



GVTC

Online Course Manual

For Faculty, Staff, and Student Use

A member of:

**Georgia Virtual
Technical College**

GVTC Application Process

Follow these steps to become an online student:

- Log onto the [GVTC website](#)
- Double click on "Apply Now" in the middle of the page.
- To view the course catalog, click on "[Courses](#)".
- To view the Programs of Study offered totally online, click on "[Programs](#)". (You may only apply through GVTC to enter Programs listed on the GVTC website).
- To apply for courses or to enter a Program of Study, create a user account by clicking on the "Create Account" link.
- If you have never taken the SmarterMeasure Learning Readiness Indicator (Formerly READI), click "No" when you reach the application page, and take the [Learning Readiness Indicator Assessment](#).
- You will receive the following emails from the GVTC system after:
 - You create a user account.
 - You submit an application.
 - GVTC reviews the application.
 - The college(s) approve(s) your request to take courses. (if you are a Transient applicant, your application is submitted directly to your home college for approval).

Admissions Requirements

To be admitted through the Georgia Virtual Technical Connection (GVTC) to one of the Technical College System of Georgia's (TCSG) 25 technical colleges, you must meet the following admissions requirements:

- Complete and submit the online application form with a non-refundable application fee.

- Submit high school, technical school, and/or college transcript.

NOTE: Home school students acceptance requirements in lieu of a high school diploma or transcript are as follows:

- Letter from superintendent's office showing that the parents conformed to the requirements of the Georgia Department of Education.
- Final or exit exam scores from an accredited state and/or national testing program.
- Annual progress reports for the equivalent of the home schooler's senior years.

NOTE: Students with diplomas from secondary schools located outside the United States may have their transcripts evaluated for equivalency by an approved outside evaluation organization or attain a General Education Development High School Equivalency Diploma (GED).

- Submit assessment test scores within the last five (5) years. These may be ASSET, SAT, ACT, or COMPASS. More information concerning the ASSET placement test can be found at <http://www.act.org/asset/>, as well as a sample exam.
- Sixteen (16) years of age or older.

NOTE: Some programs require an older age requirement.

Admissions Status

- **Beginning Student.** A beginning student is one who has completed no technical college or other post-secondary work.
- **Transfer Student.** A transfer student is one who has completed work at any post-secondary institution.

- **Transient Student.** A transient student is a student who is enrolled at one technical college, requesting to take a course(s) at another technical college. This student must ask the home college to complete the Transient Student Agreement form and send to the host college.
- **Special Admit Student.** A special admit student is a student who is non-award seeking. This student desires credit for coursework, but is not pursuing a certificate, diploma, or associate degree.

Advisement

Advisors are available by telephone, email, or appointment. Before registering for classes, you should review your progress and proposed course schedule with the advisor of your program of study. Program advisors can answer questions regarding pre-requisites, degree requirements, and academic regulations and procedures. If you are a new student, the college to which you apply will assign an advisor to you.

Deadline Calendars

[Click here](#) to review College Deadline Calendars.

FINANCIAL AID

The Georgia Virtual Technical Connection (GVTC) does not administer financial aid.

Please check with the Office of Financial Aid at your nearest technical college for Financial Aid information.

The following guidelines should help you in your search for financial assistance.

The Technical College System of Georgia colleges offer comprehensive financial aid programs that include grants and scholarships that are non-repayable. All financial aid is to assist with educational costs. Financial aid awards are determined based on federal and state regulations and institutional policy.

In order to be considered for any federal or state aid programs, a student must complete the Free Application for Federal Student Aid (FAFSA). It is required that students apply or renew every academic year in order to continue receiving financial aid. Applications can be picked up at any college's financial aid office or online at www.fafsa.ed.gov.

The student sends the FAFSA directly to the Federal Government, who in turn issues a Student Aid Report (SAR). The SAR is then sent to the student's home college's financial aid office. A student's financial aid file is complete when the student has taken these steps and the financial aid office issues an award letter.

Currently Enrolled Students

If you are currently enrolled in a participating GVTC college that institution will administer any financial aid for which you might qualify. If you are taking courses from other institutions, your "home institution" will still administer your financial aid.

GVTC college's financial aid offices provide assistance with completing applications. To contact a financial aid representative via email, choose the appropriate college from the list of TCSG colleges.

