

STUDENT RESOURCE GUIDE



LANIER Technical
College

A Unit of the Technical College System of Georgia

WWW.LANIERTECH.EDU

770-533-7000

WHAT IS A STUDENT?

A student is the most important person in any educational institution.

A student is not an interruption of our work. A student is the major purpose of it.

A student is not just a statistic. A student is a person with feelings and emotions.

A student is deserving of the most courteous and attentive treatment we can give.

A student is the lifeblood of this and every other educational institution.

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CAREER SERVICES



Sarah Crowe

Career Services Coordinator
Hall Campus

770-533-7009

scrowe@laniertech.edu

Services are available to all students and alumni, including:

Career Assessment

Career Planning

Resume/Cover letter Critique

On Campus/e-recruiting

Interviewing Assistance

Career Fairs

Resources:

Handshake

VirtualJobShadow.com

YouScience

GCIS (Georgia Career Information
Center)

LinkedIn

Indeed.com

Salary.com

Monster.com

CareerBuilder.com

Glassdoor

SimplyHired

SPECIAL POPULATIONS

Kari Register

Coordinator of Special Populations
Hall Campus

770-533-7005

kregister@laniertech.edu

Services are available to students in a program considered non-traditional for their gender, single parents, single pregnant mothers, displaced homemakers, economically disadvantaged, students in the foster care system, and limited English speaking students.

Services include:

Community Resources & Referrals
Resource Fair

Life Skills Workshops
Lunch & Learn Events

ESPYR - free referral to counseling services for emotional, financial, and legal services (discounted or no charge)

Community Resources: Listed on pages 15 - 17

DISABILITY SERVICES

Allison Haynes

Coordinator of Disability Services
Hall Campus
Available on all campuses by
appointment

770-533-7003

ahaynes@laniertech.edu

To request accommodations, a student must self-disclose as disabled and provide current documentation of the disability and requested accommodation, under Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Americans with Disabilities Amendments Act of 2008.

Services Include:

Testing Accommodations
Audio Recorders
Smart Pens
Assistive Technology & Software

Interpreting Services for the
Deaf

Assistance in Obtaining Books in
Alternative Formats

STUDENT NAVIGATOR

Megan Whitworth

Student Navigator
Hall Campus

770-533-7026

mwhitworth@laniertech.edu

Student Navigation offers help to students experiencing difficulties that may affect their performance at LTC. The program is designed to assist students who are experiencing difficulties in class, being excessively absent from class or experiencing other problems that may affect academic performance.

Services include:

Academic Mentoring
Study Skills

Workshops
Referrals

The Student Navigator communicates with faculty and faculty advisors to promote retention and student success.

www.laniertech.edu/myltc/



Financial_aid@laniertech.edu

770-533-7058

The financial aid programs at Lanier Technical College are designed to provide financial assistance to eligible students and supplement the efforts of the student and family.

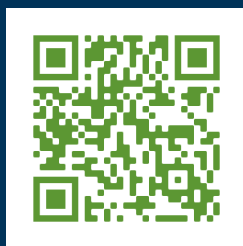
Financial assistance is available to those students who complete the necessary paperwork and qualify. Students wishing to apply for financial aid are encouraged to do so prior to enrollment. Specific program policies and funding levels are determined by either federal or state government.

The FAFSA application must be completed every year to be considered for federal financial aid. Financial Aid recipients must adhere to the Financial Aid Satisfactory Progress Policy listed in the student handbook. The Return of Title IV funds policy, refund policy, and the transfer credit policy can also be found in the student handbook at www.laniertech.edu.

Complete your FAFSA!

The FAFSA or *Free Application for Federal Student Aid*, determines your eligibility for federal grants, work-study opportunities, and loans!

It is recommended that students file their FAFSA at least four to six weeks prior to the date the funds will be needed.



Lanier Technical College Title IV School Code is **005254**

<https://studentaid.gov/h/apply-for-aid/fafsa>

Veterans' Services

VA Assistance

770-533-7058

va@laniertech.edu

Financial Aid provides assistance to all Chapter 1606/1607, Chapter 30, Chapter 31, and Chapter 35 Veterans from basic questions and answers to certification.

