

**Welcome to  
Okefenokee  
Technical  
College**

**Online  
Orientation**



# Okefenokee Technical College Interim President

**Dr. Glenn Deibert**



# OTC Mission Statement

Okefenokee Technical College, a unit of the Technical College System of Georgia, educates students through rigorous, learner-centered occupational programs designed to meet the workforce development, literacy, and lifelong learning needs of Southeast Georgia. The College provides college-wide services; associate degree, diploma, and certificate programs; adult education programs; continuing education; and customized business and industry training through traditional and distance delivery formats at on- and off-campus locations.

## Statement of Non-Discrimination

Okefenokee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

# Technical Education Warranty

OTC guarantees that every graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide. Any program graduate who is determined to lack such competence within two years of graduation shall be retrained at no cost to the employer or the graduate for tuition or instructional fees.

# Special Procedures—Allied Health Programs

- OTC will not be responsible if, as a result of findings from a criminal background check and/or a drug screen, allied health students are not allowed at a clinical site or allowed to sit for the certification exam in their field or fail to secure employment.

# Drop – Add Policy

- You will be allowed to drop and/or add classes during the first three business days of the term.
- Schedules in place after the first three business days of the term will be deemed “official”.
- Students who attend class but FORMALLY withdraw from a course by the end of the third business day of the term will receive no grade for the course and will receive 100% refund of applicable tuition and fees.
- Formal withdrawal is accomplished by completion and submission of a Drop/Withdrawal form. This form is available to students via BannerWeb or from the Registrar’s Office.
- In order to receive 100% refund, the form must be completed BY THE STUDENT and submitted to the Registrar’s Office by the end of drop/add.
- Students who withdraw from a course after the end of the third business day of the term and before the 60% calendar day of the term shall receive a grade of “W” and shall receive no refund of tuition and fees.



# Attendance

- Attendance will directly affect your academic success.
- There are no excused absences in relation to academic work. All assigned work must be completed by the student in order to receive credit for any given course.
- Your syllabus will indicate attendance policy observed by each instructor.
- Students are expected to attend at least 90 percent of scheduled class meetings.

# Grading

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

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

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

## Learning Support Grades

(Do not count in GPA)

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

# Work Ethics

- Work ethics is a term used to describe traits which industry has determined that an employee needs to be a meaningful, safe and productive member of the workforce.
- A grade will be given in work ethics along with your academic grade.
  - 0 = unacceptable                      1 = needs improvement
  - 2 = meets expectations              3 = exceeds expectations
- This grade is **NOT** a part of your Grade Point Average.

# Work Ethics refers to...

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



# President's List & Academic Achievement List

The President's List recognizes full-time students who achieve a 3.75 or higher grade point average for the term. An institutional GPA of 2.0 or higher is also required.

The Academic Achievement List recognizes students enrolled in 6-11 credit hours who have attained a GPA of 3.75 or higher for the term. An institutional GPA of 2.0 or higher is also required.

# Academic Probation

- A student will be placed on academic probation for the next term if his or her term and institutional grade point average falls below 2.0.
- If a student achieves a 2.0 or higher during the term of probation, the probation status will be lifted.
- A student whose term GPA is 2.0 or above but whose institutional GPA is less than 2.0 will remain on academic probation until the institutional GPA is greater than or equal to 2.0.
- A student who fails to have a term GPA of 2.0 or greater will be put on Academic Suspension.
- Students cannot graduate while on probationary status.

# Academic Suspension

- A student will be placed on academic suspension for the next term if the student fails to maintain a 2.0 grade point average during the term of probation.
- A student must drop out of school for the following term if placed on academic suspension.
- Students will return on Academic Probation.
- Upon readmission from Academic Suspension any subsequent violation of Academic Probation will result in Academic Dismissal.
- A second Academic Suspension constitutes Academic Dismissal.

# Academic Dismissal

- Students who have been on Academic Suspension and subsequently violate Academic Probation will be placed on Academic Dismissal from OTC.
- Students are prohibited from attending OTC for one calendar year and from being re-admitted to the same program.

# Academic Appeals

- Grievance concerning an academic action should be presented to the instructor in writing within two weeks from the date of the academic action.
- If unresolved, student may appeal to Vice President for Academic Affairs by filing a written request within four weeks of the action.
- Decision of the Vice President for Academic Affairs shall be final.

