



# Oconee Fall Line Technical College

---

NEW STUDENT ORIENTATION

2019 FALL SEMESTER

# Welcome

---

Imagine what YOU can do at Oconee Fall Line Technical College! You have access to education and training required for many local jobs.

We'll go to amazing lengths to help you succeed. We've done it for thousands of area residents, and we can do it for you. **Thank you for making us your educational choice.**

This presentation is a general orientation to the College, our policies, and our procedures, but as such a broad overview, there are significant topics and specific details that are not covered here. Please read your [Student Handbook and Catalog](#) carefully, and check the [OFTC website \(www.OFTC.edu\)](#) for updates.

We are always available to answer any questions or to assist you while you are attending OFTC and even after you graduate.

# Non-Discrimination Statement

---

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all Technical College-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

# Mission

---

The mission of Oconee Fall Line Technical College, a unit of the Technical College System of Georgia, is to contribute to the economic and workforce development of east central Georgia through quality technical and continuing education, adult education, and business and industry services. The College offers associate degrees, diplomas, technical certificates of credit, and non-credit certificates in a student-centered learning environment through traditional and distance education modes of delivery.

# A message from our President...

---

Dear Oconee Fall Line Tech Student,

Welcome to Oconee Fall Line Technical College! Whether you're entering the classroom as a first-time student or coming back for a second career, we're glad you decided to "think differently about college" and choose OFTC.

OFTC offers 100+ instructional programs leading to associate degrees, diplomas and technical certificates of credit which prepare students for careers in the industrial, business, computer, public service or allied health fields. Our programs prepare OFTC students to enter their first career, obtain the needed skills to change careers or advance in their current place of employment.

Local instructors with industry experience offer our students a unique opportunity to learn first-hand from those with proven expertise in their field. The hands-on experience incorporated into each program ensures the success of our graduates, demonstrated by OFTC's workplace warranty.

Our commitment to a caring environment which promotes student success is a value we take very seriously at OFTC. Here, you'll find others like you who are interested in excellent, affordable education; nationally accredited programs; and a talented faculty and staff. We offer a friendly, inclusive environment where you can be yourself and feel safe as you learn and grow.

We look forward to helping you achieve your dreams at OFTC.

**Erica G. Harden**

President

Oconee Fall Line Technical College

# Service Area

---

Oconee Fall Line Tech was created in 2011 as a result of the merger of Heart of Georgia Technical College and Sandersville Technical College.

In addition to the primary campuses in Sandersville and Dublin, OFTC has several campuses and instructional centers, in a service delivery area that includes 11 counties in central and eastern Georgia.

## CAMPUS LOCATIONS

- Sandersville (North Campus)
- Dublin (South Campus)
- Louisville (Jefferson County Center)
- McRae-Helena (LOIC – Little Ocmulgee Instructional Center)
- Sparta (Hancock County Center)
- Sandersville Transportation Center

# Student Handbook and Catalog

---

It is important that you read and become familiar with the [Student Handbook and Catalog](#), which are both available on the OFTC website and are the best sources for more detailed information on the topics covered in this brief Orientation, as well as policies, procedures, and everything else you might need to know about attending OFTC.

A hardcopy of each is available for review in the Admissions Office at the Campuses and Centers.

# Academic Calendar

---

Be sure to refer to the [Student Handbook and Catalog](#) and the OFTC website for [important dates](#) for classes, registration, and financial aid.



# Student Affairs

---

The mission of the Student Affairs Division is to help each OFTC student reach his/her full potential. Offices which provide services are:

- Admissions
- Recruitment
- Financial Aid
- Registrar
- Disability Services
- Assessment Center
- Student Navigator
- Retention
- Special Populations
- Student Life
- Career Services

# Financial Matters

---

*PAYING FOR COLLEGE*

# Tuition

---

Tuition and fees must be paid at the time of registration or prior to the end of the drop/add period. A student is not officially enrolled for a course until all tuition and fees have been paid, or all arrangements for financial aid have been processed.

Tuition is currently \$100.00 per credit hour, with a maximum tuition cost of \$1,831.00 per semester.

Note: Tuition and fees are subject to change. Certain programs may have additional costs. Check online for [tuition and fee updates](#).

# Other Fees Due at Registration

---

Fee	Amount per Semester
Registration Fee	\$50.00
Activity Fee*	\$40.00
Instructional Technology Fee**	\$105.00
Special Instructional Fee	\$55.00
Facility Fee	\$55.00
Campus Security Fee	\$25.00
Accident Insurance	\$6.00
<b>Total Fees</b>	<b>\$331.00</b>

\* The Student Activity Fee is waived for totally online students.

\*\* Dual Enrollment students are exempt from paying the Instructional Technology Fee.

Note: Tuition and fees are subject to change. Some programs may have additional costs. Please check the [OFTC Student Catalog](#) for more information.

# Financial Aid Tips

---

- Apply early! You must complete the FAFSA every year. The new Financial Aid year begins on July 1, and now you can apply as early as October for the following year's Fall term.
- Eligibility is based on prior-prior year's info. Example: 2017 income info used for 2019-2020 academic year; 2018 tax information will be used for 2020-2021 academic year.
- Answer every question honestly.
- Open, read, and respond immediately to all correspondence from the Financial Aid Office, especially requests for additional information.
- Keep all Financial Aid information in a safe place!

