COASTAL PINES TECHNICAL COLLEGE
ORIENTATION
On behalf of the faculty and staff, welcome to Coastal Pines Technical College (CPTC). We are poised and ready to serve you and provide all of your educational needs. Our goal is your success.

As you go through orientation, you will receive general college information and hear about resources that are available to help you take the next step toward reaching your educational goal. The faculty and staff take a personal interest in your achievement and are here to assist you in every step of your educational journey.

Thank you for choosing CPTC and we look forward to serving you while you pursue your career goals.

Dr. Glenn Deibert, President

Coastal Pines Technical College
Coastal Pines Technical College
Mission Statement

Coastal Pines Technical College, a unit of the Technical College System of Georgia, is a multi-campus, two-year college in Southeast Georgia that supports the workforce development and lifelong learning needs of communities, businesses, and industries. Through traditional and distance delivery formats, the learner-centered College offers associate degree, diploma, and technical certificate programs; continuing education opportunities; adult education services; and customized training for economic advancement.
Coastal Pines Technical College
7 Locations to Serve You

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tbody>
<tr>
<td>Waycross Main Campus</td>
<td>1701 Carswell Avenue</td>
<td>Waycross</td>
<td>GA</td>
<td>31503</td>
</tr>
<tr>
<td>Golden Isles</td>
<td>3700 Glynco Pkwy</td>
<td>Brunswick</td>
<td>GA</td>
<td>31525</td>
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<td>Hazlehurst</td>
<td>677 Douglas Hwy</td>
<td>Hazlehurst</td>
<td>GA</td>
<td>31539</td>
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<td>Jesup</td>
<td>1777 West Cherry Street</td>
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<td>GA</td>
<td>31545</td>
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<tr>
<td>Alma</td>
<td>101 West 17th Street</td>
<td>Alma</td>
<td>GA</td>
<td>31510</td>
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<tr>
<td>Camden</td>
<td>8001 The Lakes Blvd</td>
<td>Kingsland</td>
<td>GA</td>
<td>31548</td>
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<tr>
<td>Baxley</td>
<td>1334 Golden Isles Pkwy. W</td>
<td>Baxley</td>
<td>GA</td>
<td>31513</td>
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</table>
Counseling and Special Services

- Personal Counseling
- Career Counseling
- Academic Counseling
- Group Counseling
- Life management Counseling
- Crisis Management
- Personality, Aptitude and Skills Assessment
- Disabilities Services
- Mediation with students and faculty

Cathy Montgomery
Counseling and Special Services Director
(912) 262-9995
cmontgomery@coastalpines.edu
Statement of Non-Discrimination and Compliance

The Technical College System of Georgia (TCSG) and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, and educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services. Coastal Pines Technical College (CPTC) is a unit of the TCSG.

Title IX/EEO/AA Coordinators for employees

Jesup Site
Katrina Howard
1777 West Cherry Street
Jesup, Georgia 31545
(912) 427-5876
khoward@coastalpines.edu

Waycross Campus
Cynthia Linder
1701 Carwell Avenue
Waycross, Georgia 31503
(912) 287-4098
clinder@coastalpines.edu

Title IX / Equity, Title VI ADA/Section 504 Coordinator for students on all campuses

Golden Isles Campus (home office)
Cathy Montgomery
3700 Glynco Pkwy
Brunswick, Georgia 31525
912-262-9995
cmontgomery@coastalpines.edu

Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.
Grievances and Complaints

Student complainants are encouraged to seek informal resolution of their grievances or concerns. If the informal process does not result in the resolution to the satisfaction of the complainant, the complainant may utilize the formal complaint procedure.

<table>
<thead>
<tr>
<th>Type of Appeal</th>
<th>Complainant</th>
<th>Appeals Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Appeals</td>
<td>Student</td>
<td>Vice President for Academic Affairs</td>
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<tr>
<td>American Disabilities Act - Title II/Section 504</td>
<td>Student</td>
<td>Special Services Director</td>
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<tr>
<td>Equity – Title VI</td>
<td>Student</td>
<td>Special Services Director</td>
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<tr>
<td>Sexual Discrimination - Title IX</td>
<td>Student</td>
<td>Special Services Director</td>
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<tr>
<td>Student Discipline/Code of Conduct</td>
<td>Student</td>
<td>Vice President for Student Affairs</td>
</tr>
</tbody>
</table>
Workplace Violence

Coastal Pines Technical College Policy

- The Technical College System of Georgia and Coastal Pines Technical College are committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting free of intimidating, threatening, or violent behavior.