# COMMENCEMENT

A commencement ceremony is held twice yearly in January and July. Students receiving degrees or diplomas during the two terms prior to graduation are invited to participate.

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Okefenokee Technical College is committed to meeting the provisions established by the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act was designed to protect the privacy of educational records and to establish the right of students to inspect and review their non-privileged educational records.

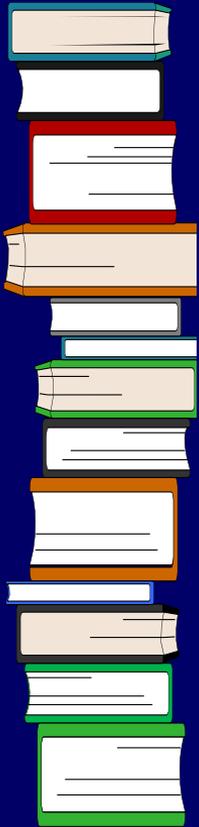
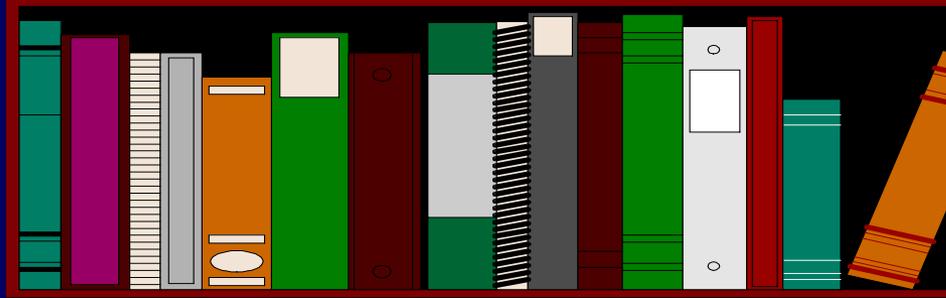
# STUDENT RECORDS

- As a student, you have a right to review and challenge information in academic files and to have copies of that information.
- In order to release information, Okefenokee Tech must have a written and dated consent form.
- The Registrar's Office will release Directory Information (Name, Address, Age, Dates of Attendance, Program of Study, Awards, Student ID photo) unless the student has signed requesting that the information not be released.

# Student Records Confidentiality

- A confidentiality form is available today for anyone desiring to restrict the release of directory information to outside sources:
  - Name
  - County of Residence
  - Program of study
  - Dates of attendance
  - Awards received at OTC
  - Participation in student organizations and activities
  - OTC student email address
  - OTC student ID photo

*Please be advised such restriction will restrict OTC from releasing the above to newspapers in your area.*



# Welcome to Okefenokee Technical College Library

# Waycross Campus Library Allied Health Building Room 1101

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



# Alma Campus Library Main Building Room 106



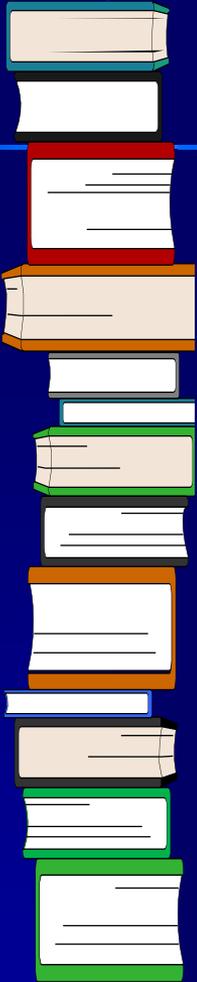
Library Hours  
Monday – Thursday  
8:30 a.m. – 7 p.m.

