COASTAL PINES TECHNICAL COLLEGE

ORIENTATION

STUDENT PLANNER

AND HANDBOOK
Name: _______________________________________

Student ID: _____________________________________

Email Address: _________________________________@student.coastalpines.edu

Program: _______________________________________

Advisor: _________________________________________

Contact Number and E-mail of Advisor: _______________________________________________

Blackboard, Banner & CPTC Computer Username: _______________________________________

(Username is your email without the @students part)

Please note that Coastal Pines Technical College uses a "single sign on" method where the
username@student.coastalpines.edu credentials for Office365 email, CPTC Computers, Banner, and
Blackboard all use the same password.

Single Sign-on Password is CptcMMDDYY (birthdate -for new students only). Single sign on passwords must
be changed every semester or you will be locked out. You can use CTRL+ALT+DEL keys on a CPTC campus
computer or self-service reset options within your student email. Most frequently used links can be found at
www.coastalpines.edu under MyCPTC.

SPRING 2020
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<td>Survey Instructions</td>
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# Student Calendar

**Coastal Pines Technical College**

**January 2020**

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<td>Late Registration</td>
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<td>Late Registration</td>
<td>First Day of Spring Semester</td>
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<td>First Monday Class</td>
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<td>Holiday ML King’s Birthday</td>
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**February 2020**

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*President’s Day moved locally to December 28*
## Student Calendar

**Coastal Pines Technical College**

### March 2020

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- **March 4:** Mid-Term
- **March 9:** Returning Student Registration Begins
- **March 15:** New Student Registration Begins
- **March 26:** Student Break

### April 2020

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- **April 5:** Spring Break
- **April 6:** Spring Break
- **April 7:** Spring Break
- **April 8:** Spring Break
- **April 9:** Spring Break
- **April 10:** Spring Break

**Easter Sunday:** 12

- **April 27:** Confederate Memorial Holiday moved locally to Dec 31
- **April 28:** Last Tuesday Class
- **April 29:** Last Wednesday Class
- **April 30:** Last Thursday Class
# STUDENT CALENDAR

Coastal Pines Technical College

## May 2020

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<tr>
<td>Last Monday Class</td>
<td>Final Exams</td>
<td>Final Exams</td>
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<td>Mother's Day</td>
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<td>Holiday Memorial Day</td>
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**Student ID’s**

- **Waycross** – January 9 – 16, 9 – 11 a.m. and 4 – 6 p.m.
- **Jesup** – January 9 – 16, 9 a.m. – 11 a.m. and 4 – 6 p.m.
- **Brunswick** – January 13–16, 10 a.m. – 2 p.m. and 5 – 6 p.m.
- **Baxley** – January 15 – 23, 10 a.m. – 2 p.m. and 5 – 6 p.m.
- **Alma** – January 9 – 16
- **Hazlehurst** – January 9 – 16
- **Camden** – January 9 – 16, 10 a.m. – 2 p.m. and 5 – 6 p.m.

Pictures taken in the Student Affairs areas at each location.

IDs or pictures made on Orientation days as well.
STUDENT EMAIL AND LOGIN INFO

Know your Student Email (Memorize it): Your Email Address and Password are used to gain access to any student computer on any site of Coastal Pines Technical College. The Single Sign On Process synchronizes your campus computer access, email, banner, and blackboard login credentials.

If you lock your account or have other password issues use the troubleshooting tips on the “Student E-mail and Logon” under the MyCPTC tab on the website for any email or computer logon issues.

How to Find your Email Address:
Go to BannerWeb using MyCPTC dropdown on www.coastalpines.edu
   Be sure to use just your username - do not use “@student.coastalpines.edu”
   The first time you log in your password will be Cptc and your 6-digit date of birth. Example: April 1, 1968 birthday would be Cptc040168 (remember that it must be a capital C)
Click the LOGIN button
Click the PERSONAL INFORMATION link
Click the VIEW EMAIL ADDRESS link
Please make note of your Email address. Your student email address will contain @student.coastalpines.edu
If you need help with Banner Web – please contact Student Affairs or Financial Aid at your location.

How to Log in to your Email:
https://outlook.com/student.coastalpines.edu or https://login.microsoftonline.com
   Enter your Entire EMAIL Address (use the entire username@student.coastalpines.edu). New student’s Password is Cptc and your 6-digit date of birth. Example: April 1, 1968 birthday would be Cptc040168 (remember that it must be a capital C)
Click the SIGN IN button. Accept the terms of use and setup your account. If you set up the authentication verification methods for your CPTC email you will be able to self-reset in the future if needed.