- To this end, it is the policy of the TCSG that any violent act or threatening or disruptive behavior, language, or communication in any form (including telephone, facsimile, electronic mail or written communication) shall not be tolerated.

- No employee, student, volunteer, visitor, vendor, or contractor shall engage in prohibited behavior or conduct against another individual at Coastal Pines Technical College (including a satellite campus/location) or at any sanctioned off-site function.

Examples of prohibited behavior include, but are not limited to:

- Physically menacing/threatening behavior or gestures which convey a threat
- Unlawful harassment, including ethnic, racial, or sexual epithets
- Physical attack/assault with or without a weapon
- Stalking.
- Direct or implied verbal threats or abusive, intimidating, or obscene language which includes bullying.
- Intentional damage to personal or System or Technical College property
- Intentional damage to the personal property of an employee, student, volunteer, visitor, vendor, or contractor or
- Possession of a weapon on technical college property or at any sanctioned event when such possession is contrary to the provisions of O.C.G.A. 16-11-127.1 and State Board Policy II. C. 10
- Fighting and/or physical altercations among employees or students is strictly prohibited. Included is any "fighting" that may be characterized as "horseplay."
In accordance with its Statement of Equal Opportunity, Coastal Pines Technical College prohibits sexual harassment and other forms of unlawful harassment.

All students are expressly prohibited from engaging in any form of harassing, retaliating, discriminating, or intimidating behavior or conduct.

Sexual harassment is a form of gender discrimination and is a violation of state and federal law.

All students must report any sexual or other harassment that they experience, observe or believe may be occurring to the Special Services Director or Human Resources Coordinator.
Sexual Assault Prevention for Undergraduates

• EverFi’s program is an interactive, online program that addresses the critical issues of sexual assault, relationship violence, and stalking
• All new students are mandated to take this course
• Registration Instructions and log-in are in your Orientation Handbook page 20.
We say “NO” to Bullying

- Some Types of Bullying
  - Physical Attacks:
    - Such as hitting, kicking, pushing, taking or destroying someone’s things, making rude hand gestures
  - Verbal Attacks:
    - Such as name calling, teasing and threatening to do harm
  - Social Bullying:
    - Which involves spreading rumors, embarrassing someone or leaving people out of groups or activities
  - Cyber Bullying:
    - Sending mean text or e-mails, spreading rumors online, posting embarrassing pictures or photos

Nearly 22% said they had been cyberbullied
4% had been bullied by a professor
38% said they knew someone who was facing cyberbullying
9% said they had done some form of cyberbullying
15% of college students reported being bullied

www.coastalpines.edu
When Do I Make a BIT Report?
- Any behavior that raises concern for a student's well-being should be reported.
- Report any behavior that causes you concern or may make others feel unsafe.
- Err on the side of caution when deciding to report, even if you are not sure or just want the information tracked to monitor a pattern of behavior.

How Do I report a concern to the BIT?
Complete the reporting form at the following link:

www.coastalpines.edu/BIT/Reporting

What to report?
- Distressed Behavior
  - Inappropriate emotional outbursts
  - Direct statements indicating distress
  - Expressions of hopelessness or suicide
- Disturbed or Disruptive Behavior
  - Acting in an unusual or bizarre fashion,
  - Being destructive to property
  - Harmful to self or others,
  - May be abusing substances.
- Self-injurious Behavior
  - Students may be suicidal, cutting, eating disordered
  - Engaging in risk-taking behaviors
  - Alcohol or substance abuse
- Threatening Behavior
  - Hostile, aggressive, abusive behaviors
  - Bullying
  - Physical abuse
Who do I contact if I’m not sure if a report should be made:

Contact the Behavioral Intervention Team at BIT@coastalpines.edu or call any of the Team Members

**Team Membership:**

Team members have regular contact with campus community members in some manner, which will aid in assessment of persons of concern, and/or the authority to receive a recommendation and take the appropriate action.

- Counseling and Special Services Director (Chair)
- Vice President Student Affairs
- Vice President Academic Affairs
- Campus Police Chief
- Human Resources Director
- Student Affairs Director
- Executive Director, Adult Education
- Student Navigator
Safety and Security

• **Campus Safety Report**
  - As required by the Higher Education Act, the Campus Police Chief must report required campus crime statistics annually. Summary reports are posted on the Department of Education website and on the CPTC website made available to faculty, staff, and the community.

