calendar](http://www.ogeecheetech.edu/calendar) to view the academic calendar, student activities, financial aid deadlines, holidays, etc.

# NEW STUDENT CHECKLIST



## During the FIRST WEEK of class:

### ATTEND CLASS

- Be on time and attentive for all of your classes, especially during the first week.
- Introduce yourself to your instructors and let them know how they can assist you throughout the semester.

### GET FAMILIAR WITH CAMPUS RESOURCES

- Visit the Student Navigator located in the Academic Enrichment Center, in Enrollment Services, office 183A in the Joseph E. Kennedy Building for information on tutoring and other helpful resources.
- Visit the Library, located in the Joseph E. Kennedy Building, and meet our Director of Library Services.
- Visit our student computer labs on campus. These areas will be useful when completing online assignments and class projects:
  - Success Lab – Rm 184 Joseph E. Kennedy Building in Enrollment Services
  - Library – Rm 348 Joseph E. Kennedy Building

*Review the **CAMPUS RESOURCE** section for more resources available to students.*

## Midterm:

### MEET WITH YOUR ADVISOR TO REGISTER FOR COURSES

- To make an appointment with your advisor, visit [www.ogeecheetech.edu/advisor](http://www.ogeecheetech.edu/advisor).
- Select your program from the SELECT DIVISION drop down menu.
- Select your advisor from the SELECT ADVISOR drop down menu.
- If you are a new user, you will need to create an account. If you are a returning user, login with your existing account information.

*Refer to the **ADVISEMENT** section for further information.*

### REVIEW YOUR DEGREEWORKS PROFILE

- Access Degree Works through your Banner Web account to review your overall academic profile and plan for future semesters.  
*Refer to the **Student Accounts** section for login information.*
- Make an academic plan for the upcoming semesters. Meet with your advisor to ensure you are on track for the next two semesters of classes.

# STUDENT ACCOUNTS



## BANNER WEB

Banner Web is the student's portal to check course schedules, register for classes, view grade history, locate account login information, request an academic transcript, verify financial aid, authorize direct deposit of awards, apply for graduation, and much more.

- Visit [www.ogeecheetech.edu/banner](http://www.ogeecheetech.edu/banner).
- Select Enter OTC Banner Web from menu.
  - **User ID:** first part of student email address (*example: login for istudent@student.ogeecheetech.edu will be istudent*)  
If you do not know your student email address, you can find it using the **CLICK HERE FOR OTC CREDENTIALS** function on [www.ogeecheetech.edu/assistance](http://www.ogeecheetech.edu/assistance).
  - **Password:** Your default password is your upper case first name initial, lower case last name initial and your date of birth combined (*example: Ima Student born April 13, 1974, would use the following password: Is041374*).

## STUDENT SCHEDULE:

To view or print your schedule from your Banner Web account:

- Select Student Services and Financial Aid from the menu then select Registration.
- Select View Detailed Schedule.

## STUDENT EMAIL

Ogeechee Technical College faculty and staff use Microsoft Office 365 email accounts to communicate securely with students. Your student email account is the primary method of communication for your instructors. Routinely checking your student email will keep you informed of financial aid and/or admission requests, student activities, and important information from instructors.

- Visit [www.ogeecheetech.edu/email](http://www.ogeecheetech.edu/email).
- Select the Microsoft Office 365 image on the right that states **Student Email Login**.
- **User ID:** your entire email address
  - If you do not know your student email address, you can find it using the **CLICK HERE FOR OTC CREDENTIALS** function on [www.ogeecheetech.edu/assistance](http://www.ogeecheetech.edu/assistance).
  - **Password:** Your default password is your upper case first name initial, lower case last name initial and your date of birth combined (*example: Ima Student born April 13, 1974, would use the following password: Is041374*).

## DEGREEWORKS

DegreeWorks is a computerized degree audit program and academic advising tool designed to assist you and advisors in reviewing your program progress, establishing an academic plan, and exploring further academic opportunities.

- Login your Banner Web account.
- Select Student Services and Financial Aid.
- Click on Student Records.
- Click on the DegreeWorks link.

*For Banner Web, Student Email, and Blackboard assistance, visit [www.ogeecheetech.edu/assistance](http://www.ogeecheetech.edu/assistance)*

## BLACKBOARD

Blackboard is OTC's learning management system. You can access your course syllabus, instructor information, grades, and online assignments in Blackboard. Students will have access to courses one week prior to the first day of the semester. Check the Blackboard home page for important announcements about student accounts and access to courses.