Students needing financial assistance are encouraged to complete a FAFSA in order to apply for the types of assistance described below:

[Paying for College](#)

Student Services Staff

Request information on admissions, registration, course offerings, and fees.

Call Toll Free - 1-877-532-GVTC (4882)

Telephone Support is available from between the hours of 7:00 a.m. and 4:30
p.m. EST - Monday through Friday
(except holidays).

Technology Requirements

Computer Needs

1. Make sure you are using a supported browser from the list below.
2. Download media so that you can hear and see all content: [Media Downloads](#).
3. Use the System Check on your ANGEL login page.
4. On your computer, go to
 - Start > Control Panel>Internet Options> Security>Use Pop Up Blocker> Disable
 - Start > Control Panel > Internet Options > Security >Trusted Sites> type in your Angel Login URL > Uncheck the Require Server Verification (https:) for all sites in this zone option.
 - Start > Control Panel > Internet Options > Security Tab > Custom Level > Scripting > Allow status bar updates via script > Enable.
 - Start > Control Panel > Internet Options > Delete Browsing history.
Do this daily.

System Check

Computer Requirements - A personal computer with one of the following operating systems is required:

Microsoft Windows OS (XP, Vista); Apple Mac OS X (10.0) or above; or Unix/Linux.

Internet Access - 56K Dial-Up connection or better. DSL or Cable recommended.

Recommended Software - Adobe Acrobat Reader; Macromedia Flash 7.0+; Macromedia: Shockwave;

Quicktime; Windows Media

Angel Supported Browsers

Certified: fully tested and supported.

Compatible: partially tested but should function properly.

Unsupported: either impossible or not tested.

Microsoft® Windows® Operating System

	Internet Explorer® 9	Internet Explorer 8	Firefox 10.0 (1)	Firefox 3.6	Chrome (2)
Windows® XP (32-bit)	Unsupported	Certified	Compatible	Certified	Compatible
Windows Vista® (32-bit)	Certified	Certified	Certified	Certified	Compatible
Windows Vista (64-bit)	Certified	Certified	Compatible	Certified	Compatible
Windows 7 (32-bit)	Certified	Certified	Certified	Certified	Certified
Windows 7 (64-bit)	Certified	Certified	Compatible	Certified	Compatible

Apple® Mac OS® Operating System

	Safari 5.0	Firefox 10.0 (1)	Firefox 3.6	Chrome (2)
Mac OSX 10.5 "Leopard®"	Compatible	Certified	Certified	Compatible
Mac OSX 10.6 "Snow Leopard®"	Certified	Certified	Certified	Certified

- Internet Explorer 8 and Internet Explorer 9 are supported in Standards Mode and Compatibility Mode
- Recommend that Pop-up Blocking is disabled.
- JavaScript must be enabled.
- Blackboard strives to make all its products as accessible as possible. JAWS for Windows 11 and 12 were used during accessibility testing for ANGEL 8.0.

- In order to support Internet Explorer 9, the ANGEL Secure Browser has been updated to version 3.0. See the GVTC Downloads Page for the installer and configuration guide.
- ⁽¹⁾ Mozilla Firefox 10.0 was in the Final Release Channel during testing of ANGEL 8.0 SP2. The Final Release Channel is the fully tested version by Mozilla and intended to be the most stable. This channel is updated roughly every 6 weeks. For further detail on Firefox, please review the material available at <http://blog.mozilla.com/blog/2011/04/13/new-channels-for-firefox-rapid-releases/>.
- ⁽²⁾ Google Chrome 16.0 was in the Stable Channel during testing of ANGEL 8.0 SP1. The Chrome Stable Channel is the fully tested version by Google and intended to be the most stable as the name implies. For further detail on Chrome, please review the material available at Google's [blog](#) for the Chrome browser announcements and release notes.

Testing

One of the requirements for admission to the Technical College System of Georgia's technical colleges is to demonstrate adequate educational preparation as measured by test scores. The technical colleges administer the COMPASS and the ASSET placement Tests. The colleges will also accept scores from the following placement tests:

- ACT (American College Testing Program)
- CPE (College Placement Exam)
- SAT (Scholastic Aptitude Test)

Please check the Test Prep Review website at www.testprepreview.com to help prepare you to take the COMPASS Test.