# Financial Aid Tips continued...

---

- Learn about the **Satisfactory Academic Progress Policy**, on [pages 58-59](#) of the [Student Handbook](#) and also on the [OFTC website](#).
- Register early for your courses.
- A [Change of Program Form](#) must be completed by midterm for degree programs. Forms are available in the Admissions Office or [online](#).
- Read the [Financial Aid section](#) (pages 49-59) of the [Student Handbook](#).
- You can also find helpful information on the OFTC website, including a [general Financial Aid overview](#), and a more [detailed Financial Aid section](#) under the Admissions tab.
- Ask Questions!!!

# BankMobile - Financial Aid Refunds

---

- OFTC works with [BankMobile](#), a financial services company, to provide more flexible options for students to receive financial aid refund disbursements.
- Look for a bright GREEN envelope from BankMobile in your mail within the first couple of weeks of the semester, and follow the instructions in the enclosed letter to select your preferred method of refund payment.
- Please note that you won't receive any refund disbursements until you make your choice through BankMobile. Don't miss out on money that's owed to you!
- Update your email and mailing addresses in the Admissions Office to be sure BankMobile can contact you.
- Find out your [refund options](#) and other helpful info on [BankMobile's website](#), as well as on the [OFTC website](#).

# HOPE & Zell Miller Grant

---

## HOPE GRANT

TCSG students currently receive \$76.00 per credit hour for HOPE Grant/Scholarship payment.

## ZELL MILLER GRANT

Eligible students may receive Zell Miller Grant for 100% of the tuition amount.

Students who have a 3.5 Cumulative HOPE Grant GPA and who meet all other eligibility requirements are eligible to receive Zell Miller Grant.



# HOPE Career Grant

---

Through the HOPE Career Grant, OFTC offers TUITION-FREE programs in 17 areas.

Formerly known as the Strategic Industries Workforce Development Grant (SIWDG). New name, same grant.

To qualify for this grant, an OFTC student must be fully admitted to the college, enrolled in a designated diploma or certificate in one of the programs listed on the next slide, and receiving the HOPE Grant for the same term. A more specific [list of eligible diplomas and certificates](#) can be found online.

The HOPE Career Grant award is a fixed amount for each term of enrollment:

- 9 or more credit hours = \$500/semester
- 3 - 8 credit hours = \$250/semester
- 1 - 2 credit hours = \$125/semester
- Commercial Truck Driving = \$1,000 one-time award

## HOPE CAREER GRANT PROGRAMS AT OFTC

(An updated [\*list of specific eligible diplomas and certificates\*](#) within these programs can be found online. Some diplomas and certificates in the programs listed below may not qualify)

- Air Conditioning Technology
- Applied Business Technology
- Automotive Technology
- Business Technology
- Commercial Truck Driving TCC
- Cybersecurity Diploma
- Diesel Equipment Technology
- Early Childhood Care & Education
- Electrical Control Technology
- Electronics Technology
- Industrial Systems Maintenance
- Machine Tool Technology
- Mechatronics Technology
- Networking Specialist
- Practical Nursing Diploma
- Pharmacy Technology Diploma
- Radiologic Technology
- Nurse Aide TCC
- Welding & Joining Technology

# Local Scholarships Available

---

There are many local scholarships available, as well as other opportunities for assistance.

Find more information about these opportunities on the OFTC website, in both the [Foundations of OFTC](#) section under the “About OFTC” tab, and in the [Financial Aid section](#) under the “Admissions” tab.

# WIOA - Workforce Innovation & Opportunity Act

---

Workforce Innovation & Opportunity Act (WIOA) provides career services and resource information to students in certain high demand programs of study. Assistance may include help with tuition, books, uniforms, and transportation.

Qualifications for WIOA funding:

- Unemployed or under-employed
- Adults – age 18 & over
- Overall GPA 2.5 or higher
- Low-Income status
- Full-time student
- Core classes completed
- Good academic standing
- Enrolled in a HIGH DEMAND program of study (list of eligible programs subject to change as area job market changes)

# WIOA Contact Info

---

The 11 counties in OFTC's service area are served by four different WIOA office locations. The WIOA representative on your home campus can connect you to the appropriate office based on your county of residence.

## NORTH CAMPUS:

Patricia Cooper

North Campus, Room 206

(478) 553-2444 | [pcooper@ecgwdc.org](mailto:pcooper@ecgwdc.org)

## SOUTH CAMPUS:

Jessica Pinard

Porter Center, Room 607

(478) 274-7800; or (800) 503-0204 (Job Training Unlimited)

*Contact the WIOA representatives for their office schedules.*

# Federal Work Study

---

Federal Work Study (FWS) is a financial aid program that provides a limited number of part-time jobs on campus for students, to help pay education expenses.

Work up to 19.5 hours/week, with a flexible schedule that doesn't interfere with classes.

Eligibility based on current FAFSA; must be eligible for Pell and enrolled in a Pell-eligible program of study.

To qualify, must be enrolled in at least 6 credit hours/semester and maintaining Satisfactory Academic Progress.

Criminal background screening required prior to employment.

Note: Positions are filled depending on availability of jobs and money to fund positions, and a position may not be available in your preferred area. Completing the FWS application does not guarantee you will receive a job.

# Applying for a FWS Position

---

Find a [list of current FWS job opportunities](#) and the [FWS application online](#), or pick up a copy in the Admissions office or from the FWS coordinator on South or North Campus.

## NORTH CAMPUS

Susan Hammock

Room 202-A

(478) 240-5162 | [shammock@oftc.edu](mailto:shammock@oftc.edu)

## SOUTH CAMPUS

Janet Smith

Stewart Building, Room 112

(478) 274-7836 | [jrsmith@oftc.edu](mailto:jrsmith@oftc.edu)

# Student I.D.'s

---

You should have your student ID made on Bookstore Day or on the first day of class. Please don't forget.