# Library Staff



- Cassie Clemons, Library Services Director
  - [cclemons@okefenokeetech.edu](mailto:cclemons@okefenokeetech.edu)
  - Phone: 912-287-5834
  
- Stephanie McDonald, Library Assistant
  - Waycross Campus
  - [smcdonald@okefenokeetech.edu](mailto:smcdonald@okefenokeetech.edu)
  - Phone: 912-284-2941
  
- Sheila Rigdon, Library Assistant
  - Alma Campus
  - [srigdgon@okefenokeetech.edu](mailto:srigdgon@okefenokeetech.edu)
  - Phone: 912-632-0442

# Library Facts



- Your student ID is your library card.
- Materials circulate for two weeks and may be renewed if necessary; 3-day check out for DVDs or CDs.
- Patrons have access to 62 computers on the Waycross Campus and 12 computers on the Alma Campus.
- Two Study Rooms are available for student use on the Waycross Campus.
- Please see a member of the library staff for questions, research assistance, and accessing library holdings.

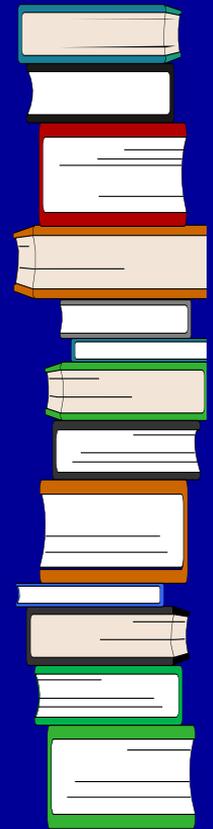
# Library Facts

## Student Printing

- The first 150 pages are FREE.
- Please see a member of the library staff for further details.

## Copy Machine

- There is a copy machine in both campus libraries.



# Financial Aid

- Financial Aid must be renewed annually.
- To meet Satisfactory Academic Progress for Financial Aid, you must:
  - Maintain a term and overall grade point average of 2.0 or higher
  - Complete at least 50% of the classes you attempt each term

# Tuition

- Diploma/degree programs: \$75 per credit hour
- CTD: \$125 per credit hour
- Out-of-State: twice that of in-state tuition

# Tuition Cap

- Tuition will be charged for each credit hour up to a maximum of 15 credit hours.
- Hours above 15 credit hours will not be charged.

# Paying Tuition and Fees

- Pay tuition and fees on BannerWeb.
- Pay tuition and fees by phone using credit/debit card or check.
- Pay tuition and fees at the cashier's office before the payment deadline.

# Late Registration Fee

- \$45 late fee will be charged for those who register during late registration.
- If your schedule is deleted prior to the beginning of the term due to an outstanding balance, you will be required to pay the late fee to register during Drop/Add.
- The late fee is not eligible to be covered by financial aid.

# Bookstore Policies

- Students MUST present their schedule in the bookstore to ensure the correct textbooks are purchased for the classes for which they are scheduled. Schedules may be printed from BannerWeb.
- Bookstore purchases made before the first business day of the term are cash, check, or credit/debit card only. Beginning the first business day of the term, financial aid may be used for bookstore purchases.
- Textbooks purchased for a term or special session are eligible for refund if returned within 7 consecutive calendar days from the date of purchase provided:
  - Textbooks and merchandise must be unmarked, unsoiled, undamaged, and in resalable condition.
  - The original OTC bookstore sales receipt MUST be presented for a refund or exchange.
  - Personal identification is required for all refunds.
- Not eligible for refund:
  - Textbook purchased after the refund period is over.
  - Textbook which contains highlighting or student writing.
  - Textbooks with opened/used included software.
  - Textbook covered with shrink-wrap material which has been removed.
  - Expendable supplies and equipment (i.e. cosmetology kits, diskettes, tools, etc.)

# Job Placement Services

If you need Career Services such as:

- Job Referrals
- Resume Assistance
- Workshops
- Interview Preparation
- Career Counseling



Please come by and speak to Charlie Gibson,  
Building 100, Career Center Room 124

# VISIT THE CAREER RESOURCE CENTER!

Room 124

Information available on the following:

- Resumes
- Salaries
- Interviewing Assistance
- Career Opportunities
- Applications
- Career Counseling
- Workshops

Career Center open:  
M-Th 8:00 a.m.-7:00 p.m.

# Student IDs

Be sure to have your ID made before you leave today.

IDs are required to purchase books and for other services at Okefenokee Technical College.

# CHILDREN ON CAMPUS

- Children, ages 15 and under, are not allowed on campus unless accompanied by an adult.
- Students are not allowed to bring children into the lab or classroom areas.
- Children will not be left unattended in waiting automobiles, hallways, snack areas, or outside buildings.
- Children who are not clients are not allowed in the Cosmetology Department at any time. Prospective clients seeking appointments for services will be advised that services will be refused if accompanied by children.