You may be able to determine your eligibility for educational assistance through the VA by visiting <https://www.va.gov/education/eligibility/> or calling the VA at 1-888-442-4551.

*Changes to the financial aid policy may occur at any time and without any prior notice.



Kathryn Thompson

Director of Library Services
Hall Campus

770-533-6968

kthompson@laniertech.edu

Min Su

Forsyth Campus Librarian
Forsyth Campus

678-341-6636

msu@laniertech.edu

Tina Jordan

Dawson Campus Librarian
Dawson Campus

678-513-5221

tjordan@laniertech.edu

Patrick Stanley

Barrow & Jackson Librarian

770-297-4525

pstanley@laniertech.edu

The mission of the Lanier Technical College Library is to support all areas of instruction offered by the college, providing facilities, resources, and services to all faculty, students, and staff. Through the use of its resources, the Library strives to encourage workforce development and life-long learning.

Locations & Hours:

Hall Campus

M-Th: 7:30 AM to 6 PM
F: 8 AM to 12 PM

Dawson Campus

M-Th: 7:30 AM to 8 PM
F: 8 AM to 12 PM

Forsyth Campus

M-Th: 8 AM to 8 PM
F: 8 AM to 12 PM

Barrow Campus

M-Th: 7:30 AM to 8 PM
F: 8 AM to 12 PM



Campusstore@laniertech.edu

770-533-7045

We have two full time bookstores, located at our Hall campus and our Forsyth campus. Also, we have a part time store located at the Barrow campus. During Rush, this store will be open full time as well as our temporary store located at the Dawson campus. In addition to providing all your textbook needs, we look forward to servicing you with an assortment of general merchandise from clothing and gear, supplies, and even snacks! Stop in today and check out the exciting things happening at the Lanier Technical College Bookstore!

Locations & Hours

The book stores close for one hour daily around noon for lunch. Extended hours are offered during financial aid periods each term. Hours are subject to change.

Hall Campus
Ramsey Conference Center
M-Th: 8 AM to 5 PM
F: 8 AM to 12 PM

Forsyth Campus
Building B
M-Th: 8 AM to 5 PM
F: 8 AM to 12 PM

Order your books online @ bookstore.laniertech.edu

TUTORING

Susan Baker 678-341-6603
Quality Enhancement Plan Director sbaker2@laniertech.edu

Need help with your classes or want to improve your grade?

FREE for all students
Available in person and online
Same day appointments

Math
Writing
Anatomy, Physiology, Chemistry
& More

For appointments, locations, hours & more information visit:
www.laniertech.edu/tutoring/

STUDY SKILLS FOR COLLEGE STUDENTS

Studying is an important skill to master for college students. Here are a few tips to get you on the right path.

Set Goals

Give yourself reasonable study goals, such as 'read one chapter,' or 'and then reward yourself with a short break.

Use a Planner

Due dates, test dates, and long term projects in multiple classes can be overwhelming and easily confusing. Stay on top of your studies by keeping track of it all in one place.

Know your Learning Style

Some students process auditory information really well, while others need to see it or write it themselves. Learn what works for you and use it to your advantage.

Practice Active Reading

Simply reading and re-reading material isn't an effective way to learn new information. Get involved with the text by highlighting, underlining, and taking notes as you read.

Participate in Study Groups

It's easier to remember concepts when you teach them to someone else and group members often share insights you may have not considered before.

Take Notes

Write down the information in class and then organize it, highlight it, develop outlines, color code things, draw diagrams, invent acronyms; engage your brain in creative notes.

Find your Study Atmosphere

Whether it's the library, a coffee shop, or your bedroom, find a place to study that feels comfortable, calm and distraction free for you.

Stay Positive

Imagine yourself passing the test and know that you know the material. Positive thinking will allow you to retain more information rather than being focused on worry.

Slow Down on Tests

It's common to misunderstand questions or skip key information when nervous. Take your time and thoroughly read and think through test questions.

Eat Well

Caffeine may provide a temporary boost but can lead to feeling worse without real . Eat healthy foods high in protien and drink plenty of water for sustained energy.

