

FALL 2015 (August 2015)

Southwest Georgia Technical College

Thomasville Campus

ASSOCIATE of SCIENCE in NURSING

**"GENERIC" PROGRAM
ADMISSION REQUIREMENT
BOOKLET**

As set forth in its student catalog, Southwest Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law.) The Title IX Coordinator: Joyce Halstead, VPSA, SWGTC Building A, (229) 225-5062. Section 504 Coordinator: Dr. Jeanine Long, SWGTC Building A, (229) 227-2668.



Approval

The Associate of Science in Nursing program has been granted full approval by:

Georgia Board of Nursing

237 Coliseum Drive

Macon, Georgia 31217

Phone: 478-207-1640

<http://sos.state.ga.us/plb/rn>

Accreditations

Accreditation Commission for Education in Nursing, Inc.

Accrediting Commission

3343 Peachtree Road, NE, Suite 850

Atlanta, Georgia 30326

Phone: 404-975-5000

Fax: 404-975-5020

Email: info@acenursing.org

www.acenursing.org

Southwest Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southwest Georgia Technical College.

Southwest Georgia Technical College
ASSOCIATE of SCIENCE in NURSING (A.S.N.) Generic Program
Fall Semester 2015 -- AUGUST 18, 2015
ACCEPTANCE PROCEDURES

To be admitted to the SWGTC Associate of Science in Nursing (A.S.N.) – Generic program you must meet admission requirements as outlined by the College. **NOTE: Admission to the program is academically competitive.** Prospective students will be ranked by score and the top candidates will be admitted to the Fall Semester 2015 (August 2015) class. Applications and admission requirements submitted after the posted deadlines will be held and reviewed for the next available class. Deadline for the August 2015 class is **JUNE 4, 2015**. Students will be notified by mail as to their acceptance status once all file evaluations are complete. *Acceptance/Denial letters will be mailed out: **July 2, 2015.***

ADMISSIONS REQUIREMENTS

1. Submit SWGTC Admission Application and \$20 Application fee. *(If applicable, returning students are not charged a fee.)*
2. Submit proof of Age. *(Must be 18 years or older at the time of program entry.)* Either a valid state driver's license or birth certificate is acceptable.
3. Have **official** transcripts for high school diploma/GED **AND** all colleges and/or technical colleges (transferable credit or not) mailed to the SWGTC Admissions Office. Southwest Georgia Technical College, 15689 US Hwy 19 North, Thomasville, Georgia 31792
4. Have acceptable Admission Placement Exam (APE) scores (no older than 5 years) OR have successfully completed with a "C" or better transferable English and college algebra (College algebra must not be older than five (5) years) from a regional or national accredited college, university, or other postsecondary institution recognized by the US Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math required for our Associate of Science in Nursing program. If the college algebra class is over five years, you will be required to take the Admissions Placement Exam (APE). If the algebra score is program ready, then the applicant will enroll in college algebra. If the algebra score does not meet the program ready score, then the applicant will be required to enroll in a Learning Support algebra course before taking the college algebra course.
5. Minimum prerequisite GPA requirement: A minimum gpa of 2.8 is required for the prerequisite courses in order to meet admission requirements for the program. If a pre-requisite course has been taken twice – only the last attempt is counted for prerequisite gpa purposes only. Successful completion of a prerequisite course means making a grade of 'C' or better. You may not attempt any prerequisite course more than twice within a five (5) year period. Courses exempted and articulated do not carry points. ASN Generic Program prerequisite courses are as follows: **BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENG 1101, & MAT 1111.**

***Scoring for pre-requisite GPA:**
40 pts = 3.7 – 4.0
35 pts = 3.2 – 3.6
30 pts = 2.8 – 3.1

****While a "C" is a passing transferrable grade, too many "C" grades will not give you a 2.8 pre-requisite grade point average. You can have only ONE "C" grade in your four (4) pre-requisite courses and still meet the 2.8 pre-requisite grade point average requirement.****

NOTE: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, BIOL 2117/BIOL 2117L & MATH 1111 will not be considered if completed more than 5 years before admission to the A.S.N. program.

6. Have an overall (cumulative) GPA (Grade Point Average) of **2.5** using your gpa from all previous post-secondary colleges.

- *Scoring for overall GPA:** 35 pts = 3.7 – 4.0
- 30 pts = 3.2 – 3.6
- 25 pts = 2.8 – 3.1
- 20 pts = 2.5 - 2.7

IMPORTANT: Our 2.5 cumulative gpa requirement means that a gpa will be calculated using **EVERY course that was taken and used in gpa's at all of the applicant's previous colleges. See example below:*

Example: Sally has attended 3 colleges – her stats are as follows:

College	Quality Points	Credit Hours	GPA
VSU	45.3	18	2.51
TU	23.0	13	1.76
SWGTC	65.0	24	2.70
TOTALS:	133.3	55	2.42

Sally's cumulative GPA will not meet the 2.50 requirement – therefore she will not be considered for the upcoming class until she takes additional classes to improve her cumulative (overall) gpa.

7. **Additional points** may be earned by successfully completing the following courses (minimum grade of "C" – 2.0 GPA required) before posted deadlines.

