Great Careers Begin Here

LANIER Technical College

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

Lanier Technical College does not discriminate on the basis of race, color, national origin, gender or disability. For nondiscrimination information, please contact Nancy Beaver, Title IX Coordinator, Lanier Technical College, 2990 Landrum Education Drive, Oakwood, GA 30056, 770-533-7001, or nbeaver@laniertech.edu and Mallory Safley, Section 504 Coordinator, Lanier Technical College, 2990 Landrum Education Drive, Oakwood, GA 30056, 770-533-7003, or msafley@laniertech.edu.

For more information about our graduation rates, the median debt of students who completed a program, and other important information, please visit our website at: http://www.laniertech.edu/GE.aspx.

www.LanierTech.edu

770.533.7000

A Unit of the Technical College System of Georgia

Equal Opportunity Institution

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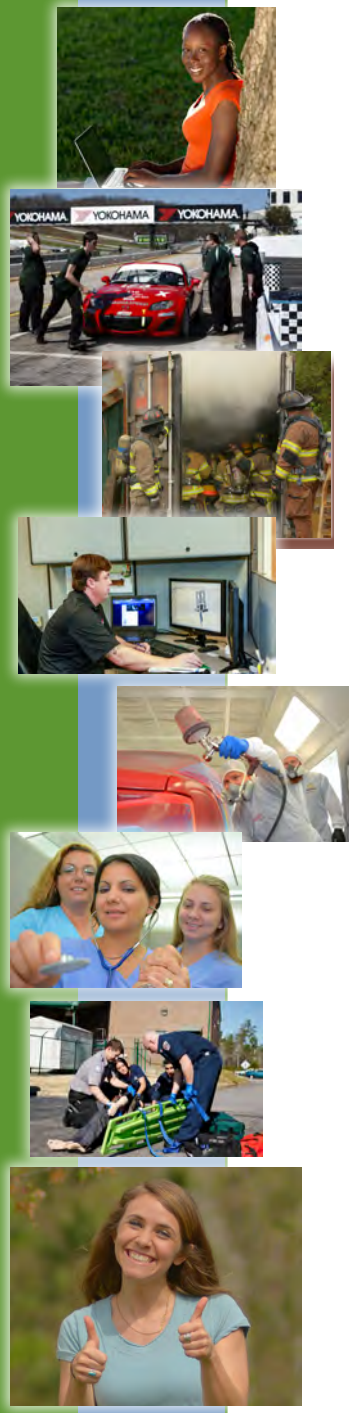

Top Technical College in Georgia

Student Resource Guide

LANIER Technical College

www.LanierTech.edu

770.533.7000

A Unit of the Technical College System of Georgia

What is a student?

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

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

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

A student is a person who comes to us with his/her needs or wants. It is our responsibility to meet those needs if we can.

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

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

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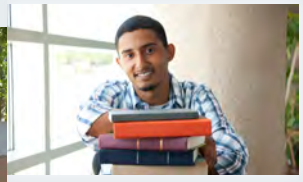
Where do I buy books?
Bookstores are currently located at the Oakwood and Forsyth Campuses. During the first four instructional days of the term, a temporary bookstore is located at the Barrow Campus. Jackson County students may purchase their books at the Barrow Campus or by contacting the Oakwood Campus bookstore to make other arrangements. Dawson County Campus students may purchase their books at the Forsyth Campus or by contacting the Oakwood Campus bookstore at 770-531-6312 to make other arrangements. Books can be ordered online at www.laniertechbook.com.

Should you have questions, please contact the Oakwood Campus bookstore at 770-531-6312.

Where do I go to get information on taking the GED Exam?
Visit www.laniertech.edu and click “Adult Education” or contact the Adult Education Department at 770-531-3356 or bthomas@laniertech.edu.

How do I file a student accident report?
By visiting the Office of Student Affairs at each campus. Should you have questions, please contact Ruth Perry at 770-533-7002 or rperry@laniertech.edu.

How do I re-set my Banner Web password?
Banner passwords can be reset by visiting the Student Affairs Office on each campus. Photo IDs are required for identification.


General Studies

Industrial Systems Technology

Automotive Technology

Welding and Joining Technology

Where do I get help if I am a student with disabilities?
Contact the Coordinator of Disability Services in the Office of Student Affairs at 770-533-7003 or msafley@laniertech.edu.