- Visit [www.ogeecheetech.edu/blackboard](http://www.ogeecheetech.edu/blackboard).
- **User ID:** first part of your student email address. If you do not know your student email address, you can find it using the **CLICK HERE FOR OTC CREDENTIALS** function on [www.ogeecheetech.edu/assistance](http://www.ogeecheetech.edu/assistance).
- **Password:** Your default password is your upper case first name initial, lower case last name initial, and your date of birth combined (*example: Ima Student born April 13, 1974, would use the following password: Is041374*).

# ADVISEMENT



## WHAT TO BRING TO YOUR ADVISEMENT SESSION:

- A list of your program course requirements (*This list can be found under each program on [www.ogeecheetech.edu/academics](http://www.ogeecheetech.edu/academics)*)
- Your Banner Web login information
- An ideal schedule for your courses that will accommodate your work and home life
- Knowledge of your current academic standing and financial aid course load requirements
- All questions that you have regarding your program completion and program expectations

## WHEN TO CONTACT YOUR ADVISOR:

- During a scheduled meeting time for registration
- You desire assistance in developing education/career plan
- Seeking advice regarding campus resources, policies, and procedures
- You need assistance because you are failing or having difficulty with a course
- You experience personal or academic problems that hinder your academic performance

## WHEN NOT TO CONTACT YOUR ADVISOR:

- You are running late or absent from class
- You are dropped from a course and requesting reinstatement
- You are unwilling to contribute to the establishment of academic and career goals
- Before you have attempted to solve a problem/concern independently
- Seeking advice and/or help on assignments
- For final grades and/or GPA

## ACADEMIC STANDING:

A student's academic standing is used to determine financial aid and registration eligibility. Academic Standing is determined by calculating the combination of your semester grade point average (GPA) and cumulative grade point average (GPA).

- Semester GPA: ALL grades earned during one semester
- Cumulative GPA: ALL grades earned during your academic career

## ACADEMIC STANDINGS FOR OTC:

- Good: A student's cumulative grade point average (GPA) is 2.0 or higher.
- Warning: A student's cumulative grade point average (GPA) drops below a 2.0 for the first time.
- Probation: A student's cumulative GPA continues to be less than 2.0 after receiving warning status.
- Suspension: A student previously on probation has a semester and cumulative GPA below 2.0.

***A student receiving suspension status may be required to sit out at least one semester before registering for courses again, unless an appeal is submitted to and approved by the Academic Dean.***

# HELPFUL “HOW TO” DIRECTIONS



## HOW TO: DROP/ADD COURSES

Withdrawing from a class may affect your eligibility to remain in other courses on your schedule. Excessive withdrawals may also affect your financial aid eligibility due to the 67% completion rate standard for Satisfactory Academic Progress.

- During the first three days of a semester, students are able to add and/or drop courses without academic or financial penalty by speaking with their advisor.
- After the third day of the semester, students are not able to add courses to their schedule. To drop a course, students must speak to the course instructor and Financial Aid.

### *Withdrawal Policy:*

- Students who attend less than 60% of the course will be dropped and receive a “W”.
- Students who withdraw from a course and have attended more than 60% of the course will be issued a “WF” if the student is failing or a “WP” if the student is passing upon withdrawing or being dropped from the course.

## HOW TO: CHANGE YOUR PROGRAM

- A student must complete the Change of Program form located in Enrollment Services OR online at [www.ogeecheetech.edu/admissionsforms](http://www.ogeecheetech.edu/admissionsforms).
- To change programs, each student must meet with Financial Aid and Admissions.

*There is a \$15 change of program fee for all current students.*

## HOW TO: UPDATE CONTACT INFORMATION

- A student must complete the Change of Name, Address, and/or Phone Number form located in Enrollment Services OR online at [www.ogeecheetech.edu/forms](http://www.ogeecheetech.edu/forms).

