



2011-2012 Student Handbook Addenda

Page 10
Addition

Program Level Accreditation

Air Conditioning Technology
HVAC Excellence Accreditation
<http://www.hvacexcellence.org/>

Automotive Technology
Automotive Service Excellence/National Automotive Technicians Education Foundation
(ASE/NATEF Certification)
<http://www.natef.org/>

Cosmetology
Georgia Board of Cosmetology
<http://www.sos.georgia.gov/plb/cosmetology/default.htm>

Diesel Technology
Automotive Service Excellence/National Automotive Technicians Education Foundation
(ASE/NATEF Certification)
<http://www.natef.org/>

Medical Assisting
The Medical Assisting Diploma Program on the South Campus of Oconee Fall Line Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727/210-2350

Nurse Aide Fundamentals (NAST 1100)
Georgia Medical Care Foundation
<http://www.gmcf.org/>

Practical Nursing
Georgia Board of Examiners of Licensed Practical Nurses
<http://www.sos.state.ga.us/plb/lpn/>



Radiologic Technology
Joint Review Committee on Education in Radiologic Technology (JRCERT)
<http://www.jrcert.org/>

Respiratory Care Technology
Committee on Accreditation for Respiratory Care (CoARC)
<http://www.coarc.com/>

Page 11

The following dates were modified:

Fall Semester 2011

September 6 Last Day to Drop/Add

Spring Semester

November 21 Financial Aid Priority
Date

December 15 New Student Registration
North and South Campuses
2:00 p.m. – 7:00 p.m.

Hancock County, Jefferson County and Little Ocmulgee Instructional
Centers
5:00 –p.m. – 7:00 p.m.

January 3 Final Registration
North and South Campuses
12:00 p.m. – 7:00 p.m.

January 4 Final Registration
Hancock County, Jefferson County and Little Ocmulgee Instructional
Centers
5:00 –p.m. – 7:00 p.m.

January 12 Last Day to Drop/Add

Summer Semester

April 16 Financial Aid Priority Date

May 7 New Student Registration
North and South Campuses
2:00 p.m. – 7:00 p.m.

Hancock County, Jefferson County and Little Ocmulgee Instructional
Centers
5:00 –p.m. – 7:00 p.m.

May 14 Final Registration
North and South Campuses
2:00 p.m. – 7:00 p.m.

May 15 Final Registration



Hancock County, Jefferson County and Little Ocmulgee Instructional Centers

5:00 –p.m. – 7:00 p.m.

May 25

Last Day to Drop/Add

Page 17

Changes are highlighted

Transient Student Admission Requirements

If an Oconee Fall Line Technical College student wishes to attend another technical college as a transient student to take online courses, the student must apply at www.gvtc.org and pay the application fee for the host school. Students should follow the instructions on the website to complete the application and view a list of courses offered at other technical colleges. Students should select "Transient" as the student type. Oconee Fall Line Technical College will be the home school and the school the student will attend will be the host school. The Registrar's Office will be notified by GVTC of students requesting transient status and will verify the student is eligible for transient status. The paperwork will then be forwarded to the Financial Aid Office for verification of any financial aid to the student. After this process is complete the Registrar's Office will forward a Transient Agreement to the college the student wishes to attend.

Students who wish to attend another technical college as a transient student but will not be taking online courses must complete a Transient Request Form in the Admissions Office (Records office on south campus) of Oconee Fall Line Tech. The Registrar's Office will verify the student is eligible for transient status. The paperwork will then be forwarded to the Financial Aid Office for verification of any financial aid to the student. After this process is complete the Registrar's Office will forward a Transient Agreement to the college the student wishes to attend.

If the student qualifies for transient status, a Transient Student Agreement Form will be approved and sent to the host school before the current semester ends. However, grades will be reviewed at the end of the current semester. If the student is not in good standing or does not meet qualifications for transient, an updated Transient Student Agreement will be sent to the host school rescinding the approval.

Students applying to OFTC as a transient student must apply at www.gvtc.org and pay the application fee. The student's home school must provide OFTC with a Transient Student Agreement.

Students must request an official transcript from the host school at the end of the semester. Transient grades will not be posted until the official transcript is received.

Note: A first term student will not be allowed to be a transient student.



This procedure applies for currently enrolled OFTC students seeking transient status at another post-secondary institution.