You will need your student ID to purchase your books in the bookstore, to check out materials from the library, and for other activities at OFTC.

There is no charge for your first ID, but there is a \$5 fee for a replacement.

Tip: Some local businesses offer discounts to students who present a current ID card. Just ask!



# Bookstore

---

Bookstores on OFTC's North and South Campuses offer textbooks, supplies, and special orders. Students at Jefferson and LOIC will have opportunities to purchase books as needed through the Main Office at each location.

Books are ordered one term before the class is taught.

Bookstore hours of operation and specific policies, including the use of Financial Aid in the bookstore, are [available online](#).

## REFUND OF TEXTBOOKS

Refunds will be issued for textbooks during the first two weeks of class, or within 7 days of purchase. Students **MUST** have a receipt to receive an exchange or refund. Student must not have written on or defaced the books, nor used an access code associated with that book, nor unwrapped or unbundled books sold together as a single unit.

# Student Affairs

---

*And Other Helpful Services*

# OFTC Library

---

The OFTC Library offers a variety of services, resources, and facilities, including access to computers and quiet study areas.

Library staff are available to help you. [Ask a Librarian](#) by email at [librarysvcs@oftc.edu](mailto:librarysvcs@oftc.edu).

## LIBRARY LOCATIONS

**North Campus:** Business Development Center, (478) 553-2070

**South Campus:** LL Hall, Room 110, (478) 275-6593

**Jefferson Campus:** Room 102, (478) 625-6001

**LOIC:** Room 115, (229) 868-3082

[Find each library location's hours of operation, resources available, and other information online.](#)

# Lending Library

---

The Lending Library is a textbook LOAN program available to students on a first-come, first-qualified basis that helps students obtain and use certain textbooks without having to purchase them.

Online books, or books that require an access code or digital download, are not available through the Lending Library program at this time.

Books must be returned at the end of the semester.

Students must follow the instructions on the application, which is [available online](#) and in the Library at the North and South Campuses.

# Retention

---

OFTC has a Student Navigator and Retention team to help students navigate the college system, choose coherent programs of study, and receive necessary support services.

Through a collaborative TEAMS program, Retention staff work closely with faculty and students to help students overcome obstacles in order to achieve success and stay in school until they graduate.

## RETENTION TEAM

Geri Clements

Student Navigator

478-841-9191 (Text or Call) | [gclements@oftc.edu](mailto:gclements@oftc.edu)

Carla Ellington

Student Retention Specialist

(478) 239-4211 (Text or Call) | [cellington@oftc.edu](mailto:cellington@oftc.edu)

# DegreeWorks

---

DegreeWorks (DGW) is a Web-based tool available through BannerWeb to help students and advisors monitor a student's progress toward program completion.

DegreeWorks combines OFTC's degree requirements and the coursework you have completed into an easy-to-read worksheet that helps you see which courses and requirements you still need to complete.

# Transferability of Courses and Programs

---

All Associate of Applied Science Degree programs offered at Oconee Fall Line Technical College are terminal programs.

Acceptance of transfer credit from OFTC is the decision of the receiving institution.

Students interested in transferring will need to contact the receiving institution to determine transferability of a particular course or program.

OFTC has articulation (transfer) agreements with several four-year colleges that will accept our credits for a smooth transfer with minimal repeating coursework. [More information about these agreements](#) is online.

# SACS-COC

---

Oconee Fall Line Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award Associate Degrees, Diplomas, and Technical Certificates of Credit.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Oconee Fall Line Technical College.



# Career Services

---

The Career Services office assists students with self-assessment, career exploration, decision-making and career planning and placement.

The Office works with employers in the service delivery area to provide qualified employees for business and industry.

## CAREER SERVICES COORDINATOR

Saketta Brown

Career Services/Disability Coordinator

(478) 274-7643 or (478) 240-5174 | [sdbrown@oftc.edu](mailto:sdbrown@oftc.edu)

# Disability Services

---

Oconee Fall Line Technical College offers accommodations and services to assist students with disabilities in achieving their educational goals. Disability Services staff on North and South Campuses work with students and their instructors to assure appropriate accommodations are provided.

## NORTH CAMPUS

Saketta Brown

Disability Coordinator

(478) 240-5174 | [sdbrown@oftc.edu](mailto:sdbrown@oftc.edu)

## SOUTH CAMPUS

Lydia Barfoot

Disabilities/Assessment Specialist

(478) 274-7786 | [lbarfoot@oftc.edu](mailto:lbarfoot@oftc.edu)

# Requesting Accommodations for a Disability

---

In order to receive and maintain services, a student with a disability must:

- Be otherwise qualified for admission to or participation in a program of study with or without a reasonable accommodation.
- Disclose (notify) and provide the appropriate documentation to the Disability Services staff.
- Appropriate documentation includes medical or psychological evaluations not more than 3 years old which contain intellectual and achievement scores, strengths and weaknesses related to classroom performance, and recommendations for academic accommodations. All costs associated with obtaining appropriate documentation are the responsibility of the student.

# Accommodations continued...

---

- Classroom accommodations must be requested prior to the beginning of each semester by providing a copy of your class schedule to the Disability Services staff on North or South Campus.
- Students must deliver accommodation form and discuss the appropriate accommodations with each instructor.
- Financial Aid and other student services are the responsibility of the student.

Additional information about OFTC's [disability support services](#) is available online.

# Tutoring Services

---

Do you need help in Math, Reading, Psychology, Employability Skills, College & Computers, or English?

Or do you need someone to show you how to log into Blackboard or how to use Banner Web, or answer other computer questions?

Don't miss the chance to get FREE professional tutoring services on campus.

