



# APPLICATION FOR ADMISSION

**Warner Robins Campus**

80 Cohen Walker Drive  
Warner Robins, GA 31088  
(478) 988-6800

**Crawford County Center**

640 GA Highway 128  
Roberta, GA 31078  
(478) 836-6001

**Monroe County Center**

433 Highway 41 South  
Forsyth, GA 31029  
(478) 992-2717

**Macon Campus**

3300 Macon Tech Drive  
Macon, GA 31206  
(478) 757-3400

**Hawkinsville Workforce Development Center**

243 Warner Robins Highway  
Hawkinsville, GA 31036  
(478) 783-3017

**Peach County Workforce Development Center**

425 James E. Khoury Drive  
Fort Valley, GA 31030  
(478) 218-3739

**Milledgeville Campus**

54 Highway 22 West  
Milledgeville, GA 31061  
(478) 445-2300

**Georgia VECTR Center**

1001 S. Armed Forces Blvd.  
Warner Robins, GA 31088  
(478) 218-3900

**Putnam County Center**

580 James Marshall Bypass  
Eatonton, GA 31024  
(706) 923-5000



## REGULAR APPLICANT CHECKLIST

**THIS SECTION DOES NOT APPLY TO DUAL ENROLLMENT APPLICANTS.**  
Regular applicants must be 16 years of age or older.

- Complete and submit all admissions forms and documents (forms are available at [www.centralgatech.edu/admission-forms](http://www.centralgatech.edu/admission-forms) or in the Admissions Office at any campus):
  - Application for Admission*
  - Release of Student Information form* (if applicable; allows students to choose for all records to remain confidential or allow access for designated individuals.)
- Submit the \$25 non-refundable application fee online through BannerWeb or in person at any campus.
- Submit an official high school or high school equivalency transcript.
- Submit official transcript from previous college(s) attended if you would like to be considered for transfer credit.
- Submit acceptable documentation for placement. CGTC uses Multiple Measures to determine program placement. The following list includes acceptable placement measures. Please check the box of the measure you meet/will meet. The Accuplacer test is offered at CGTC free of charge for applicants.
  - Accuplacer Exam
  - SAT/ACT/PSAT scores
  - Previous credential (*an earned an associate degree or higher*)
  - HOPE GPA of at least 2.6 (*diploma programs only*)
  - Minimum GED® score for English and math of 145 (diploma programs) or 150 (associate degree programs)
  - Experienced Worker (*Certificate programs only; two years of verifiable work experience in related field*)
- Apply for financial aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to assist in the cost of tuition, fees and other educational costs. **CGTC's school code is 005763. You must allow 5-7 days for processing time.**
- Create a Student Financial Forms account to submit financial aid documents online. (See [www.centralgatech.edu/financialaid/finaidforms](http://www.centralgatech.edu/financialaid/finaidforms))

### REMEMBER:

- Check your BannerWeb account, CGTC student email, postal mail, and Student Forms accounts for any additional information needed to complete your college or financial aid application.
- Prior to receiving your acceptance letter, you can check the status of your admissions application at [www.centralgatech.edu/check-my-app](http://www.centralgatech.edu/check-my-app).
- Regularly update your contact information through the Student Portal in the Forms section.
- Students must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid (2.0 GPA **AND** pass 67% of attempted coursework).
- If you decide to change your program of study or drop/withdraw from courses, your financial aid may be affected. Contact a Financial Aid specialist prior to making these choices.
- Financial Aid will not pay for classes that are not required for your program of study.
- Students do not have to be full time to receive financial aid (Pell/HOPE); however, the amount of aid you are awarded is based on the number of credit hours in which you are enrolled per term.
- Federal Direct Loans are only available to students enrolled in at least six credit hours.



## DUAL ENROLLMENT APPLICANT CHECKLIST

**THIS SECTION ONLY APPLIES TO DUAL ENROLLMENT APPLICANTS.**  
Dual Enrollment applicants are current high school students who will take college and high school courses simultaneously.

- Complete and submit the Application for Admission (*there is no application fee for Dual Enrollment applicants*)
- Obtain permission from your high school counselor before signing up for classes at CGTC.
- Complete the Dual Enrollment funding application online at [www.gafutures.org](http://www.gafutures.org).**
  - Instructions are available online at [www.centralgatech.edu/highschool](http://www.centralgatech.edu/highschool) under FINANCIAL AID FOR HIGH SCHOOL STUDENTS.
  - You must complete a funding application each academic year that you are enrolled in the Dual Enrollment program.
  - Aid applications must be approved by the parent, the high school counselor, and the College.
  - Aid applications must be completed prior to course registration. Students who do not complete the funding application will not be able to enroll in courses.
  - If registration occurs without a funding application, students will incur a balance on their account.
- Take the required placement test at CGTC or submit an acceptable Multiple Measure.
  - Accuplacer Exam
  - SAT/ACT/PSAT scores
  - HOPE GPA of at least 2.6

Instructions for selecting courses at CGTC will be sent to each student. Please make sure your address and email address are up-to-date. All high schools students will be registered each term by the their High School Coordinator. **Please be sure to follow your high school's dual enrollment deadlines to ensure you are eligible to participate!**

### SUMMARY OF COLLEGE POLICIES:

Students at CGTC are expected to maintain a high standard of conduct; observe national, state, and local laws; observe all rules and policies set forth in the CGTC catalog; and respect the rights and property of others. Students are also expected to be aware of and abide by the complete General Code of Behavior included in the student catalog, which is available online at [www.centralgatech.edu/catalog](http://www.centralgatech.edu/catalog).