CLUBS & ORGANIZATIONS



Student organizations provide a structure for students to grow, learn, serve others on campus and in the community, gain leadership skills, and enhance their ability to succeed at the college level and beyond.

Club HIP (Health Information Professionals)

Alan Soskel, asoskel@laniertech.edu

Interiors Club

Loren Armour, larmour2@laniertech.edu

Lanier Motorsports Club

Steve Koen, skoen@laniertech.edu
John Leverett, jleverett@laniertech.edu

Martial Arts Club

Todd Irvine, tirvine@laniertech.edu
Michael Myers, mmyers@laniertech.edu

National Technical Honor Society (NTHS)

Laquata Binn-Walker, lbinnwalker@laniertech.edu

Radiology Club

Robert Wells, rwells@laniertech.edu

SkillsUSA

Kari Register, kregister@laniertech.edu

Students of the American Dental Hygiene Association (SADHA)

Vanessa Jones, vjones@laniertech.edu

Student Government Association (SGA)

Megan Whitworth, mwhitworth@laniertech.edu
Allison Haynes, ahaynes@laniertech.edu

Veterans in Education, Training, and Service (VETS)

Karen Nowakowski, knowakowski@laniertech.edu
Sarah Crowe, scrowe@laniertech.edu

Don't see something that interests you?

For more information on how to start your own club, contact Megan Whitworth, mwhitworth@laniertech.edu



ESPYR: STUDENT ASSISTANCE PROGRAM

Lanier Technical College believes the health and well-being of all our students is critically important. LTC has partnered with ESPYR to provide a range of support services for students to address the many personal and family issues that can disrupt student well-being and academic success.

Services are free, confidential, and your rights are protected within the bounds of the law.

Services Include:

- Free & confidential professional counseling
- 24/7/365 access to counselor via phone and chat
- Free consultations and referrals for financial, legal, childcare, and other personal matters
- On-line self-help resources
- Up to 4 sessions per counseling issue for students and dependent family members

Ways to Connect:

Password: lanier

By Phone: 1-866-734-5890

Online: www.espyr.com

The App Store:

Google Play



DOWNLOAD APP

Apple Store



DOWNLOAD APP

FOUNDATION

Lauren Talley

Vice President, Institutional
Advancement

770-533-7034

ltalley@laniertech.edu

Teresa Grizzle

Advancement Coordinator

770-533-7035

tgrizzle@laniertech.edu

The Lanier Tech Foundation, through donations from business, industry, civic organizations, and individuals, provides scholarships for deserving students. These funds may supplement federal and state grants and may be used for both direct and indirect costs associated with educational expenses incurred during the awards periods.

For information regarding the application process and deadlines visit:
www.laniertechfoundation.org/scholarships

CAMPUS POLICE & PUBLIC SAFETY



Chief Jeff Strickland
Chief of Police, LTC

770-533-6911
jstrickland2@laniertech.edu

The Lanier Technical College Police Department consists of sworn, certified police officers, whose duties include enforcing laws, preventing and investigating crimes, providing security, and encouraging safety awareness.

Officers patrol the campus Monday – Thursday 7:00 am – 11:00 pm and Friday 7:00 am – 12:00 pm. Police and Security Officers provide additional security by patrolling parking lots and buildings, assisting motorists, and providing safety escorts. All Lanier Technical College Police Officers are certified and have full arrest powers.

The Lanier Technical College Police Department also provides unarmed Security Service Officers (SSOs) to assist with security in buildings and around campuses. The SSOs are serving as the eyes and ears of the Lanier Tech Police Department. The SSO's do not have arrest authority.