The tutoring lab has computers and printers available for students, and can be a quiet place to study or work on assignments.

Locations are Room 210 (North Campus); Stewart Building, Room 119 (South Campus); the Jefferson Center; and LOIC.

A [current tutoring lab schedule](#) is available online.

# Assessment Center - Proctored Exams

---

In order to validate a student's identity, all Online courses at OFTC require at least one proctored (supervised) event per course.

Students are responsible for scheduling a time to complete a supervised test at an OFTC Assessment Center for certain graded activities, which will be specified on the course syllabus.

Proctored exams are [scheduled online](#). To register, select *Proctored Exams* from the *Quick Links* menu at the top of the [OFTC home page](#)

# Special Populations

---

The Special Populations Office provides assistance to students in the following circumstances: from economically disadvantaged families; those preparing for nontraditional fields; single parents including single pregnant women; displaced homemakers (out-of-workforce individuals); students with disabilities; students with limited English proficiency; youth in foster care; and homeless individuals.

## NORTH CAMPUS

Susan Hammock

Room 202-A

(478) 240-5162 | [shammock@oftc.edu](mailto:shammock@oftc.edu)

## SOUTH CAMPUS

Janet Smith

Stewart Building, Room 112

(478) 274-7836 | [jrsmith@oftc.edu](mailto:jrsmith@oftc.edu)

# Non-Traditional Programs

---

Non-traditional occupations are defined as occupations that have less than 25% of one gender employed in the workforce.

A non-traditional program can lead to a rewarding career that may include:

- Broader job opportunities
- Job security
- Fulfilling work
- Opportunity for advancement
- Higher wages
- Better benefits
- Job satisfaction
- Breaking the mold of gender stereotypes



# Veterans

---

At OFTC, we are proud to have student Veterans, active military personnel, and dependents of service members enrolled at our college, and we truly appreciate their service to our nation.

OFTC's Certifying Official to the Department of Veterans Affairs is located on South Campus, in Admissions, and can help you with VA forms or other issues unique to student Veterans transitioning into college.

The Veterans' Connections Group (VCG) meets periodically to help connect our Veterans to useful resources and info and to encourage students and employees who are Veterans to connect with one another on campus.

## VA CERTIFYING OFFICIAL FOR OFTC

Debbie Garrett

South Campus, Admissions Area

(478) 274-7761 | [dgarrett@oftc.edu](mailto:dgarrett@oftc.edu)

# Student Organizations

---

An important part of your college education is your involvement in student activities. Oconee Fall Line Technical College offers a variety of student organizations and activities.

- Student Government Association (SGA)
- BRIDGE Club
- Skills USA
- Rotaract
- HYPE (Helping Young People Excel)
- GENESIS Group
- National Technical Honor Society (NTHS)
- Veterans' Connections Group
- Student Practical Nurses Association (SPNA)
- GOAL competition

# Student Government Association

---

The Student Government Association (SGA), which is composed of representatives from the student body, promotes the school to the community and works to improve the quality of technical education.

SGA meets monthly and organizes campus activities for each semester.

SGA also provides a forum for student expression and a channel of communication between students and administration/faculty.

# HYPE – Helping Young People Excel

---

The HYPE program helps students meet the expectations and challenges of coming to college and completing a degree, by providing the skills and support needed for success.

HYPE provides comprehensive support to OFTC students through meetings, workshops, student activities, and referral to resources.

## HYPE MEETINGS:

South Campus: Every 2<sup>nd</sup> Tuesday

North Campus: Every 2<sup>nd</sup> Wednesday

# GENESIS

---

GENESIS is a program that helps motivate, empower, and encourage young men through mentoring.

GENESIS challenges black males to be positive decision makers, role models, and effective leaders within their community.

Ultimately, the brothers of GENESIS will become responsible and productive citizens.

## GENESIS MEETINGS:

South Campus: Every 2<sup>nd</sup> Tuesday

North Campus: Every 2<sup>nd</sup> Wednesday

# Skills USA

---

SkillsUSA gives students a head start in developing the personal, workplace, and technical skills they will need in their chosen career.

OFTC students can compete at state and national levels in areas directly related to their program of study, or to other areas of interest for the student.

# How Can You Get Involved?

---

If you are interested in any of our Student Organizations, please contact the Office of Student Life. We will direct you to the student organization's advisor.

## NORTH CAMPUS

Susan Hammock

Room 202-A

(478) 240-5162 | [shammock@oftc.edu](mailto:shammock@oftc.edu)

## SOUTH CAMPUS

Janet Smith

Stewart Building, Room 112

(478) 274-7836 | [jrsmith@oftc.edu](mailto:jrsmith@oftc.edu)

# Student Right-to-Know

---

*Info You May Need*



# Student Right-To-Know (SRTK)

---

## STATEMENT OF COMPLIANCE

OFTC is in compliance with the Student Right-To-Know Act and The Jeanne Clery Disclosure of Campus Security Policy. In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, OFTC makes available a Guide to Student Consumer Information that informs students and prospective students about the availability of specific types of consumer information. This guide is available [online](#) and as a [printable PDF file](#), and printed copies of the information are available upon request.

# SRTK Graduation Rates

---

To comply with the disclosure of graduation rates under the Student Right-To-Know Act, a cohort group of first-time, full-time students is established each Fall Semester. The graduation rates for the cohorts are published on the [Student Consumer Information page](#) of the OFTC website and in the downloadable [OFTC Guide to Student Consumer Information](#).

The consumer information guide also provides statistics on student body diversity, job placement rates of graduates, retention rates of first-time students, and completion and graduation rates.