- a. PSYC 1101 - Introductory Psychology - **5 points**;
- b. *BIOL 2117 & BIOL 2117L* - Introductory Microbiology & Lab – **5 points**;
- c. Humanities /Fine Arts course (ARTS 1101; ENGL 2130; HUMN 1101 **OR** MUSC 1101) – **5 points**;
- d. Additional course required (as approved by program advisor) – **5 points**;
- e. COMP 1000 - Introduction to Computers – **5 points**;
- f. *ALHS 1090 - Medical Terminology for Allied Health Sciences* – **5 points**;
- g. *NAST 1100 - Nurse Aide Fundamentals* – **5 points**;
- h. *PHLT 1030 - Introduction to Venipuncture* – **5 points**;

NOTE: Additional points will not be awarded for courses in italics that were completed more than 5 years before admission to the A.S.N. program.

i. Associate Degree or higher – **5 points**

*******POSSIBLE TOTAL: 120 points*******

8. All A.S.N. applicants who require **Math** Learning Support courses must pass each course within two (2) attempts. This course requirement is inclusive of all colleges that an applicant has attended and holds a five (5) year time limit. Therefore, any applicant who has had two (2) unsuccessful attempts at the same math Learning Support course, within the last five (5) years, will not be eligible for program consideration. The A.S.N. faculty will advise the applicant/student that they may apply to the PN program and upon successful completion of the PN program; he/she may re-apply to the LPN-A.S.N. Bridge Track program.

NOTE: Even if an applicant was unsuccessful in the same Learning Support math course goes on to pass a College Algebra course with a "C" grade or better, the Learning Support math class would still be subject to the five (5) year time limit.

9. All A.S.N applicants are required to take & attain the required score on the A.S.N. Pre-Admission Assessment (HESI) exam, prior to being accepted into the A.S.N. program. The A.S.N. Pre-Admission Assessment (HESI) exam is composed of the following sections: Math, Science (Anatomy & Physiology), English (Vocabulary, Grammar, and Reading Comprehension) and two Style/Profile sections. Applicants are strongly encouraged not to take the HESI exam until completing A&P I & II OR at least complete A&P I and some of A&P II before sitting for the exam. Applicants must also have a completed file prior to taking the HESI exam (excluding current college coursework).

Applicants will be allowed **two** attempts to pass the English, Math and Science (Anatomy & Physiology) sections with a composite score of “75” on each section. Any applicant that is unsuccessful on the **first** HESI exam (in any section) will be required to remediate prior to re-taking that section(s) of the HESI exam. Several copies of the Evolve Reach ADMISSION ASSESSMENT Exam Review, 2nd Edition, book are on reserve in the SWGTC Library for student use. However, the HESI review book is also available for purchase online at www.elsevier.com. Proof of remediation must be provided prior to re-taking the exam. Applicants wishing to waive the remediation requirement will be required to complete & sign an A.S.N. Pre-Admission HESI Exam Remediation Waiver Form prior to sitting for the 2nd exam.

Any applicant that does not attain a composite score of “75” on one or more sections of the HESI assessment exam after **two** attempts, will not be considered for admission into the A.S.N. program. However, applicants can re-apply to the A.S.N. program after waiting **one** year before re-applying to the A.S.N. program. At such time, the applicant will retake the A.S.N. Pre-Admissions assessment exam and meet the required scores for entry into the A.S.N. program. The applicant will again be allowed two attempts to meet the qualifying A.S.N. Pre-Admission HESI Assessment exam scores.

NOTE: Students will be required to complete Health Examinations and a Criminal Background report upon acceptance to the program. A current American Heart Association Health Care Provider BLS CPR card is required of all students entering the program. No other CPR cards will be accepted.



***Pre-Admission TESTING A.S.N. – GENERIC
for the FALL 2015 (AUGUST) program ~ Thomasville Campus***

ATTENTION A.S.N. - GENERIC STUDENTS!

You may register for the Pre-Admission A.S.N. Assessment (HESI) exam by calling the SWGTC Student Affairs office @ 229-225-5060 or by coming into the SWGTC Student Affairs office and adding your name, SS or student ID and phone number on the sign-up sheet. Make sure you are ready to commit to the exam session you select. *Exam fees will not be charged to any tester until arrival on your select exam date.*

Please NOTE:

- ***Receipt of SWGTC Admissions Application, application fee & all official transcripts are required prior to taking this exam.***
- Testing fees are entered on the day of the exam.
- A valid state issued picture ID is required to sit for the exam --- NO Exceptions!
- Arrive ½ hour to 1 hour early. **NO ONE WILL BE ADMITTED AFTER POSTED TIME TO BEGIN EXAM SESSION!**

A.S.N.- GENERIC exam schedule: Students are allowed two (2) attempts to pass this exam. If a re-take exam is required – you will only need to take the session(s) of the exam in which you did not meet the required score during your first attempt.

Fee & Retest fee: \$50.00

March 11, 2015	Wednesday	1:00 p.m. <u>Registration deadline March 4, 2015</u>
April 2, 2015	Thursday	1:00 p.m. <u>Registration deadline March 26, 2015</u>
May 5, 2015	Tuesday	1:00 p.m. <u>Registration deadline April 28, 2015</u>
June 4, 2015	Thursday	1:00 p.m. <u>Registration deadline May 28, 2015</u>

NOTE: File completion deadline is JUNE 4, 2015. All test results will be considered if your file is complete by the posted deadline.