• **Crime Awareness and Reporting**
  - Any student or employee witnessing or being subject to any criminal act on campus must report the incident immediately to the Security/Police Officer on duty. In the absence of a Security/Police Officer the incident must be reported to any available Vice President, or supervisor on campus.

• **Emergency Closings**
  - The College retains the right to alter the business and class hours if conditions exist that may threaten the health, safety, or welfare of students and personnel.
  - Every effort will be made in such cases to notify students and personnel, as appropriate. Such changes will be announced by major television and radio stations.

• Emergency evacuation routes and procedures are posted in each area. In emergency situations, specific evacuation and emergency response procedures will be provided by the classroom instructor.

• **Emergency Notification System – RAVE**
  - Provides for text, email, voice (cell or landline phones) messaging in the event of a campus emergency. All students are signed up from the Admission Application by the phone number provided - your phone number must be correct at all times! Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787.
Any student found to have violated the Code of Conduct is subject to disciplinary sanctions.

- Disciplinary sanctions may include:
  - Restitution
  - Reprimand
  - Restriction
  - Disciplinary Probation
  - Failing or lowered grade
  - Disciplinary Suspension
  - Disciplinary Expulsion
  - Interim Disciplinary Suspension
CPTC Student Rights and Responsibilities

Enrollment as a student at Coastal Pines Technical College (CPTC) carries with it certain responsibilities as well as certain rights and privileges. CPTC promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom and freedom of individual thoughts and expression consistent with the rights of others.

Rights

1. To be admitted to CPTC without discrimination in any respect.
2. To be in an atmosphere that is conducive to learning and to attend CPTC’s educational programs, course offerings, and activities on campus or any activity sponsored by CPTC off campus in accordance with procedures.
3. To obtain the necessary knowledge, skills, and abilities, in order to gain initial employment, maintain advanced levels of competence or acquire new levels of competence by participating in programs, course offerings, and activities in accordance with CPTC procedures.
4. To develop intellectual, personal, and social values.
5. To see their records and, if necessary, challenge their accuracy.
6. To participate in college approved student organizations in accordance with CPTC procedures.
7. To due process procedures.
8. To pursue grievances against instructors, administrators, or fellow students.
9. To have academic and disciplinary records kept confidential subject to existing laws. No official records of students are available to unauthorized persons without the expressed written consent of the student involved except under legal compulsion.
10. To be informed of student’s right-to-know information required by federal requirements.

Responsibilities

1. To attend class regularly and on time.
2. To be acquainted with the published CPTC procedures and comply with them as well as federal and state laws.
3. Treat others with courtesy and respect.
4. Demonstrate personal and academic integrity in dealing with others.
5. Make positive contributions to the multicultural, multiracial environment at the College.
6. Share responsibility for maintaining the integrity of the physical surroundings.
Financial Aid

• Complete financial aid application FASFA http://www.fafsa.gov
• CPTC’s Federal Title IV School Code is 005511.
• Types of aid include the:
  • Federal Pell Grant (PELL)
  • Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS)
  • HOPE Scholarship and Grant
  • HOPE for Students who complete a GED
  • Zell Miller Grant
  • Georgia HOPE Career Grant
  • Student Access Loan (SAL)
  • NelNet
  • Institutional scholarships administered by the CPTC Foundation
• PLEASE REMEMBER THAT YOU MUST APPLY FOR FINANCIAL AID ANNUALLY. As soon as you complete your tax return each year, you need to complete your FAFSA.

• Complete CPTC Financial Aid Packet
• Provide GA proof of residency
• Detailed information can be found on CPTC website, www.coastalpines.edu, under financial aid.
• The Office of Financial Aid will contact you, through your Campus Email and BannerWeb accounts, if additional documentation is needed to process your request for financial aid
• The Office of Financial Aid is available Monday through Thursday from 7:30 am to 6:00 pm to answer any questions, no appointment is necessary.
CPTC Foundation

CPTC Foundation offers several scholarships for CPTC students to help finance their education.

For more information and to fill out an application please visit www.cptcfoundation.com
Library Services

• The Online Library Orientation can be found on the Library and Media Services page at http://libguides.coastalpines.edu/libraryservices

• Library Facts:
  • Your student ID is your library card.
  • Materials circulate for two weeks and may be renewed if necessary; 3-day check out for DVDs or CDs.
  • Please see a member of the Library staff for questions, research assistance, and accessing Library holdings.
  • Each CPTC campus offers computers for student use within the Libraries location.
  • Many of the campus has study rooms available in the Library for students use.