Where do I go to withdraw from courses or request a refund?
Refunds are processed automatically when a student withdraws or is withdrawn from the College prior to the third day of the semester. These refunds are processed through the Office of the Registrar and the Business Office/Administrative Services. The refund check will be mailed to the student's most current address on Banner Web. Should you have questions, please contact the Registrar's office at 770-533-7003 or registrar@laniertech.edu.

How do I receive my refund as a direct deposit?
If a student would like direct deposit, an ACH authorization form must be signed and returned to the Business Office/Administrative Services at the Oakwood Campus. The ACH authorization form is available in the Business Office/Administrative Services at the Oakwood Campus or can be sent to a student's email address by request. Should you have questions, please contact the business office at 770-533-6909.

Where do I go to change my program of study?
Program change forms are available online at www.laniertech.edu under Student Affairs Forms or by visiting the Student Affairs Office of each campus. Should you have questions, please contact Candice Grillo at 770-533-7010 or cgrillo@laniertech.edu.

Where do I get help with finding a part-time or full-time job?
Information on employment opportunities, including Lanier Technical College's eRecruitment Online Job Search, is available in the Career Services section of the website. Should you have specific questions about finding a job or need help with job-seeking skills, please contact the Career Services Specialist at 770-533-7009 or mlawrence@laniertech.edu.

Career Services

Malissa Lawrence
Career Services Specialist
Oakwood Campus

mlawrence@laniertech.edu
770-533-7009

Services are available to all students and alumni, including:

Career Assessment
Career Planning
Resume Critique
On Campus e-recruiting
Interviewing Assistance
Career Fairs

Resources:

GCIS (Georgia Career Information Center)
GA College 411
Indeed.com
Glassdoor
Salary.com
Monster.com
CareerBuilder.com
Bright
SimplyHired

Special Populations

Kari Register
Coordinator of Special Populations
Oakwood Campus

770-533-7005
kregister@laniertech.edu

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

Services Include:

Community Resources & Referrals
Resource & Wellness Fairs
Life Skills Workshops
Lunch & Learn Events

Resources: Listed on pages 12-15

Medical Assisting

Cosmetology

Radiologic Technology

Machine Tool Technology

Disability Services

Mallory Safley
Coordinator of Disability Services
Oakwood Campus

msafley@laniertech.edu
770-533-7003

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

Services Include:
Testing Accommodations
Audio Recorder or Smart Pens
Assistive Technology & Software
Interpreting Services for the Deaf & Learning Impaired
Assistance in Obtaining Books in Alternative Formats

Student Navigator

Megan Whitworth
Student Navigator
Oakwood Campus

mwhitworth@laniertech.edu
770-533-7026

LTC's Student Navigator provides focused student support services to help students persist in their program of study.

Financial Aid

Federal Student Aid Info	www.studentaid.ed.gov	800-433-3243
FAFSA on the Web	www.fafsa.ed.gov	800-4FED-AID
Georgia Student Finance	www.gacollege411.org	800-505-GSFC
Veterans' Benefits	www.gibill.gov	888-442-4551
The College Board	www.collegeboard.com	NA
FastWeb (Scholarships)	www.fastweb.com	NA
LTC (Scholarships)	www.laniertech.edu/about/scholarships	770-533-7035

For possible Pell and other funds, students must reapply through FAFSA every year after completing tax returns.

Financial Aid recipients must adhere to the Financial Aid Satisfactory Academic Progress Policy listed in the Student Handbook located at www.laniertech.edu.

How do I drop or add a course?
Contact your faculty advisor. Students may drop courses via Banner Web. Should you have questions, please contact the Records Management Secretary at 770-533-7012 or registrar@laniertech.edu.

Where do I get a copy of my transcript?
Transcripts may be requested in the Office of Student Affairs at each campus by filling out a Transcript Request Form, by downloading and completing a Transcript Request Form from www.laniertech.edu., or by logging onto BannerWeb and completing an online request. Should you have questions, please contact the Registrar's office at 770-533-7012 or registrar@laniertech.edu.