****Pre-Admission (HESI) assessment review information is on the back of this sheet***

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A.S.N. – Generic HESI Exam:

All A.S.N applicants are required to take & attain the required score on the A.S.N. Pre-Admission Assessment (HESI) exam, prior to being accepted into the A.S.N. program. The A.S.N. Pre-Admission Assessment (HESI) exam is composed of the following sections: Math, Science (Anatomy & Physiology), English (Vocabulary, Grammar, and Reading Comprehension) and two Style/Profile sections. Applicants are strongly encouraged not to take the HESI exam until completing A&P I & II OR at least complete A&P I and some of A&P II before sitting for the exam. *Applicants must also have a completed file prior to taking the HESI exam (excluding current college coursework).*

Applicants will be allowed **two** attempts to pass the English, Math and Science (Anatomy & Physiology) sections with a composite score of “75” on each section. Any applicant that is unsuccessful on the **first** HESI exam (in any section) will be required to remediate prior to re-taking that section(s) of the HESI exam. Several copies of the Evolve Reach ADMISSION ASSESSMENT Exam Review, 3rd Edition book (ISBN#: 987-1-4557-0333-3) are on reserve in the SWGTC Library for student use. However, the HESI review book is also available for purchase online at www.elsevier.com. Proof of remediation must be provided prior to re-taking the exam. *Applicants wishing to waive the remediation requirement will be required to complete & sign an A.S.N. Pre-Admission HESI Exam Remediation Waiver Form prior to sitting for the 2nd exam.*

Any applicant that does not attain a composite score of “75” on one or more sections of the HESI assessment exam after **two** attempts, will not be considered for admission into the A.S.N. program. However, applicants can re-apply to the A.S.N. program after waiting **one** year before re-applying to the A.S.N. program. At such time, the applicant will retake the A.S.N. Pre-Admissions assessment exam and meet the required scores for entry into the A.S.N. program. The applicant will again be allowed two attempts to meet the qualifying A.S.N. Pre-Admission HESI Assessment exam scores.

HESI Exam Study Resources (Generic Exam):

We have the following HESI Study Guide on reserve in the SWGTC Library for student use. However, the review book can also be purchased:

Evolve Reach Admission Assessment Exam Review, 3rd Edition

Other HESI Exam Study Resource websites:

HESI Review Flashcards: www.cram.com/.../hesi-admission-assessment-exam-review-edition-3

HESI Review: quizlet.com/subject/hesi-admission-assessment-exam/

Southwest Georgia Technical College

Associate of Science in Nursing (A.S.N.) “Generic” ---

STUDENT CHECKLIST

Your SWGTC admissions file must be complete prior to acceptance into the Associate of Science in Nursing program. The following checklist is provided for your personal use to help you ensure your file is complete by the posted deadline.

Date Completed: _____ Complete SWGTC Admission Application and pay the \$20 Application fee (*if not previously paid*). Applications are available in the A.S.N. program admission requirement booklets, at the SWGTC Student Affairs Office and online through GA College 411 or the school website: <http://www.southwestgatech.edu> – Admissions – Application for Admissions.

Date Completed: _____ Provide Proof of Age & Lawful Presence Verification (i.e. Birth Certificate or Driver’s License).

Date Completed: _____ Have acceptable Admission Placement Exam scores (no older than 5 years) OR have successfully completed with a “C” or better transferable English and college algebra (College Algebra must not be older than five (5) years.) from a regional or national accredited college, university, or other postsecondary institution recognized by the US Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math required for the A.S.N. program. If the college algebra class is over five years, you will be required to take the Admissions Placement Exam & retake the college algebra course (possibly Learning Support algebra courses also). Acceptable Placement Exams include: ACT; SAT; COMPASS & ASSET.

Date Completed: _____ Provide an **official** copy of your high school transcript or GED transcript to: SWGTC; 15689 US Highway 19 North; Thomasville, Georgia 31792.

Date Completed: _____ Provide an **official** copy of **ALL** college and/or technical college transcripts to: SWGTC; 15689 US Highway 19 North; Thomasville, Georgia 31792.

Date Completed: _____ Complete and return the enclosed “Documentation for Student File”. If you are required to take the Admissions Placement Exam (APE), this form is also provided at the time of your exam.

Date Completed: _____ Complete all four (4) prerequisite courses required for the program. Prerequisite courses are listed in the A.S.N. program admission requirement booklet and on A.S.N. program sheets. A.S.N. program admission requirement booklets and program sheets (including program cost sheets) can be obtained from the SWGTC Student Affairs Office and SWGTC A.S.N. faculty. Curriculum requirements are also listed on our College website: www.southwestgatech.edu Academic Programs – School of Health Sciences – Degree Programs - Associate of Science in Nursing (Generic). All A.S.N. applicants will begin in the Healthcare Science certificate program while they are taking their pre-requisite courses & meeting all other program admission requirements.

Date Completed: _____ Take the Pre-Admission A.S.N. Assessment Exam (HESI). The exam covers English, Math and Anatomy & Physiology. Additional HESI exam information is available in the A.S.N. program admission requirement booklet, by calling the SWGTC Student Affairs Office @ 229-225-5060, and from all SWGTC A.S.N. faculty.