# SRTK Refund Policy

---

OFTC's Tuition Refund Policy includes information in regards to receiving a tuition/fee refund prior to classes beginning, after classes start, and after the first three class days of the semester, as well as information about refunds of books and supplies purchased at the OFTC Bookstore. This information is located in the [Student Handbook](#), and is also included on the [Student Consumer Information page](#) of the OFTC website and in the downloadable [OFTC Guide to Student Consumer Information](#).

# SRTK Title IV Refund Procedure

---

The Title IV Refund Procedure at OFTC is in compliance with the Federal Title IV Refund Policy. The procedure includes information in regards to the refund or return of Federal Title IV funds, including the PELL Grant, and is located in the [Student Handbook](#) and on the [OFTC website](#).

# SRTK Withdrawal Procedure

---

The Withdrawal Procedure at Oconee Fall Line Tech includes information in regards to withdrawing from a course after the add/drop period or withdrawing from Oconee Fall Line Tech completely. The procedure is located in the [Student Handbook](#) and on the [OFTC website](#).

# SRTK Privacy of Student Records

---

## FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Information on FERPA is located in the [Student Handbook](#) and [on the OFTC website](#).

As a student you have a right to review and challenge information in academic files and to have copies of that information.

OFTC must have written and dated consent with signature to send transcripts.

The Records Office requires 3 days to process the request.

# Academics

---

*Achieving Success in Your Classes*

# Grading Scale

---

Grades are issued at the end of each semester using a classic A-F grading system.

Please refer to the [Student Handbook and Catalog](#) for more information about the grading scale and grade definitions.

No grades are sent via U.S. Postal Service mail or given over the telephone.

You can obtain grades via BannerWeb.



# Work Ethics

---

To help students develop the personal work habits and characteristics that employers expect in the workplace, every OFTC course includes a Work Ethics grade, on a scale of 0 (“Unacceptable”) to 3 (“Exceeds Expectations”).

Though not calculated as part of a student’s GPA, Work Ethics grades are included on official transcripts.

Ethics grades are awarded based on work habits that include:

- Attendance
- Punctuality
- Dependability
- Initiative
- Productivity
- Organization
- Teamwork
- Communication
- Appearance
- Cooperation
- Attitude
- Respect

# Maintaining Academic Standards

---

PROBATION

SUSPENSION

DISMISSAL

# Academic Probation

---

The purpose of academic probation is to alert students to the fact that their academic performance is not acceptable and to point out the possible consequences if improvement is not made during the next semester of enrollment.

Students must maintain a minimum of a 2.0 cumulative grade point average to be in satisfactory academic standing.

Students whose semester grade point average falls below a 2.0 will be placed on academic probation for the next semester.

# Academic Suspension and Dismissal

---

Students will be suspended for a minimum of one semester if the semester GPA is less than 2.0 during the semester enrolled on academic probation.

Students who fail to remove themselves from academic probation by attaining a minimum 2.0 GPA the next semester in attendance after being placed on suspension will be academically dismissed for three semesters.

Students who are dismissed from the College may appeal their suspension or dismissal by filing a written appeal with the Vice President of Academic and Student Affairs within 10 calendar days from the first day of class of the following term the suspension or dismissal status was attained.

# Academic Appeals

---

A student may appeal a final grade and/or work ethics grade by raising the issue with the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within ten business days from the date the student learned or reasonably should have learned of the grade.

If consultation with the instructor does not resolve the appeal, a student may appeal in writing to the Dean of Academic Affairs for his/her respective program, and if not satisfied with the decision of the Dean, the student may appeal the decision to the Vice President for Academic Affairs.

Refer to the [Student Handbook and Catalog](#) or [OFTC website](#) for more information regarding the Academic Appeals process.

# Financial Aid Appeals

---

Students have the right to appeal a finding that they are not making satisfactory progress if they feel that there are extenuating circumstances which have prevented them from meeting the specified requirements. Any student on suspension may file an appeal with the Financial Aid Appeals Committee.

Refer to the [Student Handbook and Catalog](#) or [OFTC website](#) for detailed policies and procedures regarding the Financial Aid Appeals process.

# Student Email

---

An email account is created for all credit students when they register for classes at OFTC. Your email address will be in the form of *username@student.oftc.edu* and the initial password will be your 6-digit birthday in the format *mmddyy*. (Note: The email prefix is auto-generated by Banner Web and does not necessarily include the full spelling of your last name).

If you forget your password or have other issues your advisor can't resolve, contact the IT Department at [its@oftc.edu](mailto:its@oftc.edu), or call (478) 240-5141(North Campus) or (478) 275-6506 (South Campus) for assistance.

Please see the "Getting Started in Blackboard" handout for more information. A copy of the handout can be obtained in the Tutoring Center.

# Online Classes

---

An increasing number of courses are now offered almost entirely Online, and many other courses, even traditional face-to-face classroom courses, include the use of the Internet as an important component of the course.

## TRADITIONAL / WEB-ENHANCED

- Assigned to an instructor and a classroom for every contact hour, but instructors supplement coursework with activities found online.

## HYBRID

- Taught partially online and partially in the classroom.
- Not assigned to a classroom for every contact hour of the course.

## ONLINE

- 100% of class content, activities, and interactions occur via the Internet.
- At least one proctored event required to complete the course.



# Blackboard

---

All online classes, and the Internet component of other classes, are completed through a web platform called **BLACKBOARD**.

You will receive a welcome email in your OFTC student email account if you are taking online classes with specific instructions on how to log in to and use Blackboard.

You will use the same username and password associated with your student email address to access Blackboard and Banner Web.

If you need assistance with your online courses, you may go to any of the Tutoring Centers.