Once a student is registered for courses, it is the student’s responsibility to make sure all tuition and fees are paid. Any tuition and fees not

# BUSINESS OFFICE



covered by HOPE, PELL, loans, and other forms of financial assistance must be paid by the payment deadline. ***Students with unpaid tuition/fees by the payment deadline will be purged from the class records for the term.***

The Business Office, which is located in the Joseph E. Kennedy Annex, will be happy to assist you in understanding your balance and in setting up a payment plan.

| SEMESTER/TERM  | DUE DATE        | LATE FEE APPLIED   | LATE FEE |
|--|-----------------|--------------------|----------|
| Summer Semester 2018   | May 9, 2017     | 1st day of classes | \$45     |
| Fall Semester 2018   | August 9, 2018  | 1st day of classes | \$45     |
| Spring Semester 2019   | January 3, 2019 | 1st day of classes | \$45     |
| <b><i>Student bills are emailed to students with outstanding balances weekly beginning approximately four weeks prior to the payment deadline.</i></b> |                 |                    |          |

## PAYMENT OPTIONS:

- Via [www.ogeecheetech.edu/banner](http://www.ogeecheetech.edu/banner):
  - Login to your Banner Web account.
  - Select Student Services and Financial Aid.
  - Click Select Term.
  - Enter the balance that you are paying and click Pay by Credit or Pay by Check.
  - Enter the required information, including your email address.
  - Click Continue Credit Card Payment or Continue Check Payment.
  - Verify that the information entered is correct, and click Complete Credit Card Payment or Complete Check Payment.
  - The next screen will confirm this transaction. PRINT THIS PAGE. You will also receive an email receipt at the address you provided with your payment information.

## REFUND POLICY

- Students withdrawing from a course by the end of the third instructional day of the semester shall receive a 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees (excluding the application fee). Exceptions may be allowed for customized courses that do not follow the College's standard academic calendar.
- Students who withdraw from a course after the third instructional day of the semester will not receive a refund.
- Students receiving federal financial aid should review the available Consumer Information found at [www.ifap.ed.gov](http://www.ifap.ed.gov) under the appropriate year's handbook.
- Although there will be no refund of tuition and fees after the third instructional day, students receiving Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV process (R2T4) outlined in the Federal Student Aid Handbook.
- Refunds are made without the student's request within forty-five (45) days of the last day of attendance, or from the date the student was withdrawn from the class/program.
- When the institution cancels a class or program, all of the tuition and fees collected in advance are refunded within forty-five (45) days of the planned start date of the class or program.



# CAMPUS RESOURCES



## OTC LIBRARY

[www.ogeecheetech.edu/library](http://www.ogeecheetech.edu/library) | Joseph E. Kennedy Building – RM 348

The Library offers a variety of services:

- Internet resources for conducting research
- Assistance with class papers, projects, and assignments
- Computer access for students
- Printers and photocopiers
- Tables for group study, or individual study
- Quiet study areas or group study rooms

## OTC BOOKSTORE

[www.ogeecheetech.edu/bookstore](http://www.ogeecheetech.edu/bookstore) | Joseph E. Kennedy Building – RM 309

In our bookstore you will find the following:

- New and used textbooks
- Textbook rentals
- Software
- Gifts, logo apparel, supplies, and more.

*Visit the OTC Bookstore website to find information regarding required textbooks for your courses.*

## CAREER SERVICES

[www.ogeecheetech.edu/careerservices](http://www.ogeecheetech.edu/careerservices) | Joseph E. Kennedy Building – RM 188

Career Services can provide optimal and comprehensive career development services to students and alumni, assisting them in reaching their highest level of intellectual and personal development to attain their career goals. They are able to provide the following resources:

- Career exploration
- Career fairs, recruitment events, transfer college fairs
- Employment and internship job postings
- Resume/cover letter assistance
- Interviewing skills/mock interviews

## COUNSELING

[www.ogeecheetech.edu/counseling](http://www.ogeecheetech.edu/counseling) | Joseph E. Kennedy Building – RM 192

Through OTC's counseling services, students can learn to reach their potential through meaningful introspection, well-informed choices, and resolution of problems of an interpersonal nature. Our counseling department offers the following resources:

- Career assessment
- Support groups
- Workshops
- Personal counseling
- Guidance for total withdrawal

## DISABILITY SERVICES

[www.ogeecheetech.edu/disabilityservices](http://www.ogeecheetech.edu/disabilityservices) | Joseph E. Kennedy Building – RM 189

OTC believes that all students should have equal access to higher education. Disability Services provides accommodations and services that are individualized and appropriate for students with documented disabilities.