The following policies are particularly important:

- **Academic Misconduct:** Cheating, falsifying information, plagiarism, or knowingly assisting others in academic misconduct will not be tolerated.
- **Acceptable Computer and Internet Use:** Federal law prohibits misuse of computer resources. Students using computers and/or internet access provided by CGTC are responsible for good behavior online, just as they are in a classroom or other areas of the College. Complete information regarding acceptable use of computer and internet resources is available in the CGTC Student Catalog. Reference: TCSG Procedure 3.3.4p (II.C.4.)
- **Drug Free School and Campuses:** The use, possession, or distribution of alcohol, narcotics, amphetamines, marijuana, hallucinogens, or any other dangerous, illicit, or controlled drugs not prescribed by a physician is prohibited on CGTC property or at any college-sponsored event.
- **Non-Academic Misconduct:** Lewd or indecent conduct, violence and physical abuse of any person, harassment, and disruption of teaching or any other college activities will not be tolerated.
- **Weapons:** The possession, carrying, or transportation of a firearm, weapon, or explosive material in/on college buildings/property shall be governed by Georgia law. All individuals are expected to comply with related laws. It is the responsibility of the licensed carrier to determine when conditions exist and not violate the law. Information regarding Georgia's campus carry law is available at [www.centralgatech.edu/public-safety](http://www.centralgatech.edu/public-safety).

# APPLICATION FOR ADMISSION

For office use only: ID#

Revised 02/2021

## PERSONAL INFORMATION *(please print clearly)*

Last Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
First Name: \_\_\_\_\_ Gender:  Male  Female  Prefer not to answer  
Middle Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
( ) \_\_\_\_\_ - \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_  
All Previous Names: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Apt/Lot: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_ County: \_\_\_\_\_

*If you use your cell phone as your home phone, write your cell phone number in the Cell Phone field.*

Email: **(REQUIRED!)** \_\_\_\_\_

**IMPORTANT!** You will receive student account information, acceptance letter, and other important information at the email address that you provide here!

**Race (select one or more):**  
 American Indian/Alaskan Native  Native Hawaiian/Pacific Islander  
 Asian  White  
 Black/African American Are you Hispanic or Latino?  Yes  No

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
( ) \_\_\_\_\_ - \_\_\_\_\_

## HIGH SCHOOL INFORMATION *(please select one)*

I graduated from high school in: \_\_\_\_\_ Year  
Name of high school: \_\_\_\_\_  
 I WILL graduate from high school in: \_\_\_\_\_ Year  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Current grade level:  9  10  11  12

I earned a GED® or high school equivalency in: \_\_\_\_\_ Year  
 I WILL earn a GED® or high school equivalency in: \_\_\_\_\_ Year

## PREVIOUS COLLEGE INFORMATION *(not required for Dual Enrollment applicants)*

List previously attended colleges. You must request official transcripts from each college for consideration for transfer credit. Transcripts are not required for acceptance.

Name of College <small>List most recently attended first</small>	City	State	Dates Attended	Degree Earned (A.A., B.A., B.S.)

## ENTRANCE INFORMATION

**Type of Admission:**  
 Dual Enrollment student *(earning college credit while in high school)*  
 Beginning student *(first time college student)*  
 Transfer student *(previously enrolled at another college and will submit transcripts)*  
 Former CGTC or MGTC student  
 International student *(non-permanent resident)*  
 Transient *(enrolling at CGTC to complete course requirements for home college)*  
 Special admit *(no credit or grade received - no financial aid available)*  
 Accelerating Opportunities or Career+ HSE *(Adult Education dual enrollment)*

**What program of study/major would you like to take at CGTC?**  
Program Name: \_\_\_\_\_  
Specialization *(if applicable)*: \_\_\_\_\_  
 Associate Degree  Diploma  Technical Certificate

**When do you plan to start?**  Fall  Spring  Summer

## RESIDENCY INFORMATION

### Select One:

- United States Citizen  
 Permanent Resident Alien  
 Non-Resident Alien (*international tuition rates will apply*)  
 Undocumented Alien (*international tuition rates will apply*)

Are you a Georgia resident?  Yes  No

If yes, what is your date of residency?

Use your date of birth if you have lived in Georgia your entire life.

Are you requesting the in-state tuition rate?  Yes  No

**Documentation MUST be submitted to receive the in-state rate.**

If you (or your parent/guardian, if you are a dependent) have lived in Georgia for 12 consecutive months or longer, you may request the in-state tuition rate, which is the least expensive rate. You will automatically be charged the out-of-state tuition rate unless you request the in-state rate and provide verification of lawful presence as a Georgia resident.