• Contact information is on page 11 of your Handbook
Student Activities - fun while you are learning!

- Campus Activities
- Student Government Association
- Clubs and Organizations
  - SkillsUSA
  - NTHS (National Technical Honor Society)
  - PBL (Phi Beta Lambda)
  - Lambda Nu (Waycross only)
  - HORT Club (Waycross only)

Contact Information:
Libby Cole
Office: Golden Isles, 1228
Office phone: 912-262-4994
Cell phone 912-318-2567
ecole@coastalpines.edu
Special Populations and Students in Non-Traditional Programs

Special Populations students are single parents, economically disadvantaged, displaced homemakers, students with limited English proficiency as well as students enrolled in nontraditional programs.

Contact us – we may have resources to help you be successful! Ask me about the benefits about entering into a nontraditional career!

Libby Cole
912-262-4994
ecole@coastalpines.edu
Voter Registration

• Students who wish to register to vote may pick up a voter registration card by contacting Coastal Pines Technical College’s Student Activities Coordinator at 912-262-4994 or 912-318-2567.

• Once the form is returned and completed, the Student Activities Coordinator will forward the form to the Secretary of State for processing.

• https://registertovote.sos.ga.gov/GAOLVR/#no-back-button
CPTC Student Calendar

• Located on CPTC website.
• Clink calendar tab at the top of the page or use this address:
  http://www.coastalpines.edu/events

• Look for information concerning:
  • student holidays
  • special events
  • semester/term deadlines
Student ID

• All students are required to have their student ID with them while on campus.
• Students must provide the ID when requested by school personnel.
• Student ID is essential for student safety.
• There is a $5.00 fee for a replacement ID.
Student Parking

- All cars must have a Parking Decal.
- New students must obtain a parking decal during the first week of the term by completing the decal application received by Student Affairs.
- Decal must be displayed on the bottom outside left (driver’s side) rear window at all times while on the CPTC campus.
- Additional decals for additional student vehicles may be purchased.
- Trucks, motorcycles, and mopeds must follow the same parking rules and procedures as cars.
- Student parking is marked with white lines.
College Bookstore

- Things you need and stuff you want.
- The CPTC Bookstore provides textbooks and other course-related material, CPTC apparel, and book bags.
- Other supply items such as paper, pencils, calculators, and notebooks are also available.
- Bookstores are located on the Waycross Campus, Alma, Golden Isles and Jesup sites.
CPTC Bookstore Purchasing Procedure

• Books are sold to students who are registered to take courses scheduled at CPTC. Books will be sold during the week of registration and throughout the first week of each term. To purchase books through the CPTC Bookstore:
  
  • The student must be registered for class(es).
  • The confirmed class schedule must be brought to the Bookstore to ensure the correct books are purchased.
  • Payment must be made at the time of purchase unless financial aid is available for books. Financial aid may be used beginning the first day of the term until the advertised last day to purchase on financial aid.
  • To defer book charges, the student must have approved financial aid on file. No cash will be refunded in the Bookstore to students purchasing books through financial aid arrangements.
  • The student must sign the invoice showing acceptance of books purchased and the liability for the books, should financial aid be later reduced.
Career Services and Placement

• Career Services
  • Career counseling
  • Job placement
  • Internet career search
  • Job Fairs
  • Career Counseling
  • Workshops
  • Resume Assistance
  • Interview Preparation
  • VirtualJobShadow.com

Contact Career Services for assistance on all campuses

• Federal Work-Study
  • Federal Work-Study is a federal program that provides jobs for students with financial need, allowing them to earn money to help pay educational expenses. The basic criteria is:
    • Must be enrolled in a Pell-eligible program
    • Taking at least 6 credit hours

Contact: Buck Thigpen, Career Placement and Development Coordinator
Waycross Campus, Room 1134
912-287-5813 or Bthigpen@coastalpines.edu
CPTC Warranty

Technical College System of Georgia warrants every graduate of a Technical College program offering a technical certificate of credit, diploma, or associate degree.

• The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide.

• Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or graduate for tuition or instructional fees.