How to Login to Blackboard
Go to http://coastalpines.blackboard.com
Click on “FACULTY AND STUDENT LOGIN”
   Be sure to use just your username - do not use “@student.coastalpines.edu”. Blackboard password is same as email password.
All students will have a Blackboard account whether you have online classes or not. You will be able to find all your classes and see your grades through Blackboard.

How to Login to BannerWeb
Go to BannerWeb using MyCPTC dropdown on www.coastalpines.edu
   Be sure to use just your username - do not use “@student.coastalpines.edu”. Banner Web password is same as email password.

You will be able to register for your classes, view your schedule, and see final grades and unofficial transcripts through Banner.
REGISTRATION INFORMATION

1. All tuition and fees for registered students are due no later than 6:00 p.m. on January 8, 2020.
   Pay for classes in one of the following ways:
   A. Financial Aid Awards (check account balance on BannerWeb)
   B. Online via BannerWeb or with cash, check, or credit card at the Cashier’s office.
2. Late registration for all students begins January 6, 2020 including those who have schedules deleted due to outstanding balances. Students registering during the Late Registration period should be prepared to pay outstanding balances and await reimbursement from Financial Aid if eligible. Students will be dropped for nonpayment by an announced deadline.
3. Visit the Financial Aid office if you wish to apply for financial assistance.
   A. Apply for HOPE at www.gafutures.org
   B. Apply for Pell Grant at www.fafsa.ed.gov
4. Attend New Student Orientation
5. Make bookstore purchases, before January 9, 2020 in cash, check, or credit card only. Use Financial Aid beginning January 9, 2020, the first business day of the semester.
6. Students formally dropping classes during the first three business days of the semester will be obligated for bookstore purchases previously made with financial aid.
7. Students will be dropped for nonpayment by an announced deadline. Drop will occur on January 17, 2020.

ADVISEMENT CHECKLIST

- Complete Financial Aid process and provide all required documents
- Register for classes with help from your advisor
- Know your CPTC email address
- Know how to login to computers at CPTC
- Know how to login BANNER Web
- Make sure you can access Blackboard
- Understand online classes will have at least one proctored exam
- Print your class schedule (must have a copy for the bookstore)
- Make sure you know what campus and room number your classes are scheduled
- Attend New Student Orientation
MAKE A STUDENT

MAKE A STUDENT - MAKE A RAY - MAKE A GRADUATE SERIES | STUDENT NAVIGATOR, CTC LIBRARIES, DISTANCE EDUCATION, & SGA

COASTAL PINES TECHNICAL COLLEGE

MAKE A STUDENT

WAYCROSS - 1/13 | LIBRARY COMPUTER LAB

GOLDEN ISLES - 1/14 | LIBRARY STUDY ROOM

JESUP - 1/15 | LIBRARY STUDY ROOM

11 AM - 12 PM

GET HANDS-ON HELP WITH BLACKBOARD AND EMAIL. FIND OUT ABOUT LIBRARY RESOURCES, STUDY SKILLS, AND MORE

Coastal Pines Technical College

SGA

STUDENT GOVERNMENT ASSOCIATION
Library Services at Coastal Pines Technical College supports the academic, cultural and lifelong learning needs of our students, faculty and staff, and our local communities in Southeast Georgia.

We have libraries in Golden Isles, Jesup and Waycross, and learning resource centers in Alma, Baxley and Hazlehurst. Students at our Camden site may use the Camden Center Library managed by College of Coastal Georgia.

Our libraries have computers, printers and photocopiers, headphones, study rooms, and more.

Get to know our library staff, and ask questions. Make an appointment with a librarian for reference help, or use the 24/7 live chat tool on our webpage.

We look forward to helping you succeed!

Find us online: libguides.coastalpines.edu/libraryservices

LibGuides are webpages created by librarians. Each guide has links to books, articles, and websites on specific topics.

GALILEO databases have articles, photos, videos, eBooks and more. Watch the GALILEO YouTube channel for helpful tips.

Can’t find a book? There’s more to our collection than what you see on the shelves. Ask a librarian for details.
Library Resources

Online Library Catalog
The Online Library Catalog lets users search the CPTC collection. Find a link to the catalog on the Library Services page or go to http://bit.ly/CPTC_Catalog.