FOR IMMEDIATE RESPONSE FROM THE POLICE OFFICER ON DUTY OR FOR A SAFETY ESCORT:

678-410-4139

Lanier Technical College adheres to and supports "20 U.S.C. 1092 (f) Disclosure of campus security policy and campus crime statistics" also known as "The Clery Act." This law mandates that Colleges and Universities receiving Federal Aid report on campus crimes every October. Furthermore, the law require that this information be available for students. Lanier Technical College keeps its crime reports for a period of three years, and they are always available on the College website at www.laniertech.edu > Quick Links > Campus Police & Public Safety

FOR NON-EMERGENCY SITUATIONS:

Fill out a Behavioral Intervention Team (BIT) Concern Form any time for non-emergency situations in which you are concerned about another person's behaviors or actions on campus:



IN THE EVENT OF AN EMERGENCY, CALL 678-410-4139

DISCRIMINATION & HARASSMENT

As set forth in its student catalog, Lanier Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

All persons who believe that they are or may have been victims of improper harassment, or any student grievances alleging action of a discriminatory nature, are encouraged to seek resolution by contacting the Title IX Coordinator & Sexual Harassment Officer for Students:

Title IX Coordinator:

Nancy Beaver

Lanier Technical College
2535 Lanier Tech Drive,
Office 113-G, Breeden-Giles Building,
Gainesville, GA 30507
770-533-7001
nbeaver@laniertech.edu

Inquiries concerning the application of the Americans with Disabilities Act to the policies and practices of Lanier Technical College may be addressed to the Section 504 Coordinator:

Section 504/ADA Coordinator:

Allison Haynes

Lanier Technical College
2535 Lanier Tech Drive,
Office 1130, Breeden-Giles
Building,
Gainesville, GA 30507
770-533-7003
ahaynes@laniertech.edu

For more information on these, and other Lanier Technical College policies, please visit the Lanier Technical College Catalog and Student Handbook here:



VIOLENCE AGAINST WOMEN ACT



(VAWA)

In compliance with federal laws, Lanier Technical College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Lanier Technical College does not discriminate on the basis of sex in its educational programs and does not tolerate sexual harassment or sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender-based or not and include dating violence, domestic violence, and stalking.

The College does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct (See Student Handbook link on page 12), College policies, and may violate state and federal laws.

Violations are subject to disciplinary sanctions through the Office of Student Affairs.

Lanier Technical College's Sexual Harassment and Assault Reporting and Education website is also intended to provide assistance in obtaining information and identifying resources for anyone who becomes aware of or has experienced sexual harassment and/or assault.

You have other options in addition to contacting Campus Police (page 11) regarding sexual assault, domestic violence, dating violence, and stalking. The first step in the procedure is to contact **Nancy Beaver, Title IX Coordinator, at 770-533-7001, nbeaver@laniertech.edu**



DRUG-FREE CAMPUS ACT

Lanier Technical College is a drug-free campus. The staff at Lanier Technical College is concerned about the growing pattern of drug and alcohol abuse in our society today. Lanier Technical College is doing its part to curb this usage and to educate our staff and students about the associated dangers. Lanier Technical College will comply with all pertinent laws and regulations and is eager to join other educational facilities in this national effort to combat drug abuse. National and state certifications of intent to comply with these laws in order to continue to receive funds for financial assistance have been submitted.

The Federal Drug Free Schools and Communities Act of 1990 contains Section 20, Drug Free Schools and Campuses, which was enacted to ensure that any institution of higher education that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense, the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.

We invite you to visit the SAP website at www.espyr.com and enter **lanier** as your password. The website is an easy to use resource offering assessments, videos, quizzes, courses, articles, calculators, and much more. You may even confidentially request SAP services from the site.

If you are interested in learning more about alcohol education visit AlcoholEdu using the link below.
www.everfi.com/login
Registration code: 339a3955

For more resources for help with Alcohol/Drug Dependency, see "Community Resources" starting on page 15



ALL COUNTIES

Action Ministries (Homelessness) -----	404-817-7070
Addiction Evaluations -----	770-426-7511
Atlanta Veteran's Center -----	877-927-8387
Avita Community Partners -----	800-525-8751
Child Abuse Prevention Hotline -----	800-422-4453
Child Care in Georgia -----	877-255-4254
Child Care Resources & Referral -----	877-633-1461
Agency of NE GA -----	800-799-7233
Domestic & Family Violence Hotline -----	844-289-0879
Drug Help Line -----	833-827-7368
GA Rental Assistance -----	404-815-5261
GA Network to End Sexual Assault -----	800-334-2836
Georgia Domestic Violence Shelters -----	833-457-7529
Georgia Legal Services -----	800-715-4225
Mental Health Crisis Line -----	866-783-2645
National Hispanic Alliance for Health -----	800-656-4673
National Sexual Assault Hotline -----	877-427-3224
Peach Care for Kids -----	800-721-1999
Rape Response -----	770-535-7464
Rehabilitation Industries of NE GA -----	800-273-TALK (8255)
Suicide Prevention Lifeline -----	211
United Way Resource List -----	800-273-8255