• The warranty shall remain in effect for two years immediately following the date of graduation. To inquire or file a warranty claim, contact the Vice President for Academic Affairs.
Gainful Employment

Students who enroll in a occupation-based Pell eligible program can find a chart on the CPTC website containing the following information that is specific to their program:

- Occupations for graduates of that program
- Normal time to complete that program
- On-time graduation rate for completers
- The standard tuition, fees, books and supplies for that program
- Median Loan Debt for that program
- Licensure rate if applicable

Please contact Financial Aid or the Registrar’s office if you have any questions.
CPTC Dress Code

Unacceptable

• Tank tops, tube tops, and shirts without sleeves
• Clothing that exposes areas of the stomach, side or back
• Pajama tops and/or bottoms
• Excessively tight-fitted clothing
• Shirts/dresses that are see through, strapless, or expose cleavage (low cut) are not permitted
• Swimsuits
• Bare feet
• Bedroom slippers

• If any student does not meet the Dress Code standards, the student will be required to leave his/her respective campus and return dressed in appropriate attire.
• The student will be considered absent if the student misses a scheduled class due to violating the Student Dress Code.
• Violation of the student dress code procedure will result in appropriate corrective measures up to and including disciplinary action and will be reflected in the work ethics grade.

Student Conduct Code Complete Procedure may be accessed at http://www.coastalpines.edu/downloads/policy_procedure.asp
Work Ethics

The Technical College System of Georgia instructs and evaluates students on work ethic in all programs of study; ten work ethics traits have been identified and defined as essential for students’ success;

- Attendance
- Productivity
- Organizational Skills
- Attitude
- Communication
- Appearance
- Cooperation
- Teamwork
- Respect
- Character

- A work ethics grade assigned for work ethics are as follows:
  - Exceeds expectations = 3
  - Meets expectations = 2
  - Needs improvement = 1
  - Unacceptable = 0
Weapons, Firearms and Explosives

HB 280, effective July 1, 2017, prohibits the carrying of a concealed weapon by anyone, including weapons carry license holders, on the following areas of a college campus:

- Buildings or property used for athletic sporting events;
- Student housing, including but not limited to dormitories, fraternity and sorority houses;
- Any preschool or childcare space;
- Any room or space being used for classes related to a college and career academy or other specialized school;
- Any room or space used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to Dual Enrollment;
- Any faculty, staff, or administrative offices; and,
- Rooms where disciplinary proceedings are conducted.

• Violators are subject to:
  • CPTC disciplinary sanction up to and including disciplinary expulsion
  • Students will be subjected to local and state laws including arrest and prosecution which are above and beyond CPTC’s sanctions.
  • See CPTC Handbook for more information

For more information please contact Chief James Mock 912 287 4027 or jmock@coastalpines.edu
Active Shooter Process

**EVACUATE – Run:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- Have an escape route and plan in mind. Evacuate regardless of whether others agree to follow.
- Leave your belongings behind. Help others evacuate, if possible. Call 911 when you are safe. Prevent individuals from entering an area where the active shooter may be. Do not attempt to move wounded people.

**SHELTER-IN-PLACE – Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
- Be out of the active shooter’s view.
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
- Not trap you or restrict your options for movement. Lock and blockade the door.

**PROTECT YOURSELF – Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons. Yelling. Committing to your actions.

**WHEN POLICE ARRIVE** Put down any items in your hands. Keep hands visible. Follow all instructions. Avoid making quick movements towards officers. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
In an effort to provide a healthier and cleaner environment for students, employees and visitors, all Coastal Pines Technical College (CPTC) campuses are tobacco-free.

The use of tobacco products (including, but not limited to, cigarettes, cigars, pipes, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, and smokeless tobacco) is prohibited inside and outside all buildings, parking lots, commons areas, and within any college vehicle or any vehicle operated by the College. This policy applies to students, employees, and visitors.

The monitoring and enforcement of the tobacco-free campus policy is the responsibility of all CPTC faculty, staff, and students.

Students who violate this policy will be charged with violating the Student Code of Conduct. A fine of $15.00 will be assessed each time a student is witnessed violating the procedure. Failure to pay fine will result in a hold placed on student’s account. Habitual violators could face disciplinary sanctions issued by the college that could result in suspension or expulsion.
Drug Free Campus

- CPTC main campus and instructional sites are recognized as drug free campuses
- Drug Free Campus information can be found on CPTC website and pages under safety and security information and on Student’s Blackboard.
Children on Campus

- Students are not allowed to bring children on campus or into classrooms/lab areas.
- Children are not allowed on campus unless accompanied by an adult.
- Children are not allowed on Coastal Pines Technical College instructional sites for an extended period of time unless they are involved in an organized special program for children.
- Children must not be left unattended in waiting automobiles, hallways, snack bars, or outside buildings.
- Children who are not clients are not allowed in the Cosmetology Department at any time. Prospective clients seeking appointments for services will be advised that services will be refused if accompanied by children. They will be further advised that children must not be left unattended in the areas listed above.
Telephone Usage

• Student Affairs will only take messages for students under emergency circumstances.