Is there a transcript fee?
There is a $5.00 fee for each official transcript requested. There is no charge for unofficial copies of transcripts. Unofficial copies of transcripts are available via Banner Web. Should you have questions, please contact the Registrar's office at 770-533-7012 or registrar@laniertech.edu.

Where do I get a parking tag?
At the present time, parking tags are only required at the Barrow, Oakwood, and Forsyth Campuses. These tags are available in the Business Office/Administrative Services at the Oakwood Campus, Building 100, and in the Office of Student Affairs at the Forsyth Campus, Building A. Should you have questions regarding parking, please contact the Business Office/Administrative Services at 770-533-6909 or paula@laniertech.edu.

Where do I get a Photo ID card?
The Office of Student Affairs at each campus provides Photo ID cards. Please contact the following numbers for specific dates and times: Oakwood Campus at 770-533-7000, Forsyth Campus at 678-341-6600, Barrow Campus at 770-297-4500, Jackson Campus at 770-535-6270, or Dawson Campus at 678-518-5200.

Oakwood Campus
2990 Landrum Education Drive
Oakwood, GA 30566
Phone: 770-533-7000
Fax: 770-531-6328

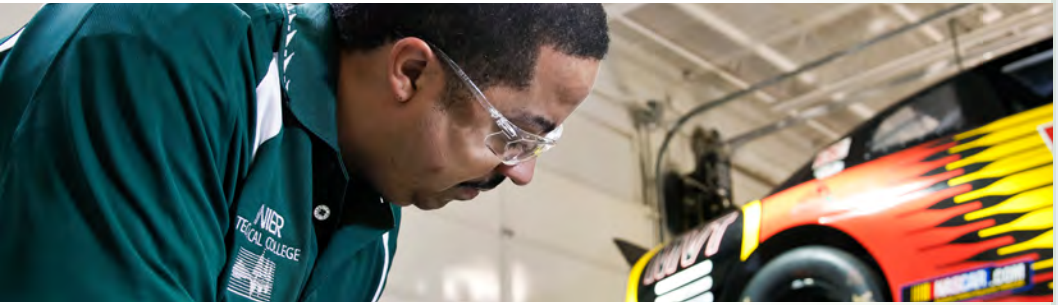
Forsyth Campus
3410 Ronald Reagan Blvd.
Cumming, GA 30041
Phone: 678-341-6600
Fax: 770-781-6951

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

Barrow Campus
965 Austin Road
Winder, GA 30680
Phone: 770-868-4080
Fax: 770-868-4082

Jackson Campus
631 South Elm Street
Commerce, GA 30529
Phone: 770-535-6270
Fax: 706-335-2946

Admissions	770-533-7010
Registrar	770-533-7012
Financial Aid	770-533-7019
Business Office	770-531-6450
Oakwood Bookstore	770-531-6099
Oakwood Library	770-531-6312
Forsyth Bookstore	770-533-6963
Forsyth Library	770-781-6893
	678-341-6636



Fire Science Technology

Veterans' Services
Shay Snow
VA Certifying Official
Oakwood Campus

ssnow@laniertech.edu
770-533-7022

Provides assistance to all Chapter 1606/1607, Chapter 30, Chapter 31, Chapter 33, and Chapter 35 Veterans from basic questions and answers to certifying.

Library
Kathryn Thompson
Director of Library Services
kthompson@laniertech.edu
770-533-6968

Min Su
Forsyth Campus Librarian
msu@laniertech.edu
678-341-6636

Hours by Campus (when classes are in session):

Oakwood Campus	Monday—Thursday 7:30 am—9:00 pm
Forsyth Campus	Monday—Thursday 7:30 am—8:00 pm
Barrow Campus	Open while classes are in session
Dawson Campus	Open while classes are in session
Jackson Campus	Open while classes are in session

GALILEO—Georgia Library Learning Online

For more information on Library/Media Center Resources visit: www.laniertech.edu/library.

Campus Book Store
Marjie Shaw
General Manager
manager400@neebo.com
Neebo Store #400/Lanier Tech

Oakwood Campus
770.531.6312
Forsyth Campus
770-781-6893

Note: Barrow, Dawson, and Jackson campuses do not have a bookstore on campus. Students can buy books from the closest campus listed above, or order books online at www.laniertechbooks.com.