Please call the individual college for specific dates and times the COMPASS/ASSET tests are administered. Click on ***Testing Information*** to be taken to a listing of the technical colleges. Please click on a specific college to access Student Affairs contact information.

Important Links and Numbers for all Students

<http://app.gvtc.org/GVTC/General/Programs.aspx>

Go to this link to find all the online programs.

<http://gacollege411.org>

This link is to apply for all Georgia Financial Aid options.

<http://www.gvtc.org/>

This is the link to the Georgia Virtual Technical College website.

<http://www.fafsa.ed.gov/>

Federal financial aid application and website (Pell).

<http://hpunix.gsfc.edu/ha.htm>

State financial aid application (HOPE).

<http://www.gsfc.org/>

State financial aid website.

<http://www.okefenokeetech.edu>

This is our college homepage. If students have ANY questions, start at the homepage and look at the list of contacts in the Faculty and Staff Directory. Online classes are very different from a traditional class and we want to assist students in any way we can.

The main phone number for the Waycross campus is (912) 287-6584. The main number for the Alma campus is (912) 632-0951.

GVTC Student Affairs Frequently Asked Questions

Q1. Is it okay to register for online courses at more than one college?

Answer: Yes. You may apply through GVTC to take three (3) online courses per quarter. To apply through GVTC to take online courses at another college, the course must not be offered at your home college the term in which you are applying. Exceptions, however, are made by the home college when taking a course on campus conflicts with the applicant's work schedule.

Q2. What happens after I submit my application to GVTC?

Answer: After you submit your application to GVTC, you will receive an email that will list detailed instructions on how to proceed in the admissions process. GVTC submits your application to your home college for approval if you apply as a Transient student. The home college determines if the student is allowed to take the online courses listed on the GVTC application. Persons applying as a Transfer, Special Admit, and Beginning students, applications are submitted directly to the college where applying.

Q3. What is a transient student?

Answer: A transient student is a student who is currently enrolled in a technical college, but wishes to take a course(s) at another technical college. This can be done when the home school is not offering a desired course a particular term. Permission must be obtained from the home college before a student can apply as a Transient student.

Q4. Will I pursue my online courses at the Georgia Virtual Technical Connection (GVTC)?

Answer: No, GVTC is a clearing house for the 25 technical colleges in the State of Georgia. We provide a centralized web site for students to access information regarding online programs and courses offered by the technical colleges of Georgia. You will pursue your online class(es) with one or more of the [technical colleges](#) in Georgia.

Q5. What courses are offered online?

Answer: Please visit the **Courses** page on the GVTC website each term to determine courses currently being offered online.

Q6. If I apply through GVTC, does that automatically guarantee me a slot in the class?

Answer: No. The college has to determine if there is a space in the class for you. GVTC only reviews your application and submits it to the college for approval.

Q7. When do classes begin?

Answer: Please check the **deadline calendar** on the GVTC website each term for this information.

Q8. Can I apply for financial aid (i.e. HOPE and Pell Grant)?

Answer: Yes, you may apply for the HOPE or PELL Grant by accessing the website for the Georgia Student Finance Commission at <http://www.gfsc.org>. Links for additional financial aid may be found on the technical colleges' websites.

All applicants applying for financial aid must complete the Free Application for Federal Student Aid. This form can be found on the U. S. Department of Education's website at <http://www.fafsa.ed.gov>.

Q9. If I pay my application fee to one college, does that cover the application fee at other colleges?

Answer: No. Each college charges an application fee. The amount of the application fee can be found on the individual college's websites. Each college requires first-time enrollees to pay a non-refundable application fee (exceptions are sometimes made and this fee is refunded to the applicant). You only pay each college the application fee one time.

Q10. Can I register for a course that is not required for my program?

Answer: The home college would make that decision. Generally, a Transient student is only granted permission to register for courses required in their program of study.

Q11. What diploma, degree, and technical certificate of credit Programs of Study are offered online?

Answer: The current online Programs of Study are found on the GVTC website under [Programs](#) and [Courses](#) each term.

Q12. Do I submit a GVTC application each semester to apply for courses?

Answer: Yes, you must submit a signed GVTC application each semester. However, you update our GVTC application that is in the GVTC website's database.

Q13. What is a Special Admit student?

