



ATLANTA
TECHNICAL
COLLEGE

ORIENTATION MANUAL FOR OFF CAMPUS STUDENTS



Atlanta Technical College
1560 Metropolitan Parkway, SW
Atlanta, GA 30310
404.225.4400

www.atlantatech.org

MISSION

Atlanta Technical College, serving Fulton County, south of the Chattahoochee River, seeks to meet the needs and demands of students and industry through state-of-the-art academic and applied career preparation leading to associate degrees, diplomas and technical certificates, customized business and industry training, continuing education and other learning services.

As set forth in its student catalog, Atlanta College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For further information contact: Sandra Bush, Equity Coordinator, Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, Georgia 30310, 404.225.4448. For ADA and Section 504, contact James Askew, Retention Specialist, Admissions Office, 1560 Metropolitan Parkway, SW, Atlanta, Georgia 30310, 404.225.4462. Atlanta Technical College is accredited by the Commission of the Council on Occupational Education, located at 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346, 770.396.3898/800.917.2081.



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Please keep this manual to refer to policies and/or procedures when needed. Use this information with the Student Handbook.

If you have questions and/or concerns, use the Student Services Directory, located in the Appendix of this document.

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Technical College is accredited by the Accrediting Commission of the Council on Occupational Education, located at 41 Perimeter Center East, Atlanta, GA 30346.



Dear Atlanta Technical College Student:

On behalf of the administration, faculty, and staff, welcome to Atlanta Technical College! We are excited that you are here and hope that the information you obtain will provide you with the tools needed to attain your personal and professional endeavors.

Atlanta Tech is an active and vibrant College. As an off-campus student, we would like for you to use this orientation manual to obtain information on our academic training programs, college resources, faculty and staff, and student activities and organizations. Please take this opportunity to acquaint yourself with staff contacts as well. Feel free to contact any one of them if you have questions or concerns.

Again, welcome to Atlanta Technical College and best wishes!

Sincerely,

**Brenda Watts Jones, Ph. D.
President**



TABLE OF CONTENTS

Greetings from the President	2
Table of Contents.....	3
General Information	4
Payment of Tuition & Fees	6
Financial Aid Information.....	7-8
Third Party Contracts.....	9
Workforce Investment Act	10
College Security	11
Media Center Information	12-13
Grievance Procedures.....	14-23
Sexual Harassment.....	24
Work Ethics	25
Warranty Guarantee.....	26
Appendix.....	27
Warranty Claim Request	
Schedule Registration Form	
Transfer of Credit	
Program Withdrawal	
Student Services Directory	
State Enrollment System Information	
School Map	



GENERAL INFORMATION

INTRODUCTION

Atlanta Technical College (Atlanta Tech) was reorganized and began offering its first programs in 1968. The College has grown tremendously, with an annual enrollment exceeding 3, 500 students. Atlanta Tech is a public, post-secondary college, under the governance of the Georgia Department of Technical and Adult Education.

FACULTY

The faculty of Atlanta Tech consists of men and women with expertise, special qualifications, and experience in their respective occupational fields. Each instructor has additional professional preparation for teaching and specialized training to remain current on the modern methods and skills in occupational areas. Each faculty member is professionally certified to teach by the Georgia Department of Technical and Adult Education.

TECHNICAL EDUCATION IS FOR EVERYONE

Atlanta Tech offers opportunities to people of all ages. Recent high school graduates can train at our college for exciting employment opportunities. Men and women already in the workforce can update their skills or train for new jobs in a short time. We are part of the statewide network of technical colleges that offer meaningful, hands-on job training programs. Additionally, we have special initiatives for high school students.

ACCREDITATION

Atlanta Tech's training programs are fully accredited by the Council on Occupational Education, located at 41 Perimeter Center East, Atlanta, GA 30346.

ADVISORY COMMITTEES

To increase Atlanta Tech's contact with the community and to offer programs fitting local needs, standards of training for all programs of study are maintained through the assistance of Advisory Committees. The General Advisory Committee is composed of local business and industrial leaders from the area. The committee makes recommendations concerning programs and provides advice for specific course offerings. In addition, Advisory Committees make recommendations and oversee the content of each course we offer. These leaders evaluate training and make recommendations for improvements in job standards.

CAREER PLACEMENT SERVICE SPEEDS EMPLOYMENT

A list of career placement services are available electronically. Through Atlanta Technical College's website www.atlantatech.edu, students may access NACELINK CONNECT, an online national job board. The NACELINK CONNECT allows students to:

- Maintain an online version of a resume
- Reply to job listings online
- Set up job-search agents that will send an email when a job is posted that meets the student's skills and requirements

For online career placement services, students may contact the career placement staff at careerpl@atlantatech.edu. The career placement staff is available to respond to inquiries and to provide resume assistance. Atlanta Tech's Career Placement Service helps students before and after they graduate. Our Career Placement Director assists students, businesses, and industries with their employment needs. Placement services assistance is available to any student who is currently enrolled, or who has graduated. Assistance is also available to those students in need of part time employment while attending school. Instructions are given in employability skills; including the job application letter, writing resumes, and interviewing techniques. The office maintains a file of current job opportunities, brochures, and general information about many of the companies who have hired, or are interested in hiring our graduates.



PAYMENT OF TUITION & FEES

Tuition and fees are due and payable at the time of registration by one of the following methods:

1. Cash, checks, or credit card. – see cashier in auditorium; 3 p.m. – 7 p.m.
2. Financial – Aid if you have received an official award letter;
3. Third Party Sponsors – see next page.

Tuition and fee **MUST** be paid during registration or you will be dropped from the class roster. Payment arrangements will not be accepted.





2003 – 2004 FINANCIAL AID DATA SHEET

This Data Sheet is designed to assist you in completing the 2003-2004 financial aid application process as quickly and smooth as possible. Should you require additional assistance, our financial aid counselors will be more than happy to assist you.