Borrowing Policies
Books may be borrowed for 2 weeks, and DVDs for 3 days. Check out up to 5 items at a time. CPTC ID required. We have borrowing agreements with other institutions. Ask a librarian for help finding the resources you need.

Discover GALILEO
Print copies of journals and newspapers are available in our libraries. Titles vary by site. Thousands of digital publications are in GALILEO, along with images, eBooks, and more. Find the link on our webpage or go to http://www.galileo.usg.edu/scholar/coastalpinetech/search/.

Tech Help
Reset your password at your CPTC library. Photo ID required. Check out our Tech Help LibGuide for tips on troubleshooting computer and email problems: http://libguides.coastalpines.edu/techhelp.

GALILEO Password
The GALILEO password is for off-campus access. Check your CPTC email for the password or ask for it in person at the library. Send password requests via email to library@coastalpines.edu using your CPTC email account.

Tutoring Services
http://libguides.coastalpines.edu/libraryservices/tutoring
Math and English tutoring is available to CPTC students. Tutors often meet in our libraries. Check the schedule on the library webpage to find a time convenient for you.

Smarthinking
http://services.smarthinking.com/login/login.php?
Smarthinking is a live online tutoring service that is free to CPTC students. Log on to learn more about how this service can help you.

Email us: library@coastalpines.edu
QUESTIONS?
What kinds of money might I receive?
The most common type of money BankMobile disburses to students are funds left over from financial aid awards, loans or grants after tuition has been paid. Students receiving these funds have usually requested this additional support to help with books and living expenses. Other types of money may include reimbursement for tuition overpayment or a dropped class. BankMobile uses the term “Refund” but CPTC may have another name for these funds, such as a disbursement, residual, or a stipend.

How will I get a Personal Code?
There are multiple ways you can get a code:
MAIL: Look out for the green envelope, your code will be sent to the address you have on file with CPTC.
EMAIL: BankMobile will send you an email with your code.
ON DEMAND: Visit refundselection.com and click on the Need a Code? link.

How is my money delivered?
Delivery of refund money is a multi-step process. First, CPTC draws funds from the respective loan and/or grant provider and applies it to your student account. Once this information is verified, it is sent to BankMobile. Once the specific refund information is received, it is processed and disbursed according to your selection.

Can I change my preference for receiving money?
Yes, just log in to RefundSelection.com and select Refund Preferences from the Refunds menu option. Once on the page, make your new selection and click the Update Preference button. Be aware that your new selection will only affect future money you receive from CPTC.

How will I know when my money has been sent?
BankMobile will send you an email or you can view the status of your refund online at RefundSelection.com. You can also sign up for mobile alerts. An alert will be sent each time the status of your refund changes. These alerts are real-time to provide you with the most up to the minute information. To sign up, select Mobile Alerts from the User Profile menu.

What is the BankMobile Vibe account?
Designed exclusively with students in mind, BankMobile Vibe is a checking account that offers the power to bank anywhere, anytime. Plus no monthly fee for students. If you select Vibe, you will receive a temporary virtual Debit Mastercard to use until your card arrives in the mail. Identity verification is required to open a BankMobile Vibe account online via BankMobile’s Customer Identification Program (CIP).

Visit: RefundSelection.com

1 Message and data rates may apply, please see your provider for details.
2 See fee schedule for information on fees and how we determine student status.
STRETCH YOUR TUITION DOLLARS
Enroll in a monthly payment plan.
Your school partners with Nelnet Campus Commerce to let you pay your tuition and fees over time, making college more affordable.

Payment Methods
• Automatic bank payment (ACH)
• Credit card/debit card (An additional convenience fee of 2.75% will be assessed)

Cost to Participate
• $30, $35 or $40 nonrefundable enrolment fee per semester (Fall, Spring, & Summer)
• $2 nonrefundable enrolment fee for an immediate full payment
• $30 nonrefundable returned payment fee if a payment is returned

Simple Steps to Enroll
• Determine total tuition and fees assessed and approximate amount of bookstore credit needed for course materials.
• Go to www.coastalpines.edu
• Click on Financial Aid/Tuition Payment Plan
• Scroll to the bottom of the page and choose Tuition Payment Plan
• Or go to: http://www.mycolleangepaymentplan.com/cptc and click Enroll Today button

Target Dates to Enroll By:

Fall 2019
• Payment plan available on June 17, 2019
• Last day to enroll online is August 23, 2019
• Full payment available through August 23, 2019

Spring 2020
• Payment plan available on October 21, 2019
• Last day to enroll online is January 17, 2020
• Full payment available through January 17, 2020

Summer 2020
• Payment plan available on March 9, 2020
• Last day to enroll online is May 22, 2020
• Full payment available through May 22, 2020

Scheduled payments are processed automatically on the 6th of the month.