**DISTANCE EDUCATION COORDINATOR**

Sherry Yearty

(478) 274-7648 | [syearty@oftc.edu](mailto:syearty@oftc.edu)

# Blackboard Mobile App

---

Blackboard also has a mobile app, which has many useful features to help you succeed in your online classes.

Check your student email for more information about setting up the Blackboard mobile app.

*Note: OFTC does not provide support for setting up or maintaining the Blackboard app and does not guarantee that it will work with all mobile devices.*

# Social Media

---

Connect with OFTC on social media for up-to-date announcements, news, fun content, contests, and more:

FACEBOOK

[@OconeeFallLineTech](#)

TWITTER

[@OconeeFallLine](#)

INSTAGRAM

[@oftc.media](#)

# Quality Enhancement Plan (QEP)

---

OFTC is in the early stages of a multi-year project, known as a Quality Enhancement Plan (QEP), to improve student learning. OFTC will focus on enhancing students' reading comprehension skills.

The title of OFTC's QEP is "Reading Transforms".

Learn more about the [QEP](#) online.

# Conduct and Behavior

---

*Success in Class and Beyond*

# Expected Classroom Behavior

---

- Arrive on time
- Turn off cell phones/devices
- Be prepared
- Be considerate
- Be attentive
- Maintain respect

If a problem arises, please make an appointment with your instructor after class.

# Electronic Devices

---

Unless otherwise permitted by technical college officials, OFTC prohibits use of electronic devices in classrooms, labs, and other affiliated facilities on technical college premises. Such devices include, but are not limited to, cell phones, beepers, push-to-talk devices, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. OFTC also prohibits attaching personal electronic devices to college computers under any circumstances.

Tips to avoid being disrespectful or inconsiderate in class:

- Remember to put phone in silent or vibrate mode.
- Please refrain from personal cell phone use while in class.
- Only use device for classwork with instructor's permission.

# Classroom Etiquette

---

Students should always address faculty by courtesy title (Dr., Mr., Ms.) and last name (not first name).

Profanity by faculty or by students is not allowed in the classrooms.



# Attendance

---

Regular and punctual attendance in all classes is the student's responsibility.

Each instructor sets his or her own policy regarding attendance. The attendance policy will be stated in the course syllabus, which is distributed to students at the beginning of the semester in each class.

The instructor has the option of withdrawing students from the course who exceed the maximum number of permitted absences.

Students who anticipate an absence from class should contact their instructor prior to the absence. Students should communicate with instructors following unexpected absences to explain any extenuating circumstances or to discuss opportunities to make up any assignments missed.

# Attendance Appeals Procedure

---

Students should FIRST discuss attendance matters with their instructor.

Students with extenuating circumstances who wish to appeal a violation of the attendance policy must do so in writing within 48 hours of being withdrawn from the course.

Students must attend class or log on to their online classes until the appeal decision is made.

Refer to the [Student Handbook and Catalog](#) or the [OFTC website](#) for detailed information about the attendance appeals process.

# Grievances Procedure

---

If there is a grievance or complaint, a student should first discuss the issue with the instructor or staff member involved.

If not satisfactorily resolved, then the student should follow the [Student Grievances Procedure](#).

The procedure is posted in the Student Centers, on the OFTC website, and in the [Student Handbook and Catalog](#).

# OFTC Dress Code

---

OFTC strives to ensure that every student has the ability to learn and be free from distractions in the classroom.

Certain clothes are prohibited for this purpose.

For more information on the dress code policy, please refer to the [Student Handbook and Catalog](#) and the [OFTC website](#).

Tips to remember:

- Be sure you are comfortable yet presentable before leaving home.
- Be sure your clothes are free from offensive signs, pictures, or statements.
- Dress according to your program of study.

# Student Code of Conduct

---

Oconee Fall Line Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission of the College.

The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Oconee Fall Line Technical College Student Government Association in conjunction with the Student Affairs Office established a [Student Code of Conduct](#).

The Student Code of Conduct is located in the [Student Handbook and Catalog](#) and [on the OFTC website](#).

# Student Rights and Responsibilities

---

Oconee Fall Line Technical College promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom and freedom on individual thought and expression consistent with the rights of others. OFTC is a student-centered organization which provides students with a full range of educational opportunities while maximizing their chances of success.

Specifically, OFTC strives to provide students with opportunities to pursue educational programs and services that assist them in clarifying and attaining their career goals.

# Student Rights

---

OFTC students have the right to:

- be free of discrimination based on race, color, national origin, gender, disability, religion, or any other applicable legislated category.
- be safe on OFTC's property.
- have the occupational skills, technology, equipment, and resources available to ensure success upon graduation.
- have access to program advisors.
- receive due process when accused of any violations of college regulations or conduct code.
- have adequate access to properly equipped labs.
- have privacy regarding personal information in accordance with the Family Education Rights and Privacy Act.
- evaluate college facilities and services provided by faculty and staff.

# Student Responsibilities

---

OFTC students are responsible to:

- respect fellow students, faculty, and staff regarding their opinions.
- respect OFTC's equipment, facilities, and persons, as well as the property of others.
- take responsibility for learning and communicate specific learning needs.
- adhere to program requirements and to follow the prescribed curriculum as outlined in the OFTC catalog.
- actively seek out advisors and other support services that are available.
- always work to the best of one's abilities and communicate the need for adequate access to properly equipped labs.
- accept responsibility for one's actions.
- seek evaluation/feedback from instructors and peers.
- adhere to OFTC's policies and procedures.
- participate freely and willingly in learning activities using diverse instructional strategies. (continued...)