FINANCIAL AID PROGRAMS

- The Federal **PELL Grant Program** provides gift-aid to students who demonstrate financial need as defined by the Department of Education. The award amount varies based on financial need and enrollment status.
- The Georgia **HOPE Grant** provides assistance to students enrolled in diploma or certificate programs who are residents of the state of Georgia and who are not in default on a student loan.
- The Georgia **HOPE Scholarship** provides assistance to students enrolled in associate degree programs who are residents of the state of Georgia and who are not in default on a student loan.
- Atlanta Technical College does not participate in the Student Loan Program.

APPLICATIONS AND OTHER REQUIRED DOCUMENTATION

Applications: Free Application For Federal Student Aid (FAFSA) or HOPE Scholarship Application (HSA)

- All applicants must complete the FAFSA or the HSA. It is recommended that students complete the FAFSA so that they may be considered for the maximum amount and types of aid available through the financial aid office.
- **ATC's Title IV Code is 008543, and must be reported in Step 6 of the FAFSA;** Students (and parents of dependent students) must use their 2002 federal income tax form to complete the FAFSA. If your income tax form is not available, you may obtain a summary of your income tax data by requesting IRS Form 1722, free of charge, from a local IRS Office or by calling 1-800-829-1040.
- Applicants may complete the HSA in lieu of the FAFSA if the student has earned a first bachelor's degree.
- The student must submit any supportive documentation requested by the institution, which may include federal tax forms, proof of child support received, verification worksheet, etc.
- Associate Degree students must complete a **HOPE Scholarship Application** to be considered for HOPE funding.
- Associate Degree students must insure that all academic transcripts are on file in the Admissions Office if they wish to be considered for the HOPE Scholarship.
- Online application for FAFSA may be accessed at www.fafsa.ed.gov.

ELIGIBILITY

All recipients must:

- be U.S. Citizens or eligible non-citizens
- be registered with Selective Service (male students, if required)

- be working toward an eligible diploma or certificate
- maintain satisfactory academic progress
- not owe a refund on a federal grant or be in default on a student loan
- meet the criteria outlined in the Drug-Free Postsecondary Education Act (“In certain cases, students convicted of drug-related offenses may not be eligible to receive federal financial aid for a period of time.”)

HOPE Scholarship recipients (Associate Degree students) must also

- have attempted at least 45 and no more than 90 credit hours (2nd Tier)
- have a 3.0 or greater cumulative grad point average at the end of the quarter in which he or she attempted his/her 45th credit hour (2nd Tier)
- have attempted at least 90 and not more than the maximum number of credit hours required to complete the associate degree program in which the student is enrolled (3rd Tier)
- have a 3.0 or greater cumulative Grade Point Average at the end of the quarter in which he or she attempted his/her 90th credit hour (3rd Tier)

SATISFACTORY ACADEMIC PROGRESS

Title IV federal and state financial aid recipients must maintain satisfactory academic progress. This includes maintaining a 2.0 or greater Grade Point Average (GPA) and completing the program within 150 percent of the normal time required. The student must complete at least 67 percent of all classes attempted in order to complete the program within the 150 percent time frame.

FINANCIAL AID CALENDAR AND DEADLINE DATES

January	Complete and maintain a copy of your federal income tax forms
March 15	<u>Recommended deadline</u> for submission of the Free Application For Federal Student Aid or the Renewal Application for the 2003 – 2004 academic year
May 1	<u>Priority deadlines</u> for submission of 2003 – 2004 financial aid forms and other supportive documentation required by the Financial Aid Office
June 15	The Financial Aid Office begins notifying students of the eligibility to receive assistance by mailing Award Letters to students who met the priority deadline date.

If you fail to meet the priority deadline date for the academic year, the quarterly deadline to submit a valid Student Aid Report (SAR)/ISIR or Hope Alternate Application and any other supportive documentation requested to the financial aid office is as follows:

SUMMER QUARTER 2003
FALL QUARTER 2003
WINTER QUARTER 2004
SPRING QUARTER 2004

JUNE 1, 2003
AUGUST 25, 2003
NOVEMBER 24, 2003
FEBRUARY 23, 2004

Best Wishes in attaining your education goals at Atlanta Technical College. Additional Information and applications may be obtained by contacting:

Office of Student Financial Aid
 Atlanta Technical College
 1560 Metropolitan Parkway, SW

Atlanta, Georgia 30310
404-225-4715

ATLANTA TECHNICAL COLLEGE'S TITLE IV CODE IS 008543

Atlanta Technical College's Notice of Nondiscrimination

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THIRD PARTY CONTRACTS

THIRD PARTY VENDORS

COORDINATOR

Americorp	Florence McKeathen 404.225.4418
Atlanta Carpenters	Faye Evans 404.225.4526
Atlanta Job Corp	Florence McKeathen 404.225.4718
Atlanta Public Schools	Angela Bowers 404.756.3815
Atlanta Regional Com/Workforce	Florence McKeathen
Atlanta Workforce Development	Harriett Ferrell
CEFGA Plumbing	Faye Evans
City of Atlanta Fire Department	Constance Rowan 404.756.4906
City of Atlanta Public Works	
Clayton County DFACS	Florence McKeathen
Decatur High Schools	Angela Bowers
DeKalb Workforce Development	Florence McKeathen
Department of Veteran's Affairs	Florence McKeathen
Fulton County Human Services	Mattie Goss 404.774-7820
Fulton County (Jefferson House)	Harriett Ferrell
Fulton County Schools	Angela Bowers
Georgia Father hood	Linda Nealy 404.756.4372
Georgia Association on Young Children	Florence McKeathen
Georgia Department of Human/Res/Dept. of Labor	James Askew 404.225.4462
Georgia Department of Labor	Harriett Ferrell
Georgia Sheet Metal	Faye Evans
MARTA	Faye Evans
Mechanical Trades Institute	Faye Evans
New Connections to Work	Barbara Paige 404.756.3812
Post Secondary Options	Michael Burnside 404.225.4456
Skill Trades	Faye Evans
The Alliance Prepaid Program (if Continuing Ed.)	Geraldine Anderson 404.756.5455
Turner Properties, Inc.	Florence McKeathen
UAW Ford (if Continuing Ed.)	Geraldine Anderson 404.756.5455
Workforce Essentials	Florence McKeathen
YMCA/Centennial Place Family Branch	Florence McKeathen
YMCA/Headstart	Florence McKeathen



WORKFORCE INVESTMENT ACT

DO YOU NEED FINANCIAL ASSISTANCE TO HELP YOU WITH YOUR EDUCATION?