To see enrollment deadlines, required down payments, and other payment details, visit our website below. Please note that all down and full payments are processed immediately.

MyCollegePaymentPlan.com/cptc
**FEDERAL WORK-STUDY PROGRAM**

The Federal Work Study (FWS) Program provides jobs for students demonstrating financial need. Through FWS, students are allowed to earn money to help pay for educational expenses while attending school. Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for FWS. Students should consult the Office of Financial Aid or Career Services Office for more information on the application procedures and eligibility requirements.

To be eligible for the Federal Work Student Program, students must be:

- PELL Eligible
- Have additional financial need
- Enroll in at least 6 credit hours per semester
- Complete the CPTC Financial Aid FWS Application
- Apply for open FWS positions on the CPTC Employment site

If selected, consent to a background check conducted by CPTC

**VIRTUAL JOB SHADOW**

VirtualJobShadow.com is an online career planning and career exploration resource that provides all the tools and resources for charting your career path by choice, not chance. It’s highly engaging, fun, and works perfectly on any computer, tablet, or smart phone, making job shadowing a uniquely cool digital experience!

VirtualJobShadow.com allows users to create resumes, search for jobs, and gain valuable information about career fields in an easy to use interactive program. Just click login, type in Coastal Pines Technical College, then select New Account in the top right corner.

For questions about either of these opportunities, please contact:

Buck Thigpen
Career Placement & Development Coordinator
bthigpen@coastalpines.edu
912-287-5813

**QUALITY ENHANCEMENT PLAN = MMW**

Making Math Work (MMW) addresses the need for students to have the mathematical skills they need for success in their occupational program. Learning objections will include basic math calculations, real world application, and use of occupational measuring tools. The benefits for the student include becoming more invested in the math course and seeing the correlation to their success in the world of work. As well as entering their program courses more confidently and being more successful in their occupational program.
Coastal Pines Technical College is deeply committed to the health and welfare, and ultimate success and happiness of all our students. All new students are expected to complete the Sexual Assault Prevention for Undergraduates programs (formerly Haven), created by EverFi.

Sexual Assault Prevention is an online sexual violence awareness and prevention course. CPTC provides Sexual Assault Prevention as part of a federal mandate under the Campus SaVe Act for all students to learn about sexual violence. These regulations are enforced by the U.S. Department of Education.

It is an interactive, online program designed to inform students about sexual assault issues and prevention. The confidential, research-based courses provide students with accurate information in a non-judgmental tone and provides personalized feedback that encourages students to consider their own decisions and those of their peers. There are two parts to this course and can be taken the same day, no intersession period however you have to complete Part 1 and sign out of EverFi, then sign back in and complete Part 2.

Who completes Sexual Assault Prevention?
New Students, Transfer Students and Dual Enrollment Students over 18

Course Website: www.everfi.com/register
Course Registration Code: 423aa451
Click “I’m a Student” to create your EverFi account.
You must register with your student CPTC email address

Course Opens—January 6, 2020
Completion date—March 30, 2020

Other Important Information:
✦ You will need Internet access and audio capabilities.
✦ To avoid technical issues, please use any major web browser released within the previous two years.
✦ You may take the courses in multiple sittings.
✦ The courses may include surveys to help personalize your experience and measure students’ attitudes and behaviors. All survey responses are confidential; the university will only receive information about the student body as a whole and will never see individual students’ answers.

Should you experience problems, technical support is available 24/7 and can be accessed from the “Help” link within the courses or by visiting support.everfi.com.

If you have any questions please contact Cathy Montgomery, Counseling and Special Services Director at 912-262-9995 or 912-424-3645 or cmontgomery@coastalpines.edu.
10 WAYS TO GET INVOLVED!

1. BACK TO SCHOOL EVENTS welcome the students back to campus for fall and spring semesters with free goodies and giveaways!