Date Completed: _____ Complete your Financial Aid at www.FAFSA.ed.gov. SWGTC Federal School Code is: **005615**
Financial Aid questions???? Call SWGTC Financial Aid Office @ 229-225-5036

Date Completed: _____ Complete & submit the **SWGTC Competitive Application for Allied Health Programs** when you sit for Pre-Admissions A.S.N. Assessment Exam (HESI) date. Applicants will not be considered if we have not received this competitive application. The application can be obtained from your SWGTC A.S.N. faculty, from the Student Affairs Office, or via the SWGTC website: www.southwestgatech.edu Admissions – Application for Admissions or the program specific A.S.N. webpage.

GOT QUESTIONS? Please call the SWGTC Admissions Office @ 229-225-5060

Student Advisement Sheet

Program: Associate of Science in Nursing – Generic Option (Fall Admit)

Course #	Prerequisites	Course Description	Sem Seq	Completion Date	Grade	Cr Hr	Contact Hours
First Semester (Fall)							
*BIOL 2113	Program Admission Co: BIOL 2113, ENGL 1101	Anatomy and Physiology I	1			3	45
*BIOL 2113L	Co: BIOL 2113	Anatomy and Physiology Lab I	1			1	45
*ENGL 1101	Degree Level Placement Scores	Composition and Rhetoric	1			3	45
*MATH 1111	Degree Level Placement Scores	College Algebra	1			3	45
**Elec-Core	Degree Level Placement Scores	General Education Elective	3			3	45
Second Semester (Spring)							
*BIOL 2114	BIOL 2113, BIOL 2113L Co: BIOL 2114L	Anatomy and Physiology II	2			3	45
*BIOL 2114L	BIOL 2113, BIOL 2113L Co: BIOL 2114	Anatomy and Physiology Lab II	2			1	45
**COMP 1000		Introduction to Computers	2			3	75
**Elec-Human	Pre/Co: ENGL 1101	Degree Level Humanities Elective	2			3	45
**PSYC 1101	Degree Level Placement Scores	Introductory Psychology	2			3	45
Competitive Admissions Review Semester (Summer)							
<p>* All courses required for Program Admission must be completed by the end of the Spring semester. ** Courses are not required for Program Admission, but are strongly recommended to be completed prior to starting occupational courses. ***Courses with the Program Admission requirement also have the following Pre-requisites:: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, MATH 1111, PSYCH 1101.</p>							
Third Semester (Fall - August)							
RNSG 1911	Program Admission*** Pre/Co: BIOL 2117, BIOL 2117L	Health Assessment through the Lifespan	3			3	60
RNSG 1920	Program Admission***	Theoretical and Technical Foundations for Nursing Prac	3			5	120
RNSG 1931	Program Admission***	Introduction to Nursing Principles of Pharmacy	3			3	60
BIOL 2117	BIOL 2113, BIOL 2113L Co: BIOL 2117L	Introductory Microbiology	3			3	45
BIOL 2117L	BIOL 2113, BIOL 2113L Co: BIOL 2117	Introductory Microbiology Lab	3			1	45
Fourth Semester (Spring)							
RNSG 1940	RNSG 1911, RNSG 1920, RNSG 1931	Life Transitions I: Introduction to Promotion of Health	4			6	165
RNSG 1950	BIOL 2117, BIOL 2117L RNSG 1911, RNSG 1920, RNSG 1931	Life Transitions II: Promotion of Mental Health	4			5	105
RNSG 2910	BIOL 2117, BIOL 2117L RNSG 1910, RNSG 1930	Life Transitions III: Obstetrics	4			4	90
Fifth Semester (Summer)							
RNSG 2920	BIOL 2117, BIOL 2117L, RNSG 1911, RNSG 1931, (RNSG 1940 & 1950) OR RNSG 1960)	Life Transitions IV: Pediatrics	5			4	90
RNSG 2930	Pre/Co: RNSG 2911	Life Transitions IV: Medical Surgical 2	5			6	150
Sixth Semester (Fall)							
RNSG 2941	Pre/Co: RNSG 2920, RNSG 2930	Life Transitions VI: Clinical Decision Making	6			6	180
Request for Graduation (Associate of Science in Nursing)						Date:	

I acknowledge that I have received counseling and advisement as to the preferred course sequencing and acknowledge that it is my responsibility to ensure adherence to the schedule. Additionally, I am aware that after entering RNSG 1920, I have three years to complete the program.

Signature

Date

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BANNER WEB – Student Login Instructions

Step 1: Go to www.southwestgatech.edu

Step 2: Go to Quick Links box (in top right hand corner of screen) – using the drop down arrow select & click on BANNERWEB (2nd option in drop down menu)

Step 3: Click on “Login to Secure Area”

Step 4: Enter your USER ID (you can use your 9 digit SWGTC ID# or Social Security # - use no dashes)

Step 5: Enter your PIN (first time user – enter your 6 digit date of birth) – then click Login

You will then be prompted to change your PIN # (you should see 3 boxes: enter old PIN # in box 1; enter your new PIN # in box 2; then re-enter your new PIN # in box 3). Once your PIN # has been reconfirmed you will use the new PIN # from this time forward.

Step 6: Create a security question.

This question will be asked to confirm your identity if you need your PIN # reset because you have forgotten it. *Remember:* Create a question that you will know and remember the answer to, but that will not be known by others.