**IT IS CALLED THE WORKFORCE INVESTMENT ACT (WIA)
(WIA FORMERLY JTPA)**

**RESIDENTS OF THE CITY OF ATLANTA ONLY!!!
TO QUALIFY FOR SERVICES, YOU MUST HAVE A HIGH SCHOOL DIPLOMA OR GED**

FUNDS ARE LIMITED. YOU MUST APPLY NOW!

**FOR AN APPOINTMENT CALL
MATTIE GOSS
(404) 756-4599**

**ATLANTA WORKFORCE DEVELOPMENT AGENCY
WILL PROVIDE THE FOLLOWING SERVICES:**

**TUITION
BOOKS
TOOLS
UNIFORMS AND EQUIPMENT
CHILD CARE SERVICES
TRANSPORTATION**

*** NOTE: OTHER RULES FOR DETERMINING YOUR ELIGIBILITY MAY APPLY.**



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COLLEGE SECURITY

The security force serves and protects students, faculty, and staff. Security, (Public Safety Office) is located on the second floor in room 2121. Listed below are the duties, functions, and/or responsibilities of the security force. The telephone number to security is 404-756-3742.

FUNCTIONS

- (1) Maintains a lost and found section
- (2) Issues parking decals and lockers
- (3) Provides hours of operation

DUTIES AND RESPONSIBILITIES

- (1) Regulates parking
- (2) Patrols halls and parking lots
- (3) Views the close-circuit cameras of the halls and parking lots
- (4) Check student ID's
- (5) Explain etiquette of non-standing and sitting on stairs in the front lobby
- (6) Reminds students of the importance of maintaining good conduct at all times



STUDENT'S GUIDE TO ATLANTA TECHNICAL COLLEGE LIBRARY SERVICES

GALILEO AND THE INTERNET

A wealth of library resources are available to students at the College's website www.atlantatech.edu. GALILEO (Georgia Library Learning Online) provides students with numerous databases of information, some of which provide full-text articles.

GENERAL INFORMATION OF CAMPUS RESOURCES

HOURS

Monday – Thursday: 7:45 a.m. – 9:00 p.m.

Fridays: 7:45 a.m. – 6:00 p.m.

LIBRARY CARDS

Students will need a picture ID and proof of enrollment to receive a library card. Library cards are used for checking out books and using computers.

LIBRARY OPERATION GUIDELINES

- Wear your ID whenever you are in the library
- No food or drinks are allowed in the library – a snack center is just outside the entrance.
- Reference materials do not circulate – you may use them freely within the library.
- In order to check out materials, you must have a library card.
- Present your card each time you wish to check out on your card.
- Fines of ten cents (10¢) per school day are assessed for overdue items. The fine is payable at the time the item is returned. Failure to pay fines or return items can result in the loss of library privileges and the holding of all school records until settlement is made.
- If you are accompanied by children under 16, you must provide supervision and/or materials for them to work with. Our computers are not available to them, nor are our reference services.
- With your library privileges, you agree to abide by the acceptable use policy and avoid using the computers to access Internet sites, which may be considered pornographic or lewd.

COOPERATIVE LOAN AGREEMENT

Atlanta Technical College students may use the Atlanta Metropolitan College Library by presenting a valid Atlanta Technical College ID.

CIRCULATION

Books from the General Collection are circulated for a two-week period. At the end of that two-week period, the books may be renewed, if a hold has not been placed on the books. Reference books are not circulated.

BOOK RETURNS AND FINES

Books may be returned in the Book Return Drop outside the library or at the Circulation Desk. The charge for overdue books is ten cents (10¢) per day per book.

FOOD AND DRINKS

Foods and drinks are not permitted in the library

COPIER MACHINE

Copies are ten cents (10¢) each. Instructions for use are posted.

PERIODICALS

The library subscribes to over 200 periodicals. Periodicals do not circulate. They are chosen to support the programs of study and for general interest reading. Periodicals are shelved alphabetically on shelves. Back issues are shelved alphabetically in container in open stacks.

GALILEO AND THE INTERNET

GALILEO (Georgia Library Learning Online) and the Internet connect are located on the computers in the center of the library. GALILEO provides users with numerous databases of information, some of which provide full-text articles.

You may electronically access a wealth of library services via the Web at www.atlantatech.org. Internet access is also available through GALILEO. Ask at the Circulation Desk for instruction or assistance.

WEB-BASED CLASSES:

Students may access web-based courses via the Internet from any location.



GRIEVANCE PROCEDURES OR STUDENT COMPLAINTS, DISCRIMINATION, AND HARASSMENT

General Policy

Atlanta Technical College is committed to ensuring an environment for all students that is fair, humane, and respectful.

This environment should support and reward students on the basis of relevant considerations. It should be free from illegal or inappropriate conduct.

In an instance of perceived violation of college policies, standards, or state or federal law, a student may file a written or verbal complaint, which shall be resolved as set forth by college policy and procedure. Every effort will be made to ensure that a concern will be addressed and resolved at the point closest to the origin of the complaint or concern.

Retaliation in any form against students bringing complaints or participating in hearings is prohibited and will subject the offender to disciplinary action. Also, an individual who initiates a fraudulent or bad faith claim or charge shall also be subject to disciplinary action.

Procedures for Filing Complaints of Discrimination and Harassment

The following grievance procedures are provided for prompt and equitable resolution of students' complaints of discrimination or harassment based on race, color, religion, national origin, age, sex, marital status, gender, sexual orientation, or handicap/disability. These procedures are in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992.