BANKS COUNTY

Avita Behavioral Health Services -----	706-894-3700
Banks County Adult Learning Center -----	706-677-4302
Banks/Jackson Community Food Bank -----	678-316-7187
Banks County Dept. of Family -----	706-677-2272
& Child Services -----	706-677-2296
Banks County Health Department -----	706-282-4514
Toccoa GA Dept. of Labor -----	800-596-1380
NE GA Housing Authority -----	770-586-5423

For assistance with using any of the resources provided or help in locating other types of assistance, please contact:

Kari Register

Coordinator of Special Populations
Hall Campus

770-533-7005

register@laniertech.edu

COMMUNITY RESOURCES

BARROW COUNTY

Action Inc. (Financial Assistance) -----	770-867-7495 x1400
Adult Learning Center (GED) -----	770-531-3369
Advantage Behavioral Health -----	855-333-9544
Barrow Cooperative Assistance -----	770-867-6546
Barrow Counseling Center -----	770-868-8738
Barrow County Food Pantry -----	770-425-6605
Barrow County Health Department -----	770-307-3011
Department of Labor -----	706-583-2550
Medlink, Winder -----	706-521-3113
Operation Roundup, Walton EMC -----	770-267-2505
Temp. Assistance for Needy Families -----	706-868-4222

DAWSON COUNTY

Dawson Family Literacy (GED) -----	706-265-1690
Avita Community Partners -----	678-866-8777
Children with Special Needs -----	404-657-4143
Dawson Co. Dept. of Family Children Services -----	706-543-6177
Dawson Co. Health Department -----	706-265-2611
Dawson Transit -----	706-344-3603
Family Haven, Inc. -----	770-889-6384
Gateway House, Inc. -----	770-536-5860
GA Dept. of Labor -----	770-535-5484
GA Housing Authority -----	229-995-2675
Jars of Clay (Housing) -----	404-586-9793
Military Family Assistance -----	706-879-2918
No One Alone (NOA Emergency Shelter) -----	706-867-6420
Rape Response -----	770-503-7273

FORSYTH COUNTY

Adult Learning Center (GED) -----	678-341-6606
Avita Community Partners -----	678-341-3840
Child Care Resources & Referral Agency -----	404-479-4200
Children with Special Needs District 2, Public Health -----	770-781-6900
Cumming Vocational Rehab Agency -----	770-781-6781
Forsyth County Dial-A-Ride -----	770-781-2195
Forsyth County Family Haven -----	770-887-1121
Forsyth County Health Department -----	770-781-6900
Housing Authority of the City of Cumming ---	770-887-5331



HALL COUNTY

Adult Learning Center (GED) -----	770-531-3356
Adult Learning Center (ESL) -----	770-531-3370
Atlanta Union Mission (Shelters) -----	404-588-4000
Avita Community Partners ----- (Healthcare/Abuse)	678-207-2900
Dept. of Community Affairs Rental ----- Assistance Program	706-369-5636
Dept. of Family & Children Services -----	770-532-5298
Gainesville Action Ministries ----- (Rent/Utilities)	770-531-1440
Gateway House (Emergency Shelter) -----	770-536-5860
Goodwill Career Center -----	770-528-4206
Georgia Dept. of Labor -----	770-535-5484
Medlink Gainesville -----	770-287-0290
Ninth District Opportunities, Inc. -----	770-532-3191
Quality Care for Children -----	706-543-6177
Rehabilitation Industries of NEGA -----	770-535-7464
Veteran's Service Department -----	770-531-6060
WeGo (Rideshare) -----	770-503-3333