Create the answer to the question. If you are unable to answer the question exactly or if the question is not specific enough to verify your identity, you may be asked to visit the Student Affairs Office. You will be required to show a picture ID in order to have your PIN # reset.

AUTHORIZE FINANCIAL AID

It is possible for you to use your HOPE Book Award and/or PELL Award to pay these various fees. In order to do so, please access your BANNERWeb Account and respond appropriately to the Financial Aid Authorization statement by clicking on the “Authorize” button.

Login to BANNERWeb and select the following options:

1. Financial Aid Authorization
2. HOPE Grant
3. I Authorize this Transaction
2. Back
3. PELL Grant
4. I Authorize this Transaction

VIEW YOUR FINANCIAL AID AWARDS

To view your anticipated Financial Aid for pre-registered classes (*you must wait at least 24-48 hours after registering in order for your Financial Aid award to display*):

Login to BANNERWeb and select the following options:

- Click on Student Services & Financial Aid
- Click on Student Records
- Click on Account Detail for Term
- Choose the Term
- Submit

**Amounts are subject to change*



Financial Aid for the SWGTC A.S.N. Program

Once you are accepted to the A.S.N. program, you will be a student of Southwest Georgia Technical College. In order to receive financial aid you must apply for aid from our institution.

To Apply for Financial Aid at SWGTC:

- Submit your FAFSA (Free Application for Federal Student Aid) for the 2015-2016 award year online at www.fafsa.gov. The 2015-2016 application will be valid for fall semester 2015, spring and summer semesters 2016. You must renew your FAFSA for the 2015-2016 award year in order to receive aid fall semester 2015.
- You must include our **Federal School Code, 005615**, on your FAFSA in order for us to process your application.
- If you have already submitted a FAFSA for another institution for 2015-2016, simply add our school code (005615) to your current application at www.fafsa.gov.
- The priority deadline for submitting your FAFSA for fall semester 2015 is **JUNE 1, 2015**. Applications submitted after this date will still be processed, but the student should be prepared to self-pay tuition and fees. If your financial aid is processed after you pay, you may be eligible for reimbursement.

Southwest Georgia Technical College does not participate in any federal student loan programs.

Students who have received a Bachelor's Degree will not be eligible for any financial aid from SWGTC. You are encouraged to apply for SWGTC Foundation Scholarships.

The main types of financial aid available at SWGTC for the A.S.N. program are the federal Pell Grant and the HOPE Scholarship for students who meet eligibility requirements.

Pell Grant eligibility is based on household income and household size. Pell Grant funds may be applied towards tuition, fees, and book expenses. Any remaining award amounts after tuition and fees are paid will be refunded to the student.

HOPE Scholarship eligibility will be determined for all students accepted into the A.S.N. program. In order to have your eligibility evaluated, you must submit official transcripts from all post-secondary institutions ever attended to the Registrar's office at SWGTC. To receive HOPE Scholarship, you must meet residency and GPA requirements. For more information on HOPE Scholarship, please review the SWGTC HOPE brochure and/or the SWGTC website and Catalog/Handbook.

All students are responsible for knowing the financial aid requirements and policies. This information is available on pages 43-53 of the 2014-2015 SWGTC Catalog/Student Handbook.

For more information, call (229) 225-5036 or email financialaid@southwestgatech.edu, or visit www.southwestgatech.edu/finaid to apply online.

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Revised: 6/2014



Financial Aid Deadlines

	Fall 2015
Deadline to Submit FAFSA*	June 1, 2015
Deadline to Submit Verification Documents	July 2, 2015
Financial Aid Appeal Deadline	August 18, 2015
Semester Begins	August 18, 2015
Last Day to Drop Class w/o F.A. penalty	August 20, 2015
Last Day to Add Class	August 24, 2015
Tuition & Fees Payment Deadline	August 24, 2015
Refund Debit Cards Available	TBA

All dates are subject to change.

***Please Note:** Financial Aid applications submitted after this date *will be* processed, but financial aid may not be available by the payment deadline for tuition and fees or to purchase books. Students submitting a financial aid application after the priority deadline should be prepared to self-pay tuition and fees. Once financial aid is awarded, the student may be eligible for reimbursement.

**Submit your FAFSA online at www.fafsa.gov.
Our Federal School Code is 005615.**

After submitting verification documents, it generally takes two to three weeks for your financial aid file to be complete.

**For more information, contact us at (229)225-5036
or email financialaid@southwestgatech.edu.**

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Application Procedures:

1. Submit Admissions Application and a one-time, non-refundable \$20.00 fee. Application fee is waived for readmission or change of major applications.
2. Submit an official high school or GED transcript.
3. Submit official transcripts from all colleges you have previously attended.
4. Take the placement test or submit valid SAT, ACT, COMPASS or ASSET.

APPLICATION FOR ADMISSION / READMISSION

PLEASE PRINT CLEARLY

Social Security Number:			Date of Birth:		
LAST NAME	FIRST NAME	MIDDLE NAME	FORMER NAME(S) if any		
MAILING ADDRESS		City	State	ZIP	COUNTY
HOME TELEPHONE		WORK TELEPHONE		CELL TELEPHONE	
EMAIL ADDRESS					
EMERGENCY CONTACT: _____					
Contact Name		Relationship to Applicant		Contact Telephone	

STATISTICAL DATA * This voluntary information is required for purposes of reporting to the Federal Compliance agencies only and will not be used in determining admission status.