Definitions

- A. **Discrimination Complaint:** A written or verbal complaint alleging that a policy, procedure, or practice discriminates on the basis of race, color, national origin, sex, or handicapping/disabling condition
- B. **Harassment Complaint:** A written or verbal complaint related to comments or conduct of the administration, staff, or peers based upon the race, sex, national origin, age, or handicapping/disabling condition of the students, which interfere with students' sense of well-being in the work or educational environment
- C. **Student Complainant:** Students of Atlanta Technical College who submit complaints alleging discrimination or harassment based on race, color, religion, national origin, age, sex, marital status, gender, sexual orientation,

or disabling condition

- D. **Equity Coordinator:** The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX and of the Education Amendments of 1972 (legislation mandating non-discrimination based on gender) and Title VI of the Civil Rights Act of 1964 legislation mandating nondiscrimination on the basis of race. The Equity Coordinator is responsible for receiving and processing complaints, including sexual harassment complaints, and serves as moderator and recorder during hearings. The Equity Coordinator is Sandra Bush, First Floor, Room 128, 404.225.4448.
- E. **Section 504/ADA Specialist:** The person designated to coordinate efforts to comply with and carry out responsibilities under Section 504 of the Rehabilitation Act (legislation mandating nondiscrimination based on disability). The Section 504/ADA Specialist may serve as the hearing officer for complaints related to disabilities and educational accommodations. The Section 504/ADA Specialist is James Askew, Admissions Office, Room 180/Suite 163, 404.225.4462.
- F. **Respondent:** A person alleged to be responsible, or who may be responsible for the Title IX violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.
- G. **Day:** A working day, which shall exclude Saturdays, Sundays, and holidays
- H. **President:** The chief administrator of Atlanta Technical College
- I. **Georgia Department of Technical and Adult Education:** The agency governing the college
- J. **Grievance Answer:** The written statement of the respondent regarding the grievance allegation and possible corrective action
- K. **Grievance Decision:** The written statement of a hearing officer or her/his findings regarding the validity of the grievance allegation and the corrective action to be taken

Pre-Grievance Meetings

STEP 1.

Prior to the filing of a written complaint, students are encouraged to visit with the department chairperson of their occupational training division to discuss the problem or complaint and to seek a resolution. The department chairperson shall make reasonable efforts to meet with any students or employees to discuss Title IX or Section 504 matters that they may wish to bring to their attention. Such a pre-

grievance meeting shall be at the option of the complainant(s): it shall not be a precondition for the submission of a written grievance.

Sexual harassment complaints and complaints not involving discrimination shall be resolved by the Vice President of Student Services, Lanette C. Brown, Suite 180, Cleveland Dennard Building, 404-225-4444.

STEP 2.

If the grievance is not resolved after this meeting, then the remainder of the grievance procedures will be followed.

The respondents shall submit their answers within ten days to Sandra Bush, Equity Coordinator and James Askew, Section 504/ADA Specialist. The Equity Coordinator will respond within five days.

STEP 3.

The Vice President of Student Services or the Equity Coordinator will schedule a hearing with the complainants, the respondents, and the President or other designee within ten days of the request.

Filing Procedures

STEP 1.

The complainants shall submit written complaints to Atlanta Tech's Equity Coordinator, Sandra Bush, located in room 128, stating the complainants' names, nature, and date of alleged violations, names of persons responsible (where known), and requested actions. The complaints must be submitted within sixty days of the alleged violations.

Complaint forms are available in the offices of the Equity Coordinator, the Section 504/ADA Specialist, division directors, the admissions office, and a copy is printed in the student handbook, Appendix D. The complaint should

be signed by the complainants or their designees. Atlanta Tech's Equity Coordinator or Section 504/ADA Specialist will contact respondents within five days and ask respondents to

1. Confirm or deny facts
2. Indicate the extent to which the grievance has merit
3. Indicate acceptance or rejection of any desired redress specified by the complainant,

or outline an

alternative proposal for redress.

STEP 2.

The Equity Coordinator will schedule a hearing with the complainants, the respondents, and the President or other designee within ten days of the request.

Sexual harassment complaints and complaints not involving discrimination shall be forwarded to the Vice President of Student Services, Lanette C. Brown, Suite 180, Cleveland Dennard Building, 404-225-4444.

STEP 3.

Within five days after the hearing, the Equity Coordinator shall issue a written hearing decision, which includes a statement regarding the validity of the grievance allegation and a specification of any corrective action to be taken.

This decision shall specify the reasons on which the decision is based. Copies of the decision shall be sent to the complainant, the respondent, and the President of the college within ten working days following the hearing.

If the complainants are not satisfied with the President's decision, they may notify the U.S. Department of Education- Regional Office of Civil Rights, Equity Coordinator, or Section 504/ADA Specialist within ten days and request a hearing with the State Board of Technical and Adult Education.

STEP 4.

The last step of the procedure is a written appeal to the State Board of Technical and Adult Education requesting a hearing.

General Provisions

1. **Extension of Time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaints are filed until the complaints are resolved shall be no more than eighty, excluding the State Board of Technical and Adult Education hearing and decision on the case.
2. **Access to Regulations:** The college shall provide copies of all regulations prohibiting discrimination on the basis of race, color, religion, national origin, age, sex, marital status, gender, sexual orientation, or handicapping/disabling condition, upon request.
3. **Confidentiality of Records:** Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in students' personnel file. Complaint records shall be maintained on file for three years after complaint resolutions.

Student Complaints-Nondiscriminatory

Student complaints about grades or class work should be resolved at the lowest level possible.

Students are encouraged

to make an appointment with instructors first to discuss their complaints. If the complaint is not resolved with

the instructor, students should make an appointment next with the department Chairperson, the Division Director, and finally the Vice President of Instruction.

Other student complaints, whether verbal or written, should be directed to the Vice President of Student Services.

