



GUIDE TO STUDENT CONSUMER INFORMATION 2021-2022

Mission: Ogeechee Technical College (OTC) is a unit of the Technical College System of Georgia located in Bulloch, Evans, and Screven counties. We are a public institution of higher education that provides a skilled workforce in the communities we serve.

OTC provides student-focused academic and occupational programs and support services for in-demand career fields at the associate degree, diploma, and certificate levels. We utilize traditional, hybrid, and distance education methodologies with innovative technologies in state-of-the-art facilities while supporting adult education, continuing education, and customized business and industry workforce training.

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, this guide is sent to prospective students and all enrolled students to inform them of the availability of specific types of consumer information. This *Guide* contains a brief description of important information about Ogeechee Technical College, financial assistance, graduation rates, campus security, student rights and responsibilities, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Printed copies of the information are available upon request. This *Guide* is available online at www.ogeecheetech.edu/about-otc/hea or by requesting a paper copy from the address on the last page.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students (18 years or older) certain rights with respect to their educational records maintained by TCSG or the technical college. They include the right to: 1) inspect and review these records; 2) request an amendment to the records; 3) consent to or restrict disclosures of personally identifiable information in the records; and 4) file a complaint with the U.S. Department of Education concerning the College's alleged failure to comply with FERPA. Copies of the complete policies and procedures for reviewing educational records and requesting an amendment of the records may be obtained from the Registrar's Office, One Joseph E. Kennedy Blvd., Joseph E. Kennedy Building, Statesboro, GA 30458. The Ogeechee Tech FERPA Policy Statement is available on the Registrar's Office website at www.ogeecheetech.edu/registrar-ferpa.

VOTER REGISTRATION

Applications for voter registration for Georgia residents are available at the Enrollment Services Center, Joseph E. Kennedy Building, (912) 871-1611. Detailed voter information is located at the Secretary of State website at <https://sos.ga.gov/index.php/elections>. Non-resident students may find voter information about their specific states through the U.S. Election Assistance Commission at www.eac.gov.

FINANCIAL AID

Descriptions of available federal, state, and institutional sources of student assistance, application procedures, eligibility criteria, recipient selection criteria and criteria to determine award amounts, methods of disbursement, terms and conditions of Federal Work-Study or loans, sample loan repayment schedule, employment opportunities, student rights and responsibilities, and satisfactory academic progress standards are available at the Financial Aid Office, Enrollment Services Center, One Joseph E. Kennedy Blvd., Ogeechee Technical College, Statesboro, GA 30458; phone (912) 871-1624; or at www.ogeecheetech.edu/financial-aid.

Specific information about financial aid disbursements to student accounts, enrollment requirements for regular students, student account refund calculations, and requirements for the Return of Title IV grant or loan assistance by students who withdraw from the college are also available at the Financial Aid Office, Enrollment Services Center, One Joseph E. Kennedy Blvd., Ogeechee Technical College, Statesboro, GA 30458; phone (912) 871-1624; or at www.ogeecheetech.edu/financial-aid.

A breakdown of the estimated cost of attendance used to determine student eligibility for federal student assistance is available at the Financial Aid website listed above. The Business Office provides program-specific costs of tuition and fees located at www.ogeecheetech.edu/fees-a-expenses.

Specific information about financial aid disbursements to student accounts, payment deadlines, and the College refund policy is located at the Business Office, One Joseph E. Kennedy Building, JEK Annex Building, Statesboro, GA 30458; phone (912) 871.1643; or at the website listed above.

Information on student body diversity in the categories of gender and ethnicity of enrolled full-time Federal Pell Grant recipients can be found at www.ogeecheetech.edu/about-otc/hea in the Student Information Section.

FINANCIAL AID DISBURSEMENT POLICIES AND PROCEDURES

If funds are remaining after tuition and fees are deducted from earned Title IV funds, the Business Office will issue payment to the student for the remaining funds prior to the end of the term. Any student who is issued a Title IV refund and then found to have dropped or withdrawn from classes prior to completion of the 60 percent attendance point in the semester must return the unearned funds back to the College. Students who have amounts due will not be allowed to receive grades, transcripts, or register for classes until the amount owed is paid in full. Specific information about financial aid disbursements to student accounts can be located at www.ogeecheetech.edu/financial-aid/refunds.

NET PRICE CALCULATOR

The Net Price Calculator, located on the Financial Aid website at <http://www.ogeecheetech.edu/netprice/>, contains a College Cost Estimator. This feature will provide an estimate of typical expenses and financial aid to attend Ogeechee Technical College. The estimates may be used to help students determine “net cost” — likely out-of-pocket expenses to attend the College. For more details contact the Financial Aid Office, One Joseph E. Kennedy Blvd., Student Affairs Center, Statesboro, GA 30458; phone (912) 871-1624; or at fa@ogeecheetech.edu.