2. NATIONAL TECHNICAL HONOR SOCIETY (NTHS) is an organization that recognizes students who excel academically and professionally. Members are nominated by their program instructors and must have a 3.5 or higher average (for a minimum of 12 semester hours). Graduates are recognized during graduation with regalia. Membership fees are the responsibility of the student.

3. SkillsUSA® is a professional organization that recognizes outstanding students. SkillsUSA® members participate in chapter meetings, competitions, leadership conferences, and activities. Through the SkillsUSA® Championships program, members can earn recognition, industry tools and prizes, and college scholarships.

4. E-MAIL CONTESTS are open to all students and are provided periodically throughout the school year. Past contests have been focused on Veteran’s Day, Black History Month, and Mental Health Awareness. Students can win gift cards for participating.

5. The Delta Chi Rho chapter of LAMBDA NU is a national honor society for radiologic and imaging sciences. Its objectives are to: foster academic scholarship, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship.

For more information about getting involved, please contact Libby Cole, Student Activities Coordinator at ecole@coastalpines.edu, 912-262-4994.
PHI BETA LAMBDA is a national student organization for students interested in business careers. PBL provides the students with opportunities to develop occupational competencies for business occupations and promotes a sense of civic and personal responsibility. Local, state and national competitions are open to students in this organization.

STUDENT ACTIVITY DAYS are held every fall and spring semester and are an opportunity for students to take a break mid semester and enjoy some activities and free food and giveaways!

THE HORTICULTURE CLUB on the Waycross Campus offers opportunities for students to gain practical, hands-on experience, to network with leaders in the green industry, and to foster leadership experience and cooperation among its members. The HORT Club participates in environmental projects each semester. Membership is open to all students.

THE STUDENT GOVERNMENT ASSOCIATION (SGA) offers opportunities for leadership development, fellowship, and volunteer activities. Each site elects student representatives to serve as Delegates to the SGA. SGA plans activities and sponsors school and civic improvement projects. Activity fees are administered through SGA.

RESOURCE FAIRS are held each fall to provide students with information about available resources in the community. Students can also complete VOTER REGISTRATION through the Student Activities office.
Are you struggling with how to study? How to manage your time? Test performance or test anxiety?

The Special Services
STUDENT NAVIGATOR has the tools to help you succeed:

- Learn tips for test success
- Take assessments to determine how you learn best
- Obtain referrals to other CPTC services and resources
- Hear about new study strategies
- Become confident and stress free
- Balance your time between school and responsibilities
- Overcome test anxiety

Contact Info
Lauren McCullough, Student Navigator
lmccullough@coastalpines.edu
912.285.6361
fax: 912.427.5889
1701 Carswell Avenue, Waycross, Georgia 31503
www.coastalpines.edu

Coastal Pines Technical College is a Unit of the Technical College System of Georgia
Equal Opportunity Institution
Student Success Center

Get the assistance you need to be successful by utilizing the tools we have available in the Student Success Center.

- Computers
- Printers
- Pens
- Pencils
- Hole punchers
- Staplers
- Paper
- Reference books
- Charging station

Monday - Thursday, 7:30 am - 5 pm
Friday, 8 am - 12 pm

WAYCROSS CAMPUS
BLDG. 1100
ROOM 1148

www.coastalpines.edu
LEARN MORE ABOUT
T.E.A.M.S.

TCSG EARLY ALERT MANAGEMENT SYSTEM

Did you know there are staff, services & resources available to assist you while enrolled?

You may be contacted throughout the semester if your teacher reports through TEAMS any academic, attendance or personal hardship concerns you may experience.

Do not be afraid! Early intervention is usually more successful so that you can get the assistance you need before having to withdraw or fail a class.

What can you do? Be responsive if someone reaches out to you and accept the help or advice.

TEAMS will help you reach your goals if you let us!

Coastal Pines Technical College

2017 College of the Year

www.coastalpines.edu
Coastal Pines Technical College (CPTC) has established the Behavioral Intervention Team to assist in addressing situations where students, faculty, or staff are displaying behaviors that are disruptive, threatening, or concerning in nature that potentially impede their own or others’ ability to function successfully or safely.

These procedures are designed to help identify persons whose behaviors potentially endanger their own or others’ health and safety or is disruptive to the educational or administrative processes of the college. It should be understood that even with the best intentions, situations may arise that are unforeseen by any member of the college community.