Transient Procedures

To qualify for transient status, students must meet the following criteria:

1. Be in good standing.
2. Be a currently enrolled student.
3. Authorization is limited to one semester.
4. Students taking a full load at OFTC will not qualify for transient status.
5. Class is not offered online at OFTC for the transient semester
6. Completed all required prerequisite courses.
7. Complete application and pay application fee at the host school.
8. Students taking classes at OFTC and at another school will only be required to pay the \$55.00 technology fee at OFTC. Students not taking classes at OFTC will be required to pay the \$55.00 technology fee at each school they attend.

Diploma and Certificate students: Grades earned in transient course work will appear on the student's OFTC transcript as transfer credit and will not be calculated in the student's grade point average.

Degree students: Grades earned in transient course work will appear on the student's OFTC transcript as transfer credit and will be calculated in the student's attempted hours and HOPE GPA for HOPE Scholarship.

The procedure for disbursing Financial Aid for transient work at another TCSG College is as follows: The OFTC Financial Aid Office (home school) authorizes HOPE and Pell eligibility prior to beginning of semester and forwards to the College the student plans to attend (host school). If the student is eligible for HOPE, the host school will use HOPE Grant/Scholarship at the beginning of the quarter to cover tuition, fees and book voucher. If the student is eligible for Pell Grant and those funds are not available at the beginning of the semester, they will be disbursed by OFTC once the Financial Aid Office receives enrollment verification from the host school. If the student is not eligible for HOPE, he/she must pay tuition, fees and book charges at the host school.



Page 20

Changes are highlighted

Drug Screening and Criminal Background Investigations

Any student with a confirmed positive drug test will not be placed in any practicum/lab courses or in any clinical or practicum setting, will be dismissed from the program, and will receive a grade of "WF" in the courses registered for the semester. A student who fails a drug test and is dismissed from his/her program will not receive a refund for any fees paid.

The clinical institution is provided with criminal background investigation information and determines whether the student meets requirements of the affiliate clinical site. Students with unsatisfactory results will not be accepted at the affiliate clinical institution and will not be able to complete the course or program. Students will receive a course **grade of "WF" for course(s) currently registered.** The clinical institution makes the sole decision whether students are accepted at its clinical site based on the student's criminal background investigation.

Page 21

Circumstances for testing

Pre-Enrollment

Students will be required to submit voluntarily to a **urinalysis test at a laboratory chosen by Oconee Fall Line Technical College**, and by signing consent agreement will release OFTC from liability. The cost for this test is \$30 (subject to change) and will be paid by the student, financial aid, or third party. **Fees made payable for drug screen are nonrefundable and must be paid prior to the first day of the semester of which the fee is assessed.** **Drug tests are valid for one year from the test date if the student maintains continuous enrollment at OFTC unless a request to retest is made due to reasonable suspicion or if the clinical site requests a retest.** Student must show student **photo ID** at time of drug testing.

Page 22

Testing Procedures

The Academic Affairs office will schedule tests and will notify the instructor of the testing date, time, and location. All drug and alcohol tests scheduled by Oconee Fall Line Technical College will be performed **by an approved drug and alcohol testing company.** Controlled Substance test will be a 9-panel rapid. If the student is under the prescriptive care of a physician and tests positive, the student will be contacted by the Medical Review Officer **(MRO)** and documentation must be presented. If the student is unavailable and an answering machine is available, a message will be left with a telephone number for the student to return the call. If no contact is made; the **MRO** will attempt to call the student several times. If unsuccessful, the **MRO** will contact the OFTC Academic Affairs Office with the results. **The Academic Affairs Office will make one attempt to contact the student to inform the student of the deadline to submit information to the MRO.** If the student does not meet the MRO's deadline, the results will be an **automatic positive, it will remain positive unless the MRO issues a retraction. The Academic Affairs Office will not overturn a test deemed as positive by the MRO.**



Notification

The privacy of individuals taking these tests will be maintained consistent with the policies of Oconee Fall Line Technical College. Testing results will be faxed to the attention of the Dean for Allied Health and Professional Services and the Dean's Office will maintain records. The program instructor and/or division chairperson will be notified of pass/fail status of all students. Those students who pass will be included on the roster for a possible clinical/internship/practicum site. **Those students who fail the test will be dismissed from the program.** No student will be notified of any results until his/ her identity has been verified.