A student must self-disclose and provide documentation of a disability that supports requested accommodations. This is in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008. Our Disabilities Services department can offer the following accommodations:

- Testing accommodations
- Interpreter services for the deaf and hearing impaired
- Assistive Technology and Software
- Assistance in obtaining books in alternative formats
- Quiet disability labs in Student Support Services department

**For a comprehensive description of the Disabilities Services department, please consult OTC's Disability Services Guide at the Enrollment Services desk.**

# CAMPUS RESOURCES



## SPECIAL POPULATIONS

Joseph E. Kennedy Building – RM 189

Special Populations Services provides student-centered, comprehensive programs, services and events, that promote equality, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations. Special Populations Student Groups include:

- Displaced homemakers: Students who have worked without pay to care for a home and/or family.
- Economically disadvantaged: Students who are Pell Grant recipients or who are receiving federal assistance such as Food Stamps and/or Medicaid.
- Limited English proficiency: English not being the first language for students.
- Non-Traditional program: Students in non-traditional programs that lead to occupations or fields that have 25 percent or less of their gender employed within the occupation.
- Single parents: Students who have the primary or joint custody of a dependent child.
- Students with disabilities: Students who have a documented disability with the Disability Services Department.

***A student must self-disclose with the Special Populations Department that he/she is a special population student.***

## STUDENT NAVIGATOR

Joseph E. Kennedy Building – Academic Enrichment Center – Rm 183A

OTC's Student Navigator works directly with students, staff, and faculty to ensure that students have the best interventions available when a problem arises, whether academic or personal.

## TEAMS ALERTS

The College has an academic alert system known as TEAMS (TCSG Early Alert Management System). If a faculty or staff member is concerned about a student, he/she can submit an alert. An alert will be answered by a member of the College and the student for whom the alert was made will be contacted by email or phone.

Students may be under an alert for the following:

- Academic Concern: The student may be struggling with comprehension, consistently not completing assignments, falling behind in class, or at risk of failing the class.
- Attendance Issues: The student has stopped attending class or has intermittent attendance, or frequently arrives late and/or leaves early.
- Personal Hardship: The student is encountering needs or deficiencies associated with housing, childcare, or other needs, or the student is perceived to be experiencing personal issues that can relay a need for counseling, stress management, or coping skills.

***If you are a student who is alerted by faculty to TEAMS, be sure to return our phone calls and emails in order for OTC to assist you in achieving your goals.***

## DEAN OF STUDENTS

Joseph E. Kennedy building – Student Support Services – Rm 198C

OTC's Dean of Students oversees all Student Support Services and evaluates and investigates student conduct issues, disciplinary procedures, and grievance procedures.

Student Grievance Policy

- TCSG's policy is to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines.
- Grievable issues include, but are not limited to, issues related to student advisement, improper disclosure of grades, unfair testing procedures, and poor treatment of students.
- There is a separate process for issues related to disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, or harassment.

# CAMPUS RESOURCES



## Student Grievance Process:

- Try to resolve the issue informally first.
- A student has 10 business days from the incident date to resolve the issue informally.
- If there is no resolution, a student may proceed to the formal grievance procedure outlined in the College catalog and must file a formal grievance within 15 days of grieved incident in the office of the Executive Vice President for Academic and Students Affairs.

## REGISTRAR:

[www.ogeecheetech.edu/registrar-home](http://www.ogeecheetech.edu/registrar-home) | Joseph E. Kennedy Building – Enrollment Services- Rm 160

## OTC's Registrar's Office provides:

- Transcript evaluation
- Assistance with transcript distribution
- Class schedules
- Registration
- Graduation
- Enrollment verifications
- Release of information (FERPA)

## FERPA (Student Rights and Privacy)

### What is FERPA?

- FERPA, also known as the Buckley Amendment, stands for the Family Educational Rights and Privacy Act of 1974. The law is designed to protect the privacy interests of students with regard to their educational record.

### What are the rights of the student?

- The right to review and inspect their educational records
- The right to request an amendment of their educational records
- The right to have some control over the disclosure of personally identifiable information contained in the educational record
- The right to file a complaint with the U.S. Department of Education

### Do parents have any rights under FERPA?

- FERPA signed by the student will grant a parent the ability to review the student record but not make changes.
- At OTC, parents of dependent students may be granted the right of access to the records of their dependents, but only upon receipt of a written request from the parent and upon providing documentation that the student is a dependent for tax purposes.