Answer: A special admit student is a student who desires to take courses only and is not seeking a degree, diploma or technical certificate of credit. A Special Admit student can take up to 24 credit hours online through GVTC before declaring a major. Special admit students are not eligible for financial aid.

Q14. When can I register for classes?

Answer: The host college will notify you with a time and date to register for classes.

Q15. If I wish to apply for an online program offered at one of the technical colleges in Georgia, should I complete a GVTC application?

Answer: Yes. By completing your application via our web site, we can submit your application to the college offering the program and notify it of your intent.

Q16. Do I have to log in to my online class at a certain time?

Answer: Online courses combine synchronous (students and instructor online at the same time) and asynchronous (everyone works when they have time) instructional deliver technologies. Although some courses may require periodic on-campus class attendance, most do not. Online classes allow you to arrange your class attendance around your schedule. Except for turning in assignments when they are due, your schedule is entirely up to you. You can review lectures, ask questions, and participate in discussion groups at a time and from a place that's convenient to you. The Technical College System of Georgia uses the ANGEL Learning Management System for online courses.

Q17. Who is my advisor?

Answer: Advisors are assigned by the home college after a student has been admitted into a Program of Study. Please check with the Office of Admissions at your home college regarding advisor assignments.

Q18. What are the application deadlines?

Answer: Please check the *deadline calendar* on the GVTC website each term for this information.

Q19. Do I have to purchase courseware software to log on to my class?

Answer: The courseware software needed to access your class is provided by GVTC. Angel is the courseware software server that accommodates your online class. Your instructor will provide you with your user id and password to access the system.

Please be advised that additional software may be needed for certain online classes. Information regarding software requirements can be obtained from the full course link once you access your online schedule.

Q20. How can I request a transcript?

Answer: An official transcript can be requested by contacting the Registrar's Office at your home college.

Q21. How many students are in an online course?

Answer: The number of students in an online class varies from college to college. Typically, an online class will consist of 15 students.

Q22. Will I receive a refund of my application fee if the class I am requesting is closed?

Answer: That decision is made by the host college.

Q23. I've registered for an online class, but have not heard from my instructor. What should I do?

Answer: You should contact the instructor teaching the course. You may also contact GVTC for assistance.

Q24. Do I submit my application fee and required admission documents to GVTC?

Answer: No. You do not submit any supporting documentation to GVTC. That documentation is requested by and provided to the Host College.

Q25. How am I contacted regarding registration?

Answer: The host college will e-mail you regarding registration once your admissions file is complete.

Q26. If I pay my application fee to a college and the class I want to pursue is closed, can I get my application fee back?

Answer: The application fee is normally non-refundable; however colleges make that decision.

Q27. Does GVTC provide placement testing?

Answer: No. If testing is required, you will be contacted by the college you are applying to enter regarding placement testing. The technical colleges in Georgia utilize the ASSET and COMPASS placement tests.

Q28. What kind of computer will I need?

Answer: To determine the kind of computer you need, please refer to the **technology requirements** listed on the GVTC website.

Q29. What is a transfer student?

Answer: A transfer student is a student who is currently enrolled in any college, but wishes to transfer to a technical college to pursue a program of study.

Q30. What is a beginning student?

Answer:

- A student who has never attended college.
- A technical college student who has not been enrolled in a college, the quarter prior to applying for a new Program of Study.
- A new student to the Technical College System who is a first time applicant.

Q31. What if my question has not been asked?

Answer: You may email Mary Lewis, Coordinator of Online Student Development Services at mlewis@tcsg.edu or 404-327-6954.

Q32. How do I withdraw from a class?

Answer: To withdraw a request to take a course, log onto the GVTC **application website**, click on the "application correction" tab, and withdraw your request.

Q33. Are there any special skills I need to take online classes?

Answer: Please access GVTC's web site for a list of **technology skill requirements**

Q34. What skills are needed to take an online course?

Answer: To determine if online learning is for you, please access the link for the **SmarterMeasure Learning readiness indicator** provided through the GVTC website.

Q35. Where can I update my email or address?

Answer: You may update your email or address by contacting mlewis@tcsg.edu.

Okefenokee Technical College Course List

[Click Here](#)

Okefenokee Tech does not provide technical support for students' personal computers (hardware or software). If you experience technical difficulties with e-mail or the Internet, please contact your ISP.