# Student Responsibilities continued

---

- adhere to standards and policies as set by the OFTC Board, TCSG, OFTC administration, faculty and staff including general classroom guidelines and protocol.
- take responsibility for attending classes, being prepared for class, and for following other guidelines as prescribed by instructors.

# Copyright

---

OFTC is in compliance with the Copyright Law of the United States (Title 17, U.S. Code) and encourages faculty, staff and administrators to make lawful use of copyrighted works. OFTC recognizes the exclusive rights of the copyright holders, as well as the exceptions to those rights as provided for in:

- The doctrine of Fair Use which is found in in Section 107 of the US Copyright Act
- The T.E.A.C.H Act which is found in Section 110 (2) of the US Copyright Act
- Digital Millennium Copyright Act DMCA.

The Director of Library Services serves as the college coordinator and will investigate or answer questions and/or concerns of the faculty, staff, students and administrators as they arise.

Please check the [Student Handbook and Catalog](#) or the OFTC website for the [Copyright Procedure](#).

# Intellectual Property

---

Oconee Fall Line Technical College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the college or to enhance teaching and learning. An employee or student creating work for OFTC or its use represents and warrants that such work:

- does not violate any law;
- does not violate or infringe any intellectual property right of any person or organization; and
- does not libel, defame, or invade the privacy of any person or organization.

Please check the [Student Handbook and Catalog](#) or the OFTC website for the [OFTC Intellectual Property Procedure](#).

# Harassment and Discrimination

---

As outlined in OFTC's [Unlawful Harassment and Discrimination of Students Procedure](#), sexual harassment of employees and students at Oconee Fall Line Technical College is strictly prohibited.

Sexual harassment is a form of sex discrimination and is a violation of state and federal law as well as of the policy of the Technical College System of Georgia.

Non-compliance with this procedure is grounds for disciplinary measures, including dismissal, as deemed necessary by the college's president.

It is the intent of Oconee Fall Line Technical College to provide an academic and work environment, which is free, of any type of discrimination, including sexual harassment.

The entire procedure is in the [Student Handbook and Catalog](#) and on [the OFTC website](#).

# Preventing Sexual Violence

---

As part of our comprehensive sexual violence prevention efforts for students, OFTC and TCSG have partnered with EverFi to provide education in critical life skills. EverFi's Sexual Assault Prevention for Undergrads (SAPU) online course focuses on the prevention of sexual assault and relationship violence, and is a required component of the COLL1060 course.

SAPU was formerly known as "Haven," until Fall 2018.

EverFi's SAPU course is also available to any OFTC student online through the [OFTC website](#).

Students may also access the sexual assault prevention course through the [EverFi website](#). Use registration code *2dea1801*.

# Drug-Free Campus Program

---

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Oconee Fall Line Technical College provides information to provide a campus environment free of illicit drug use and alcohol abuse and to prevent the abuse of alcohol and drugs by students and employees. For more information, visit OFTC's [Drug-Free Campus web page](#).

For the location of a substance abuse treatment facility, SAMHSA has a useful [online tool](#), or call 1-800-662-HELP. [Additional resources](#) for local treatment and support are provided online.

# AlcoholEdu

---

The use of alcohol is a significant problem among college students. The problem is not necessarily the drinking itself, but the negative consequences that result from excessive drinking.

To inspire students to reflect on and consider changing their patterns of alcohol use, OFTC and TCSG have partnered with EverFi to provide access to an online alcohol abuse prevention course, called AlcoholEdu.

Students may access the AlcoholEdu course through the [EverFi website](#), and use registration code *2dea1801*.

More information about AlcoholEdu, along with other components of the college's [Drug and Alcohol Awareness Program](#), can be found on the OFTC website.

# Safety and Security

---

*Protecting our Community*



# Safety and Security Personnel

---

We have law enforcement officers from several different agencies on our primary campuses during the day and evening. These officers are here to enforce state laws as well as school rules to protect our campuses.

In addition to uniformed law enforcement officers, certain directors and coordinators are Administrators in Charge (AICs) and serve as Campus Security Officers.

Security officers' directions are to be followed explicitly by all visitors, students, and employees, who should not interfere with the officers in the performance of duty.

Please let officers know if you need their assistance or have any concerns while on campus.

# Safety Plans

---

We work to meet or exceed state and federal regulations and guidelines with regard to your safety and the safety of our staff, including areas like fire safety, electricity, spills, procedures, etc. Some of you will have to take safety training specific to your program of study.

We also maintain [emergency plans](#) for situations that are not under our control, such as severe weather, earthquakes, hazardous material incidents, and pandemics/illnesses.

The [Emergency Preparedness Guide](#) is posted in all rooms at all campuses of OFTC, to serve as a quick reference for OFTC employees and students to prevent injury or damage to persons or property.

*In critical situations, dial 911 and speak to a public safety official.*

# Security Plans

---

Like safety, we also maintain emergency plans for security situations that are not under our control, such as assaults and intruders on campus.

Detailed information about [safety, security, and emergency procedures](#) can be found online, as well as in the [Student Handbook and Catalog](#).

# Campus Security Act (Clery Act)

---

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 requires that all colleges keep and disclose information, on an annual basis, about crime on and near their respective campuses, and campus safety policies and procedures.

In accordance with this requirement, the annual [OFTC Campus Safety and Security Report](#) is available on the OFTC website.

# Mass Emergency Notification System

---

OFTC uses a mass emergency notification system to provide timely communication to students and staff on matters such as campus and local emergencies. These messages can be sent to your cell phone, home phone, or computer via calls, texts, and e-mails. Please check your OFTC e-mail after classes begin for more information from OFTC's IT department on setting up your account.