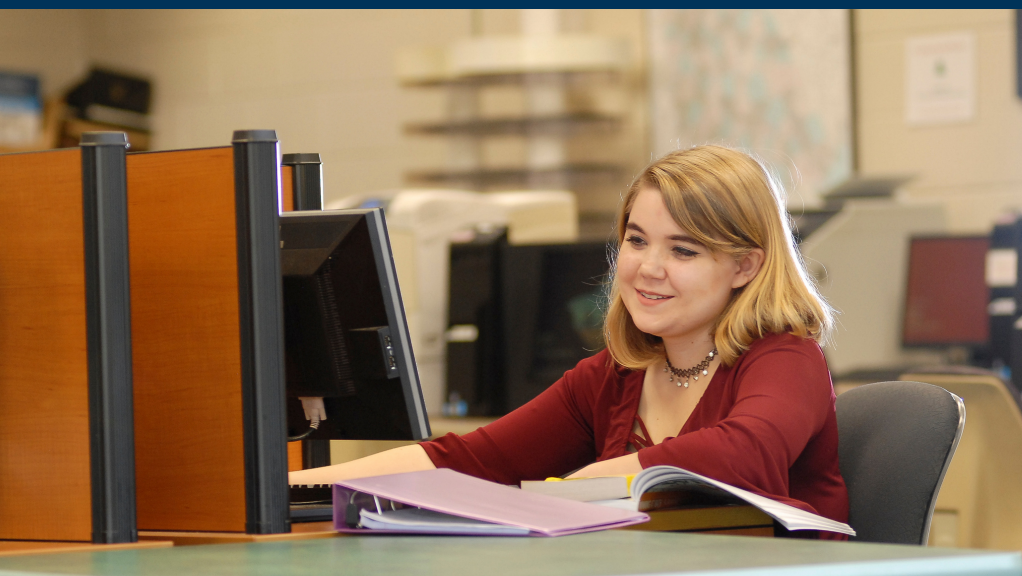
JACKSON COUNTY

Action Inc. (Food/utilities/rent) -----	706-367-9599
Adult Learning Center (GED) -----	770-535-6277
Advantage Behavioral Health -----	706-367-5258
Banks/Jackson Community Food Bank -----	706-335-5143
Goodwill Career Center -----	706-433-1908
Child Care Resource & Referral -----	706-353-1313
Cooperative Resource Center (Housing) -----	706-353-2308
Jackson County Dept. of Family ----- & Children Services	706-367-3019
Jackson County Transit -----	706-367-7433
People First (Disability Organization) -----	706-542-3457

LUMPKIN COUNTY

Adult Learning Center (GED) -----	706-867-2862
ConnectAbility (Special needs children) -----	404-480-8287
Community Helping Place (Utilities) -----	706-867-9621
DFCS (Food Stamps) -----	706-864-1980
Dial-A-Bus -----	706-864-6900
Ninth District Opportunity, Inc. -----	706-864-4637
Dahlonega Housing Authority -----	706-864-3758
Health Department -----	706-867-2727
Lumpkin Co. Family Connection -----	706-864-6189

STUDENT AFFAIRS FAQs



How do I get assistance with my student email login?

Instructions on how to log in to your LTC student email account are included in your admissions acceptance letter. If you need help logging in, contact the IT department at 770-533-7048 or visit the "Help Center" at www.laniertech.edu/help-center/

How do I get help with my BannerWeb and Blackboard login?

The login method is the same for BannerWeb, Blackboard, and Campus Computers. Instructions are included in your admissions acceptance letter. If you need help logging in, contact the IT department at 770-533-7048 or visit the "Help Center" at www.laniertech.edu/help-center/

Where do I get help if I am a student with disabilities?

Contact the Coordinator of Disability Services in the Office of Student Affairs at 770-533-7003 or ahaynes@laniertech.edu. Visit www.laniertech.edu/student-affairs/disability-services/ for more info.

How do I file a student accident report?

Visit the Office of Student Affairs at each campus. Should you have questions, please contact Student Affairs at 770-533-7001



How do I pay for classes and fees?

Payments can be made online anytime through BannerWeb. Payments can be made in person at the Hall Campus and the Forsyth Campus.