**Mission Statement**
The Behavior Intervention Team is committed to promoting safety via a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and wellbeing of Coastal Pines Technical College students, faculty, staff and visitors.

**Goals**
- Provide a safe physical environment for members of the college community,
- Provide a safe emotional environment for the college community, and
- Promote peace of mind for friends and family of the college community.

**When Do I Make a BIT Report?**
In general, 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.

**Security**
CPTC employs security officers to perform safety and security functions on our campuses. Security Officers may be reached at the phone numbers below. Contact 911 if you need emergency assistance.
CPTC has a security officer on campus during the hours students occupy the buildings. For non-emergency assistance:
- Campus Police Chief (James Mock): 912-287-4027
- Alma (Officer Franklin Brinson): 912-632-0951
- Baxley (Officer Willie Demery): 912-367-1700
- Camden (College of Coastal Georgia): 912-510-3300
- Golden Isles (Officer Anna Drummond): 912-424-9405
- Hazlehurst (Officer Willie Demery): 912-379-0041
- Jesup (Officer Andrew Kasperian): 912-427-1820
- Waycross (Officer On Duty): 912-424-9410

**Membership:**
Team members have regular contact with campus community members in some manner. This aids 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

Contact the Behavioral Intervention Team at [BIT@coastalpines.edu](mailto:BIT@coastalpines.edu)

How Do I report a concern to the BIT?
Complete the reporting form at the following link: [www.coastalpines.edu/BIT/Reporting](http://www.coastalpines.edu/BIT/Reporting)
ProctorU Information

Preparing for a Proctored Event
Online Courses at Coastal Pines Technical College

Which courses require proctored events: Fully online courses.

Where can a student complete a proctored event: ProctorU recommends that students test at home. CPTC still welcomes students at all locations and maintains loaner equipment that can be checked out from computer labs and libraries. Beginning in Spring 2020, students will have increased flexibility of location using ProctorU in most online courses. The instructor will list any ProctorU and/or face to face requirements in the course syllabus.

What is the date of the proctored event: The course instructor determines the date of the proctored event for their course and communicates the specifics via the syllabus, student email, and/or course communications.

What is needed for a Proctored Event using ProctorU:

- Webcam with Microphone. This can be internal to a laptop/Chromebook or using an external webcam.
- A computer (no mobile devices with ProctorU).
- High speed internet. Test your equipment ahead of time if attempting to use a protected network. Students can also connect to the CPTC network while on campus.
- Government issued photo ID.
- Install the ProctorU Browser Extension and sign into it *before* clicking on the exam in Blackboard. Browser Extensions are available for Chrome or Firefox. Students can google “ProctorU Browser Extension” to install.
- Create a ProctorU Account ahead of the scheduled event. Students create the account using their CPTC email address and use the same account for all sessions.

A Student Guide with clickable links can be found on the Blackboard landing page. Exam specifics will be communicated by each course instructor.

Please watch this video about how proctoring works and this video about preparing your testing environment.

Prior to the proctored event date, view resources for ProctorU Auto: https://www.proctoru.com/auto-resource-center

Trouble with a proctored event? Contact your ProctorU Support: https://www.proctoru.com/contact-us

ProctorU Auto comes with Test-Taker Live Chat available through your browser extension or account page.
1. **Check Your Student Email.** Instructors will communicate only through CPTC student email. CPTC email address is listed as the preferred email address. You will receive a welcome email from your instructor on the first day of class. You should email each instructor within the first 3 days of class in addition to logging into the course through Blackboard. Email your instructor with any content or course questions as needed.

2. **Log into Blackboard Regularly** Please note that Coastal Pines Technical College uses a "single sign on" method where the username@student.coastalpines.edu credentials for Office365 email, CPTC Computers, Banner, and Blackboard all use the same password. You will only need the username and not the @student part when logging in to Blackboard. Distance Education course attendance includes that initial log in, initial email, and ongoing participation (assignment submission) within every week of the term.

3. **Complete the SmarterMeasure Learning Assessment**

4. **Clear Browser Cookies and Cache Regularly and Change Browsers if Needed** The Library has a LibGuide for Blackboard with browser information and troubleshooting tips.

5. **Attend Orientation Sessions** Blackboard orientations are provided through the Make a Student sessions after the start of each term. You may also preview a presentation at [http://www.coastalpines.edu](http://www.coastalpines.edu) under MyCPTC.