Disciplinary Procedures

Section I. College Jurisdiction

To fulfill its mission, Atlanta Technical College must provide opportunities for intellectual, emotional, social, and physical growth and must provide an atmosphere conducive to growth. By completing an application for admission, the student assumes an obligation to act in a manner compatible with the fulfillment of the college's mission.

The jurisdiction of the college is limited to conduct which occurs on the campus, or at off-campus classes, activities, or functions sponsored by the college, or which adversely affects the college and/or the pursuit of its objectives.

Atlanta Technical College's disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this student conduct code. If both alleged violations result from the same factual situation, proceedings under this student code may be carried out prior to, simultaneously, or following civil or criminal proceedings.

When a student is charged by federal, state, or local authorities with a violation of law, Atlanta Technical College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body, however, the college may advise off-campus authorities of the existence of the student code and of how such matters will be handled internally with the college community. The Atlanta Technical College community is defined as any person who is a student, faculty member, college official, or any other person employed by the college. Atlanta Technical College will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and with the conditions imposed by criminal courts for the rehabilitation of student violators.

Section II. Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined later in the handbook. Any question of interpretation regarding the Student Code of Conduct shall be referred to the Vice President of Student Services.

1. *Acts of dishonesty, including but not limited to the following:*
 - a. *Cheating, plagiarism, or other forms of academic dishonesty.*
 - b. *Furnishing false information to any college official, staff member, or faculty member.*
 - c. *Forgery, alteration, misuse of any college document, record, or instrument of identification.*
 - d. *Tampering with the election of any college-recognized student organization.*

2. *Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other college activities.*
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens
or endangers the health or safety of any person.
4. Attempted or actual theft of or damage to property of Atlanta Technical College or property of a member of
the Atlanta Technical College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their
duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys to college premises, or unauthorized entry to, or use of
college premises.
8. Violation of published college policies, rules, regulations, or violation of federal, state, or local laws while on
the college campus or at a college-sponsored or supervised activity.
9. Use, possession, or distribution of illegal narcotic, alcoholic, or other controlled substances, to include
public intoxication.
10. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals within 1000
feet of the campus, at a college-sponsored activity, or on a bus or other transportation furnished by the college.
11. Participation in, leading, or inciting others to participate in campus demonstrations that disrupt the normal
operation of the college and infringe on the rights of other members of the college community; or intentional
obstruction of the freedom of either pedestrian or vehicular movement on campus or at college-sponsored or
supervised activities.
12. Unbecoming student conduct, including but not limited to conduct that is disorderly, lewd, indecent, a breach
of peace, aiding, abetting, or procuring another person to breach the peace on the college premises, or at other
sponsored college activities.

13. Theft or abuse of computer time, including but not limited to the following:
- a. Unauthorized entry to a file, to use, read, transfer, or change the contents, or for any other purpose.
 - b. Unauthorized use of another individual's identification and/or password.
 - c. Use of computing facilities to interfere with the work of another student, faculty member, or Atlanta Technical College official.
 - d. Use of the computing facilities to send or receive obscene or abusive messages, or to interfere with the normal operation of the college computing system.
14. Abuse of the judicial system, including but not limited to:
- a. Failure to obey the summons of a judicial body or a college official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Initiating a judicial proceeding knowingly without cause.
 - e. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
15. Use of tobacco products in campus buildings or in areas other than those marked as designated smoking areas.
16. Failure to dress appropriately according to the following dress code:
- a. Appropriate attire as designated for classrooms, laboratories, shop areas, internships, and clinical courses according to the requirements of the work for which the student is being trained.
 - b. Wearing of emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college.
 - c. Cleanliness of body and clothing.
 - d. Short, tight shorts, swimsuits, tank tops, bare midriffs, and bare feet are prohibited.

Definitions

1. The term "technical college" means Atlanta Technical College.
2. The term "student" includes all persons taking courses at Atlanta Technical College, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Atlanta Technical College are considered "students."
3. The term "faculty member" means any person hired by Atlanta Technical College to conduct teaching, service, or research activities.
4. The term "Atlanta Technical College official" includes any person employed by Atlanta Technical College,

performing assigned administrative responsibilities.

5. The term "member of the Atlanta Technical College community" includes any person who is a student, faculty member, Atlanta Technical College official or any other person employed by Atlanta Technical College.
6. The term "Atlanta Technical College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Atlanta Technical College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for Atlanta Technical College recognition.
8. The term "judicial body" means any person or persons authorized by the President to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
9. The term "Judicial Advisor" means an Atlanta Technical College official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the "Judicial Advisor" of the technical college is the Vice President of Student Services.
10. The term "Appellate Board" means any person or persons designated by the President to consider an appeal from a judicial body's determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.
11. The term "shall" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The term "policy" is defined as the written regulations of Atlanta Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook, Atlanta Technical College Catalog, Atlanta Technical College Policy Manual, and the Policy Manual approved by the State Board for the Georgia Department of Technical and Adult Education.
14. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes,

tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Atlanta Technical College faculty or staff.

15. *The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.*
16. *The term "Department" means the Georgia Department of Technical and Adult Education.*
17. *Business days are weekdays when classes are in session.*

Section III. Judicial Process

Any member of the Atlanta Technical College community may file charges against any student for misconduct.

These charges must be in writing and must be submitted to the Vice President of Student Services as soon as possible, but preferably within ten business days. The Vice President of Student Services may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved in a manner acceptable to the Vice President. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Vice President may later serve in the same matter as the judicial body or a member thereof.

All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five nor more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice President of Student Services.

Hearings shall be conducted by the Vice President of Student Services according to the following guidelines:

1. Hearings normally shall be conducted in private.
2. Admission of any person to the hearing shall be at the discretion of the Vice President of Student Services.
3. In hearings involving more than one accused student, the chair of the judicial body may permit the hearings concerning each student to be conducted separately.

4. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
5. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.
6. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chair.
7. All procedural questions are subject to the final decision of the chair of the judicial body.
8. After the hearing, the judicial body shall determine by majority vote (if the judicial body consists of more than one person) whether the student has violated a section of the student code.
9. The judicial body determination shall be made on the basis of where it is likely that the accused student violated the student code. In those instances where the student faces suspension or expulsion, the standard of proof shall be by clear and convincing evidence.
10. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body.
The record shall be the property of Atlanta Technical College.
11. *The right to attend classes and school-sponsored functions during the judicial process is determined by the judicial body.*

Section IV. Sanctions

When sanctions have been imposed, the offices of the President, Instruction, and Admissions and Records shall be notified by the Vice President of Student Services within five business days. The following sanctions may be imposed upon any student found to have violated the student code:

1. *Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.*
2. *Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time.*
3. *Loss of privileges: Denial of specified privileges for a designated period of time.*
4. *Fines: Previously established and published fines may be imposed.*
5. *Restitution: Compensation for loss, damage, or injury, this may take the form of appropriate service and/or monetary or material replacement.*
6. *Discretionary Sanctions: Work assignments, service to the college, or other related discretionary assignments.*

7. *Deactivation: In addition to the penalties outlined above, groups or organizations may also face deactivation or loss of all privileges including recognition by the college, for a specified period of time.*
8. **Interim Suspension:** In certain circumstances, the Vice President of Student Services may impose a suspension prior to the hearing before a judicial body to ensure the safety and well being of members of the Atlanta Technical College community. During the interim suspension, the student shall be denied access to the campus, including classes and all other college activities or privileges. The Vice President of Instruction shall be notified in writing of the interim suspension.
9. **Suspension:** Separation of the student from Atlanta Technical College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
10. **Expulsion:** Permanent separation of the student from Atlanta Technical College. This may also mean expulsion from a particular program at Atlanta Technical College.
11. **Disciplinary sanctions other than suspension or expulsion shall not be made a part of the student's permanent academic record maintained by the Office of Admissions but shall become part of the student's confidential record, maintained by the Vice President of Student Services. Upon graduation, the student's confidential record may be purged of disciplinary actions including suspension or expulsion upon written request to the Vice President of Student Services.**

The days for which a student has been suspended are counted as absences, and the student is responsible for contacting instructors to arrange make-up work. It is the instructor's discretion as to whether make-up work can be provided and/or accepted. If accused students are found to be innocent of charges upon appeal, absences resulting from sanctions will be excused. It would then be the student's responsibility to arrange with the instructor to make up assignments.

Section V. Appeals

A sanction imposed by the Vice President of Student Services may be appealed by accused students or complainants to an appellate board within five business days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Student Services. Within ten days of the request for an appeal, the Vice President will notify the Appellate Board to convene. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

1. *To determine whether the original hearing was conducted fairly and in conformity with the prescribed procedures.*

2. *To determine whether the decision reached regarding the accused student was based on sufficient facts to establish that a violation of the Student Code occurred.*
3. *To determine whether the sanctions imposed were appropriate for the violation of the Student Code.*
4. *To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, that were unknown at the time of the original hearing.*

Section VI. Appellate Board

The Appellate Board shall be organized and shall function according to the following guidelines:

1. The Appellate Board shall hear appeal cases involving alleged violations of the Student Conduct Code, which shall be referred to the Vice President of Student Services.
2. The Appellate Board shall consist of five members, a member of the Student Services Division, two faculty members, and two student officers of the Student Government Association, recommended by the Student Activities Coordinator and approved by the President. A member of the Appellate Board cannot be personally involved in the case such that there is a detriment to the interest of the accused or of the college.
3. The members of the Appellate Board shall select one of its members to act as presiding officer and a member to perform recording functions. The presiding officer shall set the time and place for a hearing, notify other members, and handle the summoning of defendants and witnesses.
4. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body.
The record shall be the property of Atlanta Technical College.
5. Preliminary investigations of charges against students shall be made by designated staff members of Student Services. Cases are referred to the Appellate Board by the Vice President of Student Services.
6. Decisions of the Appellate Board shall be by majority vote. A quorum shall consist of three members:
two faculty members and one student.
7. The complainant has the right to be assisted by an advisor at his/her own expense. The advisor may be an attorney. The complainant is responsible for presenting his/her own case. Therefore, advisors are not permitted to speak or to participate directly in any hearing before an Appellate Board.

8. In considering an appeal, the Appellate Board may do one of the following:
 - a. Uphold the appeal and reduce or suspend sanctions.
 - b. Uphold the appeal and increase or impose sanctions.
 - c. Dismiss the appeal and drop the original sanction(s).
9. The Appellate Board shall provide a brief written summary of its adjudications of each case to the Vice President of Student Services and to the students involved.
10. The decision of the Appellate Board shall be final.



ATLANTA
TECHNICAL
COLLEGE

WORK ETHICS

WHAT IS WORK ETHICS?

Ethics are the values and behaviors which people feel are moral. In other words, “ethics” is the name we give to our values or good behavior. So a positive work ethic is the collection of all the values and actions that people feel are appropriate in the work place.

TEN TRAITS OF GOOD WORK ETHICS

1. Attendance

- ◆ Attends class regularly, arrives/leaves on time, and notifies instructor in advance of planned absences

2. Character

- ◆ Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility

3. Teamwork

- ◆ Respects the rights of other; respects confidentiality; displays teamwork, assertiveness, and a customer service attitude; seeks opportunities for continuous learning; and demonstrates mannerly behavior.

4. Appearance

- ◆ Displays appropriate dress, grooming, hygiene, and etiquette.

5. Attitude

- ◆ Demonstrates a positive attitude, appears self-confident, and has realistic expectations of self.

6. Productivity

- ◆ Follows safety practices, conserves materials, keeps work area neat and clean, follows directions and procedures, makes up assignments punctually, and participates.

7. Organizational Skills

- ◆ Manifests skills in prioritizing and management of time and stress and demonstrates flexibility in handling change.

8. Communication

- ◆ Displays appropriate nonverbal and oral skills and demonstrates good eye contact and body language.