Please submit acceptable documentation for proof of residency such as a driver's license or birth certificate. For a complete list of acceptable documents, contact the Office of Admissions.

## MILITARY

Are you currently active duty military?  Yes  No

Are you a military veteran?  Yes  No

Are you an active duty dependent or spouse?  Yes  No

Are you the dependent or spouse of a veteran?  Yes  No

### Select Branch of Service:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Air Force          | <input type="checkbox"/> Army Reserve        | <input type="checkbox"/> Marines        |
| <input type="checkbox"/> Air Force Reserve  | <input type="checkbox"/> Army National Guard | <input type="checkbox"/> Marine Reserve |
| <input type="checkbox"/> Air National Guard | <input type="checkbox"/> Coast Guard         | <input type="checkbox"/> Navy           |
| <input type="checkbox"/> Army               | <input type="checkbox"/> Coast Guard Reserve | <input type="checkbox"/> Navy Reserve   |

## EMPLOYMENT

Are you currently unemployed?  Yes  No

Are you currently underemployed?  Yes  No

You are considered underemployed if you are currently employed in a temporary job; are available for full-time work, but have had to settle for a part-time work schedule; and/or have been negatively affected by downsizing.

## FIRST GENERATION

Did your father graduate from college?

Yes  No  I don't know

Did your mother graduate from college?

Yes  No  I don't know

## SIGNATURE *Please read carefully before signing*

### ALL COLLEGE APPLICANTS

**I understand that my academic and financial aid standing may be adversely affected by unsatisfactory grades or failure to officially withdraw from a college course(s). I also understand that I must maintain satisfactory academic progress, as set forth by CGTC, which includes a minimum 2.0 GPA and a 67% course pass rate.**

I hereby consent to the release of directory information, as defined in by TCSG policy in the school catalog/handbook. I give permission for my likeness, voice, or comments to be used in any promotional item on behalf of CGTC or TCSG. To opt out of the release of directory information, please request a *Release of Student Information* form from the Office of Admissions at [admissionsoffice@centralgatech.edu](mailto:admissionsoffice@centralgatech.edu) to indicate your records are confidential. All documents submitted become and remain the property of CGTC and will not be returned to the applicant, duplicated, or transferred to another institution.

I give CGTC permission to contact me at all phone numbers provided, including text message and/or voice. I also understand it is my responsibility to update my contact information regularly so that I may receive college-related notifications regarding financial aid, competitive selection programs, balance refunds, emergency notifications, etc.

Pursuant to O.C.G.A. 16-10-20, it is a felony to make a false statement on any state document. I certify that the information contained in this application is true and correct. I understand that making a false statement on, misrepresenting information on, or omitting information from this application will be sufficient cause for denial of acceptance or dismissal from the College. If admitted as a student at CGTC, I agree to abide by the rules and regulations of the College and the Code of Student Conduct General Code of Behavior as set forth in the College's catalog regarding conduct and other obligations. I have also read the summary of College policies located on the inside first page of this application.

All students are responsible for paying tuition and fees by the first day of the term, or for making arrangements for payment through a financial aid source, Titans FlexPay payment plan, or third party payment. Stopped attending or withdrawing will not alleviate a student's balance. In the event that tuition and fees are not paid and the balance becomes past due, the student's account will be sent to collections. The student will be responsible for paying all collection fees incurred by the College to satisfy past due balances.

Students with disabilities requiring accommodations must contact the Special Populations Office at (478) 218-3229 (Warner Robins) or (478) 476-5137 (Macon and Milledgeville) to request assistance.

### DUAL ENROLLMENT APPLICANTS ONLY

I understand that classes taken in the Dual Enrollment program count for both college and high school credit and that the following may impact my high school graduation and/or continuation in the CGTC program: failure to adhere to college rules and regulations, failure of a class, or withdrawal from a class. **I understand that my academic and financial aid standing may be adversely affected by failure and/or withdrawal in the college course(s) that I take at CGTC. I also understand that I must maintain satisfactory academic progress, as set forth by CGTC, which includes a 2.0 GPA and a 67% pass rate. I understand that if my student and I fail to complete the funding app for dual enrollment, my child/family will incur a balance on the student's account with CGTC.**

CGTC is hereby authorized to release to my parent/guardian and to my home high school any and all records/information that is on my permanent record at CGTC while I am a dual enrollment student. I understand that my social security number, grades, tuition, fees, work ethic grades, and other like information are included in my permanent record at CGTC.

I understand that CGTC is not responsible for any accident or injury which may occur in route to and from, or while on the CGTC campus. By my signature, I agree to these terms and I agree that my child may participate in the Dual Enrollment program at CGTC.

Parent/Guardian Signature:

*Dual Enrollment applicants only*

Date:  /  /

### ALL STUDENT APPLICANTS MUST PROVIDE A SIGNATURE

Signature:

Date:  /  /

**Your application is not considered complete without a signature! If the student's signature is not provided, this will cause processing and acceptance delays. Once your application is processed, you will receive your acceptance letter and course registration information at the email address provided on this application.**