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### Technical Competencies

Basic computer skills necessary for success include:

- Ability to send email messages with attachments
- Ability to navigate the Internet
- Ability to upload and download files
- Ability to create, save, and rename files
- Ability to participate in online discussions
- Confidence in communicating at a distance with course instructors.

Submit a Helpdesk Request Form directly from the [Blackboard Login](http://blackboard.coastalpines.edu) page to contact our Distance Education department. Expect a 24 hour wait but all concerns will be addressed.

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### Keys To Success

- Self-Motivation
- Self Discipline
- Persistence
- Availability of Time
- Time Management Skills

**Communicate with Your Instructor about Proctored Exams**

Students taking online classes are required to complete at least one proctored event during the term. Coastal Pines Technical College does not charge additional fees for the verification of student identity or for distance education exam proctoring. Students will need to travel for certain courses and have access to a webcam with microphone and a computer for the proctored event in most fully online courses.
Counseling Services
Personal, career, academic, group, life management, and crisis management counseling are offered. Also, personality, aptitude and skills assessments, mediation with students and faculty, and disability services.

For more information contact Cathy Montgomery, Counseling and Special Services Director
(912) 262-9995, cmontgomery@coastalpines.edu

Special Populations and Non-Traditional Programs
Coastal Pines Technical College provides support services such as customized workshops, seminars and support groups for students who are in special population categories including: single parents, economically disadvantaged, displaced homemakers, students with limited English proficiency as well as students enrolled in nontraditional programs. Pumping rooms are also available on Golden Isles, Jesup, and Waycross campus—ask Student Affairs or campus security for locations.

For more information contact Libby Cole, Student Activities Coordinator
ecole@coastalpines.edu, 912-262-4994

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 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.

CPTC Student Code of Conduct
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
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.

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>
</tr>
<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>
</tr>
<tr>
<td>Sexual Discrimination - Title IX</td>
<td>Student</td>
<td>Special Services Director</td>
</tr>
<tr>
<td>Student Discipline/Code of Conduct</td>
<td>Student</td>
<td>Vice President for Student Affairs</td>
</tr>
</tbody>
</table>

Sexual Harassment

- 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.
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

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.

CPTC Dress Code
• 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.
• The following clothing items are 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.

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.

CPTC is a Tobacco and Drug Free Campus — information can be found under the safety and security information on the website and on Blackboard.
STUDENT HANDBOOK INFORMATION

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.

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.

Workplace Violence

• 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.
STUDENT HANDBOOK INFORMATION

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 from the course.

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.

Withdrawal from CPTC
• 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.
**BANNERWEB INSTRUCTIONS**

1. Connect to CPTC’s website [http://www.coastalpines.edu/](http://www.coastalpines.edu/)
2. Go to ‘MYCPTC’
3. Click on ‘BannerWeb’
4. Click on ‘Can’t Access Your Account’
5. Follow the directions to set your student account for Single Sign On (SSO).
6. Click BannerWeb login again after your SSO authentication is complete
7. Enter User ID (1st initial, last name, possible number, i.e. jsmith8)
8. Enter the password you just created then click Login

**To Print Schedule for Bookstore**

1. Click Financial Aid and Student Records
2. Click Registration
3. Click Student Detail Schedule
4. Select Appropriate Term
5. Click Submit
6. PRINT

**To Verify Account Balance and/or Financial Aid Award**

This report displays current fees and estimated financial aid awards. Please allow 24 hours after registration for financial aid awards to be processed.

1. Click Financial Aid and Student Records
2. Click Financial Aid
3. Click Account Detail by Term
4. Select Current Term

**To Pay Online**

1. Click Financial Aid and Student Records
2. Click Registration
3. Click Pay Online
4. Follow instructions for payment

**Check SAP (Satisfactory Academic Standing)** after grades are posted

1. Click Financial Aid and Student Records
2. Click Financial Aid
3. Click Check the Status of my Financial Aid
4. Click Academic Progress

**To View Email Address:** Click Personal Information then View E-mail Address. CPTC student e-mail address will be marked as preferred.
New Student Orientation Experience Survey

1. Use the link: http://cptc.researchfeedback.net/new
2. Use the QR Code
3. Raise your hand for a paper copy

Pick the option that works best for you!

Thank you for your attention today!

Self-Disclosure Form

1. Use the link: http://cptc.researchfeedback.net/sd
2. Use the QR Code
3. Raise your hand for a paper copy