Page 22

Criminal Background Investigation

Pre-Enrollment

The clinical/internship/practicum sites associated with the college's allied health programs require background investigations on incoming students to insure the safety of the patients treated by students in the program. Therefore, all students enrolled in programs that require students to be placed in practicum/lab courses or be placed in any clinical, internship, or practicum setting will be required to have a criminal background investigation conducted by PreCheck Inc., a firm specializing in background investigations for healthcare workers. Criminal Background Checks are valid for one year if the student maintains continuous OFTC enrollment unless the clinical/internship/practicum site requests a new check. The student will be assessed a non-refundable fee of \$49.50 (subject to change) for the cost of the background investigation as part of his/her semester matriculation fees by OFTC. Additional costs may be incurred for criminal background investigations processed out of the state of Georgia. Students must place their order online through StudentCheck. By signing consent agreement the student releases Oconee Fall Line Technical College from liability.

Page 23

Changes are highlighted

Allied Health Programs Specific Admissions Requirements

Competitive Allied Health Programs

Applications to compete must be completed no later than the specified deadline. Students without an application on file in the Admissions office will NOT be considered for competition. Applications signify that the student (1) has completed or will complete the designated courses, (2) will finish the specialization courses prior to entry, (3) has registered for and will complete PSB test prior to the beginning of the semester that the student would enter the program, (4) understands the competitive process including deadlines for work experience forms and official college transcripts. If designated core courses and additional curriculum/other requirements listed are not completed by the end of the term prior to the term of entry, the application will not be considered. The student is responsible for the payment of the drug screen fee and criminal background check fee that will be assessed when students register for classes with such requirements. All newly accepted students will be required to attend an orientation session prior to the beginning of the program.



Page 24

Changes are highlighted

Diploma Programs

Practical Nursing

Only the designated courses will be used towards GPA ranking. However, the entire Nurse Aide Technical Certificate of Credit including NAST 1100 or current Georgia Nurse Aide Registry must be completed prior to acceptance into the program for Practical Nursing. (NOTE: Students applying for Fall Semester 2011 admittance on the North Campus will be admitted under the current Sandersville Technical College criteria. The procedure below will affect students applying for Spring semester admittance on all campuses.)

Radiologic Technology

The college is no longer accepting applicants to the Radiologic Technology Diploma.

Associate Degree of Applied Science Programs

Respiratory Care

Students must take the following designated courses (9 semester credit hours of general education core classes and CHEM 1211/1211L, PHYS 1110/1110L, BIOL 2113/2113L, BIOL 2114/2114L, BIOL 2117/2117L, and COMP 1000 prior to taking respiratory occupational classes.

Page 25

Changes are highlighted

If a student has been extended two offers of acceptance into a specific allied health program at Sandersville Technical College, Heart of Georgia Technical College or Oconee Fall Line Technical College and does not complete the program, the student will be denied admittance into the program. Students who have extenuating circumstances may appeal the decision in writing to the Vice President for Academic/Student Affairs by midterm of the semester preceding the start of each class.

Page 48

Changes are highlighted

Academic Recognition

President's List

Provisional and regular admit students completing twelve (12) credit hours or more and who attain a grade point average of 3.5 are placed on the President's List. Students with a grade of "I" in any course are not eligible for academic recognition. The academic recognition list is compiled and published each term.

Dean's List

Provisional and regular admit students completing seven (7) credit hours or more and who attain a grade point average of 3.0 are placed on the Dean's List. Students with a grade of "I" in any



course are not eligible for academic recognition. The academic recognition list is compiled and published each term.

Page 58

Changes are highlighted

National Technology Honor Society (NTHS)

Students may be nominated for membership based on the following criteria: a cumulative GPA of 3.5 or greater, a minimum of 20 semester credit hours completed in a degree, diploma, or technical certificate program, and demonstrated qualities such as dependability, worthy character, good mentality, credible achievement, and a commendable attitude.

Developmental studies, transfer courses, and exemption credits are excluded from the earned credit criteria for NTHS.

Page 68

Changes are highlighted

Student Disciplinary Procedure

Appeals Procedure

- a) A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice (an email will not be accepted) of appeal through the Vice President for Academic and Student Affairs' Office for review by the Vice President within five business days of notification of the decision.
- c) The Student shall have 5 business days after receiving written notification of the decision to request in writing an appeal (an email will not be accepted) with the President.

Page 81

Addition

Safety is the first priority of OFTC. Students should not be left unattended in the library, classroom, lab, assessment center, tutorial labs or any other premises of the college in which learning and/or services are being provided. An OFTC instructor, specified lab assistant or administrative staff person must be present to supervise students at all times. Faculty and staff are our first line of defense; therefore, it is the responsibility of each employee to ensure that the areas in which they work and/or teach are locked at all times when class is not in session or services are not being rendered.