## Official Transcript Request

OTC has retained Credentials Inc. (TranscriptsPlus) to accept transcript orders online. You can begin your transcript order by logging into your BannerWeb account. Ordering your transcript online is the only option for students to request a transcript.

*PLEASE NOTE: Ogeechee Technical College does not accept transcript orders via fax, email, or in person. Transcripts cannot be issued to a student whose record indicates financial obligation to the College.*

# COMMUNITY RESOURCES



*The resources below are available to students within our community.*

## TRANSPORTATION

- Coastal Regional Coaches: (866)543-6744 – *Transportation as low as \$3 per ride*

## DOMESTIC VIOLENCE/SEXUAL ABUSE

- Safe Haven: (912)764-4605 – *Provides emergency shelter, counseling, support groups, and legal advocacy to victims of domestic violence*
- Statesboro Regional Assault Center: (912)489-6060 – *Provides emotional support and advocacy for individuals who have been sexually assaulted*
- National Defense Hotline: (800)799-SAFE (7233) – *A 24 hour hotline providing advocacy, planning, resources, and hope to those affected by domestic violence*
- National Sexual Assault Hotline: (800)656-HOPE (4673) – *A 24 hour confidential hotline providing support to those affected by sexual assault*
- Law Enforcement: 911

## MENTAL HEALTH/SUBSTANCE ABUSE

- National Suicide Hotline: (800)SUICIDE (784-2433) – *A 24 hour hotline providing support for anyone in crisis, whether or not they are thinking about harming themselves.*

## HOUSING

- HomeSafe Georgia: [www.homesafegeorgia.com](http://www.homesafegeorgia.com) – *A statewide unemployment mortgage assistance program*
- Statesboro Housing Authority: (912)764-3512 – *Housing for low income families*
- Concerted Services: (912)489-1604 – *Provides services that promote economic and social independence*
- Open Hearts Community Mission: (912)623-2528 – *Provides temporary housing for the homeless and those in emergency situations*
- Christian Social Ministries: (912)489-2407 – *Provides assistance to those in emergency situations*

## WORK/UNEMPLOYMENT

- Georgia Department of Labor: (912)681-5156 – *Administration of GA unemployment insurance, employment service and more*
- Workforce Innovation and Opportunity Act (WIOA): (912)681-4134 – *Offers job training, support services such as childcare and transportation, and other individual services*

## MILITARY

- Veteran's Service Office: (912)871-1104 – *Assists veterans and dependents in filing for federal and state benefits to which they may be entitled*

## HEALTH

- Bulloch County Health Department: (855)473-4374 – *Provides a variety of services based on a sliding scale fee*
- Department of Family and Children Services: (912)871-1333 – *Provides many services and benefits for individuals and their families*
- The Food Bank Inc.: (912)489-3663 – *Provides emergency food for those in need*
- Med Connections: (912)764-8196 – *Provides medications at a reduced price to those who qualify*
- Vocational Rehabilitation: (912)871-1173 – *Provides services to qualified individuals needing disability services*

**In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Ogeechee Technical College**

# DRUG & ALCOHOL PREVENTION PLAN



provides the following information to promote a campus environment free of illicit drug use and alcohol abuse, and to prevent the abuse of alcohol and drugs by students and employees.

## EVERFI

Ogeechee Tech has partnered with EVERFI ([www.everfi.com](http://www.everfi.com)) whose mission is to help students address critical life skills such as alcohol abuse prevention and sexual assault prevention in high schools and higher education institutions across the country. Each year over half a million students complete these courses.

## ALCOHOLEDU

As part of our comprehensive prevention efforts for new students, Ogeechee Tech expects students to complete AlcoholEDU ([www.everfi.com](http://www.everfi.com)) during their first semester of enrollment. These online courses are thoughtful and educational programs for adults committed to thinking about their life choices.

*New students are provided course completion information at the beginning of each semester through the Online New Student Orientation.*

## OTC DRUG AND ALCOHOL POLICY

- Unlawful or unauthorized manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is strictly prohibited in all facilities of the college, in all places where employees/students work/attend, including all state-owned vehicles, and as any part of the College's activities.
- As a condition of employment/enrollment, all employees/students shall abide by this prohibition and notify the college of any criminal drug or alcohol use.
- Violation of such prohibition shall result in action against the employee/student, which shall include action up to and including termination/expulsion, and/or satisfactory participation in an approved drug or alcohol abuse assistance or rehabilitation program.
- Participation in such a program shall not be paid for by the College, but may be covered by an employee's/student's health insurance policy.
- No student may engage in the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol on the Ogeechee Technical College's property or as part of any of its sponsored activities.
- Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion.
- Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug related offense the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.