# Weapons Policy

---

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii)  
O.C.G.A. § 16-7-80  
O.C.G.A. § 16-7-81  
O.C.G.A. § 16-7-85  
O.C.G.A. § 16-11-121  
O.C.G.A. § 16-11-125.1  
O.C.G.A. § 16-11-126

O.C.G.A. § 16-11-127  
O.C.G.A. § 16-11-127.1  
O.C.G.A. § 16-11-129  
O.C.G.A. § 16-11-130  
O.C.G.A. § 16-11-133  
O.C.G.A. § 16-11-135  
O.C.G.A. § 16-11-137  
O.C.G.A. § 43-38-10

# Weapons Policy

---

Find information about Georgia's "Campus Carry" law O.C.G.A. § 16-11-127.1, which went into effect July 1, 2017, on the [OFTC website](#) and in the [Student Handbook and Catalog](#).

It is the responsibility of the weapons carry license holder to know the law and follow it at all times.

For specific questions about how this Georgia law may affect you, please contact the OFTC Chief of Facilities and Security.

## CHIEF OF FACILITIES & SECURITY

Marc Rogers

(478) 274-7871

# Expectations

---

- While driving on any OFTC campus, please obey traffic laws. Please stop at all stop signs, follow the speed limit, observe parking rules, and display appropriate permits for handicapped parking.
- Follow the TCSG/OFTC weapons policy. For questions about Georgia's "Campus Carry Law", please contact the OFTC Chief of Facilities and Security, Marc Rogers, at 478-274-7871.
- Fighting, domestic and/or sexual violence and/or harassment are not tolerated and are against the [OFTC Student Code of Conduct](#). Students who violate the OFTC Student Code of Conduct will be subject to disciplinary sanctions, and may contend with judicial penalties.
- Students, staff, and campus visitors are prohibited from using tobacco, in any form, anywhere on OFTC property.



# Expectations, continued

---

- Students are prohibited from possessing or using drugs and alcohol while on campus or during any OFTC-sanctioned event. Students should adhere to the [OFTC Student Code of Conduct](#) and [Drug Free Campus Policy](#).
- ID badges should be displayed at all times.
- If you have a concern, please notify a security officer or an OFTC staff or faculty member immediately.
- If you need assistance with safety and/or security, please contact an officer, the Dean of Student Affairs, or the Chief of Facilities and Security.
- Bottom Line: Follow the rules, obey the law, and adhere to all TCSG/OFTC policies and procedures.

# Behavioral Intervention Team

---

OFTC has established a 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 affect their own or others' ability to function successfully or safely.

It is the responsibility of faculty, staff, and students to immediately report any troubling person or situation that could possibly result in harm to anyone at the college.

In non-emergency situations, you may fill out an [online concern report form](#), or contact a member of the [Behavioral Intervention Team](#) directly. The team will coordinate a response to the issue and keep you informed.

In crisis situations where a person may pose an active or immediate risk of violence to self or others, you should immediately contact one of the law enforcement officers providing security on campus, or contact 911 if you have an emergency.

# Student Assistance Program

---

OFTC has contracted with [ESPYR](#) to provide you with a Student Assistance Program (SAP), which gives students 24/7 access to no-cost, confidential personal counseling, a help line, and other benefits designed to help you succeed.

The SAP can help with counseling services, financial consultation, legal issues, and many other life issues that may be affecting your personal well-being and academic success.

Contact ESPYR at 1-866-734-5890, or [online](#).

# Smoking on Campus

---

## DON'T!

To promote the health and well-being of students, faculty, and staff, and in accordance with TCSG state policy, OFTC became a tobacco-free campus in August 2018.

The use of cigarettes or other tobacco products on any OFTC campus is strictly prohibited. This includes the surrounding edges of all campuses, as well as parking lots and vehicles.

Prohibited tobacco products include cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, dip, snuff, vaping and any other form of tobacco product.

The [policy](#) applies to anyone on campus, including students, staff, visitors, contractors, and any other individuals on OFTC property.

# Breathe Free Education

---

Tobacco use causes enormous financial, social and public health harm to people in our community. Tobacco dependence is our nation's most preventable cause of death and disease, including cancer.

If you'd like to break the habit, the [Breathe Free Education page](#) on OFTC's website includes more information about this policy as well as resources to help you quit your tobacco use.

# Warranty

---

Oconee Fall Line Tech offers the following guarantee to its graduates and business partners:

*If one of our graduates, who was educated under a standard program, and his/her employer agree that the graduate is deficient in one or more competencies as defined in the standards, Oconee Fall Line Tech will retrain the employee at no instructional cost to the employee or employer.*

This guarantee is in effect for a period of two years after graduation.

# Equal Opportunity Contacts

---

## TITLE IX COORDINATOR

Janet Smith

South Campus, WRS 112A

478-274-7836 | [jrsmith@oftc.edu](mailto:jrsmith@oftc.edu)

## ADA/504 COORDINATOR

Saketta Brown

South Campus, WRS 112B

478-274-7643 or 478-553-2124 | [sdbrown@oftc.edu](mailto:sdbrown@oftc.edu)

## EEOC OFFICER

Rosemary Selby

North Campus, 205

478-553-2055 | [rselby@oftc.edu](mailto:rselby@oftc.edu)

# Inquiries

---

Inquiries concerning the application of policies and procedures may be directed to the individuals listed previously at:

Oconee Fall Line Technical College

1189 Deepstep Road

Sandersville GA 31082

Phone (478) 553-2050



# Congratulations

---

You have successfully completed  
New Student Orientation.

Great job!

Welcome to OFTC!