Hall Campus: Business Office in Breeden-Giles Administrative Building

Forsyth Campus: Office of Student Affairs in Building A

To sign up for a payment plan, visit BannerWeb, navigate to "Student Records," and click on the "Set up Nelnet Payment Plan" link.

For questions, contact the Business Office/Administrative Services at 770-533-6909.

Where do I get a parking permit?

At this time, parking permits are only required at the Barrow, Hall, and Forsyth Campuses. These permits are available by visiting:

Barrow Campus: Administrative Office

Hall Campus: Business Office in Breeden-Giles Administrative Building

Forsyth Campus: Office of Student Affairs in Building A

Should you have questions regarding parking, please contact the Business Office/Administrative Services at 770-533-6909.

Where do I get a Photo ID card?

The Office of Student Affairs at each campus provides Photo ID cards. Please contact the following numbers for specific dates and times:

Barrow Campus: 770-297-4500

Dawson Campus: 678-518-5200

Forsyth Campus: 678-341-6600

Hall Campus: 770-533-7000

Jackson Campus: 706-335-1931

Where do I buy books?

Bookstores are currently located at the Barrow, Forsyth, and Hall Campuses. During the first four instructional days of the term, Jackson County students may purchase their books at the Barrow Campus or by contacting the Hall Campus bookstore. Dawson Campus students may purchase their books at the Forsyth Campus or by contacting the Hall Campus bookstore at 770-533-7045 to make other arrangements. Books can be ordered online at bookstore.laniertech.edu.

**Should you have questions, please contact the
Hall Campus bookstore at
770-533-7045**

STUDENT AFFAIRS FAQS

Where do I go to get information on taking the GED Exam?

Visit www.laniertech.edu and click "Adult Education" or contact the Adult Education Department at 770-533-3370

How do I add a course?

Through the end of the third calendar day of the semester, a student may add a course to an already existing schedule. Students may add courses online via at BannerWeb or may obtain a Drop/Add Form from his/her advisor, obtain the signature of the advisor, sign and date the form, and submit it to the Office of Student Affairs prior to the close of the office on the third calendar day of the semester. Students who add a course may owe additional tuition and fees.

How do I drop a course?

Through the end of the third instructional day of the semester, a student may drop a course from an already existing schedule. Note: An instructional day is based on the academic calendar, not a student's individual schedule. Students may drop courses online via BannerWeb or may obtain a Withdrawal Form from his/her advisor, sign and date the form, and submit it to the Office of Student Affairs prior to the close of the office on the third instructional day of the semester. This deadline is strictly enforced. A student who drops a course may be due a refund.

How do I withdraw from courses or request a refund?

Through the end of the last day of the semester, a student may withdraw from a course. To withdraw from a course, a student must obtain a Withdrawal Form from his/her advisor, sign and date the form, and submit it to the Office of Student Affairs immediately but no later than the close of the office on the last day of the semester. This deadline is strictly enforced. Students may also withdraw from a course on line via BannerWeb.

A student dropping a course on or after the third instructional day of the semester, but by the midpoint date of the semester, will receive a grade of "W." Note: An instructional day is based on the academic calendar, not a student's individual schedule. A student who drops a course after the midpoint date will be assigned a "WP" or "WF." A student who withdraws from a course prior to the first day of the semester or during the three day drop period will be due a refund of tuition. Students on financial aid should be aware that a drop or withdrawal after the three day drop period may affect their financial aid.



How do I change my program of study?

Students desiring to change their program of study must complete a Change of Program Form, which is available in the Office of Admissions or at www.laniertech.edu/student-affairs/student-affairs-forms/. Students submitting a Change of Program request must meet with an admissions counselor. The requirements for the new program will be checked against the student's test scores and previous coursework. Not all credits earned under one program may apply to the new program of study. Retesting and/or Learning Support coursework may be required. Students are also encouraged to speak with their faculty advisor prior to initiating the change of program process.

Students applying for a change of program who are receiving financial aid benefits must also speak with a representative in the Office of Financial Aid. Students who are receiving federal or state aid and/or veteran's benefits should discuss the possible impact of program change on the receipt of these benefits. Financial aid programs may have specific guidelines regarding a change in program of study.