GENDER*	ETHNIC ORIGIN*	RACIAL GROUP* Check all races that apply:			
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK or AFRICAN AMERICAN	<input type="checkbox"/> NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER <input type="checkbox"/> WHITE		
Did your father graduate from college? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Did your mother graduate from college? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			

MILITARY INFORMATION (The following information will be used to establish residency for tuition and financial aid eligibility. Failure to provide accurate, valid information may impact tuition and/or result in repayment of any financial aid funds received.)

ARE YOU CURRENTLY ACTIVE DUTY, A VETERAN, A MEMBER OF THE NATIONAL GUARD, OR A RESERVIST IN THE U.S. ARMED FORCES? YES NO

If **YES**, please check the appropriate box below:

MAA Military Active Army
 MAC Military Active Coast Guard
 MAF Military Active Air Force
 MAM Military Active Marine
 MAN Military Active Navy
 MG Military National Guard
 MR Military Reservist
 MV Military Veteran

ARE YOU A DEPENDENT/SPOUSE OF AN ACTIVE DUTY, A VETERAN, A MEMBER OF THE NATIONAL GUARD, OR A RESERVIST IN THE U.S. ARMED FORCES? YES NO

If **YES**, please check the appropriate box below:

RAA Military Active Army
 RAC Military Active Coast Guard
 RAFF Military Active Air Force
 RAM Military Active Marine
 RAN Military Active Navy
 RG Military National Guard
 RR Military Reservist
 RV Military Veteran

RESIDENCY INFORMATION

ARE YOU A U.S. CITIZEN? YES <input type="checkbox"/> NO <input type="checkbox"/>	ARE YOU A PERMANENT RESIDENT? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Card# (If yes, a copy of your permanent resident card is required)</i>
ARE YOU APPLYING FOR IN-STATE TUITION? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU UNDER THE AGE OF 24? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YOU ARE UNDER THE AGE OF 24: Did your parent(s) or United States court-appointed legal guardian claim you on their most recent tax return? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES: What is the state of legal residence of the parent(s) or legal guardian who claimed you? _____	
How long has that parent or legal guardian continuously lived in that state? _____ years _____ months	
IF NO, ANSWER THE FOLLOWING QUESTIONS:	
IF YOU ARE 24 OR OLDER (OR UNDER 24 AND NO PARENT OR LEGAL GUARDIAN CLAIMED YOU ON THEIR MOST RECENT TAX RETURN):	
What is your state of legal residence? _____	
How long have you continuously lived in that state? _____ years _____ months	

TERM YOU WISH TO BEGIN TAKING CLASSES AT SWGTC:	CAMPUS YOU WISH TO ATTEND:	CLASSES YOU WISH TO TAKE ARE TAUGHT:
<input type="checkbox"/> FALL SEMESTER (August) <input type="checkbox"/> SPRING Semester (January) <input type="checkbox"/> SUMMER Semester (May)	<input type="checkbox"/> THOMASVILLE [T] <input type="checkbox"/> MITCHELL [M] <input type="checkbox"/> GRADY [G]	<input type="checkbox"/> DAY ONLY <input type="checkbox"/> DAY AND NIGHT <input type="checkbox"/> NIGHT ONLY <input type="checkbox"/> ONLINE ONLY

CHECK ALL THAT APPLY:

- I AM A NEW APPLICANT TO SOUTHWEST GEORGIA TECHNICAL COLLEGE; I HAVE NEVER ATTENDED CLASSES @ SWGTC BEFORE.
- I HAVE ATTENDED SOUTHWEST GEORGIA TECHNICAL COLLEGE (SWGTC) BEFORE (Last semester attended _____, Year _____)
If you have not been enrolled at SWGTC within the last five (5) years, you will need to resubmit ALL transcripts.
Have you attended any other colleges since attending SWGTC? Yes No
- I AM TRANSFERING FROM ANOTHER COLLEGE (List all colleges previously attended below)
- I AM CURRENTLY A HIGH SCHOOL STUDENT (Please check one of the following): ACCEL DUAL ENROLLMENT JOINT ENROLLMENT
- I AM ENROLLING AS AN AUDIT STUDENT (No grade or credit received and not eligible for financial aid)
- I AM A SENIOR CITIZEN SEEKING A TUITION WAIVER (You must be 62 or older and provide proof of age and legal Georgia Residency)
- I AM A STUDENT AT ANOTHER COLLEGE SEEKING TO TAKE COURSE(S) AT SWGTC AS A TRANSIENT STUDENT (Transient agreement from your home college is required for acceptance and registration each semester)
- I AM SEEKING SPECIAL ADMIT STATUS (not seeking an award or financial aid)

EDUCATIONAL INFORMATION

HIGH SCHOOL

- CHECK ONE:** I GRADUATED FROM HIGH SCHOOL. WHAT YEAR? _____
HIGH SCHOOL _____
CITY _____ STATE _____
- I AM A HOME SCHOOL GRADUATE. WHAT YEAR? _____
- I OBTAINED A GED. WHAT YEAR? _____
WHAT STATE? _____
- I WILL GRADUATE FROM HIGH SCHOOL IN 20_____
HIGH SCHOOL _____
CITY _____ STATE _____
- IF NO HIGH SCHOOL OR GED, LIST HIGHEST GRADE COMPLETED _____

PLEASE LIST ALL COLLEGES THAT YOU ARE CURRENTLY OR HAVE PREVIOUSLY ATTENDED, BEGIN WITH THE MOST RECENT.
(Failure to list all colleges previously attended may impact tuition and/or result in repayment of any financial aid funds received).