## DISCIPLINARY SANCTION IMPOSED BY STUDENT CODE OF CONDUCT

- OTC will impose sanctions on students that violate institutional policy on unlawful possession, use, or distribution of illicit drugs and alcohol by: (1) Temporary or permanent dismissal and (2) Referral for prosecution. Note: Use of a drug as prescribed by a medical prescription written specifically for the user by a registered medical practitioner shall not be considered a violation of this rule.
- OTC shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.
- Within 30 days of notification of conviction, the College shall with respect to any student so convicted:
  - Take additional appropriate action against such student up to and including expulsion as it deems necessary.
  - Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

*In compliance with the Technical College System of Georgia (TCSG) State Board Policy, Ogeechee Technical College has established and maintains a system of student discipline that is fair and efficient and carries out the TCSG policies which can be found at [www.tcsg.edu](http://www.tcsg.edu). Ogeechee Technical College recognizes its responsibility to provide an atmosphere conducive to educational activity and adheres to the Ogeechee Tech Student Code of Conduct.*

# DRUG & ALCOHOL PREVENTION PLAN



*Refer to the online Drug and Alcohol Prevention Plan to review the Criminal Sanctions and Health Risks Associated With The Use of Illicit Drugs and Alcohol: [www.ogeecheetech.edu/1340](http://www.ogeecheetech.edu/1340)*

## DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

A variety of counseling services and treatment centers are available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty, staff, and students should avail themselves of sources to identify the services or programs which most closely meet their specific needs.

*The following agencies can be contacted for assistance with drug/alcohol abuse related issues:*

### National and State-wide Organizations

- Alcoholics Anonymous – [www.aa.org](http://www.aa.org)
- Narcotics Anonymous – [www.na.org](http://www.na.org) | (800)342-3487
- Al-Anon for Families of Alcoholics – [www.al-anon.alateen.org](http://www.al-anon.alateen.org) | (888)425-2666
- Alcohol Treatment Referral Hotline – (800)662-4357
- Center for Substance Abuse Treatment – (800)662-4357
- Cocaine Anonymous – (800)662-4357
- Georgia Drug Abuse Treatment Programs – [www.drugabuse.com/usa/drug-abuse/georgia](http://www.drugabuse.com/usa/drug-abuse/georgia)
- Georgia Crisis and Access Line – [www.drugabuse.com/usa/drug-abuse/georgia](http://www.drugabuse.com/usa/drug-abuse/georgia)
- 24 Hour Addiction Helpline – (866)569-7077
- Georgia Helpline – (800)338-6745
- NARCANON of Georgia – (877)413-3043
- Addiction Center – [www.addictioncenter.com/college](http://www.addictioncenter.com/college) | (877)655-5116

### Local Organizations

- Bulloch Recovery Resources | 18 Simmons Center, 18 Proctor Street Statesboro, GA 30458  
Main Tel: (912)489-8401 | Intake Tel 1: (912)489-8401 | Intake Tel 2: (912)489-9895
- Pineland Area MH/MR/SA CSB - Bulloch Counseling Center | 11 North College Street Statesboro, GA 30458  
Main Tel: (912)764-9868 | Intake Tel 1: (912)764-9868 | Intake Tel 2: (912)764-5125
- Willingway Women's Residence | 125 North Main Street Statesboro, GA 30458  
Main Tel: (912)764-6236x7260 | Intake Tel 1: (912)764-6236 | Intake Tel 2: (800)242-9455
- Pineland BHDD – Women's Intensive Outpatient Services | 209 South College Street Statesboro, GA 30458  
Main Tel: (912)764-1817
- Reliance Treatment Center Statesboro | 201 Donehoo Street Statesboro, GA 30458  
Main Tel: (912)489-7827 | Intake Tel 1: (912)489-7827
- Pineland Area MH/MR/SA CSB - Johns Place | 4 West Altman Street Statesboro, GA 30458  
Main Tel: (912)764-6129 | Intake Tel 1: (912)764-6129
- Ogeechee Behavioral Health Services | 302 East Ogeechee Street Sylvania, GA 30467  
Main Tel: (912) 564-7825 | Intake Tel 1: (912)564-7825
- Pineland Area MH/MR/SA CSB - Tattnall Counseling Center | 150 Memorial Drive Reidsville, GA 30453  
Main Tel: (912)557-6794 | Intake Tel 1: (912)557-6794 | Intake Tel 2: (800)746-3526