What is FERPA and Directory Information?

The Family Educational Rights and Privacy Act protects the privacy of student records. If you wish to sign a waiver to share your educational record with someone else (a parent, employer, spouse, etc.) submit the FERPA waiver form available at every front desk or by request at registrar@laniertech.edu. Certain directory information may be shared without your permission. At LTC, this includes your name, mailing address, college assigned email address, dates of enrollment, major, credential(s) earned and date(s) conferred, participation in official sports or activities, and height and weight of athletic team members. If you do not wish us to share this information, please email registrar@laniertech.edu to request us to keep your records confidential. We email all students each fall semester to provide this opt-out information.

For answers to these and other frequently asked questions, as well as helpful how to videos, visit our New Student Orientation at www.laniertech.edu/lanier-launch-new-student-orientation/



STUDENT AFFAIRS FAQs

How can I sign up to participate in the Commencement Ceremony?

Lanier Tech holds our annual Commencement Ceremony in May on the quadrangle of the Hall Campus. If you complete your program of study in the summer, fall, or spring semester before the May Commencement, you are eligible to participate in the ceremony. An email will be sent to all eligible students with instructions so check your LTC student email account daily. Information is also available on our website and through the Registrar's office, registrar@laniertech.edu.

How do I apply to receive my credential?

After you meet with your advisor and register for your last class, register for graduation at www.laniertech.edu/student-affairs/apply-for-graduation.

This will ensure the Registrar's office audits your file and mails your credential if all requirements are met. Should you have questions, please contact the Registrar's office at 770-533-8703 or registrar@laniertech.edu

How do I request a copy of my transcript?

www.laniertech.edu/transcript



If you need to request an official transcript, visit our website or use the QR code provided. Most transcripts can be electronically delivered to the recipient of your choice within minutes of completing your order.

The current fee for transcripts is \$7.50 (subject to change). If you need your transcript to reflect the current term's final grades, indicate "hold for final grades" on your order; if you need it to reflect your completion of a program, indicate "hold for program completion." You can view your unofficial transcript and your final grades after the end of each semester for free in Banner Web. Should you have questions, please contact the Registrar's office at 770-533-8703 or registrar@laniertech.edu.

Where do I get help with finding a part-time or full-time job?

Information on employment opportunities, including Lanier Technical College's online job board, is available in the Career Services section of the website at www.laniertech.edu/student-affairs/career-services/

Should you have specific questions about finding a job or need assistance with job-seeking skills, please contact the Career Services Coordinator at 770-533-7009



HALL CAMPUS

2535 Lanier Tech Drive
Gainesville, GA 30507
Phone: 770-533-7000
Fax: 770-531-6328

FORSYTH CAMPUS

3410 Ronald Reagan Blvd
Cumming, GA 30041
Phone: 678-341-6600
Fax: 770-781-6951

DAWSON CAMPUS

408 Highway 9 North
Dawsonville, GA 30534
Phone: 678-513-5200
Fax: 678-513-5220

BARROW CAMPUS

965 Austin Road
Winder, GA 30680
Phone: 770-297-4500
Fax: 678-425-6997

JACKSON CAMPUS

9631 South Elm Street
Commerce, GA 30529
Phone: 706-335-1931
Fax: 770-535-6299

ADMISSIONS

770-533-8701
admissions@laniertech.edu

REGISTRAR

770-533-8703
registrar@laniertech.edu

FINANCIAL AID

770-533-7058
financial_aid@laniertech.edu

BUSINESS OFFICE

770-533-6909

HALL BOOKSTORE

770-533-7045

HALL LIBRARY

770-533-6969

FORSYTH BOOKSTORE

678-341-6601

FORSYTH LIBRARY

678-341-6636

BARROW BOOKSTORE

770-297-4539

LANIER

Technical
College

Equal Opportunity Institution



Lanier Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Lanier Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

If you need this document in an accessible format, contact ahaynes@laniertech.edu or 770-533-7003

www.laniertech.edu

770-533-7000

A Unit of the Technical College System of Georgia