TEXTBOOK INFORMATION

The Ogeechee Technical College Bookstore provides information about costs for required books each term. A student may utilize his/her course schedule information to search for the required texts for each course online at bookstore.ogeecheetech.edu. This booklist can be used to purchase new and used textbooks for classes. For additional information or for a printed version of the booklist, contact the College’s Bookstore, One Joseph E. Kennedy Blvd., Joseph E. Kennedy Building, Statesboro, GA 30458, phone (912) 871-1648 or (912) 871-1961; or review this option at bookstore.ogeecheetech.edu.

Ogeechee Technical College is pleased to offer students, who are eligible for financial aid, the opportunity to go directly to the bookstore to purchase their books using their financial aid award. These purchases can be made during the first two weeks of each semester. If you decide you do not want to participate in this

program, complete [this form](#) and submit to the Business Office before the first day of the semester. If you decide not to participate, the financial aid balance will be refunded to you by the Business Office in accordance with the regular refund schedule.

REFUND POLICIES

Students withdrawing from a course by the end of the third instructional day of the semester and no shows shall receive a 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the College’s standard academic calendar.

Students who withdraw from a course after the third instructional day of the semester shall receive no refund.

For those students receiving federal financial aid, Ogeechee Technical College shall make available consumer information that may be found at ifap.ed.gov under the appropriate aid year’s Handbook. Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving the Federal Pell Grant will have awards adjusted in compliance with the Return of Title IV process (R2T4) outlined in the Federal Student Aid Handbook.

Refunds are made without the student’s request and within forty-five (45) days of the last day of attendance if written notification has been received from the student or from the date Ogeechee Technical College terminates the student or determines withdrawal by the student. When Ogeechee Technical College cancels a class or program, all of the tuition and fees collected in advance are refunded within forty-five (45) days of the planned start date of the class or program. For additional information contact the Business Office, One Joseph E. Kennedy Blvd., JEK Annex Building, Statesboro, GA 30458; phone (912) 871-1643; or at www.ogeecheetech.edu/financial-aid/refunds.

Refunds of Books and Supplies

Students MUST have a receipt to receive an exchange or refund. Textbooks can be returned or exchanged during the first two weeks of class, or within seven days of purchase. Refunds will be by original method of payment. New textbooks must be in original condition, free of bends, smudges, markings, indentions, or free of any kind of wear to be returned as a new book. Otherwise, the student will have the option to return it as a used book and receive the used book price for the return. Supplies and clothing can be returned within fourteen (14) days of purchase with receipt. They must also be returned in original condition free of any marks. If any signs of wear are detected, the item may not be returned or exchanged. These return policies also apply to online purchases.

COLLEGE WITHDRAWAL PROCEDURE

The official College policy on withdrawal from courses is contained in the Ogeechee Technical College Catalog and Student Handbook

available online at <http://ogeecheetech.smartcatalogiq.com/>. Students should contact their academic advisor with questions about the academic impact of their withdrawal. Recipients of veterans' education benefits, federal, and/or state of Georgia financial aid should contact the Financial Aid Office, One Joseph E. Kennedy Blvd., Enrollment Services Center, Ogeechee Technical College, Statesboro, GA 30458; phone (912) 871-1624; or at fa@ogeecheetech.edu.

INFORMATION ABOUT THE INSTITUTION

Descriptions of academic programs, degree offerings, instructional facilities and labs, and instructional personnel are available online from www.ogeecheetech.edu.

Ogeechee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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 status of Ogeechee Technical College.

Information regarding requirements for admission to an academic program, the transfer student application process, and the criteria the College uses regarding transfer credits earned at another institution is available in the Ogeechee Technical College Catalog and Student Handbook available online at <http://ogeecheetech.smartcatalogiq.com/>.

GRADUATION RATES

Graduation rates for Ogeechee Technical College first-time full-time undergraduate cohorts are published online at www.ogeecheetech.edu/index.php/about-otc/hea in the Student Information Section and are also available from the Institutional Effectiveness Office, One Joseph E. Kennedy Blvd., Office 138, Joseph E. Kennedy Building, Statesboro, GA 30458; phone (912) 871-1616; or at www.ogeecheetech.edu/about-otc/institutional-effectiveness.

SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES

Accessibility Services coordinates and provides various academic and support services to students with disabilities as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Information is available at the Accessibility and Special Populations Office, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458; phone (912) 486-7211; or at www.ogeecheetech.edu/current-students/disability-services.

RETENTION RATES

Retention rates for Ogeechee Technical College first-time full-time undergraduate cohorts are published online at www.ogeecheetech.edu/index.php/about-otc/hea in the Student Information Section and are also available from the Institutional Effectiveness Office, One Joseph E. Kennedy Blvd., Office 138, Joseph E. Kennedy Building, Statesboro, GA 30458; phone (912) 871-1616; or at <http://www.ogeecheetech.edu/about-otc/institutional-effectiveness>

PLACEMENT INFORMATION

Information on placement of and types of employment obtained by graduates of Ogeechee Technical College is located online at www.ogeecheetech.edu/current-students/career-services. For information contact the Institutional Effectiveness Office, One Joseph

E. Kennedy Blvd., Office 138, Joseph E. Kennedy Building, Statesboro, GA 30458; phone (912) 871-1616; or at www.ogeecheetech.edu/about-otc/institutional-effectiveness.