9. Cooperation

- ◆ Displays leadership skills, appropriately handles criticism, conflicts, and complaints, demonstrates problem-solving capability, maintains appropriate relationship with supervisors and peers, and follows the proper chain of command.

10. Respect

- ◆ Deals appropriately with cultural/racial diversity and does not engage in harassment of any kind.

WORK ETHICS EVALUATION SCALE

3 – Exceeds Expectations

- 2 – Meets Expectations
- 1 – Needs Improvements
- 0 - Unacceptable



ATLANTA
TECHNICAL
COLLEGE

WARRANTY OF DEGREE, DIPLOMA, AND TECHNICAL CERTIFICATE OF CREDIT GRADUATES

WARRANTY POLICY

To demonstrate confidence in and commitment to quality technical education programs, which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of Technical and Adult Education will warrant every graduate from programs offering a technical certificate of credit, diploma, or associate degree in a state governed institute according to the following stipulations:

NUMEROUS METHODS OF NOTIFICATION

- ◆ Information about the Warranty of Degree, Diploma, and Technical Certificate of Credit Graduates will be placed in Atlanta Technical College's publications i.e., catalog, Tech Talk, Annual Report, Student Handbook, PSA, etc. Additionally, information will be placed on the College's Website and on its monitors.
- ◆ During the career placement and follow-up processes, employers, potential employers, and students will be notified of the Warranty of Degree. Upon notification of a career placement, the Career Placement Specialist will notify in writing the employer and student of the warranty policy.
- ◆ Students will also be notified during new student orientation.

CLAIMS

- ◆ The Retention Specialist will have the responsibility for Warranty of Degree process including completing the quarterly report.
- ◆ Upon receipt of an employer's or a student's request, a member of the faculty or staff will complete the attached warranty claim request. The form will then be immediately returned to the Retention Specialist.
- ◆ Prior to completing the quarterly report, the Retention Specialist will notify units within the college of the timeframe for completion and will obtain any additional data/information from the various units.
- ◆ Students and employers may obtain the claim request on the Web or by contacting the Retention Specialist.

- ◆ All claims will be returned to the Retention Specialist; he/she will have the responsibility of evaluating the validity of the claims.
- ◆ If the claimant is not an Atlanta Technical College graduate, the Retention Specialist will notify the student's graduating college of the institutional costs incurred for the retraining.



ATLANTA
TECHNICAL
COLLEGE

Appendix



SCHEDULE REGISTRATION FORM

PROGRAM _____

SOCIAL SECURITY NUMBER _____ - _____ - _____ QUARTER _____

NAME
 LAST _____ FIRST _____ MI _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ COUNTY _____

TELEPHONE NUMBER _____

1. Will you graduate at the end of the quarter for which you are registering? YES No

2. Are you a Georgia Resident? YES No

Date you became a Georgia resident _____ / _____ / _____

SCHEDULE OF CLASSES

REGISTRATION NUMBER (This number is required.)	COURSE NUMBER AND CLASS TITLE

Refund Policy: It is the policy of Atlanta Technical College to refund 75% of tuition paid if the student formally withdraws within seven (7) consecutive days of the first class session.

Student Signature _____

Date _____

Advisor
Signature

Date

STS Signature

Date

examination on or prior to the beginning of the quarter. Credit is given but grade points are not calculated. Instructor must submit the advanced placement form to the Registrar's Office to report an exemption.



PROGRAM WITHDRAWAL FORM

DIRECTIONS: USE THIS FORM WHEN WITHDRAWING FROM ALL CLASSES/COURSES

NOTE TO STUDENT: DO NOT JEOPARDIZE YOUR FINANCIAL AID OR ACADEMIC STATUS. FAILURE TO WITHDRAW FROM THIS INSTITUTION PROPERLY MAY RESULT IN LOSS OF FINANCIAL AID.

Effective Quarter _____ Date _____

Name _____ Social Security Number _____

Program of Study _____ Last Date of Attendance ____/____/____

PLEASE CHECK EACH ITEM BELOW WHICH APPLIES:

REASON FOR LEAVING

- Academic Deficiency
- Disciplinary
- Financial
- Medical
- Moved
- Deceased
- Completed Personal Objective

EMPLOYMENT STATUS

- Working In Field
- Working In Related Field
- Working In Unrelated Field
- Unemployed
- Continuing Education
- Military Duty
- Not Available for Employment

EMPLOYMENT DATA ARE COLLECTED FOR STATISTICAL PURPOSES ONLY			
Employer Name:		Current Salary	
Employer Address:		<input type="checkbox"/> 0 to \$10,000	<input type="checkbox"/> \$40,001 to \$50,000
		<input type="checkbox"/> \$10,001 to \$20,000	<input type="checkbox"/> \$50,001 to \$60,000
City:		<input type="checkbox"/> \$20,001 to \$30,000	<input type="checkbox"/> \$60,001 and above
State:	Zip Code:	<input type="checkbox"/> \$30,001 to \$40,000	
Employer Phone:			

Student Signature _____ Date _____

Advisor/Instructor Signature _____ Date _____

This form must be completed by the **STUDENT** and his/her **ADVISOR/INSTRUCTOR** and submitted to the Assistant to the Registrar, located in the Admissions Office.