Bookstore hours may change each semester, so call for updated hours.

Oakwood is open Monday—Thursday
Forsyth is open Monday & Thursday only

Foundation

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

Deadlines are as follows:
Spring—December 1st
Summer—April 1st
Fall—July 1st

Questions? Please contact:
Cris Perkins
Executive Director
770-533-7034
cperkins@laniertech.edu

Tutoring

Tutoring is free and available to all students. The schedule changes each semester. Semester tutoring schedules are available online at www.laniertech.edu/tutoring.aspx.

Tutoring services begin within the first two weeks of each semester.

Discrimination/Harassment

Lanier 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, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

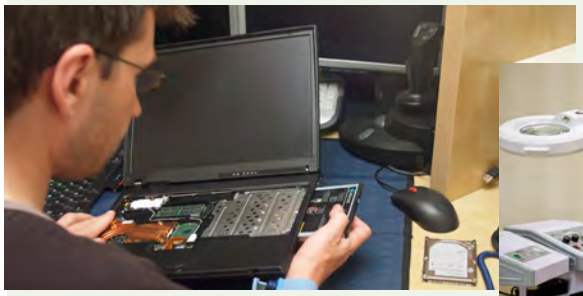
All persons who believe that they are or may have been victims of improper harassment, or any student grievances alleging

Jackson County

Action, Inc. (food/utilities/rent)	706-367-9599
Adult Learning Center (GED)	770-535-6277
Banks/Jackson Community Food Bank	706-335-5143
Career Center—Goodwill Industries	706-433-1908
Child Care Resource & Referral Agency	706-353-1313
Cooperative Resource Center (housing)	706-335-2308
Jackson County Dept. of Family & Children Serv.	706-367-3018
Jackson County Transit	706-367-7433
People First (disability organization)	706-247-0426

Lumpkin County

Adult Learning Center (GED)	706-867-2862
Children with Special Needs	706-867-9621
Community Helping Place (utilities)	706-864-1980
DFCS (food stamps)	706-864-6900
Dial-A-Bus	706-864-4637
Ninth District Opportunity, Inc.	706-864-3758
Dahlonega Housing Authority	770-531-6060
Georgia Department of Veterans Services	706-867-2727
Health Department	706-265-8389
Lumpkin County Family Connection	877-427-3224
Peachtree Care for Kids	800-204-8731



Computer Science Technology

Esthetician

Forsyth County

Adult Learning Center (GED)	678-341-6606
Avita Community Partners	678-341-3840
Child Care Resource & Referral Agency	404-479-4200
Children with Special Needs District 2 Public Health	770-781-6900
Cumming Vocational Rehabilitation Agency	770-781-6781
Forsyth County Dial-A-Ride	770-889-6384
Forsyth County Family Haven	770-781-6900
Forsyth County Health Department	770-887-5331
Forsyth County Housing Authority	770-781-6781
Housing Authority of the City of Cumming	770-887-5331
National Hispanic Alliance for Health	866-783-2645
Peachtree Care for Kids	877-427-3224
Rape Response	800-721-1999

Hall County

Adult Learning Center (GED)	770-531-3356
Adult Learning Center (ESL)	770-531-3370
Atlanta Union Mission (shelters)	404-525-3178
Avita Community Partners (Healthcare/Abuse)	678-207-2900
Dept. of Community Affairs Rental Assistance Program	706-369-5636
Department of Family & Children Services	770-532-5298
Gainesville Action Ministries (rent/utilities)	770-531-1440
Gateway House (emergency shelter)	770-536-5860
Goodwill Career Center	770-528-4206
Georgia Department of Labor	770-535-5468
Hall Area Transit (Red Rabbit)	770-503-3333
ICT-Hope Program	678-936-4097
Medlink—Gainesville	770-287-0290
Ninth District Opportunities, Inc.	770-532-3191
Quality Care for Children	404-497-4200
Rehabilitation Industries of NE Georgia	770-535-7464
Veteran's Service Department	770-531-6060
Wood's Mill Adult Learning Center (GED)	770-531-3356
Wood's Mill Adult Learning Center (ESL)	770-531-3370

action of a discrimatory nature, are encouraged to seek resolution by contacting the Title IX Coordinator & Sexual Harassment Officer for Students:

