



## ADMISSIONS PROCEDURES

1. Submit a completed application and a \$15 **non-refundable** application fee.
2. Submit an official copy of a high school/GED transcript or prior college transcripts documenting completion of program-level mathematics and English. **An official copy of a transcript must be delivered to Central Georgia Technical College in a sealed envelope.** A high school diploma/GED is required for **all associate** degree programs and for most diploma and certificate programs. Requirements vary according to program of study. A high school diploma/GED is desirable, but is not an entrance requirement for all programs.
3. Submit to COMPASS testing or provide the Office of Admissions with valid SAT, ACT, or CPE scores. Transfer students may exempt testing upon submission of official transcripts from former technical colleges, colleges, universities or other postsecondary institutions, documenting satisfactory completion of program level English and mathematics course work. Transfer students must be in good standing at their former institution.
4. Health Technology programs may have additional admission requirements. Please reference the program information section of this catalog for additional requirements.
5. Upon admission into CGTC, all new students are required to attend an orientation program.
6. In some instances, students without a high school diploma or the equivalent may be admitted under prevailing laws or policies governing the ability to benefit.

## ABILITY TO BENEFIT

An applicant who does not have a high school diploma or GED may demonstrate eligibility for entry into those programs not requiring a diploma/GED if the applicant achieves acceptable scores on the Ability To Benefit (ATB) Examination as well as acceptable program entry scores. Passing the ATB exam does not take the place of having a high school diploma or GED for those programs that require a diploma or GED for admission purposes.

## TRANSFER STUDENTS

Applicants who have previously attended another accredited postsecondary institution may be considered for admission as a transfer student. All transfer students must:

1. Be in good standing at their former institution.
2. Submit official transcripts from the last college attended and any other college(s) from which you wish to receive transfer credit.

## REQUEST TRANSFER OF CREDIT REQUIREMENTS

- Must be in good standing at the last institution attended and have a cumulative GPA of 2.00.
- Course must have comparable course content.
- Transfer credit will be awarded to students who earned a grade of C or higher.
- All courses, other than general education core classes, must have been within the past five years from the date of admission and be approved by the Registrar.
- A maximum of seventy-five percent (75%) of program course work may be transferred from another institution

- Transfer credit will be awarded for courses applicable to your officially chosen program of study.
- If accepted on probation, you must complete at least one quarter and be in good standing at CGTC before applying for transfer credit.
- All learning support courses must be completed before applying for transfer credit.
- If you do not meet the requirements for transfer credit you must submit a new form when eligible.
- All courses for previously attended College will be evaluated.
- The Registrar's Office will award transfer credit for applicable courses and may consult with appropriate faculty in the final decision of transfer credit. Students wishing to transfer credit from a previous college must complete a Request for Transfer Credit Evaluation form with the Registrar's Office. Allow four to six weeks for evaluation to be completed.

## **TRANSIENT STUDENTS**

A student in good standing at another accredited institution may be permitted to enroll as a transient student at a technical college in order to complete work that will be transferred to the home institution. A transient student must provide a letter from the home institution outlining approved courses. A transient student must:

1. Submit a completed application for admission.
2. Pay the \$15 non-refundable application fee.
3. Present a transient letter outlining courses to be taken while in transient status.
4. Request an official transcript to be sent back to home institution at the end of the transient quarter.

## **TRANSIENT STUDENT APPROVAL**

Transient student status is available for current Central Georgia Technical College students wishing to attend another accredited institution to complete courses for transfer back to CGTC. Students desiring to be approved for transient study must have at least a 2.00 cumulative grade point average and in good standing. There are some program specific courses that are not eligible for transient status. It is the students' responsibility to apply to the institution they wish to attend as a transient student and have a transcript sent to CGTC at the end of the quarter in order for the grade to be issued as a transfer grade. Only grades of "C" or better are accepted as a transfer grade. Students wishing to be authorized for transient study should complete a Transient Status Request Form that can be obtained from the Registrar's Office.

Transient status must be approved by the Registrar's Office. If transient status is not approved, courses will not be eligible to transfer in to a CGTC program of study.

## **READMISSION GUIDELINES**

1. Students who have not attended CGTC for over four quarters, or who withdrew or were suspended during their last quarter of enrollment must submit an Application for Admission as a returning student.
2. Students re-entering after meeting conditions of suspension will re-enter on Academic Probation.
3. Students are not eligible for readmission until the conditions of their suspension have been met. The suspension period is based on the academic grade point average and satisfactory academic progress.
4. Students who are readmitted to the college with a cumulative grade point average less than 2.00 or have a satisfactory completion rate of less than 50% of course work attempted will reenter on Academic Probation.

## **SENIOR CITIZENS**

Georgia residents 62 years of age or older may request a waiver of tuition charges for regular and institutional credit courses. Admission in this program is granted on a space-available basis only. Senior citizens must meet all other admission requirements.