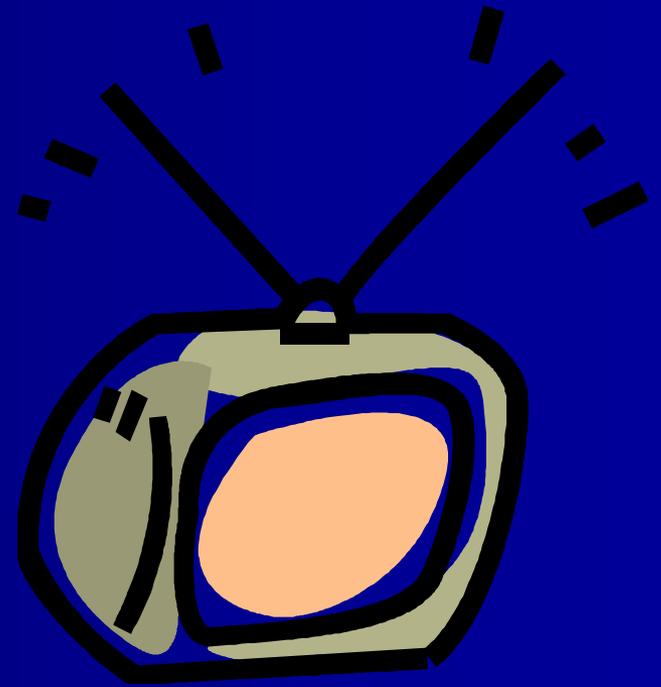
# Telephones



- A local access courtesy phone is located in the main student break area next to building 100.
- Cell phone use is not allowed in a classroom or lab.

# Monitors

Monitors are located at the entrances to each building. Be sure to read the monitor messages daily for important information.



# GET INVOLVED!

An important part of your college education is involvement in Student Activities. We offer:

- Skills USA
- Phi Beta Lambda (PBL)
- National Technical Honor Society
- Student Government Association (SGA)
- Horticulture Club
- Student Ambassadors

# Acceptable Computer & Internet Use

- Internet access is a privilege, not a right. Access entails responsibility.
- Computer privileges may be suspended or revoked for violation of the usage policy.

# Student Parking

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

# Student Parking (cont'd)

- Students may NOT park:
  - On unpaved surfaces
  - In fire lanes
  - In spaces marked VISITOR
  - In HANDICAPPED spaces, unless their vehicle displays a current handicapped permit
  - In STAFF or RESERVED spaces
  - Backwards in any space including pulling through spaces resulting in parking backwards
  - In front of Building 100

# Tickets, Additional Decals, Fines and Penalties

A parking ticket will be issued to those who violate the above rules. Violations will result in fines as described below:

Parking in a HANDICAPPED space	\$50.00
Parking decal replacement	\$ 5.00
Vehicle not displaying a current parking decal	\$15.00
Decal not displayed in correct location	\$ 5.00
Parking in a VISITOR space, RESERVED, or on UNPAVED area	\$ 5.00

**You will NOT be allowed to register for the following term, receive grades or transcripts, or participate in graduation exercises until all parking fines have been paid.**

# CAMPUS CRIME REPORT

As part of the Student Right-to-Know Federal Policy, we are required to report campus crime statistics annually. Summary reports are posted on the Department of Education website and in OTC publications made available to faculty, staff, and the community.

# Emergency Notifications

In the event of emergency, information about the cancellation of classes will be provided to the following stations:

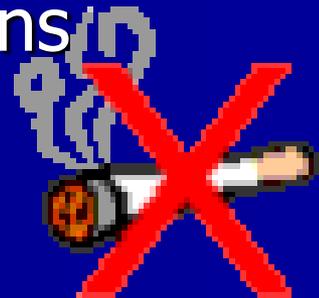
WKUB—105.1 FM  
WWUF—97.7 FM  
WYNR—102.5 FM  
WWSN—103.3 FM  
WHFX—107.7 FM  
WFNS—1350 AM  
WGA—1230 AM  
WBYZ—94.5 FM  
WOKA—106.7 FM