• **Cell phone use is not allowed in a classroom or lab.**

• Your Instructor will go over the telephone policy in your classroom.
Student Retention

• Assisting students to complete their program of choice
• Identifying At-risk students and offering services or initiating referrals
• Works with Instructors to assist student for academic success

Student Navigator: Lauren McCullough
Student Success Center, Waycross
Office: 912.285.6361
LMcCullough@coastalpines.edu
Grades

• A = 90 – 100
• B = 80 – 89
• C = 70 – 79
• D = 60 – 69
• F = 59 – Below

Students must receive a grade of “C” or better in order to progress!

• IP = in progress
• W = withdrew
• WF = withdrew failing
• WP = withdrew passing

Learning Support Grades
(Do not count in GPA)
Student Academic Information

• **FERPA Regulations**
  - The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that TCSG and its technical colleges, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from that student’s education records.
  - However, TCSG or its technical colleges may disclose appropriately designated "directory information" without written consent unless the student has advised TCSG or the technical college to the contrary. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student’s prior written consent.

**Coastal Pines Technical College considers the following as directory information:**

- Full name of student
- Address
- Telephone number(s)
- Email address
- Major and field(s) of study
- Degrees and awards including nature and date received
- Dates of attendance
- School or division of enrollment
- Enrollment status (i.e., full or part-time, undergraduate, graduate)
- Name of institution last attended
- Participation in official sports and activities
- Height and weight of athletic team members
- Photograph(s)
Attendance

• Some academic programs have specific attendance policies

• These policies will be located in the course syllabi and addressed by instructors during course introductions.

• It is the student’s responsibility to properly withdraw from a class if required attendance cannot be maintained.

• A student will be withdrawn from a course by the instructor after missing ten percent (10%) of the scheduled hours of the course.

• A student who does not attend their first scheduled class will be considered a “No-Show”.

• Students are required to make-up all work in a timely manner regardless of circumstances.

• A student who is tardy more than fifteen minutes (15 minutes) will be considered absent for that class period.

• Students who leave the classroom or lab fifteen minutes (15 minutes) prior to the scheduled end of class or lab will be considered absent for that class or lab period.

• Students in distance education classes must contact the course instructor via CPTC email within the first three (3) calendar days of the academic term. Students who fail to contact their instructor within three days will be considered a “No Show” and will be removed from class enrollment.

• If a student fails to participate in the distance education course any seven (7) consecutive calendar days of the semester, he or she has violated the College’s attendance policy and will be withdrawn for the course.
Drop/Add

- The official drop period is the first three business days of the term.
- Courses dropped during this period will not appear on the student’s academic record.
- The official add period is the first seven calendar days of the term.
- Withdrawing or dropping a class can cause your financial aid award to be reduced.

- If you charge tuition, fees, books, or supplies to financial aid and you do not complete 60% of the term, you will be required to repay any amount that exceeds the reduced award.
- If this amount is not paid, you will be placed on hold and will not be allowed to receive grades or register for the next term until it is paid in full.
- Please talk to a financial aid staff member before dropping or withdrawing from a course.
Withdrawal from college

• Formal withdrawal is accomplished by completion and submission of a drop/withdrawal form. This form is available to students via BannerWeb, CPTC website or in Student Affairs. Students who withdraw from a course after the end of the third business day of the term shall receive a grade of ‘W’, ‘WP’, or ‘WF’ and shall receive no refund of tuition and fees.

• In order to receive a 100% refund, the form must be completed BY THE STUDENT and submitted to Student Affairs by closing time on the third business day of the term.
Academic Probation

- The purpose of academic probation is to alert students to the fact their academic performance is not acceptable and to point out the consequences if improvements are not made during the next term of enrollment.

- A student who fails to maintain a minimum 2.0 semester GPA, for all work attempted in the term, shall be placed on academic probation.

- A student placed on academic probation (or admitted on academic probation) must attain a minimum 2.0 semester GPA during the next term of attendance to remove himself/herself from academic probationary status.