COPYRIGHT INFRINGEMENT

The policies and sanctions related to copyright infringement and liabilities students may face for unauthorized distribution of copyrighted materials is addressed in several locations. Copyright is addressed in the Intellectual Property Policy (3.2.1.) available online at <https://www.tcsge.edu/about-tcsg/state-board/policy-manual/>. It states that intellectual property produced on behalf of the College or using its resources should not “violate any law,” “violate or infringe any intellectual property right,” nor “libel, defame, or invade the privacy of any person or firm.” In addition to the copyright guidelines offered in the Library Services Plan and Intellectual Property Policy and Procedure, copyright is addressed in the Ogeechee Technical College procedure 3.2.1p. Acceptable Computer and Internet Use available at www.ogeecheetech.edu/about-otc/policies-a-procedures and published in the Ogeechee Technical College Catalog and Student Handbook available online at <http://ogeecheetech.smartcatalogiq.com/>. This policy prohibits the use of College-provided computers and networks for the purpose of violating copyright or otherwise using the intellectual property of another individual or organization in violation of the law. Information about copyright infringement is available through the Ogeechee Technical College Library, One Joseph E. Kennedy Blvd., Joseph E. Kennedy Building, Statesboro, GA 30458; phone (912) 871-1606; or at www.ogeecheetech.edu/current-students/library.

INSTITUTIONAL DRUG AND ALCOHOL POLICY

The Ogeechee Technical College Policy on Alcohol and Other Drugs is published annually in the Catalog and Student Handbook available online at <http://ogeecheetech.smartcatalogiq.com/> and a complete Alcohol and Drug Prevention Plan is posted online at www.ogeecheetech.edu/dapp. The abuse of alcohol and the use of illegal drugs by members of the Ogeechee Technical College community are incompatible with the goals of the College. In order to further the College's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the College has established a policy on alcohol and other drugs. The College's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. Other alcohol-related misconduct is also prohibited. The College also does not tolerate employee misconduct related to alcohol or other drug abuse. Sanctions are detailed for students and staff who violate this policy. For additional information, contact Ogeechee Technical College Director for Campus Safety and Security, One Joseph E. Kennedy Blvd., Office 180, Joseph E. Kennedy Building, Statesboro, GA, 30458; or phone (912) 681-5667.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Effective communication is one of the major challenges in emergency management. The College has a comprehensive emergency notification system including alert beacons, desktop alerts, the "OTCAAlert" emergency notification system, and campus-wide email system. Details about these methods of communication are available through the Campus Safety and Security Office, One Joseph E. Kennedy Blvd., Office 180, Joseph E. Kennedy Building, Statesboro, GA 30458; phone (912) 681-5667; or at <http://www.ogeecheetech.edu/current-students/campus-safety-security>.

CAMPUS SAFETY AND CRIME

The primary concern of the Campus Safety and Security Office is the safety and security of all members of the campus community. In compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 1092 (a) and (f), Ogeechee Technical College is required to disclose, on an annual basis, data on crimes committed on campus and campus safety policies and procedures. Among its provisions, this consumer protection law requires the school to collect, prepare, publish and distribute an annual statement of all campus security policies to all current and prospective students and employees. Included in this report are statistics concerning the occurrence of campus crime.

In compliance with federal law, the Campus Safety and Security Office makes available safety and crime statistics, a daily crime log and fire log. These logs are available for view by contacting the Campus Safety and Security Office, One Joseph E. Kennedy Blvd., Office 180, Joseph E. Kennedy Building, Statesboro, GA 30458; phone (912) 681-5667; or at <http://www.ogeecheetech.edu/current-students/campus-safety-security>

STATE LICENSURE INFORMATION

Federal regulations require colleges to disclose information regarding their occupational programs that require a state licensure to be employed, and the status of the program for meeting an individual state's licensure requirements. To determine if a program meets state licensure requirements, locate the program of choice, and view the status that program has for the state you are located. If the state you are located in does not appear in the meets program licensure requirements field, then we cannot guarantee the program of study will be able to lead you to a state occupational licensure in your state.

SCHOLARSHIP SCAMS

The Federal Trade Commission (FTC) website contains important information for students and parents about scholarship scams. The FTC cautions the use of scholarship service agencies that say:

- "The scholarship is guaranteed or your money back."
- "You can't get this information anywhere else."
- "I just need your credit card or bank account number to

hold this scholarship."

- "We'll do all the work."
- "The scholarship will cost some money."
- "You've been selected by a 'national foundation' to receive a scholarship" or "You're a finalist" in a contest you never entered.

If you believe you have been the victim of scholarship fraud, wish to file a complaint, or want more information, call 1 (877) 382-4357 or visit www.ftc.gov/bcp/edu/microsites/scholarship/index.shtml.

The Ogeechee Technical College *GUIDE TO STUDENT CONSUMER INFORMATION* is produced by the **Assistant Vice President for Student Affairs**.

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As set forth in its student catalog, Ogeechee 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). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Christy Rikard, Title IX Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, titleix@ogeecheetech.edu.

Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, adacoordinator@ogeecheetech.edu.