WATS—Channel 42 (Waycross)  
WTOC—Channel 11 (Savannah)  
WJXT—Channel 4 (Jacksonville)  
WTLV—Channel 12  
(Jacksonville)

**Information will also be sent to student email accounts.**

# Tobacco Usage

- OTC is a tobacco-free facility.
- Smoking or use of other tobacco products is prohibited inside and outside all buildings, parking lots, commons areas, and within any College vehicle or any vehicle operated by the College.
- Smoking is permitted **inside** of personal vehicles.
- A \$15 fine and/or disciplinary sanctions will apply for violation of the policy.



# Drug-Free Campus

- Students shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind while on the campus, attending college-sponsored activities, at clinical affiliates, or in school vehicles.
- Violations may result in:
  - **Disciplinary sanctions up to and including disciplinary expulsion**
  - **Arrest and prosecution by local, state, and federal law enforcement**

# Firearms, Weapons, Explosives

---



- It is unlawful for any person to carry, possess, or have under control any firearm, weapon, or unlawful explosive compound on the OTC campus.
- Violators are subject to:
  - **OTC disciplinary sanction up to and including disciplinary expulsion**
  - **Arrest and prosecution by local, state, and federal law enforcement**

# Workplace Violence

- No employee, student, volunteer, visitor, vendor, or contractor shall engage in prohibited behavior or conduct against another individual at OTC or at any sanctioned off-site function.
- Examples of prohibited behavior:
  - Physically menacing/threatening behavior or gestures which convey a threat
  - Unlawful harassment, including ethnic, racial, or sexual epithets
  - Physical attack/assault with or without a weapon
  - Stalking
  - Direct or implied verbal threats or abusive, intimidating, or obscene language
  - Possession of a weapon
  - Fighting and/or physical altercations among employees or students is strictly prohibited, including any “fighting” that may be characterized as “horseplay”
- Violators are subject to:
  - **OTC disciplinary sanction up to and including disciplinary expulsion**
  - **Arrest and prosecution by local, state, and federal law enforcement**

# Sexual Harassment

- Sexual harassment is a form of gender discrimination and is a violation of state and federal law.
- Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- All students and employees must report any sexual or other harassment they experience, observe or believe may be occurring to the appropriate administrator listed below.

# Student Code of Conduct

- Any student found to have violated the Code of Conduct is subject to disciplinary sanctions.
- Conduct Rules and Regulations are found on p. 62-74.
- Disciplinary sanctions may include:
  - Restitution
  - Reprimand
  - Restriction
  - Disciplinary Probation
  - Failing or lowered grade
  - Disciplinary Suspension
  - Disciplinary Expulsion
  - Interim Disciplinary Suspension

# Professional Appearance

- Dress should be neat and clean and reflect what is normally worn in the occupation for which you are being trained.
- Certain programs have additional dress codes.
- Clothing should conform to commonly accepted standards of modesty and privacy.

# Title IX/Section 504

- Title IX
  - OTC complies with the rules and regulations concerning sex discrimination in education as set forth by the federal government under Title IX.
- Section 504/ADA Compliance
  - No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the service, programs, or activities, or be subjected to discrimination.
- Grievance Procedures
  - Title IX, page 74 of the OTC Student Handbook
  - Section 504/ADA, page 75 of the OTC Student Handbook

**Title IX  
Activities  
Coordinator**

**Section 504  
Coordinator**

Mrs. Danita Cannon  
Vice President for  
Student Affairs



Mrs. Karen Boyle  
Retention Coordinator



Call 912-287-6584 or write: 1701 Carswell Avenue,  
Waycross, GA 31503

# Banner Web

Banner Web allows you to:

- Register for Classes
- View and Print Unofficial Transcripts
- View Grades
- View and Print Class Schedules
- Check your Estimated Financial Aid
- Certify Financial Aid

# Is Online Learning for Me?

- Have a computer capable of running Windows 98 or higher
- Must have needed software and special equipment for the class
- Must use student email address
- Know how to use the Internet
- Be self-motivated and able to work independently
- Access to Internet connection
- A variety of courses are offered



**Thank You for choosing**

**Okefenokee  
Technical College**

**Your future starts here!**