COLLEGE/UNIVERSITY/TECHNICAL COLLEGE	CITY/STATE	YEARS ATTENDED
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____

Choice of Program: _____

Please review the SWGTC program majors on the attached sheet. Once you have chosen the program major you wish to pursue, please write the program name, program code and program level (Certificate, Diploma or Degree) on the line provided above. Unless specified, programs begin each semester. **Choose only one.**

In accordance with the SWGTC document retention policy, application and supporting documents (including transcripts from high school and previously attended college(s)) will be destroyed one calendar year after the date of application for students who do not enroll.

"I give Southwest Georgia Technical College permission to contact me at the telephone numbers I have provided via any means, including text message or voice. I understand that I will be responsible for all applicable message and data charges. Standard Message and Data Rates Apply."

Student Name (Please Print) _____

Student Signature _____

I certify that the information I have given is correct to the best of my knowledge. I acknowledge that failure to give complete and accurate information may invalidate my application and admission to Southwest Georgia Technical College (SWGTC) and result in the loss of financial aid and require repayment to the College of any funds awarded. I understand that I am responsible for any fees not covered by my Financial Aid. I also give permission for my likeness, voice, or comments to be used in any promotional item on behalf of SWGTC or the Technical College System of Georgia.

Pursuant to O.C.G.A. 16-10-20, it is a felony to make a false statement on any state document. In addition, making a false statement on this application may result in your dismissal from the college.

Signature: _____

Date: _____

Southwest Georgia Technical College is a unit of the Technical College System of Georgia.

Southwest Georgia Technical College Programs of Study

All programs are offered on SWGTC Main Campus. The Courses with a [G] are also offered at our Grady Co. Campus in Cairo, GA.

BOLD – HS graduate or GED is not necessary for admission or graduation

Italics: HS diploma or GED is not necessary for admission, but must be received prior to graduation.

Associate Degrees					
AC 13	Accounting	CS33	Crime Scene Investigation Technology	MA23	Medical Assisting (Day & Evening)
AS33	Applied Technical Management	AF33	Associate of Science – Criminal Justice	NS13	Networking Specialist
BA23	Business Administrative Tech {G}	CJT3	Criminal Justice Technology [G]	PS13	Paralegal Studies
MD13	Business Management	DT13	Drafting Technology	PT13	Paramedicine
CLT3	Clinical Laboratory Technology	EC13	Early Childhood Care/Education [G]	AS13	Associate of Science – Social Work
CS23	Computer Support Specialist	HI13	Health Information Technology	SW23	Social Work Assistant
		LF23	Land, Forest, and Wildlife Mgmt Tech	VT23	Veterinary Technology
Diplomas					
AC12	Accounting	CJT2	Criminal Justice Technology [G]	MA22	Medical Assisting (Day & Evening)
ACT2	Air Conditioning Technology	DT12	Drafting Technology	NS14	Networking Specialist
AT14	Automotive Technology	ECC2	Early Childhood Care/Education [G]	PT12	Paramedicine
BA22	Business Administrative Tech [G]	EC12	Electrical Construction Technology	PN12	Practical Nursing [G]
MD12	Business Management	HI12	Health Information Coding	SW12	Social Work Assistant
CS14	Computer Support Specialist	IET2	Industrial Electrical Technology	WAJ2	Welding & Joining Technology
CO12	Cosmetology	LF12	Land, Forest, and Wildlife Manage Asst		
Technical Certificates					
AZ21	<i>A/C System Maintenance Technician</i>	CA71	CompTIA A+ Certified Technician Prep	PA61	<i>Payroll Accounting Specialist</i>
AS21	<i>Administrative Support Assistant</i>	CZ31	Crime Scene Fundamentals	PR21	PC Repair & Network Technician
AS51	Advanced CAD Technician	CJ21	<i>Criminal Justice Specialist</i>	RW21	Residential Wiring Technician
EMH1	<i>Adv Emergency Med Tech (Fall & Sum)</i>	DA31	Drafter's Assistant	SSM1	Service Sector Management Spec
AE41	<i>Auto Electrical/Electronic Systems Tech</i>	EMJ1	<i>Emergency Medical Technology (F & Sp)</i>	ST11	Shampoo Technician
AE61	Auto Engine Repair Technology	GM31	<i>Gas Metal Arc Welder</i>	SB41	Small Business Management Spec
AA71	Auto Transmission/Transaxle Tech Spec.	HRM1	<i>Human Resource Management Specialist</i>	SP00	Special Admit Student [G]
FS31	<i>Basic Shielded Metal Arc Welder</i>	LF11	Land, Forest, and Wildlife Mgmt Spec.	SS31	<i>Supervisor/Management Specialist</i>
BE91	Biomedical Electronics Technician	MAL1	Management & Leadership Specialist	TMS1	Technical Management Specialist
CP41	CAD Operator	MM21	Manufacturing Maintenance Specialist	TC31	Technical Specialist [G]
CD61	<i>Child Development Specialist [G]</i>	MB21	Medical Billing Clerk [G]	TRO0	Transient Admit
CN71	CISCO Network Specialist	MLS1	Medical Language Specialist [G]	US11	Unit Secretary
CA51	Clinic Assistant	MS11	Microsoft Network Administrator	VSM1	<i>Vert. Shielded Metal Arc Welder Fab</i>
CW31	Commercial Wiring	CN21	<i>Nurse Aide [G]</i>		
		OM11	Operations Management Specialist		
Healthcare Science Degrees and Healthcare Assistant Diplomas Programs					
HS21-NC73	Healthcare Science – ASN Generic	HA21-ST12	Healthcare Assistant – Surgical Tech Diploma	HS21-RCT3	Healthcare Science – Respiratory Care Degree
HS21-AD13	Healthcare Science – LPN to ASN Bridge	HS21-RT23	Healthcare Science – Radiologic Tech Degree	HS21-ST13	Healthcare Science – Surgical Tech
*Competitive Admission Programs: Please apply for the appropriate Healthcare Assistant or Healthcare Science Certificate above. A separate Competitive Admission Application must be completed by the posted deadline date for your intended program. Students without a separate Competitive Admission Application on file will NOT be considered for competition.					
Associate Degrees (Select HS21 above)			Diplomas (Select HA21 above)		
NC73*	Nursing – ASN (August & January)	RT23*	Radiologic Technology (August)	ST12*	Surgical Technology (May)
AD13*	Nursing LPN – ASN Bridge (January)	RCT3*	Respiratory Care Technology (January)		
		ST13*	Surgical Technology (May)		