Nancy Beaver
Vice President of Student Affairs
Building 200, Office 201-I
nbeaver@laniertech.edu
770-533-7001

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

Mallory Safley
Coordinator of Disability Services
Building 200, Office 201-F
msafley@laniertech.edu
770-533-7003

Clubs and Organizations

Acounting Club
National Technical Honor Society (NTHS)
Phi Beta Lambda
Rho Alpha Delta
Students of the American Dental Hygiene Association (SADHA)
Student Government Association (SGA)
SkillsUSA

Pharmacy Technology

Machine Tool Technology

Top Ten Study Skills for College Students

1. Set goals.
It is difficult to arrive at a final destination when you are unsure of what it is and how to get there. Develop a roadmap for reaching your educational goals.

2. Use an appointment book.
It is easy to forget assignment due dates, test dates, and other important information when they are not written down, especially when you're focused on your studies.

3. Know your learning style.
Develop strategies for overcoming learning differences when instructors employ contradictory teaching methods.

4. Be an active reader.
You'll better retain information from the textbook if you practice active reading.

5. Participate in study groups.
Organize study groups with other classmates. It's easier to remember concepts taught to others, and group members often share insights you never consider.

6. Take notes.
Take organized notes. If it's useful, develop outlines, highlight key information, or utilize other methods to organize lecture notes.

7. Organize your study materials.
Organize notes, assigned readings, and other study materials, so they can be easily retrieved while studying.

8. Draft papers.
Always write a rough draft when preparing an essay. Take time to review it for incompleteness and errors, and ask the instructor or a classmate to read it and offer advice.

9. Slow down on tests.
It's common to misunderstand questions or skip key information when nervous. Take time to thoroughly read test questions.

10. Don't replace protein with caffeine.
Before a test, avoid consuming caffeine. Instead, eat foods high in complex carbohydrates and protein.

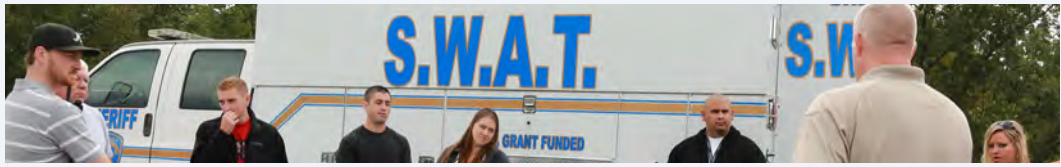
(Source: College Atlas—Encyclopedia of Higher Education)

Barrow County

	770-307-3026
Action, Inc. (Financial)	770-426-7511
Addiction Evaluations, Inc.	770-868-4093
Adult Learning Center (GED)	770-531-3361
Advantage Behavioral Health	770-867-3925
Barrow County Cooperative Asst. Center	770-868-8737
Barrow Counseling Center	770-867-3925
Barrow County Food Bank	770-307-3011
Barrow County Health Department	770-535-5484
Georgia Department of Labor	770-867-8003
Medlink	770-867-6633
Operation Roundup (Jackson EMC)	770-267-2505
Piedmont Rape Crisis Center	770-586-5423
Temporary Assistance for Needy Families (TANF)	770-868-4222

Dawson County

Adult Learning Center (GED)	678-513-5205
Atlanta Action Ministries (homeless assistance)	678-316-1972
Avita Community Partners	706-864-6822
Child Care Resource & Referral Agency of NE GA	770-718-3883
Children with Special Needs	404-657-4143
Dawson County Dept. of Family & Children Services	706-265-6598
Dawson County Health Department	706-265-2611
Dawson Transit	706-344-3603
Family Haven, Inc.	770-889-6384
Gateway House, Inc.	770-536-5860
Georgia Department of Labor	770-535-5976
Georgia Housing Authority	706-369-5636
Jars of Clay (housing)	404-586-9793
Military Family Assistance	706-879-2918
No One Alone (NOA—emergency shelter)	706-867-6420
Rape Response, Inc.	770-503-7273