# CAMPUS POLICE, SAFETY, & SECURITY

[www.ogeecheetech.edu/police](http://www.ogeecheetech.edu/police) | (912)681-5667 | Joseph E. Kennedy Building- Rm 180

For emergencies or to report suspicious behavior, please call Police Dispatch at (912)681-5667. The OTC Police Department is a Georgia POST recognized police agency and maintains a force of Georgia POST certified police officers. The department also employs non-certified security officers who provide additional security by patrolling parking lots and buildings, assisting motorists, and providing safety escorts. Campus police officers will always conduct all law enforcement tasks with a proactive, service-oriented, and safety-first approach.

## Some additional services provided are:

- Escorts to and from vehicles
- Vehicle unlock equipment
- Investigative services
- Medical emergencies
- Emergency jump starts
- Lost and Found
- Vehicle and foot patrols

## TIPS FOR SAFETY AND SECURITY

- Keep cash, checks, credit cards, and books with you at all times to prevent theft.
- Be alert to your surroundings and the people around you.
- When attending evening courses, park in well-lit areas.
- Call campus police for an escort if you are unsure about walking to your car alone.

## TOBACCO FREE CAMPUS

Ogeechee Tech is a tobacco-free campus. The use of cigarettes or other tobacco products on any OTC Campus is strictly prohibited. This includes the surrounding edges of all campuses. For information regarding counseling services and self-help materials to help tobacco users quit successfully visit [www.ogeecheetech.edu/tobaccofree](http://www.ogeecheetech.edu/tobaccofree)

## CHILDREN ON CAMPUS

Students are prohibited from bringing children to campus while attending class.

## OTC ALERT

- Receive notification of emergency situations:
  - OTC monitors several weather services and provides updates as necessary.
  - Weather alert radios are located in key administrative offices.
  - Safe shelter areas are located in interior areas such as hallways and rest rooms, as shown on the charts in every room and lab.
- Stay informed of campus events:
  - Student activities and workshops are sent to students through OTC alert as a reminder.
- Students can sign up online for the OTC Alert notification system at [www.ogeecheetech.edu/otcalert](http://www.ogeecheetech.edu/otcalert)
- On your personal account website, enter your cell phone number, other phone number, and any email addresses.



# CAMPUS POLICE, SAFETY, & SECURITY

## CAMPUS CARRY LAW *(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 a 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 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 w/ 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:

- **Where can weapons be secured when not being carried on campus by permit holder?**  
*The gun owner's vehicle. Schools will not provide weapons storage facilities.*
- **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 high school student, however, fellow students are not required to identify themselves as a dual enrollment or high school student.*
- **What is penalty for violation?**  
*See OGCA 16-11-127.1. If the violator has a valid carry license, on 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.*
- **Can law enforcement ask to see 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.*
- **Must the permit be on your person while carrying?**  
*Yes*
- **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.*
- **What happens when high school (or younger) students are in common areas?**  
*The prohibition only applies to areas in current use for instruction of students who are dual enrollment or MOWR. Common areas where these students may be present are not covered.*



# FINANCIAL AID



## FAFSA

- Complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) every year.
- Submit Additional Documents such as, but not limited to, Social Security card, tax returns, birth certificates, divorce decree, additional income verification, etc.
- Normal processing time is 4-6 weeks; Apply Early!

***CHECK STUDENT EMAIL and BANNER WEB for notifications and important information***

## LIMITED WITHDRAWAL POLICY

- Students of Ogeechee Technical College may withdraw from a maximum of three (3) courses at the College. Once a student has accumulated three “W” grades, he/she may elect to receive a “withdrawal-failing” (WF) grade for the course or remain in the course. The grade of “WF” is calculated as an “F” for GPA purposes.
- Students are encouraged to verify the official number of withdrawals on their record as indicated in Banner prior to processing a withdrawal. It is the responsibility of the student to complete the withdrawal process. A withdrawal is official when it is received and processed by the Registrar’s Office.
- Exceptions may be: hardship withdrawals, medical or mental health withdrawals, military withdrawals, or withdrawals during the first three days of the semester.