STUDENT SERVICES DIVISION DIRECTORY

LANETTE BROWN, VICE PRESIDENT, ROOM D168

404.225.4444

OFFICE OF ADMISSIONS 404.225.4400

NAME	TITLE	PHONE #	EMAIL/PHONE
Jill Triplett	Director of Student Services	404.225.4446	jtriplett@atlantatech.edu
Sandra Bush	Coordinator of Career Placement	404.225.4448	sbush@atlantatech.edu
Arlene Clarke	Registrar	404.225.4452	aclarke@atlantatech.edu
Angelo Carr	Banner Specialist	404.225.4455	acarr@atlantatech.edu
Michael Burnside	High School Initiatives	404.225.4456	mburnsid@atlantatech.edu
George Wilborn	Coordinator, Fatherhood Program	404.756.3836	gwilborn@atlantatech.edu
CAREER PLANNERS			
Askew, James	Special Needs Counselor/Retention Specialist	404.225.4462	jaskew@atlantatech.edu
Bell, Curtiss	Student Activities Coordinator	404.225.4469	cbell@atlantatech.edu
Bowers, Angela	Coordinator, Career Technology	404.225.4464	abowers@atlantatech.edu
Johnson, Thomas	Recruiter/Testing	404.225.4465	tjohnson@atlantatech.edu
Saffels, Michael	Chief Examiner (GED)	404.225.4468	msaffels@atlantatech.edu
Terry, Caroline	Recruiter/Testing	404.225.4463	cterry@atlantatech.edu
Wilkey, Ronald	Recruiter, Athletic Director	404.225.4466	rwilkey@atlantatech.edu
Wilkins, Marcella	Tour/Recruiter/Testing	404.225.4457	mwilkins@atlantatech.edu
SUPPORT STAFF			
Niya Brown	Registrar's Assistant	404.225.4454	nbrown@atlantatech.edu
Cook, Barbara	Admissions Clerk	404.225.4457	bcook@atlantatech.edu
Dinkins, Beverly	Admissions Assistant	404.225.4458	bdinkins@atlantatech.edu
Durham, Chris	Admissions Assistant	404.225.4459	cdurham@atlantatech.edu
Gibson, DiMario	Registrar's Assistant	404.225.4453	dgibson@atlantatech.edu
Jackson, Mary	Secretary to Vice President	404.225.4461	mjackson@atlantatech.edu
Miller, Shirley	Admissions Assistant	404.225.4460	smiller@atlantatech.edu
Nealy, Linda	Fatherhood Initiative Assistant	404.756.4371	lbnealy@atlantatech.edu
ADDITIONAL HELPFUL INFORMATION			
INSTRUCTIONAL DIVISION			
Cain, Darrell	Director, Academics and Learning	404.756.5452	dcain@atlantatech.edu
Daniel, Arriana	Director, Business and Media Technology	404.756.3820	adaniel@atlantatech.edu
Fisher, Audrey	Director, Evening Programs	404.756.3844	afisher@atlantatech.edu
Grier, Arthur	Director, Skill Trades/Technical and Info	404.756.3751/ 3	agrier@atlantatech.edu
Rowan, Constance	Director, Allied Health and Human Services	404.756.4906	cnrowan@atlantatech.edu
Thomas, Alvetta	Vice President, Instructional Services	404.756.3707	athomas@atlantatech.edu
MISCELLANEOUS			
Barber Shop		404.756.3879	404.756.3879
Business Office		404.225.4703	ekeller@atlantatech.edu
Bookstore		404.756.3817	mparrish@atlantatech.edu
Cashier		404.225.4733	lpinkney@atlantatech.edu
Child Care Center		404.756.3728/ 29	shollowa@atlantatech.edu
Continuing Education Office		404.756.3814/ 5455	ganderso@atlantatech.edu
Cosmetology Salon		404.756.3809	404.756.3809
Distance Education Laboratory		404.756.3859	gmartin@atlantatech.edu
Library		404.756.3805	mevans@atlantatech.edu
Financial Aid Office		404.225.4715	shumphri@atlantatech.edu
Security Office		404.756.3742	404.756.3742
Student Gov't Assoc.		404.756.3874	sga@atlantatech.edu



STATE ENROLLMENT SYSTEM INFORMATION

This information is being requested on a voluntary basis and will be kept confidential. Refusal to provide the information will not result in any adverse treatment.

NAME _____
(PLEASE PRINT)

PROGRAM _____
SSN _____

HANDICAPPED (PLEASE CHECK ONLY ONE)

H-2	Hard of hearing – Individual can hear and understand speech, but with difficulty. The speech must be loud and the individual must use a hearing aid to supplement his own hearing.
H-3	Deaf – Even with amplification of sound provided with a hearing aid, the individual is unable to hear and recognize all speech sounds.
H-4	Speech Impaired – Speech pattern differs from normal to noticeable extent.
H-5	Visually Handicapped – Vision limited even with correction to the extent that modification in the program must be made.
H-6	Seriously emotionally disturbed (required hospitalization)
H-7	Orthopedically (Crippled) Impaired – Individuals have limited ability in self-mobility, sitting in a classroom and-or using materials or equipment for learning because of muscular, skeletal, or neuromuscular impairment.
H-8	Other Health Impaired – Have limited strength, vitality, and alertness because chronic health problems such as heart condition, tuberculosis, rheumatic fever, nephritis, infection hepatitis, infectious mononucleosis, asthma, hemophilia, epilepsy, leukemia, diabetes, and other illnesses (underline any that apply).
H-9	Deaf and Blind.
H-1	Mentally Retarded.
H-A	Other Multi-Handicapped.
H-B	Specific Learning Disability.

I have a Vocational Rehabilitation counselor. () Yes () No _____ If yes, counselor's name
(Be sure that you have checked the appropriate condition above)

DISADVANTAGED (PLEASE CHECK ONLY ONE)

D-1	Academically Disadvantaged (currently in one or more developmental classes or non-high school graduate and no GED).
D-2	Economically Disadvantaged (PELL, WIA, PEACH, VOCATIONAL REHABILITATION, etc.)
D-3	Academically and Economically Disadvantaged.
D-4	Limited English Proficiency.
D-5	Single Parent.
D-6	Displaced Homemaker (persons who have not been employed outside of the home, recently suffered loss of income, recently became widowed).

Questions concerning D or H codes should be directed to Dr. James Askew, (Special Needs, Retention Specialist, and ADA Coordinator

_____ Day Student _____ Evening Student (Please Check One)

What is your training objective?
() Complete the entire training program
() Complete training until I find a job.

Would you like to talk to a counselor to discuss your training objectives?
() Yes () No

Signature

Date