Criminal Justice Technology

Georgia

United Way Resource List	211
Domestic & Family Violence Hotline	800-334-2836
Child Abuse Prevention Hotline	800-4-ACHILD
Child Care in Georgia	877-ALL-GAKIDS
Drug Help Line	800-378-4435
Georgia Legal Services	404-894-7707
Georgia Network to End Sexual Assualt	404-815-5261
Mental Health Crisis Line	800-493-1932
Peach Care for Kids	877-GA-Peach
Social Security Administration	800-772-1213

Banks County

Atlanta Veteran's Center	404-347-7264
Avita Community Partners	706-894-3700
Banks County Adult Learning Center	706-677-4302
Banks/Jackson Community Food Bank	706-335-5143
Banks County Community Resource Association	706-677-3667
Banks County Dept. of Family and Children Services	706-677-2272
Banks County Health Department	706-677-2296
Child Care Resources & Referral Agency of NE GA	706-543-6177
Gateway Domestic Violence Center	770-536-5860
Georgia Department of Labor	706-282-4514
GA Residential Authority Rental Assistance Program	706-369-5636
Housing Authority	706-886-9455
Piedmont Rape Crisis Center	770-586-5423
Rehabilitation Industries of NE Georgia	770-535-7464
Transportation: Trans-A-Van	706-677-1835

Paramedicine

Computer Information Systems

Drug-Free Campus Act

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Lanier Technical College has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

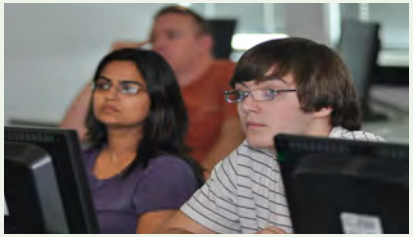
Lanier Technical College expects faculty, staff, and students to meet appropriate standards of performance, to observe basic rules for good conduct, and to comply with the College Student Code of Conduct. In the discharge of its responsibilities as an employer, Lanier Technical College aggressively promotes and requires a drug-free campus among its students, faculty, and staff.

Institutional standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or as part of any institutional-sponsored activities. Sanctions up to and including dismissal and referral for prosecution will be imposed for the violation of these standards. The Office of Student Affairs provides assistance to students with drug or alcohol-related problems.

If you wish to read the entire Drug-Free Campus Act, please go to www.laniertech.edu. Type in "Drug Free Campus Act" under search site.

Questions regarding this policy should be directed to the Human Resource Office, if in regard to employees, and to the Special Populations Office, if in regard to students.

Interiors



General Studies

Sources of Help for Alcohol/Drug Dependency:
Avita Partners Behavioral Health Services
(Low Income/sliding scale fees)

Avita Locations:

Hall County	678-207-2900
Forsyth County	678-341-3840
Banks County	706-894-3700
Jackson County	706-864-6822
Lumpkin County	706-864-6822
Dawson County	706-864-6822

Addiction Evaluations, Inc.
Barrow County 770-426-7511

Laurelwood
(Mental Health Services at Northeast Georgia Medical Center) 770-219-3800

HALT Club
(Twelve Step Program) 770-534-3777

National Clearinghouse for Drug and Alcohol Info 1-800-729-6686

United Way 2.1.1 770-534-0617

Campus Safety and Security

We at Lanier Technical College strive to provide a safe and secure educational environment for our students, faculty, and staff. We provide professionally trained, licensed law enforcement officers to accommodate any and all safety and security needs.

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

the College website at www.laniertech.edu.

Any questions or concerns related to safety and security should be reported to the security officer on duty or Paula Davidson in Administrative Services at 770-533-6900, between the hours of 8:00 a.m. and 7:00 p.m., Monday through Thursday, excluding holidays. To report any incident or crime on campus, call the main number at your respective campus. If after normal school hours, call 911.

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

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

The College does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct (www.laniertech.edu/coc/Dod%20of%20Conduct.htm), College policies, and may violate federal and state laws. Violations are subject to disciplinary sanctions through the Office of Student Affairs. To review procedures, policies, and protocols for reporting and addressing allegations of student sexual misconduct, please visit http://laniertech.edu/coc/Sexual%20Harassment.html.

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

You have other options in addition to contacting College Security regarding sexual assault, domestic violence, dating violence, and stalking. The first step in the procedure is to contact Nancy Beaver, Title IX Coordinator, at 770-533-7001 or nbeaver@laniertech.edu.