- Failing to attain a minimum semester GPA of 2.0 during the probationary term will result in the student being placed on academic suspension.
Academic Suspension

• A student on academic probation who fails to attain a minimum semester GPA of 2.0 during the probationary term will be placed on academic suspension.

• A student on academic suspension must wait one full term before readmission.

• The student will return on academic probation.

• Upon readmission from academic suspension, any subsequent violation of academic probation will result in a second academic suspension.

• A student placed on academic suspension twice while in the same program will be permanently dismissed from that program, but may apply for admission to another program after waiting one term.

• After a third and any subsequent academic suspension, the student will be eligible to reapply for admission after one calendar year.
Presidents List and Academic Honors

• In order to recognize outstanding student academic achievement, a President’s, Dean’s, and Academic Achievement List are published each term.

• The President’s List consists of CPTC students enrolled full time who have attained a semester GPA of 4.0.

• The Dean’s List consists of CPTC students enrolled full time who have attained a semester GPA of 3.75 - 3.99 out of a possible 4.0.

• The Academic Achievement List consists of CPTC students enrolled in 6-11 credit hours who have attained a semester GPA of 3.75 or higher out of a possible 4.0.

• A cumulative GPA of 2.0 or higher is also required. Students will be recognized for this honor in local and area newspapers.
Graduation/Commencement

• An application for a degree or diploma is due the term before completing all required courses.

• A cumulative GPA of 2.0 is required for graduation, and the student must be in good standing with the college.

• A Commencement Ceremony participation fee is due with the application if the student is participating in the Commencement Ceremony.

• Caps and gowns are required for the ceremony and are ordered by the Student Affairs Office.
Computer Usage

- Coastal Pines Technical College (CPTC) provides computer systems and Internet access for its students and employees.

- Students utilizing College-provided Internet access are responsible for good behavior on-line just as they are in any other area of the college.

- This information applies to all CPTC employees, students, customers and anyone else who use CPTC’s information system and equipment, including but not limited to contractors and vendors.

- Any student who violates this policy will be subject to discipline up to and including dismissal. Violations of this policy by other than employees or students will be handled legally. Using a computer without permission is theft of services and is illegal under state and federal laws.

- Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):
  - Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
  - Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage);
  - Computer invasion of privacy (unauthorized access to financial or personal data or the like);
  - Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
  - Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding $500 - in practice, this includes any disclosure that requires a system security audit afterward); and
  - Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).
CPTC Student Email

- Coastal Pines Technical College Global e-mail is the official means of communication and is provided to CPTC students.

- Students should check their e-mail daily to stay current.

Information students will receive:

- Financial aid announcements
- Course announcements
- Online course information
- Student club information
- Emergency notifications
- CPTC surveys
- Special Services information

Student email addresses are generated by the Admissions Department as soon as a student is accepted into the College and is sent to them in their acceptance letter.
Banner Web

- BannerWeb is the CPTC student information portal. BannerWeb is a one-stop resource for self-service academic, financial aid, account and student information.
- BannerWeb Instructions can be located at http://www.coastalpines.edu/services/registrar/
- BannerWeb Access can be located at MYCPTC on our website

How do you log into YOUR BannerWeb?

Username: first part of email address – example: sroberts10
Password: Cptc(sixdigitbirthdate)

BannerWeb - Services offered online via BannerWeb:
- Registration
- Transcript Request
- Unofficial transcripts
- Unofficial degree audits (CAPP degree evaluation)
- Grades
- Enrollment verification
- Financial Aid information
- Account information
Blackboard page

Log into the Blackboard Course Management System:
http://coastalpines.blackboardlearning.com

You cannot log in until the first day of class.

Your Blackboard username and password are:

Username: first part of email address
Example – sroberts10 (do not use @student.coastalpines.edu)
Password: Cptc (sixdigitbirthdate or whatever your password is to your student email)

Once you are logged in, you will be required to change your password. Please take time to navigate through your courses to become familiar with the layout. Remember that each course may have a slightly different layout.

After logging into Blackboard, please email your instructor to introduce yourself and verify that you have logged in.

Blackboard TECHNICAL SUPPORT
For Blackboard Learning Management System technical support, please contact Heather Harrison, hpharrison@coastalpines.edu or 912.285.6049
Good Luck
and
Welcome
to
Coastal Pines Technical College!

Dr. Glenn Deibert, President
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