## TITLE IV AID

- Federal Pell Grant
- Federal SEOG (Supplemental Educational Opportunity Grant)
- FWS (Federal Work-Study Program)
- To receive federal aid the student must be eligible and the program must be eligible:
  - All degree programs
  - Approved diploma programs
  - Approved certificate programs

## THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The Workforce Innovation and Opportunity Act was established in 1998 to prepare adults and dislocated workers for entry and re-entry into the workforce.

- WIA offers funds to qualified applicants that can be used to purchase gas, pay childcare expenses, pay for supplies, etc. These are non-repayable funds.
- Residents of Bulloch, Bryan, Camden, Chatham, Effingham, Glynn, Jenkins, Long, Liberty and McIntosh counties should contact the Georgia Department of Labor in Statesboro.
- Residents of Evans, Candler, Tattnall, and Toombs county residents should contact Job Training Unlimited in Claxton
- Residents of Jenkins County residents should contact Central Savannah River Area Regional Commission.

## STATE AID

- HOPE (Helping Outstanding Pupils Educationally)
- Zell Miller & HOPE Scholarship
- Zell Miller & HOPE Grant
- HOPE Career Grant
- HERO (Helping Educate Reservists and their Off-Spring)
- SAL (Student Access Loan)
- Dual Enrollment

*For more information, please visit [www.gafutures.gov](http://www.gafutures.gov).*

# FINANCIAL AID



## VETERANS SERVICES

Apply on line at [www.vabenefits.vba.va.gov/vonapp/main.asp](http://www.vabenefits.vba.va.gov/vonapp/main.asp) or complete paper application (available in financial aid office)

- Post-9/11 GI Bill (chapter 33)
- Montgomery GI Bill (MGIB, chapter 30 and chapter 1606)
- Reserve Educational Assistance Program (REAP, chapter 1607)
- Post Vietnam Era Veteran's Educational Assistance Program (VEAP, chapter 32)
- Survivors' and Dependents' Educational Assistance (DEA, chapter 35)
- Transfer of Benefits to Family Members

## SATISFACTORY ACADEMIC PROGRESS (SAP): Financial Aid

- Financial Aid Warning – failed to meet SAP requirement for term
- Financial Aid Suspension – failed to meet SAP for second consecutive term of attendance
- Financial Aid Probation OT – appeal approved and can meet SAP within one term
- Financial Aid Probation AP – appeal approved and cannot meet SAP in one term; must have academic plan and meet SAP in three terms

# GET CONNECTED



## SOCIAL MEDIA

- Facebook – Be sure to like the College’s Facebook page and share our posts and events: [facebook.com/ogeecheetech](https://facebook.com/ogeecheetech)
- Instagram – Follow us on Instagram to stay up to date on campus events: [@ogeecheetech](https://instagram.com/ogeecheetech)
- Twitter – Tag us in your tweets throughout the semester: [twitter.com/ogeecheetech](https://twitter.com/ogeecheetech)

## OTC MOBILE APP

Download the Ogeechee Technical College app to access the orientation schedule, connect with other incoming students, and learn about Ogeechee Tech’s campus.



[ogeecheetech.edu](https://ogeecheetech.edu)



[facebook.com/OgeecheeTech](https://facebook.com/OgeecheeTech)



[@ogeecheetech](https://instagram.com/ogeecheetech)



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Tag us on Facebook, Instagram, or Twitter.

# #IAMOTC



One Joseph E. Kennedy Blvd. | Statesboro, GA 30458  
912.681.5500 | 800.646.1316

**[www.ogeecheetech.edu](http://www.ogeecheetech.edu)**

The Ogeechee Technical College does not discriminate on the basis of race, color, national origin, sex, age or disability. Title IX Coordinator, Office 198C, Joseph E. Kennedy Building, 912.486.7607, [titleix@ogeecheetech.edu](mailto:titleix@ogeecheetech.edu); ADA/Section 504 Coordinator, Office 189, Joseph E. Kennedy Building, 912.486.7211, [adacoordinator@ogeecheetech.edu](mailto:adacoordinator@ogeecheetech.edu); One Joseph E. Kennedy Boulevard, Statesboro, GA 30458.

Ogeechee Technical College is a unit of the Technical College System of Georgia.