- **All Degree programs are Eligible for HOPE Scholarship (Depending on student's eligibility).**
- **All Diploma and Certificate programs are eligible for HOPE Grant (Depending on student's eligibility)**
- **All Associate Degree and Diploma programs along with the following certificate programs are eligible for PELL Grant: (Depending on student's eligibility)**

Advanced CAD Technician

Healthcare Science – ASN Generic

Healthcare Science – Radiologic Tech Degree

Healthcare Science – Surgical Tech Degree

CAD Operator

Medical Language Specialist

Unit Secretary

Healthcare Assistant – Surgical Tech Diploma

Healthcare Science - LPN-ASN Bridge

Healthcare Science - Respiratory Care Degree

Documentation for Student File

Instructions: After reading each of the following statements, place a check mark (✓) in the blank line to the left indicating that you have read and understand each statement.

A. High School Diploma or GED Requirement Statement

_____ I am aware that all programs require a high school diploma or equivalent to enter and graduate. (Exception - some certificate programs)

B. Credit for Previous Education, Training, or Work Experience

Check only one in this section:

_____ I do have prior training and/or education that I would like to request be evaluated for possible advanced standing or course exemption credit.

(This could be High School Tech Prep Articulated Credit, transfer credit from Post-secondary institutions, military and/or work experience.)

-OR-

_____ I do not request credit for previous course work, training, or work experience.

C. Directory Information

_____ In accordance with federal law, the Family and Educational Rights and Privacy Act or FERPA, Southwest Georgia Technical College will release the following information as directory information:

- | | | |
|---|---------------------------------------|------------------------------------|
| -Full Name of Student | -Address(es) | -Telephone number(s) |
| -County of residence | -Email address(es) | -Major and field(s) of study |
| -Dates of attendance | -Photograph(s) | -School or division of enrollment |
| -Enrollment status (full time/part time) | -Participation in official activities | -Name of institution last attended |
| -Degrees, awards, and honors including nature and date received | | |

FERPA Objection: Any post-secondary student who objects to the release of this directory information under FERPA should file an objection in writing clearly stating what directory information should not be released to third parties. Forms are available in the office of admissions for filing a FERPA Objection.

(Please check to verify your awareness of both items above)

D. Student Recruitment Information

_____ Another federal law, known as the Solomon Amendment, requires Southwest Georgia Technical College to release student recruitment information to military recruiters. Student recruitment information is defined as:

- | | | |
|--|----------|--------------------|
| -Name | -Address | -Telephone numbers |
| -Age | -Major | -Degree awarded |
| -Date(s) of attendance (quarter of enrollment) | | |

Objection-If you do not wish to have student recruitment information released to any third party, you may file a FERPA Objection in the Admissions Office at Southwest Georgia Technical College.

(Please check to verify your awareness of both items above)

E. Student Account Information

_____ I understand that I am responsible for any outstanding balance associated with my student Account at Southwest Georgia Technical College. I understand balances are due by the deadline set each term by Southwest Georgia Technical College and that I may be purged or dropped from my classes if I have not paid my account in full. I realize I am responsible for balances if I am not eligible for financial aid, there is a reduction in my financial aid eligibility, or because I did not receive enough financial aid to cover my educational expenses.

Signature _____ Date: _____

Print Name _____ Major/Career Area: _____

As set forth in its student catalog, Southwest Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law.) The Title IX Coordinator: Joyce Halstead, VPSA, SWGTC Building A (229) 225-5062; Section 504 Coordinator: Alison Welch, SWGTC, Building A (229) 227-2793